



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**October 27, 2021**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. October Monthly Activity Report (to be supplied under separate cover)
  - C. Planning Commission, EDA and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – October 13, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. PSUP21-03 – 611 S. Bamber Rd. – Breanne Moeggenberg – Special Use Permit Application – In Home Group Daycare
  - H. 2021 Sanitary Sewer Pump Station #12 Bypass Pump Assembly/Pump Station Wet Well Upgrades

10. NEW BUSINESS

- A. Discussion/Action: (Nanney) Second Reading and Adoption for the East DDA Development Plan and Tax Increment Financing Plan Amendatory Ordinance
- B. Discussion/Action: (Nanney) Second Reading and Adoption for the West DDA Development Plan and Tax Increment Financing Plan Amendatory Ordinance
- C. Discussion/Action: (Nanney) First Reading and Introduction of the PTXT 21-01 Zoning Ordinance Amendments
- D. Discussion/Action (Nanney) Approval of Tax Increment Sharing Agreement Between County/EDA/Union Township for the East DDA District
- E. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition and Activities
- F. Discussion/Action: (Stuhldreher) Policy Governance 4.3 Delegation to The Township Manger & Management Team

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

- A. Closed session with litigation counsel regarding the case of Charter Township of Union v. Tolas Brothers, Inc., et al, now pending in Isabella County, Circuit Court Case No. 21-16897-CH.

15. ADJOURNMENT

## Board Expiration Dates

| Planning Commission Board Members (9 Members) 3 year term               |             |             |                 |
|-------------------------------------------------------------------------|-------------|-------------|-----------------|
| #                                                                       | F Name      | L Name      | Expiration Date |
| 1-BOT Representative                                                    | James       | Thering     | 11/20/2024      |
| 2-Chair                                                                 | Phil        | Squatrito   | 2/15/2023       |
| 3-Vice Chair                                                            | Ryan        | Buckley     | 2/15/2022       |
| 4-Secretary                                                             | Doug        | LaBelle II  | 2/15/2022       |
| 5 - Vice Secretary                                                      | Stan        | Shingles    | 2/15/2024       |
| 6                                                                       | Tera        | Albrecht    | 2/15/2024       |
| 7                                                                       | Mike        | Darin       | 2/15/2022       |
| 8                                                                       | Alex        | Fuller      | 2/15/2023       |
| 9                                                                       | Jessica     | Lapp        | 2/15/2023       |
| Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term   |             |             |                 |
| #                                                                       | F Name      | L Name      | Expiration Date |
| 1- PC Rep                                                               | Ryan        | Buckley     | 2/15/2022       |
| 2 - Chair                                                               | Andy        | Theisen     | 12/31/2022      |
| 3 - Vice Chair                                                          | Liz         | Presnell    | 12/31/2022      |
| 4 - Secretary                                                           | Judy        | Lannen      | 12/31/2022      |
| 5 -                                                                     | vacant seat |             | 12/31/2022      |
| Alt. #1                                                                 | Brandon     | LaBelle     | 12/31/2022      |
| Alt. #2                                                                 | vacant seat |             | 2/15/2021       |
| Board of Review (3 Members) 2 year term                                 |             |             |                 |
| #                                                                       | F Name      | L Name      | Expiration Date |
| 1                                                                       | Doug        | LaBelle II  | 12/31/2022      |
| 2                                                                       | Sarvjit     | Chowdhary   | 12/31/2022      |
| 3                                                                       | Bryan       | Neyer       | 12/31/2022      |
| Alt #1                                                                  | Randy       | Golden      | 12/31/2022      |
| Construction Board of Appeals (3 Members) 2 year term                   |             |             |                 |
| #                                                                       | F Name      | L Name      | Expiration Date |
| 1                                                                       | Colin       | Herron      | 12/31/2021      |
| 2                                                                       | Richard     | Jakubiec    | 12/31/2021      |
| 3                                                                       | Andy        | Theisen     | 12/31/2021      |
| Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term |             |             |                 |
| 1                                                                       | Mark        | Stuhldreher | 12/31/2022      |
| 2                                                                       | John        | Dinse       | 12/31/2021      |
| Chippewa River District Library Board 4 year term                       |             |             |                 |
| 1                                                                       | Ruth        | Helwig      | 12/31/2023      |
| 2                                                                       | Lynn        | Laskowsky   | 12/31/2021      |



## Board Expiration Dates

| EDA Board Members (11 Members) 4 year term                                     |             |             |                 |
|--------------------------------------------------------------------------------|-------------|-------------|-----------------|
| #                                                                              | F Name      | L Name      | Expiration Date |
| 1-BOT Representative                                                           | Bryan       | Mielke      | 11/2024         |
| 2                                                                              | Thomas      | Kequom      | 4/14/2023       |
| 3                                                                              | James       | Zalud       | 4/14/2023       |
| 4                                                                              | Richard     | Barz        | 2/13/2025       |
| 5                                                                              | Robert      | Bacon       | 1/13/2023       |
| 6                                                                              | Marty       | Figg        | 6/22/2022       |
| 7                                                                              | Sarvjit     | Chowdhary   | 1/20/2022       |
| 8                                                                              | Cheryl      | Hunter      | 6/22/2023       |
| 9                                                                              | Jeff        | Sweet       | 2/13/2025       |
| 10                                                                             | vacant seat |             | 2/13/2021       |
| 11                                                                             | David       | Coyne       | 3/26/2022       |
| Mid Michigan Area Cable Consortium (2 Members)                                 |             |             |                 |
| #                                                                              | F Name      | L Name      | Expiration Date |
| 1                                                                              | Kim         | Smith       | 12/31/2022      |
| 2                                                                              | vacant seat |             |                 |
| Cultural and Recreational Commission (1 seat from Township) 3 year term        |             |             |                 |
| #                                                                              | F Name      | L Name      | Expiration Date |
| 1                                                                              | Robert      | Sommerville | 12/31/2022      |
| Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments) |             |             |                 |
| #                                                                              | F Name      | L Name      | Expiration Date |
| 1 - BOT Representative                                                         | Kimberly    | Rice        | 11/20/2024      |
| 2 - PC Representative                                                          | Mike        | Darin       | 8/15/2022       |
| 3 - Township Resident                                                          | Jeff        | Siler       | 8/15/2021       |
| 4 - Township Resident                                                          | Jeremy      | MacDonald   | 10/17/2022      |
| 5 - Member at large                                                            | Phil        | Hertzler    | 8/15/2021       |
| Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term |             |             |                 |
| #                                                                              | F Name      | L Name      | Expiration Date |
| 1 - City of Mt. Pleasant                                                       | John        | Zang        | 12/31/2023      |
| 2 - City of Mt. Pleasant                                                       | Judith      | Wagley      | 12/31/2022      |
| 1 -Union Township                                                              | Stan        | Shingles    | 12/31/2023      |
| 2 - Union Township                                                             | Allison     | Chiodini    | 12/31/2022      |
| 1- Mt. Pleasant Schools                                                        | Lisa        | Diaz        | 12/31/2021      |
|                                                                                |             |             |                 |

**2021 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on October 13, 2021, at 7:00 p.m. at the Union Township Hall.

**Meeting was called to order at 7:00 p.m.**

**Roll Call**

Present: Supervisor Mielke, Clerk Cody, Treasurer Rice, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering

**Approval of Agenda**

Rice moved Bills supported to approve the agenda with amendments to move item 5.A. – Presentations - to item 12 and to move item 14 – Closed Session – between item 9 and 10.

**Vote: Ayes: 7 Nays: 0. Motion carried.**

**Public Hearings**

A. Updated East DDA District Development and Tax Increment Financing plans

**Open: 7:03 p.m.**

Jim Horton, 3089 Hunters Trail, gave positive comments on the Township and County working together on the EDA plans.

**Closed: 7:05 p.m.**

B. Updated West DDA District Development and Tax Increment Financing plans

**Open: 7:05 p.m.**

No comments were offered

**Closed: 7:06 p.m.**

**Presentation**

Jim Horton, Isabella County Commissioner gave the County updates. The County hired a new Administrator Controller, Nicole Frost.

**Public Comment**

Open: 7:13 p.m.

John Zang, 623 Hopkins, Chairman of the Mid-Michigan Aquatic Recreational Authority, asked the Township to consider approving the requested startup fund for the Aquatic Center in the amount of \$10,000.

Closed: 7:14 p.m.

**Reports/Board Comments**

**A. Current List of Boards and Commissions – Appointments as needed**

**B. Board Member Reports**

Hauck – Gave updates on the Road Commission.

Bills – Gave updates on the Election Committee Meeting.

Brown – Gave updates on the City Commission meeting

## Consent Agenda

- Communications
- Minutes – September 22, 2021 – Regular Meeting and October 6, 2021, Special Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports
- Jameson Park Phase II – Participation Agreement UT/EDA
- 2021 Manhole Rehabilitation Project Bid Award
- 2021 6” Centrifugal Pump Purchase
- Consider request from Mid-Michigan Aquatic Recreational Authority for startup funding

**Bills** moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

## Closed Session

**7:23 p.m.**

**Cody** moved **Rice** supported to move that the Board meet in closed session regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ, I move to go into closed session for the following reasons: 1) to consult with the Township’s attorney regarding trial or settlement strategy in connection with specific pending litigation because an open meeting would have a detrimental financial effect on the litigating or settlement position of the Township and 2) under Section 8(h) of the Open Meetings Act to consider written material from the Township’s attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**8:01 p.m.**

**Brown** moved **Bills** supported to come out of closed session. **Vote: Ayes: 7 Nays: 0. Motion carried.**

## New Business

### **A. Discussion/Action: (Stuhldreher) First Reading for the East DDA Development Plan and Tax Increment Financing Plan Amendatory Ordinance**

**Rice** moved **Brown** supported to introduce and conduct a First Reading for the East DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance. **Vote: Ayes: 7 Nays: 0. Motion carried.**

### **B. Discussion/Action: (Stuhldreher) First Reading for the West DDA Development Plan and Tax Increment Financing Plan Amendatory Ordinance**

**Bills** moved **Brown** supported to introduce and conduct a First Reading for the West DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance. **Vote: Ayes: 7 Nays: 0. Motion carried.**

C. **Discussion/Action: (Stuhldreher) 2021 Combination Single Engine Dual State Sewer Cleaner/Jetter Purchase**

**Brown** moved **Bills** supported the approval to purchase a 2021 Combination Single Engine Dual Stage Sewer Cleaner (Jetter) with Hydrostatic Driven Vacuum System Mounted on a Heavy-Duty Chassis (Vactor Truck) from Jack Doheny Company in the amount of \$420,898.00. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

\* **Thering** moved **Bills** supported to authorize the Township Manager to proceed with finalization of the proposed settlement of the Concerned Citizens litigation in the form and manner discussed during closed session, including (1) conveyance of the proposed Settlement Agreement discussed during closed session to opposing counsel; (2) execution of the Settlement Agreement, if accepted by opposing counsel, and (3) prior to any such execution, the making of any changes to the Settlement Agreement which are non-substantive and/or typographical in nature, should the Township Manager counsel agree that such changes are necessary and in the best interests of the Township. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE**

Open 8:25 p.m.

No comments were offered.

Closed: 8:25 p.m.

**MANAGER COMMENTS**

Annual Clean Up Day held Saturday, October 2, 2021, was a success.

Fire Hydrant and Water Main Flushing began October 11<sup>th</sup>.

**PRESENTATION**

Mark Stuhldreher, Township Manager, presented the FY' 22 Budget Recommendations to the Board. The recommended budget can be viewed on the Township's website.

**FINAL BOARD MEMBER COMMENTS**

Brown – Thanked Mark for being thorough on the FY' 22 Budget Recommendation and recognized the Board made a very important vote on the Vactor Truck purchase.

Bills – Is happy Union Township is able to contribute to the Mid-Michigan Aquatic Recreational Authority startup fund and appreciates the FY' 22 budget presentation.

Thering – Shared an email from a constituent.

Hauck – Would like to see more people vaccinated and life return to normal.

Mielke – Appreciates Trustee Hauck's comment regarding vaccinations.

**ADJOURNMENT**

**Cody** moved **Rice** supported to adjourn the meeting at 8:50 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

**DRAFT**



| Check Date               | Bank | Check   | Vendor | Vendor Name                                 | Description                         | Amount           |
|--------------------------|------|---------|--------|---------------------------------------------|-------------------------------------|------------------|
| Bank 101 POOLED CHECKING |      |         |        |                                             |                                     |                  |
| 10/14/2021               | 101  | 471 (E) | 01440  | RESERVE ACCOUNT                             | RELOAD POSTAGE METER                | 3,000.00         |
| 10/20/2021               | 101  | 472 (E) | 01186  | COYNE PROPANE LLC                           | FUEL FOR GENERATORS                 | 441.46           |
| 10/20/2021               | 101  | 473 (E) | 00146  | CONSUMERS ENERGY                            | 900 MULBERRY                        | 50.40            |
|                          |      |         |        |                                             | 5240 E BROOMFIELD                   | 1,062.24         |
|                          |      |         |        |                                             | 1933 S ISABELLA                     | 487.30           |
|                          |      |         |        |                                             | 5144 BUDD                           | 31.32            |
|                          |      |         |        |                                             | 5142 BUDD                           | 73.25            |
|                          |      |         |        |                                             | 2270 NORTHWAY                       | 33.68            |
|                          |      |         |        |                                             | 2055 ENTERPRISE                     | 229.96           |
|                          |      |         |        |                                             | 5537 E BROADWAY                     | 97.33            |
|                          |      |         |        |                                             | 1660 BELMONT                        | 88.29            |
|                          |      |         |        |                                             | 5525 E REMUS                        | 72.17            |
|                          |      |         |        |                                             | STREET LIGHTS                       | 1,921.66         |
|                          |      |         |        |                                             | 5076 S MISSION                      | 1,055.86         |
|                          |      |         |        |                                             | 4795 S MISSION                      | 2,609.59         |
|                          |      |         |        |                                             | 4797 S MISSION BARN                 | 306.81           |
|                          |      |         |        |                                             | 4822 ENCORE                         | 120.26           |
|                          |      |         |        |                                             | 4244 E BLUE GRASS                   | 76.02            |
|                          |      |         |        |                                             | 2180 S LINCOLN                      | 31.17            |
|                          |      |         |        |                                             | 1776 E PICKARD                      | 75.26            |
|                          |      |         |        |                                             | 1876 S LINCOLN                      | 16.74            |
|                          |      |         |        |                                             | 2188 E PICKARD                      | 130.77           |
|                          |      |         |        |                                             | 1876 E PICKARD                      | 44.92            |
|                          |      |         |        |                                             | 2495 E DEERFIELD                    | 122.38           |
|                          |      |         |        |                                             | 2424 W MAY                          | 608.85           |
|                          |      |         |        |                                             | 3998 E DEERFIELD                    | 73.30            |
|                          |      |         |        |                                             | 5369 S CRAWFORD                     | 64.60            |
|                          |      |         |        |                                             | 3248 S CONCOURSE                    | 171.18           |
|                          |      |         |        |                                             | 2010 S LINCOLN                      | 791.50           |
|                          |      |         |        |                                             | 2279 S MERIDIAN                     | 1,965.98         |
|                          |      |         |        |                                             | 2279 S MERIDIAN PUMP HOUSE          | 39.53            |
|                          |      |         |        |                                             | 1605 SCULLY RD                      | 52.63            |
|                          |      |         |        |                                             | 1046 S MISSION                      | 165.26           |
|                          |      |         |        |                                             | 5319 E AIRPORT                      | 49.37            |
|                          |      |         |        |                                             | 1633 S LINCOLN                      | 336.53           |
|                          |      |         |        |                                             | 4520 E RIVER                        | 116.43           |
|                          |      |         |        |                                             | 800 CRAIG HILL                      | 63.09            |
|                          |      |         |        |                                             |                                     | <u>13,235.63</u> |
| 10/20/2021               | 101  | 474 (E) | 00146  | VOID                                        |                                     |                  |
|                          |      |         |        | VOID Reason: Created From Check Run Process |                                     | V                |
| 10/20/2021               | 101  | 475 (E) | 00146  | VOID                                        |                                     |                  |
|                          |      |         |        | VOID Reason: Created From Check Run Process |                                     | V                |
| 10/27/2021               | 101  | 23217   | MISC   | FHWF, LLC                                   | UB refund for account: 02711        | 815.01           |
| 10/27/2021               | 101  | 23218   | MISC   | FOUNDATION SYSTEMS OF MICHIGAN              | BD Payment Refund                   | 293.00           |
| 10/27/2021               | 101  | 23219   | 00095  | C & C ENTERPRISES, INC.                     | CLOTHING ALLOWANCE-MANAGER          | 90.00            |
|                          |      |         |        |                                             | BOWL CLEANER-PARKS                  | 69.90            |
|                          |      |         |        |                                             | JANITORIAL SUPPLIES-TWP HALL        | 78.00            |
|                          |      |         |        |                                             |                                     | <u>237.90</u>    |
| 10/27/2021               | 101  | 23220   | 01309  | CGS, INC                                    | OSHA COMPLIANCE TRAINING            | 1,013.50         |
| 10/27/2021               | 101  | 23221   | 01710  | CHIPPEWA NATURE CENTER                      | CHIPPEWA WATER TRAIL STRATEGIC PLAN | 3,087.50         |
| 10/27/2021               | 101  | 23222   | 00129  | CMS INTERNET, LLC                           | UPS WITH LITHIUM BATTERY-TWP HALL   | 1,499.00         |

| Check Date                 | Bank | Check | Vendor | Vendor Name                         | Description                              | Amount                   |
|----------------------------|------|-------|--------|-------------------------------------|------------------------------------------|--------------------------|
|                            |      |       |        |                                     | MANAGED IT, EMAIL, & PHONE SERVICE-NOV.  | 9,675.61                 |
|                            |      |       |        |                                     |                                          | <u>11,174.61</u>         |
| 10/27/2021                 | 101  | 23223 | 01171  | DBI BUSINESS INTERIORS              | HANGING FILE FOLDERS                     | 36.76                    |
| 10/27/2021                 | 101  | 23224 | 00171  | MIKE DEARING                        | CLOTHING ALLOWANCE REIMBURSEMENT         | 100.00                   |
| 10/27/2021                 | 101  | 23225 | 00209  | ETNA SUPPLY COMPANY                 | TOUCHREAD LEAK DETECTORS                 | 4,320.00                 |
|                            |      |       |        |                                     | OMNI REPLACEMENT METERS                  | <u>3,160.00</u>          |
|                            |      |       |        |                                     |                                          | 7,480.00                 |
| 10/27/2021                 | 101  | 23226 | 00261  | GRAINGER                            | STEEL PINS                               | 18.35                    |
| 10/27/2021                 | 101  | 23227 | 01669  | HOLLIDAY INTERIORS LLC              | OFFICE FURNITURE-BLDG & ASSESSIN-FINAL P | 1,223.75                 |
| 10/27/2021                 | 101  | 23228 | 00333  | ISABELLA COUNTY ROAD COMMISSION     | 2021 CHIP SEAL                           | 66,957.42                |
|                            |      |       |        |                                     | ISABELLA/REMUS TRAFFIC LIGHT-PROG PMT #1 | 83,242.29                |
|                            |      |       |        |                                     | ISABELLA/BUEGRASS TRAFFIC LIGHT-BILLING  | 182,065.65               |
|                            |      |       |        |                                     | ISABELLA/BRMFLD TRAFFIC LIGHT-PROG PMT # | <u>43,162.67</u>         |
|                            |      |       |        |                                     |                                          | 375,428.03               |
| 10/27/2021                 | 101  | 23229 | 01324  | KENEWELL GROUP                      | BUSINESS CARDS-ASSESSING ASST            | 76.00                    |
| 10/27/2021                 | 101  | 23230 | 00422  | MICHIGAN PIPE & VALVE-MT. PLEASANT  | SCHEDULE 80 PIPES & ELBOWS               | 512.00                   |
|                            |      |       |        |                                     | BALL VALVE/BUSHING/ADAPTER               | 41.75                    |
|                            |      |       |        |                                     | VALVE BOX & RISERS                       | <u>93.00</u>             |
|                            |      |       |        |                                     |                                          | 646.75                   |
| 10/27/2021                 | 101  | 23231 | 01199  | MID MICHIGAN ANSWERING SERVICE      | ANSWERING SERVICE-4TH Q 2021             | 360.00                   |
| 10/27/2021                 | 101  | 23232 | 00494  | NORTH CENTRAL LABORATORIES          | SODIUM HYDROXIDE/BROTH AMPULES/STORAGE S | 1,841.50                 |
| 10/27/2021                 | 101  | 23233 | 01610  | PREMIER SAFETY                      | PREVENTATIVE MAINT/RKI SENSOR/FILTERS    | 346.40                   |
| 10/27/2021                 | 101  | 23234 | 01293  | SHAY WATER CO/CUSTOM COFFEE SERV    | COFFEE BREWER RENT Q3 2021               | 45.00                    |
| 10/27/2021                 | 101  | 23235 | 01542  | SHRED-IT US JV LLC                  | PAPER SHREDDING-AUG & SEP 2021           | 129.50                   |
| 10/27/2021                 | 101  | 23236 | 01090  | SIMPLY ENGRAVING                    | NAME PLATES & BADGES                     | 28.00                    |
| 10/27/2021                 | 101  | 23237 | 01254  | LARRY M SOMMER                      | MEAL REIMBURSEMENT-NMCOA                 | 61.67                    |
| 10/27/2021                 | 101  | 23238 | 01654  | TRACE ANALYTICAL LABORATORIES, INC. | SAMPLE HANDLING, STORAGE, & DISPOSAL     | 19.00                    |
|                            |      |       |        |                                     | SAMPLE HANDLING, STORAGE, & DISPOSAL     | <u>1,157.90</u>          |
|                            |      |       |        |                                     |                                          | 1,176.90                 |
| 10/27/2021                 | 101  | 23239 | 00732  | YEO & YEO, PC                       | ARPA CONSULTATION-SEPTEMBER 2021         | <u><u>250.00</u></u>     |
| <b>101 TOTALS:</b>         |      |       |        |                                     |                                          |                          |
| Total of 28 Checks:        |      |       |        |                                     |                                          | 422,547.22               |
| Less 2 Void Checks:        |      |       |        |                                     |                                          | <u>0.00</u>              |
| Total of 26 Disbursements: |      |       |        |                                     |                                          | <u><u>422,547.22</u></u> |

|                                                    |
|----------------------------------------------------|
| <b>Charter Township of Union</b><br><b>Payroll</b> |
|----------------------------------------------------|

**CHECK DATE: October 14, 2021**

**PPE: October 9, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

|                                              |    |                     |
|----------------------------------------------|----|---------------------|
| General Fund                                 | \$ | 36,620.65           |
| Fire Fund                                    |    |                     |
| EDDA                                         |    |                     |
| WDDA                                         |    |                     |
| Sewer Fund                                   |    | 37,196.09           |
| Water Fund                                   |    | 22,469.62           |
| <b>Total To Transfer from Pooled Savings</b> |    | <b>\$ 96,286.36</b> |

**NOTE: CHECK TOTAL FOR TRANSFER**

|                                           |    |                     |
|-------------------------------------------|----|---------------------|
| Gross Payroll                             | \$ | 64,939.29           |
| Employer Share Med                        |    | 870.42              |
| Employer Share SS                         |    | 3,721.85            |
| SUI                                       |    | 32.62               |
| Pension-Employer Portion                  |    | 5,101.32            |
| Workers' Comp                             |    | 577.61              |
| Life/LTD                                  |    | 603.35              |
| Dental                                    |    | 1,340.73            |
| Health Care                               |    | 23,115.23           |
| Vision                                    |    | 394.29              |
| Vision Contribution                       |    | (197.14)            |
| Health Care Contribution                  |    | (4,213.21)          |
| Cobra/Flex Administration                 |    | -                   |
| PCORI Fee                                 |    | -                   |
| <b>Total Transfer to Payroll Checking</b> |    | <b>\$ 96,286.36</b> |

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_


**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Jeff Brown

**MONTH, YEAR:** Sept. & Oct. 2021

| Date<br>MM/DD | Meeting                 | Time Attended |               | Total              |
|---------------|-------------------------|---------------|---------------|--------------------|
|               |                         | 1hr or less   | More than 1hr |                    |
| 9/13          | Regular City Commission |               | X             | 75. <sup>00</sup>  |
| 9/27          | Regular City Commission |               | X             | 75. <sup>00</sup>  |
| 10/11         | Regular City Commission |               | X             | 75. <sup>00</sup>  |
|               |                         |               |               |                    |
|               |                         |               |               |                    |
|               |                         |               |               |                    |
|               |                         |               |               |                    |
|               |                         |               |               |                    |
|               |                         |               | Total         | 225. <sup>00</sup> |

**Signature:**  **Date:** 10/13/2021

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. Meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Bill Hauck

**MONTH, YEAR:** Sept. 2021

| Date<br>MM/DD | Meeting              | Time Attended |              | Total             |
|---------------|----------------------|---------------|--------------|-------------------|
|               |                      | 1hr or less   | More than Hr |                   |
| 9-15          | C.O.G. Wase Township |               |              | 75. <sup>00</sup> |
| 9-23          | J.C.R.C.             |               | X            | 75. <sup>00</sup> |
|               |                      |               |              |                   |
|               |                      |               |              |                   |
|               |                      |               |              |                   |
|               |                      |               |              |                   |
|               |                      |               |              |                   |
|               |                      |               |              |                   |
|               |                      |               |              |                   |

**Signature:** Bill Hauck

**Date:** 10-12-21

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.



# Union Township Report-1

Date: Tuesday, October 12, 2021



Alarm Date between 2021-10-04 and 2021-10-10

| District              | NFIRS Number   | Alarm Date               | Incident Type Code | Incident Type                                       | Apparatus Name | Personnel Count           | Alarms |
|-----------------------|----------------|--------------------------|--------------------|-----------------------------------------------------|----------------|---------------------------|--------|
| <b>Union Township</b> | <b>0000831</b> |                          |                    |                                                     |                |                           |        |
|                       |                | 10/5/2021<br>12:09:56 PM | 711                | Municipal alarm system,<br>malicious false alarm    | ENG 31         | 2                         | 1      |
|                       |                |                          |                    |                                                     |                | <b>Total Responding 2</b> |        |
| <b>Union Township</b> | <b>0000838</b> |                          |                    |                                                     |                |                           |        |
|                       |                | 10/7/2021<br>4:16:32 PM  | 745                | Alarm system activation,<br>no fire - unintentional | ENG 31         | 2                         | 1      |
|                       |                | 10/7/2021<br>4:16:32 PM  | 745                | Alarm system activation,<br>no fire - unintentional | C 31           | 1                         | 1      |
|                       |                |                          |                    |                                                     |                | <b>Total Responding 3</b> |        |
| <b>Union Township</b> | <b>0000839</b> |                          |                    |                                                     |                |                           |        |
|                       |                | 10/7/2021<br>7:40:27 PM  | 700                | False alarm or false call,<br>other                 | ENG 31         | 2                         | 1      |

|                           |                   |                         |     |                                              |        |                               |                                |
|---------------------------|-------------------|-------------------------|-----|----------------------------------------------|--------|-------------------------------|--------------------------------|
|                           |                   |                         |     |                                              |        |                               | <b>Total<br/>Responding 2</b>  |
| <b>Union<br/>Township</b> | <b>0000842</b>    |                         |     |                                              |        |                               |                                |
|                           |                   | 10/8/2021<br>3:26:01 PM | 324 | Motor vehicle accident<br>with no injuries.  | ENG 31 | 2                             | 1                              |
|                           |                   |                         |     |                                              |        | <b>Total<br/>Responding 2</b> |                                |
| <b>Union<br/>Township</b> | <b>0000843</b>    |                         |     |                                              |        |                               |                                |
|                           |                   | 10/9/2021<br>1:36:02 AM | 311 | Medical assist, assist<br>EMS crew           | ENG 31 | 2                             | 1                              |
|                           |                   |                         |     |                                              |        | <b>Total<br/>Responding 2</b> |                                |
| <b>Union<br/>Township</b> | <b>0000851</b>    |                         |     |                                              |        |                               |                                |
|                           |                   | 10/9/2021<br>7:54:51 PM | 715 | Local alarm system,<br>malicious false alarm | ENG 31 | 2                             | 1                              |
|                           |                   |                         |     |                                              |        | <b>Total<br/>Responding 2</b> |                                |
|                           | <b>Total Runs</b> |                         |     |                                              |        |                               | <b>Total<br/>Responding 13</b> |
|                           | <b>6</b>          |                         |     |                                              |        |                               |                                |

**Note: Alarms**

**1=Duty Crew**

**2=Paged Off Duty Full-time**

**3=Paged Paid-on-Call Firefighters**

**4=Paged All**

**Highlighted Yellow Indicates an Emergency Call**





# Union Township Report-1

Date: Tuesday, October 19, 2021



Alarm Date between 2021-10-11 and 2021-10-17

| District              | NFIRS Number   | Alarm Date                | Incident Type Code | Incident Type                                    | Apparatus Name  | Personnel Count           | Alarms |
|-----------------------|----------------|---------------------------|--------------------|--------------------------------------------------|-----------------|---------------------------|--------|
| <b>Union Township</b> | <b>0000862</b> |                           |                    |                                                  |                 |                           |        |
|                       |                | 10/12/2021<br>10:08:23 PM | 745                | Alarm system activation, no fire - unintentional | ENG 31          | 2                         | 1      |
|                       |                |                           |                    |                                                  |                 | <b>Total Responding 2</b> |        |
| <b>Union Township</b> | <b>0000864</b> |                           |                    |                                                  |                 |                           |        |
|                       |                | 10/12/2021<br>3:54:41 PM  | 323                | Motor vehicle/pedestrian accident (MV Ped)       | ENG 31          | 2                         | 1      |
|                       |                | 10/12/2021<br>3:54:41 PM  | 323                | Motor vehicle/pedestrian accident (MV Ped)       | Assistant Chief | 1                         | 1      |
|                       |                |                           |                    |                                                  |                 | <b>Total Responding 3</b> |        |
| <b>Union Township</b> | <b>0000874</b> |                           |                    |                                                  |                 |                           |        |
|                       |                | 10/14/2021<br>8:05:27 PM  | 424                | Carbon monoxide incident                         | ENG 31          | 2                         | 1      |

|                           |                         |                           |     |                                                     |        |                                |                               |
|---------------------------|-------------------------|---------------------------|-----|-----------------------------------------------------|--------|--------------------------------|-------------------------------|
|                           |                         |                           |     |                                                     |        |                                | <b>Total<br/>Responding 2</b> |
| <b>Union<br/>Township</b> | <b>0000875</b>          |                           |     |                                                     |        |                                |                               |
|                           |                         | 10/15/2021<br>4:40:19 AM  | 400 | Hazardous condition, other                          | ENG 31 | 2                              | 1                             |
|                           |                         |                           |     |                                                     |        | <b>Total<br/>Responding 2</b>  |                               |
| <b>Union<br/>Township</b> | <b>0000876</b>          |                           |     |                                                     |        |                                |                               |
|                           |                         | 10/15/2021<br>9:28:37 AM  | 412 | Gas leak (natural gas or<br>LPG)                    | ENG 31 | 3                              | 1                             |
|                           |                         |                           |     |                                                     |        | <b>Total<br/>Responding 3</b>  |                               |
| <b>Union<br/>Township</b> | <b>0000877</b>          |                           |     |                                                     |        |                                |                               |
|                           |                         | 10/15/2021<br>10:31:33 AM | 745 | Alarm system activation, no<br>fire - unintentional | ENG 31 | 3                              | 1                             |
|                           |                         |                           |     |                                                     |        | <b>Total<br/>Responding 3</b>  |                               |
|                           | <b>Total<br/>Runs 6</b> |                           |     |                                                     |        | <b>Total<br/>Responding 15</b> |                               |

**Note: Alarms**

**1=Duty Crew**

**2=Paged Off Duty Full-time**

**3=Paged Paid-on-Call Firefighters**

**4=Paged All**

**Highlighted Yellow Indicates an Emergency Call**



## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher, Township Manager      **DATE:** October 18, 2021

**FROM:** Rodney C. Nanney, AICP      **DATE FOR BOARD CONSIDERATION:** 10/27/2021  
 Community and Economic Development Director

**ACTION REQUESTED:** To concur with the Planning Commission’s recommendation and approve the PSUP21-03 Special Use Permit application for a Group Day Care Home (7-12 Children) located 611 S. Isabella Road in the southeast quarter of Section 14 and in the AG (Agricultural) zoning district, subject to the following conditions:

1. Parking and fence improvements to be completed by December 31, 2021.
2. A copy of state documentation approving the transfer of Aunt Bree’s Day Care from 3769 S. Shepherd Road to 611 S. Bamber Road shall be provided to the Zoning Administrator prior to operation of the facility at this location.

### BACKGROUND INFORMATION

The applicant Breanne Moeggenberg has been authorized by the current owners of 611 S. Bamber to apply for a Group Day Care Home (7-12 Children) Special Use Permit. Ms. Moeggenberg is in the process of buying 611 S. Bamber from Jeffrey and Lilly Ann Laws. She currently operates a group day care home known as Aunt Bree’s Day Care located at 3769 S. Shepherd Rd. If approved, she will be moving this Aunt Bree’s Day Care to 611 S. Bamber Road.

#### **Public input opportunities.**

The following is a summary of the public meetings and other opportunities for public input associated with the Special Use Permit application:

| Date           | Event                                                  | Actions                                                                                                                                                                    |
|----------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sept. 2, 2021  | Public Hearing Notices                                 | Notices mailed to all surrounding addresses within 300 feet of the subject parcels.                                                                                        |
| Sept. 5, 2021  |                                                        | Publication of the public hearing notice in The Morning Sun newspaper.                                                                                                     |
| Sept. 21, 2021 | Planning Commission Public Hearing and Regular Meeting | Public hearing held for the application as an electronic meeting via Zoom, followed by deliberation and action to recommend conditional approval to the Board of Trustees. |
| Oct. 27, 2021  | Regular meeting of the Board of Trustees               | Consideration and action on the Special Use Permit application.                                                                                                            |

#### **Review Comments**

Section 14.03J. of the Zoning Ordinance establishes the standards for special use approval. Each of the seven (7) standards from this Section are listed in the following table in bold printed text. Staff review comments follow under each standard. Please note that, for clarity and readability purposes, staff has divided standards #2 and #7 into several subsections:

| Section 14.3.J. (Standards for Special Use Approval) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status   |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1                                                    | <b>The proposed land use is identified in Section 3 as a special use in the zoning district.</b>                                                                                                                                                                                                                                                                                                                                                                                                     | Conforms |
|                                                      | A Child or Day care, Group Home is listed in Section 3.6 as a special use in the AG (Agricultural District).                                                                                                                                                                                                                                                                                                                                                                                         |          |
| 2(a)                                                 | <b>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of <u>traffic</u> ....</b>                                                                                                                                                                                                                          | Conforms |
|                                                      | The proposed use conforms to this standard. Anticipated vehicular traffic would be limited to vehicles picking up and dropping in the morning and evening.<br><br>Based on these conditions, a group day care home would not be detrimental or hazardous to the general welfare by means of traffic generation.                                                                                                                                                                                      |          |
| 2(b)                                                 | <b>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of...<u>noise, vibration, ...dust, glare (or) light....</u></b>                                                                                                                                                                                     | Conforms |
|                                                      | Children playing outside will be within a fenced area. The only noise generated would be children playing which can be found at any residential home with children. There are no outside lights proposed                                                                                                                                                                                                                                                                                             |          |
| 2(c)                                                 | <b>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of...<u>odors, dust, drainage, pollution or other adverse impacts.</u></b>                                                                                                                                                                          | Conforms |
|                                                      | The Group Day Care Home will not be detrimental or injurious to the environment or public health by reason of odors, dust, drainage, pollution or other adverse impacts.                                                                                                                                                                                                                                                                                                                             |          |
| 3                                                    | <b>The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.</b> | Conforms |
|                                                      | The applicant will if approved will purchase the home and will be living in the home. The use of the house will still be residential. The Group Day Care Home will be an additional special use. The hours of operation will be from 5:30am to 6:30pm. This will not be a 24 hour operation.                                                                                                                                                                                                         |          |
| 4                                                    | <b>The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.</b>                                                                                                                                                                                                                                                                                                                                                 | Conforms |
|                                                      | This special use would not adversely impact natural features and agricultural uses within this Rural Preservation designated area.                                                                                                                                                                                                                                                                                                                                                                   |          |
| 5                                                    | <b>The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.</b>                                                                                                                                                                                                                                                                                                                                                                 | Conforms |

| Section 14.3.J. (Standards for Special Use Approval) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status   |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                      | <p><b>Section 6.13.B. Requirements.</b> Pursuant to Public Act 110 of 2006, as amended, a group day care home shall be issued a special use permit if the facility meets of the following standards:</p> <p><b>1. Spacing.</b> The Group Day Care Home shall not be located closer than 1,500 feet to any of the following:</p> <ul style="list-style-type: none"> <li><b>a.</b> Another licensed group day care home. <b>Conforms</b></li> <li><b>b.</b> An adult foster care small group home or large group home licensed under the adult foster care facility licensing act, Michigan Public Act 218 of 1979, as amended. <b>Conforms</b></li> <li><b>c.</b> A facility offering substance abuse treatment and rehabilitation service to seven (7) or more people licensed under Article 6 of the public health code, Michigan Public Act 218 of 1979, as amended. <b>Conforms</b></li> <li><b>d.</b> A community correction center, resident home, halfway house, or other similar facility that houses an inmate population under the jurisdiction of the Department of Corrections. <b>Conforms</b></li> </ul> <p><b>2. Fence Enclosure.</b> For the safety of the children, the play yard shall be enclosed with a four (4) foot high fence, which shall comply with the requirements in Section 7.6 of the Zoning Ordinance. <b>Will Conform - fence to be installed by 12-31-2021.</b></p> <p><b>3. Maintenance.</b> The property shall be maintained in a manner that is consistent with the characteristics of the residential neighborhood. <b>Conforms</b></p> <p><b>4. Hours of Operation.</b> The facility shall not exceed 16 hours of operation during a 24-hour period. <b>Conforms (13-hour operation)</b></p> <p><b>5. Signs.</b> Signs shall comply with Section 11 of the Zoning Ordinance. <b>Will Conform</b></p> |          |
| 6                                                    | <p><b>Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.</b></p> <p>The approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Conforms |
| 7(a)                                                 | <p><b>The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to...<u>fire protection services (and) municipal water and sewerage systems....</u></b></p> <p>The proposed use conforms to this standard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Conforms |
| 7(b)                                                 | <p><b>The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to <u>roads, police...protection services, (and) refuse disposal, other utilities, drainage facilities, and public or private wells....</u></b></p> <p>The proposed use conforms to this standard. No parking will be on the road. Traffic will only be generated in the morning for drop off and early evening for pick-up. The area is serviced by the County Sheriff and Mt. Pleasant Fire Department.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Conforms |
| 7(c)                                                 | <p><b>The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.</b></p> <p>The proposed use conforms to this standard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Conforms |

### **Planning Commission recommendation.**

Following the public hearing, the Commission evaluated the application for consistency with Section 14.03J. of the Zoning Ordinance, which establishes the standards for special use approval. This Section includes a set of criteria to consider, including an evaluation of compatibility with the public health, safety or general welfare, the environment, adjacent uses, the Master Plan, and the capacity of public or municipal services or infrastructure. The Commission then took action to adopt the following motion:

***LaBelle moved Thering supported to recommend to the Township Board of Trustees to approve the PSUP21-03 special use permit application from Breanne Moeggenberg for a group day care home at 611 S. Bamber Road (parcel number 14-004-40-004-01) on approximately 1.71 acres of land in the southeast quarter of Section 4 and in the AG zoning district, subject to the following conditions:***

- 1. Parking and fence improvements to be completed by December 31, 2021.***
- 2. A copy of state documentation approving the transfer of Aunt Bree's Day Care from 3769 S. Shepherd Road to 611 S. Bamber Road be provided to the Zoning Administrator prior to operation of the facility at this location.***

***Roll Call Vote: Ayes: Albrecht, Buckley, Fuller, LaBelle, Lapp, Shingles, Squatrito and Thering. Nays: 0. Motion carried.***

A copy of the 9/21/2021 Planning Commission meeting minutes is attached with a record of the public hearing

### **SCOPE OF SERVICES**

To consider the Special Use Permit application for approval, denial, or approval with conditions; or to postpone action and refer the application back to the Planning Commission with questions or a request for further review.

### **JUSTIFICATIONS**

In their 9/21/2021 motion to recommend to the Township Board of Trustees that the PSUP 21-03 Special Use Permit application be approved, the Planning Commission determined that the proposed group day care home can conform to the standards for special use approval found in Section 14.3.J. of the Zoning Ordinance, subject to two (2) conditions that would be satisfied by the applicant.

### **GOALS ADDRESSED**

Board of Trustees goals addressed by this Ordinance (From Policy 1.0: Global End):

- 1. Community well-being and common good**
- 3. Safety**

If the Board of Trustees concurs with the Planning Commission's determination that, with the two (2) recommended conditions, the proposed group day care home can conform to the applicable Zoning Ordinance standards, then approval of the special use permit would be consistent with the Township's policy of fair and nondiscriminatory code enforcement (1.1.1.2) and with ensuring that this facility meets the ordinance and code specifications that apply (1.3.2).

**COSTS**

No additional costs are anticipated to be incurred by Board of Trustees action on this special use permit application.

**TIMETABLE**

The special use permit would go into effect immediately upon adoption of a motion of approval by the Board of Trustees. Per Section 14.3.L. of the Zoning Ordinance, *“An approved special use permit, including all attached conditions, shall run with the parcel in the approval and shall remain unchanged except upon mutual consent of the Township Board and the landowner after review and recommendation by the Planning Commission.”*

**RESOLUTION**

To concur with the Planning Commission’s recommendation and approve the PSUP21-03 Special Use Permit application for a Group Day Care Home (7-12 Children) located 611 S. Isabella Road in the southeast quarter of Section 14 and in the AG (Agricultural) zoning district, subject to the following conditions:

1. Parking and fence improvements to be completed by December 31, 2021.
2. A copy of state documentation approving the transfer of Aunt Bree’s Day Care from 3769 S. Shepherd Road to 611 S. Bamber Road shall be provided to the Zoning Administrator prior to operation of the facility at this location.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:



**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular - Electronic Meeting Minutes**

A regular-electronic meeting of the Charter Township of Union Planning Commission was held on September 21, 2021, as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 7:05 p.m.**

**Roll Call**

Present:

Albrecht (location: City of Lexington, Sanilac County, MI)  
Buckley (location: Union Township, Isabella County, MI)  
Fuller (location: Union Township, Isabella County, MI)  
LaBelle (location: Union Township, Isabella County, MI)  
Lapp (location: Union Township, Isabella County, MI)  
Shingles (location: City of Mt. Pleasant, Isabella County, MI)  
Squatrito (location: City of Mt. Pleasant, Isabella County, MI)  
Thering (location: Union Township, Isabella County, MI)

Excused:

Darin

**Others Present**

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Tera Green, Administrative Assistant

**Approval of Agenda**

**Fuller** moved **Lapp** supported to approve the agenda with one amendment to eliminate item 6.D. **Vote: Ayes: 7. Nays: 0. Motion Carried**

**Approval of Minutes**

**Lapp** moved **Albrecht** supported to approve the regular meeting minutes from August 17, 2021, as presented. **Vote: Ayes: 7. Nays: 0. Motion carried.**

Commissioner Shingles arrived at 7:10 p.m.

**Correspondence / Reports/ Presentations**

- A. Board of Trustees updates by Thering – No updates given
- B. ZBA updates by Buckley –Gave updates on the September 1<sup>st</sup> ZBA meeting.
- C. Sidewalks and Pathway Prioritization updates by Darin – No updates given.

**Public Comment**

Open 7:20 p.m.

No comments were offered.

Closed 7:21 p.m.

### **New Business**

#### **A. PSUP21-03 Breanne Moeggenberg – Special Use Permit application**

- a. Introduction
- b. Public Hearing
- c. Updates from staff and the applicant
- d. Commission deliberation and action (recommend approval, denial, or approval with conditions to the Board of Trustees, or postpone action)

Introduction by Nanney, Community and Economic Development Director, of the PSUP21-03 Breanne Moeggenberg – Special Use Permit application for a Group Day Care Home (7-12 Children).

#### **Public Hearing**

Open: 7:24 p.m.

No public comments were offered

Closed: 7:25 p.m.

The applicant, Breanne Moeggenberg, expressed the urgency to receive approval of the Special Use Permit and was available for questions from the commissioners. The Chair read each of the Zoning Ordinance standards that apply to the special use. Discussion held.

**LaBelle** moved **Thering** supported to recommend to the Township Board of Trustees to approve the PSUP21-03 special use permit application from Breanne Moeggenberg for a group day care home at 611 S. Bamber Road (parcel number 14-004-40-004-01) on approximately 1.71 acres of land in the southeast quarter of Section 4 and in the AG zoning district, subject to the following conditions:

1. Parking and fence improvements to be completed by December 31, 2021.
2. A copy of state documentation approving the transfer of Aunt Bree's Day Care from 3769 S. Shepherd Road to 611 S. Bamber Road be provided to the Zoning Administrator prior to operation of the facility at this location.

**Roll Call Vote: Ayes: Albrecht, Buckley, Fuller, LaBelle, Lapp, Shingles, Squattrito and Thering. Nays: 0. Motion carried.**

#### **B. PTXT21-01 Zoning Ordinance Text Amendments**

- a. Introduction and updates from the staff
- b. Public hearing
- c. Commission deliberation and action (recommend approval, denial, approval with conditions to the Board of Trustees, or postpone action)

Nanney gave updates on the PTXT21-01 Proposed Zoning Ordinance text amendments.

**Public Hearing**

Open: 8:02 p.m.

Nanney shared a conversation he had with Jim McBryde, President of the Middle Michigan Development Corporation, who is excited for the proposal that allows for some additional employment center activities in the Business Districts.

Closed: 8:05 p.m.

**Buckley** moved **Lapp** supported to recommend to the Township Board of Trustees that the PTXT21-01 Zoning Ordinance text amendments to section 2 (Definitions), 3 (Zoning Districts and Maps), 4 (Schedule of Regulations), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 11 (Signs), 12 (Nonconformities), and 14 (Administrative Procedures) of the Zoning Ordinance No. 20-06 be adopted as submitted.

**Roll Call Vote: Ayes: Albrecht, Buckley, Fuller, LaBelle, Lapp, Shingles, Squattrito and Thering. Nays: 0. Motion carried.**

**C. Adoption of the 2022 Planning Commission meeting calendar**

**Fuller** moved **Buckley** supported to approve the adoption of the 2022 Planning Commission meeting calendar. **Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, LaBelle, Lapp, Shingles and Squattrito. Nays: 0. Motion carried.**

**Extended Public Comments**

Open – 8:20 p.m.

No comments were offered.

Closed – 8:21 p.m.

**Final Board Comment**

N/A

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:24 p.m.

**APPROVED BY:**

*(Recorded by Tera Green)*

\_\_\_\_\_  
Doug LaBelle – Secretary  
Stan Shingles – Vice Secretary

Charter Township of Union

**APPLICATION FOR SPECIAL USE PERMIT APPROVAL**

A completed application will contain all information required per the Zoning Ordinance, Section 14.3 (Special Use Permits); and be accompanied by a separate minor site plan or preliminary site plan application per Section 14.02.C. (Site Plan Approval Required).

Minor Site Plan  
Preliminary Site Plan

|                                                      |                                     |                   |            |
|------------------------------------------------------|-------------------------------------|-------------------|------------|
| Name of Proposed Development/Project                 | Aunt Brees Day Care                 |                   |            |
| Common Description of Property & Address (if issued) | 6011 S Bamber Mt Pleasant, MI 48858 |                   |            |
| Applicant's Name(s)                                  | Breanne Moegeberg                   |                   |            |
| Phone/Fax numbers                                    | Email: bmoeggy@yahoo.com            |                   |            |
| Address                                              | 6011 S Bamber Mt Pleasant MI        | City: Mt Pleasant | Zip: 48858 |

|                                                                                                                          |               |                       |                          |
|--------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------|--------------------------|
| Legal Description:                                                                                                       | Attached      | Included on Site Plan | Tax Parcel ID Number(s): |
| Existing Zoning:                                                                                                         | Land Acreage: | Existing Use(s):      |                          |
| ATTACHED: Letter describing the proposed use and how it conforms to Section 14.3.I. (Standards for Special Use Approval) |               |                       |                          |

|                                                                                                                                                               |                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Firm(s) or Individuals(s) who prepared site plan(s)                                                                                                           | 1. Name: <u>Above</u> Phone: _____ Email: _____                                                                                            |
|                                                                                                                                                               | 2. Address: _____<br>City: _____ State: _____ Zip: _____<br>Contact Person: _____ Phone: _____                                             |
| Legal Owner(s) of Property.<br>All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed. | 1. Name: <u>Jeff Laws</u> Phone: _____                                                                                                     |
|                                                                                                                                                               | Address: _____<br>City: _____ State: _____ Zip: _____                                                                                      |
|                                                                                                                                                               | Signature: <u>[Signature]</u> <small>DocuSign verified 08/25/21 3:44 PM EDT K12N-SK69-DV9Z-AM29</small> Interest in Property: <u>Owner</u> |
|                                                                                                                                                               | 2. Name: <u>Lily Laws</u> Phone: _____                                                                                                     |
| Address: _____<br>City: _____ State: _____ Zip: _____                                                                                                         |                                                                                                                                            |
| Signature: <u>[Signature]</u> <small>DocuSign verified 08/25/21 3:39 PM EDT F79C-RW3H-S7R-TX21</small> Interest in Property: <u>Owner</u>                     |                                                                                                                                            |

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all the owners of the property. False or inaccurate information may be cause for revocation of the special use permit approval. Approval of the requested special use shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

[Signature] Signature of Applicant 8-21-21 Date

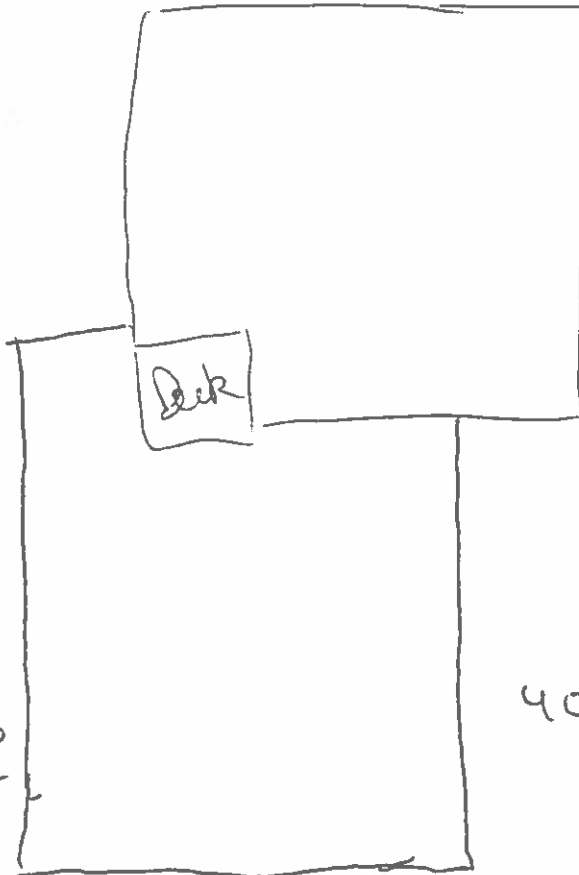
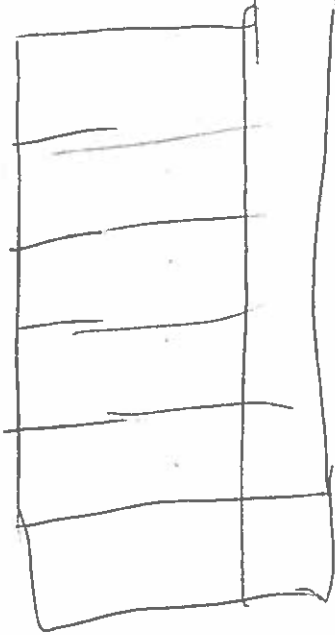
**Office Use Only**

Application Received By: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Escrow Deposit Paid: \$ \_\_\_\_\_

Road

Old  
building



50  
ft

40  
ft

40 ft

Re: Zoning 611 S Bamber Rd Mt Pleasant, MI 48858

8-26-21

To Whom It May Concern:

In regards to the pursuance to a special use permit for the address of 611 S Bamber Road in Mt Pleasant, MI, please note that the home and need for this zoning will be for a licensed State of Michigan childcare. Currently I am licensed at 3769 S Shepherd Rd in Mt Pleasant, MI. Although the license number will be new for a new location, the business and the clients will remain the same.

With such, I can not apply for my new childcare license until I receive the special use permit that will need to be submitted at the time of application for licensing as I will be operate a group home with up to 12 children. Pertaining to the standards necessary in SECTION 14.3, please refer to the State of Michigan licensing rules that should suffice as evidence for meeting all of the included and necessary standards of not only a safe location but a well maintained facility and property:

[https://www.michigan.gov/documents/lara/lara\\_BCAL\\_PUB-724\\_0715\\_494800\\_7.pdf](https://www.michigan.gov/documents/lara/lara_BCAL_PUB-724_0715_494800_7.pdf)

In response to additional information that is required, please see below:

- Indicate on the drawing how many parking spots. I count six (6) but it needs to be stated. **SEE DIAGRAM FOLLOWING**
- Will there be any employees that do not reside in the home? Indicate **yes** or **no**. If **yes**, one parking space must be reserved for them. Include the dimensions of the parking and if they will be rock, gravel/dirt, or paved. They need to be at least 18.5 feet long and 9 feet wide. The parking areas and driveway cannot be grass and no parking on the road. **SEE DIAGRAM FOLLOWING**
- Include the width of the drive-way and describe how the pick-up/drop-off will operate? **(WIDTH OF DRIVEWAY WILL BE APPROXIMATELY 14 FT AND GRAVEL. PARENTS WILL PICK UP AND DROP OFF WITH NO MORE THAN THREE FAMILIES SCHEDULED AT THE SAME TIME (NORMALLY TWO). THE FENCED ENTRY IS CURRENT PROPOSAL FOR CHILDREN TO ENTER/EXIT)**
- Label the fence on the drawing as "Fence". How high and what will it be made of? Wood, vinyl, chain-link? **SEE PHOTO SAMPLE AS IT WILL BE WIDER SIMILAR 4 ft tall PANELS OF WOOD WITH HARDWARE 22 GUAGE GALVANIZED (Kids can't climb it :)**
- You need to attach a letter describing the proposed use and how it conforms to Section 14.3.J (Standards for Special Use Approval) **SEE ABOVE LETTER**
- Within the letter you submit for Section 14.3.J you can include the requirements met for Section 6.13.B.1-5 Group Day Car Home (for 7-12 Children) **See sections below this bulleted punch list: SEE ABOVE LETTER**
- Submitting any pictures of the site, either with pictures you have taken yourself or using google maps/County GIS will help visualize the site. **(SEE PHOTO FOLLOWING; IT WAS FROM COUNTY SEARCH AND IN ORANGE YOU CAN SEE THE ROUGH LOCATION OF PARKING AND FENCING IN ORANGE)**
- A copy of the purchase agreement or a letter from Lilly and Jeff Laws authorizing you to seek the Zoning approval on their property. **SEE THE FOLLOWING PHOTOS**
- If items such as the parking spaces or fence are not existing a date of when they will be completed is needed. **NEITHER PARKING NOR A FENCE CURRENTLY EXIST AND AS SEEN IN PROPOSAL, IF ZONED ACCORDINGLY, WILL BE COMPLETED BY 12-31-21**
- SECTION 14.3.J. Standards for Special Use Approval. No special use permit shall be granted unless the Township Board makes affirmative findings of fact and records adequate data, information, and evidence showing that:

- 1. The proposed land use is identified in Section 3 as a special use in the zoning district. **IDENTIFIED as Group Childcare Home**
- 2. The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage, Section 14: Administrative Procedures pollution or other adverse impacts. **A LICENSED DAYCARE WILL NOT CAUSE ANY OF THE ABOVE with the exception to the sound of children.**
- 3. The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts. **UNDER LICENSING AND THE ZONING DISTRICT that is residential, it shall be all of the above and there will be no large equipment operation for conducting business throughout the day.**
- 4. The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan. **CONSISTENT**
- 5. The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances. **TO MY KNOWLEDGE ALL IS IN CONFORMITY**
- 6. Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses. **THERE WILL BE NO SURROUNDING AREA OF INCOMPATIBLE USES**
- 7. The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police and fire protection services, refuse disposal, municipal water or sewerage systems, other utilities, drainage facilities, and public or private wells. The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community. **IT WILL NOT EXCEED THESE**
  
- Section 6.13.B. Requirements. Pursuant to Public Act 110 of 2006, as amended, a group day care home shall be issued a special use permit if the facility meets of the following standards:
  - 1. Spacing. The Group Day Care Home shall not be located closer than 1,500 feet to any of the following: **TO MY KNOWLEDGE NONE OF THESE EXIST NEAR**
    - a. Another licensed group day care home.
    - b. An adult foster care small group home or large group home licensed under the adult foster care facility licensing act, Michigan Public Act 218 of 1979, as amended.
    - c. A facility offering substance abuse treatment and rehabilitation service to seven (7) or more people licensed under Article 6 of the public health code, Michigan Public Act 218 of 1979, as amended.
    - d. A community correction center, resident home, halfway house, or other similar facility that houses an inmate population under the jurisdiction of the Department of Corrections.
  - 2. Fence Enclosure. For the safety of the children, the play yard shall be enclosed with a four (4) foot high fence, which shall comply with the requirements in Section 7.6 of the Zoning Ordinance. **INCLUDED INFORMATION IN DIAGRAM FOLLOWING**

- 3. Maintenance. The property shall be maintained in a manner that is consistent with the characteristics of the residential neighborhood. **THIS IS OPERATED OUT OF MY HOME AND WILL BE MAINTAINED WITH THE CHARACTERISTICS OF A RESIDENTIAL NEIGHBORHOOD (See the final picture of my current group childcare home located at 3769 S Shepherd Rd in Mt Pleasant, MI)**
- 4. Hours of Operation. The facility shall not exceed 16 hours of operation during a 24-hour period. **HOURS OF OPERATION WILL BE 5:30AM - 6:30PM**
- 5. Signs. Signs shall comply with Section 11 of the Zoning Ordinance. **SIGN USE WILL BE APPLIED FOR ACCORDINGLY when I am ready**

Thank you,

Breanne Moeggenberg



Cancel

Markup



Done

251 FT Elevation



**LAWS**  
**JEFFREY**

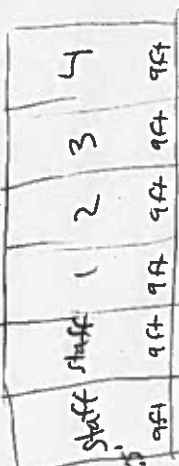




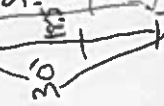
Road

gravel parking & driveway

6 parking spaces



each space is 18.5 x 9



54"

Deck

fenced in area

4ft high - similar  
See sample photo

50 ft

40 ft

or

40 ft

out building

# Residential Lease

## Clause 1. Identification of Landlord and Tenant

This agreement is entered into between Brianne Moeggenberg [Tenant] and Jeff & Kelly Davis [Landlord]. Each Tenant is jointly and severally liable for the payment of rent and performance of all other terms of this Agreement.

## Clause 2. Identification of Premises

Subject to the terms and conditions in this Agreement, Landlord rents to Tenant, and Tenant rents from Landlord, for residential purposes only, the premises located at Call S. Bamber Rd  
M Pleasant, ME together with the following furnishings and appliances:

All Appliances, All other contents to be cleaned.  
Rental of the premises also includes the fact that it will  
zone and have a daycare.

## Clause 3. Limits on Use and Occupancy

The premises are to be used only as a ~~private~~ residence for Tenant(s) listed in Clause 1 of this Agreement, and their minor children.

Occupancy by guests for more than will be licensed daycare prohibited without Landlord's written consent and will be considered a breach of this Agreement.

## Clause 4. Term of the Tenancy

The term of the rental will begin on Aug 22, 2011, and end on Completion of Sale

## Clause 5. Payment of Rent.

### Regular month rent

Tenant will pay to Landlord a monthly rent of \$ 1,000, payable in advance on the first day of each month, except when that day falls on a weekend or legal holiday, in which case rent is due on the next business day. Rent will be paid in the following manner unless Landlord designates otherwise:

### Delivery of payment.

Rent will be paid:

- by mail, to \_\_\_\_\_  
 in person, at \_\_\_\_\_

### Form of payment.

Landlord will accept payment in these forms:

- cash  
 personal check made payable to \_\_\_\_\_  
 certified funds or money order  
 credit card



*BM*

- bank debit
- electronic funds transfer

**Prorated first month's rent.**

For the period from Tenant's move-in date, \_\_\_\_\_, through the end of the month, Tenant will pay to Landlord the prorated monthly rent of \$ 400<sup>00</sup>. This amount will be paid on or before the date the Tenant moves in.

**Clause 6. Late Charges**

If Tenant fails to pay the rent in full before the end of the 3<sup>rd</sup> day after it's due, Tenant will pay Landlord a late charge as follows: 10%.  
Landlord does not waive the right to insist on payment of the rent in full on the date it is due.

**Clause 7. Returned Check and Other Bank Charges**

If any check offered by Tenant to Landlord in payment of rent or any other amount due under this Agreement is returned for lack of sufficient funds, a "stop payment," or any other reason, Tenant will pay Landlord a returned check charge of \$ 25<sup>00</sup>.

**Clause 8. Security Deposits**

On signing this Agreement, Tenant will pay to Landlord the sum of \$ 1000 as a security deposit. Tenant may not, without Landlord's prior written consent, apply this security deposit to the last month's rent or to any other sum due under this Agreement. Within 3 after Tenant has vacated the premises, returned keys, and provided Landlord with a forwarding address, Landlord will return the deposit in full or give Tenant an itemized written statement of the reasons for, and the dollar amount of, any of the security deposit retained by the Landlord, along with a check for any deposit balance.

**Clause 9. Utilities**

Tenant will pay all utility charges, except for the following, which will be paid by Landlord:

Tenant to pay all utilities,

**Clause 10. Prohibition of Assignment and Subletting**

Tenants will not sublet any part of the premises or assign this Agreement without the prior written consent of Landlord.

- a. Tenants will not sublet or rent any part of the Premises for short-term stays of any duration, including but not limited to vacation rentals.
- b. Short-stay rentals are prohibited except as authorized by law. Any short-stay rental is expressly conditioned upon the tenants' following all regulations, laws, and other requirements as a condition to offering a short-stay rental. Failure to follow all laws, ordinances, regulations, and other requirements, including any registration requirement, will be deemed a material, noncurable breach of this Agreement and will furnish cause for termination.

LF310 Residential Lease 0918, Pg.2



*BM*

**Clause 11. Tenant's Maintenance Responsibilities**

Tenant will: (1) keep the premises clean, sanitary, and in good condition and, upon termination of the tenancy, return the premises to Landlord in a condition identical to that which existed when Tenant took occupancy, except for ordinary wear and tear; (2) immediately notify Landlord of any defects or dangerous conditions in and about the premises of which Tenant becomes aware; and (3) reimburse Landlord, on demand by Landlord, for the cost of any repairs to the premises damaged by Tenant or Tenant's guests or business invitees through misuse or neglect.

Tenant has examined the premises, including appliances, fixtures, carpets, drapes, and paint, and has found them to be in good, safe, and clean condition and repair, except as noted in the Landlord-Tenant Checklist.

**Clause 12. Repairs and Alterations by Tenant**

a. Except as provided by law, or as authorized by the prior written consent of Landlord, Tenant will not make any repairs or alterations to the premises, including nailing holes in the walls or painting the rental unit.

b. Tenant will not, without Landlord's prior written consent, alter, rekey, or install any locks to the premises or install or alter any burglar alarm system. Tenant will provide Landlord with a key or keys capable of unlocking all such rekeyed or new locks as well as instructions on how to disarm any altered or new burglar alarm system.

**Clause 13. Prohibition of Violating Laws and Causing Disturbances**

Tenant is entitled to quiet enjoyment of the premises. Tenant and guests or invitees will not use the premises or adjacent areas in such a way as to: (1) violate any law or ordinance, including laws prohibiting the use, possession, or sale of illegal drugs; (2) commit waste (severe property damage); or (3) create a nuisance by annoying, disturbing, inconveniencing, or interfering with the quiet enjoyment and peace and quiet of any other tenant or nearby resident.

**Clause 14. Pets**

No animal may be kept on the premises without Landlord's prior written consent, except animals needed by tenants who have a disability, as that term is understood by law, and \_\_\_\_\_

under the following conditions: Tenant has 1 cat, 1 dog

**Clause 15. Landlord's Right to Access**

Landlord or Landlord's agents may enter the premises in the event of an emergency, to make repairs or improvements, or to show the premises to prospective buyers or tenants. Landlord may also enter the premises to conduct an annual inspection to check for safety or maintenance problems. Except in cases of emergency, Tenant's abandonment of the premises, court order, or where it is impractical to do so, Landlord shall give Tenant 30 hours notice before entering.

**Clause 16. Extended Absences by Tenant**

Tenant will notify Landlord in advance if Tenant will be away from the premises for 20 or more con-

LL  
09/25/21  
10:59 AM EDT  
dadaop verified

LL  
09/25/21  
11:32 AM EDT  
dadaop verified

BH

...ive days. During such absence, Landlord may enter the premises at times reasonably necessary to maintain the property and inspect for needed repairs.

**Clause 17. Possession of the Premises**

a. *Tenant's failure to take possession.*

If, after signing this Agreement, Tenant fails to take possession of the premises, Tenant will still be responsible for paying rent and complying with all other terms of this Agreement.

b. *Landlord's failure to deliver possession.*

If Landlord is unable to deliver possession of the premises to Tenant for any reason not within Landlord's control, including, but not limited to, partial or complete destruction of the premises, Tenant will have the right to terminate this Agreement upon proper notice as required by law. In such event, Landlord's liability to Tenant will be limited to the return of all sums previously paid by Tenant to Landlord.

**Clause 18. Tenant Rules and Regulations**

Tenant acknowledges receipt of, and has read a copy of, tenant rules and regulations, which are attached to and incorporated into this Agreement by this reference. Tenant understands that serious or repeated violations of the rules may be grounds for termination. Landlord may change the rules and regulations without notice.

**Clause 19. Payment of Court Costs and Attorney Fees in a Lawsuit**

In any action or legal proceeding to enforce any part of this Agreement, the prevailing party

shall not /  shall recover reasonable attorney fees and court costs.

**Clause 20. Disclosures**

Tenant acknowledges that Landlord has made the following disclosures regarding the premises:

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Other disclosures:

\_\_\_\_\_  
\_\_\_\_\_

**Clause 21. Authority to Receive Legal Papers**

The Landlord, any person managing the premises, and anyone designated by the Landlord are authorized to accept service of process and receive other notices and demands, which may be delivered to:

The Landlord, at the following address: \_\_\_\_\_.

The manager, at the following address: \_\_\_\_\_.

The following person, at the following address: \_\_\_\_\_.

\_\_\_\_\_

**Clause 22. Additional Provisions**

Additional provisions are as follows:

*Property to be used as a licensed daycare. Tenant will make necessary improvements such as flooring*



*painting and a fence all to be approved by landlord*

*All rents to be applied toward sales price  
See Buy Sell*

**Clause 23. Validity of Each Part**

If any portion of this Agreement is held to be invalid, its invalidity will not affect the validity or enforceability of any other provision of this Agreement.

**Clause 24. Grounds for Termination of Tenancy**

The failure of Tenant or Tenant's guests or invitees to comply with any term of this Agreement, or the misrepresentation of any material fact on Tenant's rental application, is grounds for termination of the tenancy, with appropriate notice to Tenant and procedures as required by law.

**Clause 25. Entire Agreement**

This document constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Landlord or Tenant. Any modifications to this Agreement must be in writing signed by Landlord and Tenant.

Date Jeffrey Law dotloop verified  
08/25/21 11:32 AM EDT  
N157-RZU-NH6-N2CS Title

Landlord or Landlord's Agent

Address dotloop verified  
08/25/21 10:59 AM EDT  
TLDP-WPKY-2K3A-CR9H

City State Zip Code Phone

Date 8-21-21 [Signature] Phone 989.309.9118

Date Tenant Phone

Date Tenant Phone



# 1886680



### Buy and Sell Agreement

THIS IS A LEGALLY BINDING CONTRACT. READ ENTIRE DOCUMENT CAREFULLY BEFORE SIGNING.

Buyers & Sellers acknowledge that agency relationship has been disclosed.

Offer Date: August 21, 2021

Selling Office: Property Solutions Realty and Investments Phone: 817.597.7335 ("Selling Broker")

Selling REALTOR®: Cynthia Tilmann

Selling REALTOR®'s Email: ctilmann52@gmail.com Phone: 817.597.7335

Listing Office: Prædium Realty Phone: (989) 317-8352 ("Listing Broker")

Listing REALTOR®: Candi Mersino

Listing REALTOR®'s Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyers Name: Breanna Nooggenberg

1. **PROPERTY DESCRIPTION:** Buyer agrees to buy from Seller the following property commonly known as: \_\_\_\_\_ (street address)  
511 S Rumber Rd, Michigan, Zip Code 48858-9051. The property is located in the  
 City Mount Pleasant  Village  Township  City of Union County of Isabella  
 Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 and/or Tax ID# 14-004-40-004-01

THE PROPERTY INCLUDES ANY OF THE FOLLOWING PRESENTLY ON THE PREMISES: All buildings; all gas, oil, and mineral rights owned by Seller; TV antenna and controls; satellite dish and controls; TV mounts/brackets (excluding TVs); garage door opener and transmitters; sprinkler systems; attached floor coverings; hard-wired light fixtures and shades; drapery/curtain hardware; window shades/blinds; screens, storm windows, and storm doors; stationary laundry tubs; water softener, if owned; water purification system; water heater; sump pumps; heating and air conditioning equipment (portable units excluded); water pump and pressure tank; propane tank, if owned; built-in kitchen appliances; awnings; mailbox; all plantings; fences; attached fireplace screens, doors, and equipment; attached supplemental heating units; all attached mirrors and all bathroom mirrors; smoke, carbon monoxide, heat, and fire detectors; hard-wired security systems; any items attached by permanent wiring or plumbing; items attached by nails or screws.

2. **PURCHASE PRICE:** The purchase price for the property is \$ 129,900<sup>00</sup>

3. **CONTINGENT SALE:** This offer (check all that apply):

- IS NOT CONTINGENT upon the sale or close of another property.
- IS CONTINGENT upon the sale and close of 3769 S. Shepherd RD, Mt Pleasant
- IS CONTINGENT upon the close of \_\_\_\_\_
- IS CONTINGENT upon the property appraising at an amount equal to or greater than the purchase price.
- IS NOT CONTINGENT upon the property appraising at an amount equal to or greater than the purchase price.

Bu Buyer(s) initials

LL Seller(s) initials

**SELLER'S DISCLOSURE:**

- Buyer acknowledges that a Seller's Disclosure Statement has been provided to Buyer.
- Seller shall provide Buyer with a Seller's Disclosure Statement with Seller's acceptance of this offer. Pursuant to the Seller Disclosure Act, MCL 565.951, et seq., Buyer will have 72 hours after hand-delivery of the disclosure statement (or 120 hours after delivery by registered mail) to terminate this Agreement by delivery of a written notice to Seller or Listing REALTOR®.
- Property is exempt from Seller Disclosure Act.

**9. LEAD-BASED PAINT DISCLOSURE/INSPECTION for residential housing built prior to 1978 (check one below):**

- Buyer acknowledges that prior to signing this Agreement, Buyer has received a copy of the *Lead-based Paint Seller's Disclosure Form* completed by the Seller, the terms of which shall be part of this Agreement.
- Seller shall provide Buyer with a copy of the *Lead-based Paint Seller's Disclosure Form* with Seller's acceptance of this offer. Buyer will have 72 hours after hand-delivery of the disclosure statement (or 120 hours after delivery by registered mail) to terminate this Agreement by delivery of a written notice to Seller or Listing REALTOR®.
- Not Applicable.

**Buyer also agrees (check one below):**

- Buyer shall have   3   calendar days after the acceptance of this Agreement to conduct an inspection of the property for the presence of lead-based paint and/or lead-based paint hazards. (Federal regulations require a 10-day period or other mutually agreed upon period.) If Buyer is not satisfied with the results of this inspection, upon notice from Buyer to Seller within this period, this Agreement shall terminate, and any deposit shall be refunded to Buyer.
- Buyer hereby waives his/her opportunity to conduct a risk assessment or inspection for the presence of leadbased paint and/or lead-based paint hazards.

**10. PROPERTY INSPECTIONS:** Buyer has personally inspected the property and accepts it in AS IS present condition and agrees that there are no additional written or oral understandings except as otherwise provided in this Agreement.

- This offer is contingent upon satisfactory inspections of the property, at Buyer's choice and at Buyer's expense, no later than   3   business days after acceptance. These inspections may include, but may not be limited to, structural and/or mechanical inspections, survey and site investigation, soil borings, as well as inspections for radon, pests, mold and/or asbestos. Buyer agrees to return the property to its prior condition after any inspections or tests. If Buyer is not satisfied with the results of an inspection, Buyer may, at any time within the inspection contingency period: 1) withdraw their offer in writing with Buyer's earnest money deposit to be returned in full, 2) request in writing that Seller make certain repairs or 3) request that Seller reduce the sales price to compensate for such defect(s). Such a request to make repairs or reduce the sales price does not terminate this Agreement and Seller shall have 48 hours from receipt of such request to agree to make such repairs or reduce the sales price. If Seller does not agree within 48 hours, Buyer shall then have 48 hours to waive the contingency and accept the property "as-is" or to declare this Agreement null and void. Failure of Buyer to respond in writing within the inspection contingency period shall constitute a waiver of this contingency.
- Buyer acknowledges that Selling Broker/REALTOR® has recommended that Buyer obtain an inspection of the property by an inspector and/or a licensed contractor. Buyer does not desire to obtain an inspection of the property.

**11. TITLE INSURANCE:** Seller shall provide to Buyer, at Seller's expense, an owner's policy of title insurance with standard exceptions in the amount of the purchase price. Seller will apply for a commitment for title insurance within   5   business days after acceptance of this Agreement. Any special exception will be subject to Buyer's approval, provided that this contingency shall be deemed waived unless Buyer notifies Seller in writing within   3   days of receipt of the commitment. Seller will have 30 days after receiving written notice to remedy any claimed defect.

  JM   Buyer(s) initials

  LL    
10/25/01  
  LL    
10/25/01  
61 Michigan Rd

**COUNTERPARTS:** This Agreement may be signed in any number of counterparts with the same effect as if the signature of each counterpart were upon the same instrument.

**23. HEIRS, SUCCESSORS AND ASSIGNS:** This Agreement binds Seller, Seller's personal representatives and heirs, and anyone succeeding to Seller's interest in the property. Buyer shall not assign this Agreement without Seller's prior written permission.

**24. ELECTRONIC COMMUNICATION:** As an alternative to physical delivery, the parties agree that this Agreement, any amendment or modification of this Agreement and/or any written notice or communication in connection with this Agreement may be delivered to the Seller in care of the Listing REALTOR® and the Buyer in care of the Selling REALTOR® via electronic mail via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. Seller represents and warrants that an electronic email address has been provided to Listing REALTOR® from which Seller may receive electronic mail. Buyer represents and warrants that an electronic email address has been provided to Selling REALTOR® from which Buyer may receive electronic mail. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party.

**25. WIRE FRAUD WARNING:** As a result of numerous e-mail, text and social media message scams, funds that are to be wired have been targeted, and in some cases, stolen. These scams involve authentic looking, yet false, wire instructions appearing to be from title, mortgage, or real estate companies. If these false wire instructions are followed, the funds divert to the criminals. Never wire funds pursuant to wire instructions that you receive via email. Always verify instructions via telephone call using verified contact information.

The undersigned agree to defend, and hold harmless any real estate office, its associated real estate salespeople and affiliated title and lending companies, from all liability that relates to, or arises from, the use, or attempted use, of wire transfer of funds in connection with the contemplated transaction.

**26. MEDIATION:** Buyer and Seller agree that if there is any dispute related to this contract, the sale, or the closing, the dispute may be submitted for Mediation. The Mediation shall be subject to the National Association of REALTORS (NAR) Rules and Procedures of the Home Buyers Home/Sellers Dispute resolution system. If the parties cannot reach a resolution through Mediation, they have the right to use other legal remedies.

**27. INFORMATION DISCLOSURE:** The purchase price and terms of this sale shall be disclosed to the Northern Great Lakes REALTORS® MLS in the ordinary conduct of business.

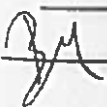
**28. PROPERTY CONDITION:** Buyer and Seller acknowledge that neither party has relied on any representations of Listing Broker, Selling Broker or their respective agents concerning the condition of the property. Buyer and Seller hereby release the Listing Broker, the Selling Broker, and their respective agents with respect to all claims relating to the condition of the property and/or the performance of this Agreement by the parties hereto.


**29. EXISTING PERSONAL PROPERTY INCLUDED:** Personal property listed below shall be gifted in "AS IS" condition, free and clear of any liens or encumbrances, and Seller makes no warranty of any kind, express or implied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**30. OTHER CONDITIONS:** Car and all contents of the home to be removed with the exception of the appliances which shall remain with the property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Buyer(s) Initials

  
Seller(s) Initials  
  
61  
doloop

- 31. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA): If the sales price exceeds \$300,000 or if one of the IRS exceptions from FIRPTA Withholding cannot be used, parties to this agreement to be bound by FIRPTA requirements and must complete specific forms related to FIRPTA.
- 32. NON-DISCRIMINATION: It is agreed by all parties to this agreement, that as required by law, discrimination because of race, color, religion, national origin, sex, familial status, marital status, age, height, weight or disability by said parties with respect to the sale of the subject property is prohibited.
- 33. ENTIRE AGREEMENT: Buyer and Seller agree that this is the entire agreement between the parties and that there are no other written or oral understandings. Buyer and Seller further agree that this Agreement supersedes any and all prior agreements, understandings or representations made by the parties or their agents.
- 34. THIS OFFER WILL EXPIRE ON August 23, 2021 at 9  AM  PM. Buyers and Sellers shall be aware that any offer or counteroffer may be withdrawn at any time prior to its acceptance.

**\*BUYERS AND SELLERS ARE ENCOURAGED TO SEEK LEGAL COUNSEL\***

35. RECEIPT IS ACKNOWLEDGED BY BUYER of a copy of this Agreement.

Buyer Signature [Signature] Buyer Signature \_\_\_\_\_  
 Print Name Breanne Moeggenberg Print Name \_\_\_\_\_

BUYER'S ADDRESS \_\_\_\_\_

Deposit in the form of  Personal Check  Other \_\_\_\_\_ received by \_\_\_\_\_ Selling Broker/REALTOR®

36. SELLER'S RESPONSE Date: 08/25/2021  AM  PM

- The above offer is hereby accepted.
- The above offer is hereby accepted subject to the following changes: \_\_\_\_\_

This counter offer must be accepted on or before \_\_\_\_\_  AM  PM \_\_\_\_\_ (date).

Seller is hereby authorized to sign and acknowledges receipt of a copy of this Agreement.

Seller's Signature [Signature] dotloop verified 08/25/21 11:35AM EDT JW6-UJAS-VOMALJVS Seller's Signature [Signature] dotloop verified 08/25/21 10:58 AM EDT QJ2-ZP6-Y657-Z3M  
 Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Buyer(s) initials \_\_\_\_\_

Seller(s) initials \_\_\_\_\_



37. BUYER'S RESPONSE

Date: Aug 25 2016 3:30 PM

- Acknowledge receipt of Seller's acceptance of Buyer's offer.
- Seller's counteroffer is hereby accepted.
- The above counteroffer is hereby accepted subject to the following changes: \_\_\_\_\_

This counteroffer must be accepted on or before \_\_\_\_\_ AM/PM \_\_\_\_\_ (date).

Buyer's Signature \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

38. SELLER'S RESPONSE

Date: \_\_\_\_\_ AM/PM

- Acknowledge receipt of Buyer's acceptance of Seller's counteroffer.
- The above counteroffer is hereby accepted.
- The above counteroffer is hereby accepted subject to terms of Addendum # \_\_\_\_\_

Seller's Signature \_\_\_\_\_ Seller's Signature \_\_\_\_\_

39. BUYER'S RESPONSE

Date: \_\_\_\_\_ AM/PM

- Acknowledge receipt of Seller's acceptance of Buyer's counteroffer.

Buyer's Signature \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Disclaimer: This form is provided as a service of the Central Michigan Association of Realtors®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. Central Michigan Association of Realtors® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form. Revised: 2/16/2021

Buyer(s) Initials \_\_\_\_\_

Seller(s) Initials \_\_\_\_\_



**To:** Mark Stuhldreher - Township Manager      **DATE:** October 19, 2021  
**FROM:** Kim Smith – Public Service Director      **DATE FOR BOARD CONSIDERATION:** October 27, 2021  
**ACTION REQUESTED:** Request to award bid for 2021 Sanitary Sewer Pump Station #12 Bypass Pump Assembly/Pump Station Wet Well Upgrades to The Isabella Corporation in the amount of \$31,000.00.

Current Action       Emergency

Funds Budgeted: If Yes  Account # 590-529-933.500 No  N/A

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

Pump Station #12, which is located on Crawford Road, was constructed in the late 1980’s and does not currently contain a bypass assembly. When the pump station was originally constructed only a few homes along Crawford Road were serviced by this station. Since then, flows in the service area have increased due to the addition of Copper Estates Subdivision. The installation of a bypass assembly will provide better service and safety to the customers within the service area in the event of a power failure or emergency.

This project consists of the installation of a bypass pumping assembly outside of the existing valve chamber assembly. In addition, the project includes the removal and installation of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates.

As part of the Township’s ongoing Sanitary Sewer Capital Improvement Plan the Township has been rehabilitating bypass manholes located at several of the sanitary sewer pump stations. As part of this program Pump Station #12 is scheduled for the installation of a bypass assembly and the rehabilitation of the interior components of the existing wet well which are at and/or near their life expectancy.

The Township received three bids for this project. These bids are as follows:

| <b>Bidder</b>        | <b>Amount</b> |
|----------------------|---------------|
| Isabella Corporation | \$31,000.00   |
| Robinson Electric    | \$59,142.70   |
| John E Green         | \$74,046.00   |

**SCOPE OF SERVICES**

The scope of work for this project is as follows:

- Mobilization, site restoration, and cleanup
- Removal and disposal of existing equipment
- Coordination of delivery and unloading of new equipment
- Pump/Clean and Haul (Bypass) Pumping.
- Temporary Power Supply (as applicable)
- Site Tree Removal/Trimming (as applicable)
- All piping, valving, fittings, and appurtenances as necessary to accommodate installation of bypass



assembly outside of the existing valve chamber assembly

- Replacement and removal of all guide rails, mounting brackets, supports, flanges, and base plates to accommodate upgrades to pump station wet well
- Final Inspection

**JUSTIFICATION**

We recommend that the project be awarded to the Isabella Corporation in the amount of \$31,000.00. This recommendation is based on the following factors:

- Contractor’s ability to complete the project as specified
- Township’s past experience working with this contractor on similar projects
- lowest responsive bid

The Township has worked with the Isabella Corporation in the past and have been happy with their quality of work and performance.

**PROJECT IMPROVEMENTS**

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

1. Community well-being and common good
2. Safety
3. Health
4. Natural Environment

**COSTS**

\$31,000.00

This amount will be paid from the Sanitary Sewer Fund account number 590-529-933.500 Maint – Lift Stations, and is included in the 2021 budget.

**PROJECT TIME TABLE**

The project time table is as follows:

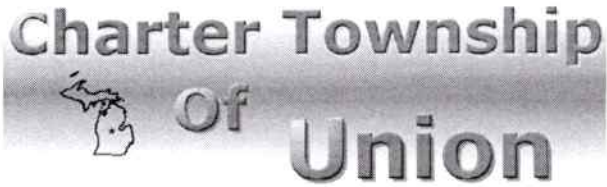
Completion within 30 days of signed contract

**RESOLUTION**

Approval to award bid for 2021 Sanitary Sewer Pump Station #12 Bypass Pump Assembly/Pump Station Wet Well Upgrades to The Isabella Corporation in the amount of \$31,000.00.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:



5228 South Isabella Road  
 Mt. Pleasant, MI 48858  
 989-772-4600 ext. 224 (phone)  
 989-773-1988 (fax)  
 ksmith@uniontownshipmi.com

### Bid Tabulation Sheet

Project: 2021 Sanitary Sewer Pump Station 12 Bypass Pump Assembly/Pump Station Wet Well Upgrades  
 Due Date: October 6, 2021 @ 10:00 a.m.

| Bidder                   | Bid Bond | Amount       |
|--------------------------|----------|--------------|
| Robinson Electric        | ✓        | \$ 59,142.70 |
| The Isabella Corporation | ✓        | \$ 31,000.00 |
| John E Green             | ✓        | \$ 74,046.00 |
|                          |          |              |
|                          |          |              |
|                          |          |              |
|                          |          |              |
|                          |          |              |
|                          |          |              |

Kim Smith 10-6-2021

John Bebens 10-6-2021



**REQUEST FOR PROPOSALS**  
**SANITARY SEWER PUMP STATION #12 – Crawford Road – Bypass Pump**  
**Assembly/Pump Station Wet Well Upgrades**  
**Charter Township of Union, Isabella County**

Proposals Due:

**October 6, 2021 10:00 a.m.**

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention: Kim Smith  
Public Service Director  
Charter Township of Union  
5228 S Isabella Road  
Mt. Pleasant, MI 48858

Phone: 989-772-4600 ext 224

Email: ksmith@uniontownshipmi.com

Scope of Services:

The Charter Township of Union is soliciting bids from mechanical contractors to provide and install a bypass pump assembly outside of the existing station valve chamber and complete upgrades to the existing wet well for sanitary sewer pump station #12.

The station is owned by the Charter Township of Union and operated / maintained by the Department of Public Services (DPS). The infrastructure at Pump Station #12 was constructed in the late 80's and is at and/or near it's' life expectancy. In addition to the installation of bypass a pumping assembly the project consists of the removal and installation of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. A site location map, existing and proposed mechanical drawing and specifications are attached for reference.

Requirements - General:

- Work must comply with all applicable laws, regulations and attached specifications
- Contractor shall be responsible for obtaining all local regulatory permits (including fees) which may include electrical, plumbing, soil erosion, Isabella County Road Commission, and mechanical permits. A copy of all permits must be provided to Union Township upon receipt.
- Date of completion to be within 45 days of signed contract as coordinated with the DPS.
- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with Charter Township of Union

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract. A copy will be provided to Union Township prior to commencing work.

Bonds:

- The Contractor shall include in the proposal price the cost to provide the following:
  - Maintenance and Guarantee Bond in the amount of 50% of the proposal amount, guarantying for a period of one (1) year from final acceptance of the project work
  - Letter of Surety, licensed to do business in the State of Michigan, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.

Shop Drawing Submittals:

- Provide three (3) copies of material specification sheets and warranty information to the DPS. Do not proceed until written approval is received.
- Coordinate all work with DPS

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, site restoration and cleanup
- Disposal of existing equipment to be removed at the direction of the DPS
- Coordination of delivery and unloading of new equipment
- Pump/Clean and Haul (Bypass) Pumping. No disruption of sewer service to customers. Station current peak hour flows experienced of 45 gallons per minute (gpm).
- Temporary Power Supply (as applicable)
- Site Tree Removal/Trimming (as applicable)
- All piping, valving, fittings, and appurtenances as necessary to accommodate upgrades
- All guide rails, mounting brackets, supports, flanges, and base plates to accommodate upgrades to pump station
- Final Inspection

Services / Materials Not to Be Included:

- Site accessibility (provided by owner)
- If additional room is necessary to complete project contractor shall obtain permission and provide copy of written permission from adjacent property owner (s) to Township.



Contractors Proposal Form

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass/Pump Station Wet Well Upgrades

|   |                                                                                                                              |             |
|---|------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | Mobilization                                                                                                                 | \$1,500.00  |
| 2 | Pump and Haul (Bypass Pumping)                                                                                               | \$5,000.00  |
| 3 | Cleaning/Patching in wet Well                                                                                                | \$2000.00   |
| 4 | Removal Replacement of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates | \$11,000.00 |
| 5 | Installation of bypass pump assembly outside of valve chamber                                                                | \$10,000.00 |
| 6 | Restoration/Cleanup                                                                                                          | \$1,500.00  |
|   | Total Lump Sum Bid                                                                                                           | \$31,000.00 |

Bidders Signature

James A. Zalud

Printed Name:

The Isabella Corporation

Business Name:

2201 Commerce Street, Mt. Pleasant, MI

Address:

MI Contractor License No.:

989-772-5890

Telephone:

jzalud@isbellacorporation.com

Email:

***Charter Township of Union reserves the right to accept or reject any or all proposals.***

# AIA Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

**The Isabella Corporation**  
2201 Commerce Street  
Mt. Pleasant, MI 48858

**OWNER:**

(Name, legal status and address)

**Charter Township of Union**

5228 S. Isabella Rd, Mt. Pleasant, MI, 48858

**BOND AMOUNT:** Five Percent (5%) of Amount Bid

**PROJECT:**

(Name, location or address, and Project number, if any)

**Sanitary Sewer Pump Station #12**

**SURETY:**

(Name, legal status and principal place of business)

**Atlantic Specialty Insurance Company**  
605 Highway 169 North, Suite 800  
Plymouth, MN 55441

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6 day of October, 2021

  
(Witness)

**The Isabella Corporation**

(Principal)

  
(Title) **James Zalud - President**

(Seal)

**Atlantic Specialty Insurance Company**

(Surety)

  
(Title) **Susan L Small, Attorney-in-Fact**

(Seal)

Init.

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# Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Alan P. Chandler, Robert Trobec, Jeffrey A. Chandler, Kathleen M. Irelan, Ian J. Donald, Wendy L. Hingson, Susan L. Small**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

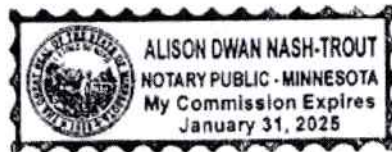
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

STATE OF MINNESOTA  
HENNEPIN COUNTY



By *Paul J. Brehm*  
Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



*Alison Nash-Trout*  
Notary Public

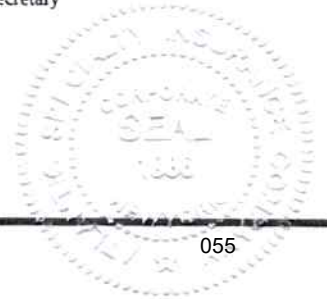
I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated \_\_\_\_\_ day of \_\_\_\_\_, 2021

This Power of Attorney expires  
January 31, 2025



*Kara Barrow*  
Kara Barrow, Secretary



**REQUEST FOR PROPOSALS**  
**SANITARY SEWER PUMP STATION #12 – Crawford Road – Bypass Pump**  
**Assembly/Pump Station Wet Well Upgrades**  
**Charter Township of Union, Isabella County**

Proposals Due:

**October 6, 2021 10:00 a.m.**

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention: Kim Smith  
Public Service Director  
Charter Township of Union  
5228 S Isabella Road  
Mt. Pleasant, MI 48858

Phone: 989-772-4600 ext 224

Email: [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

Scope of Services:

The Charter Township of Union is soliciting bids from mechanical contractors to provide and install a bypass pump assembly outside of the existing station valve chamber and complete upgrades to the existing wet well for sanitary sewer pump station #12.

The station is owned by the Charter Township of Union and operated / maintained by the Department of Public Services (DPS). The infrastructure at Pump Station #12 was constructed in the late 80's and is at and/or near it's' life expectancy. In addition to the installation of bypass a pumping assembly the project consists of the removal and installation of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. A site location map, existing and proposed mechanical drawing and specifications are attached for reference.

Requirements - General:

- Work must comply with all applicable laws, regulations and attached specifications
- Contractor shall be responsible for obtaining all local regulatory permits (including fees) which may include electrical, plumbing, soil erosion, Isabella County Road Commission, and mechanical permits. A copy of all permits must be provided to Union Township upon receipt.
- Date of completion to be within 45 days of signed contract as coordinated with the DPS.
- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Terms of Agreement:



General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with Charter Township of Union

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract. A copy will be provided to Union Township prior to commencing work.

Bonds:

- The Contractor shall include in the proposal price the cost to provide the following:
  - Maintenance and Guarantee Bond in the amount of 50% of the proposal amount, guarantying for a period of one (1) year from final acceptance of the project work
  - Letter of Surety, licensed to do business in the State of Michigan, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.

Shop Drawing Submittals:

- Provide three (3) copies of material specification sheets and warranty information to the DPS. Do not proceed until written approval is received.
- Coordinate all work with DPS

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, site restoration and cleanup
- Disposal of existing equipment to be removed at the direction of the DPS
- Coordination of delivery and unloading of new equipment
- Pump/Clean and Haul (Bypass) Pumping. No disruption of sewer service to customers. Station current peak hour flows experienced of 45 gallons per minute (gpm).
- Temporary Power Supply (as applicable)
- Site Tree Removal/Trimming (as applicable)
- All piping, valving, fittings, and appurtenances as necessary to accommodate upgrades
- All guide rails, mounting brackets, supports, flanges, and base plates to accommodate upgrades to pump station
- Final Inspection

Services / Materials Not to Be Included:

- Site accessibility (provided by owner)
- If additional room is necessary to complete project contractor shall obtain permission and provide copy of written permission from adjacent property owner (s) to Township.



Contractors Proposal Form

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass/Pump Station Wet Well Upgrades

|   |                                                                                                                              |           |
|---|------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | Mobilization                                                                                                                 | 2000.00   |
| 2 | Pump and Haul (Bypass Pumping)                                                                                               | 5000.00   |
| 3 | Cleaning/Patching in wet Well                                                                                                | 4000.00   |
| 4 | Removal Replacement of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates | 28 812.70 |
| 5 | Installation of bypass pump assembly outside of valve chamber                                                                | 18 330.00 |
| 6 | Restoration/Cleanup                                                                                                          | 1 000.00  |
|   | Total Lump Sum Bid                                                                                                           | 59 142.70 |

Robert Robinson  
Bidders Signature

ROBERT ROBINSON  
Printed Name:

Robinson Electrical & Mechanical Inc  
Business Name:

11475 W. Lincoln Rd PO. Box 69-Rivardale MI. 48877  
Address:

61-02603  
MI Contractor License No.:

989-833-7440  
Telephone:

dp-robinson@ymail.com  
Email:

**Charter Township of Union reserves the right to accept or reject any or all proposals.**

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Robinson Electrical & Mechanical, Inc  
11475 W Lincoln Road, PO Box 69  
Riverdale, MI 48877

### SURETY:

(Name, legal status and principal place of business)

Hudson Insurance Company  
100 William Street, 5th Floor  
New York, NY 10038  
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### OWNER:

(Name, legal status and address)

Charter Township of Union  
2010 S. Lincoln Rd  
Mt. Pleasant, MI 48858

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** 5% Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Sanitary Sewer Pump Station #12

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of October, 2021.

  
(Witness) Diana Lynn Piggott

Robinson Electrical & Mechanical, Inc  
(Principal) (Seal)

By:   
(Title) President

  
(Witness) Shannon Nyhuis

Hudson Insurance Company  
(Surety) (Seal)

By:   
(Title) Beth Walker, Attorney-in-Fact





POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Beth Walker
of the State of MI

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of Twenty Five Million Dollars (\$25,000,000.00).

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 23rd day of August, 20 21 at New York, New York.



Attest: Dina Daskalakis
Corporate Secretary

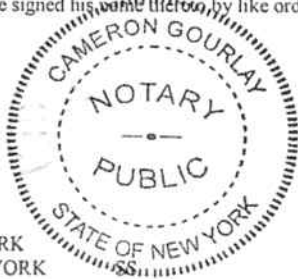
HUDSON INSURANCE COMPANY

By: Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

On the 23rd day of August, 20 21 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



Cameron Gourlay
CAMERON GOURLAY
Notary Public, State of New York
No. 01GO6372305
Qualified in New York County
Commission Expires June 4, 2022

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 6th day of October, 2021



By: Dina Daskalakis
Dina Daskalakis, Corporate Secretary



**REQUEST FOR PROPOSALS**  
**SANITARY SEWER PUMP STATION #12 – Crawford Road – Bypass Pump**  
**Assembly/Pump Station Wet Well Upgrades**  
**Charter Township of Union, Isabella County**

Proposals Due:

**October 6, 2021 10:00 a.m.**

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention: Kim Smith  
Public Service Director  
Charter Township of Union  
5228 S Isabella Road  
Mt. Pleasant, MI 48858

Phone: 989-772-4600 ext 224

Email: [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

Scope of Services:

The Charter Township of Union is soliciting bids from mechanical contractors to provide and install a bypass pump assembly outside of the existing station valve chamber and complete upgrades to the existing wet well for sanitary sewer pump station #12.

The station is owned by the Charter Township of Union and operated / maintained by the Department of Public Services (DPS). The infrastructure at Pump Station #12 was constructed in the late 80's and is at and/or near it's' life expectancy. In addition to the installation of bypass a pumping assembly the project consists of the removal and installation of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. A site location map, existing and proposed mechanical drawing and specifications are attached for reference.

Requirements - General:

- Work must comply with all applicable laws, regulations and attached specifications
- Contractor shall be responsible for obtaining all local regulatory permits (including fees) which may include electrical, plumbing, soil erosion, Isabella County Road Commission, and mechanical permits. A copy of all permits must be provided to Union Township upon receipt.
- Date of completion to be within 45 days of signed contract as coordinated with the DPS.
- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with Charter Township of Union

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract. A copy will be provided to Union Township prior to commencing work.

Bonds:

- The Contractor shall include in the proposal price the cost to provide the following:
  - Maintenance and Guarantee Bond in the amount of 50% of the proposal amount, guarantying for a period of one (1) year from final acceptance of the project work
  - Letter of Surety, licensed to do business in the State of Michigan, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.

Shop Drawing Submittals:

- Provide three (3) copies of material specification sheets and warranty information to the DPS. Do not proceed until written approval is received.
- Coordinate all work with DPS

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, site restoration and cleanup
- Disposal of existing equipment to be removed at the direction of the DPS
- Coordination of delivery and unloading of new equipment
- Pump/Clean and Haul (Bypass) Pumping. No disruption of sewer service to customers. Station current peak hour flows experienced of 45 gallons per minute (gpm).
- Temporary Power Supply (as applicable)
- Site Tree Removal/Trimming (as applicable)
- All piping, valving, fittings, and appurtenances as necessary to accommodate upgrades
- All guide rails, mounting brackets, supports, flanges, and base plates to accommodate upgrades to pump station
- Final Inspection

Services / Materials Not to Be Included:

- Site accessibility (provided by owner)
- If additional room is necessary to complete project contractor shall obtain permission and provide copy of written permission from adjacent property owner (s) to Township.



Contractors Proposal Form

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass/Pump Station Wet Well Upgrades

|   |                                                                                                                              |             |
|---|------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | Mobilization                                                                                                                 | \$6,819.00  |
| 2 | Pump and Haul (Bypass Pumping)                                                                                               | \$10,539.00 |
| 3 | Cleaning/Patching in wet Well                                                                                                | \$4,625.00  |
| 4 | Removal Replacement of all existing pump station wet well guide rails, mounting brackets, supports, flanges, and base plates | \$23,631.00 |
| 5 | Installation of bypass pump assembly outside of valve chamber                                                                | \$22,432.00 |
| 6 | Restoration/Cleanup                                                                                                          | \$6,000.00  |
|   | Total Lump Sum Bid                                                                                                           | \$74,046.00 |

Bidders Signature (signed in accordance with JEG Proposal Attachment A)

Jason Essex

Printed Name:

John E. Green Company

Business Name:

778 Bridgeview South, Saginaw, Michigan 48604

Address:

71-03007

MI Contractor License No.:

989-752-5100

Telephone:

jasonessex@johnegreen.com

Email:

**Charter Township of Union reserves the right to accept or reject any or all proposals.**



## PROPOSAL ATTACHMENT A

### Terms:

1. Notwithstanding any provision(s) of this Subcontract, if as a direct or indirect result of any virus, disease, contagion, or any other widespread communicable disease that causes disruption, including but not limited to COVID-19 or any other Epidemic or Pandemic (hereinafter collectively referred to as "Epidemic"), Subcontractor's work is delayed, disrupted, suspended or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) illness of Subcontractor's workforce and/or unavailability of labor; (iii) government quarantines, shelter-in-place orders, closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Subcontractor's contractual or legal health and safety obligations associated with an Epidemic; then Subcontractor shall be entitled to an equitable adjustment to the Subcontract Schedule and duration to account for such disruptions, suspensions, and impacts. Under such circumstances, Subcontractor shall not be liable for any liquidated, compensatory, consequential, special, and/or indirect damages incurred by the Owner or Contractor resulting from such delays.  
To the extent any of the causes identified above result in an increase in the price of labor, material, or equipment used in the performance of this Subcontract, the Subcontractor shall be entitled to an equitable adjustment to the Subcontract price for such increases. Any such equitable price increases to labor, material or equipment shall be provided by way of a Change Order to the Subcontract. This language shall take precedence over any conflicting language in the Contract Documents.
2. JEG reserves the right to withdrawal this Proposal for any reason caused by or related to the coronavirus pandemic up to and prior to executing a written contract.
3. This proposal assumes and is based upon current market prices for all steel and aluminum related products as of the date of this proposal. The quoted prices for these products are subject to change based on government issued tariffs (section 232). JEG reserves the right to adjust pricing on these materials and equipment due to tariffs and the resulting impact to market conditions and pricing.
4. Standard JEG payment terms are Net (30) days. Credit card payments must receive prior approval and are subject to additional fees, which are in addition to the above proposal.
5. This proposal remains firm for (30) calendar days.
6. If a "Hot Tap" or "Pipe Freeze" procedure is used to perform the scope of work, the customer understands the risks associated with this process and is solely responsible for the outcome. If the process is not successful, damage to the system and/or personal property may occur and a shutdown/draining of the effected system may be required to facilitate a solution. All work required to correct the failure will be performed at our current time and material rates and paid by the Customer. Customer agrees to indemnify and hold harmless JEG from any costs or damages that arise out of a failed "Hot Tap" or "Pipe Freeze" procedure. Customer authorization on JEG form of change will be required prior to proceeding with this work.
7. This proposal is contingent upon subcontractors and vendors full acceptance of JEG standard terms and conditions, as well as project prime contract flow down provisions, without modification. Deviations and modification of terms and conditions will not be accepted by JEG unless also accepted by General Contractor, Owner, customer, etc.
8. JEG reserves the right to perform a final review of the contract for the subject project. This proposal is subject to that final review and agreement on revisions of the contract terms requested by JEG.
9. JEG does not warrant, and disclaims, any warranties relating to or including a warranty that the work; (a) is suitable for its intended purpose and use; and (b) shall necessarily perform properly even if installed as directed by customer.



|                                                                                                                                                          |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>To:</b> Board of Trustees                                                                                                                             | <b>DATE:</b> October 19, 2021             |
| <b>FROM:</b> Mark Stuhldreher, Township Manager                                                                                                          | <b>DATE FOR CONSIDERATION:</b> 10/27/2021 |
| <b>ACTIONS REQUESTED:</b> To conduct a second reading of and to adopt the East DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance. |                                           |

Current Action   X        Emergency             
 Funds Budgeted: If Yes   N/A   Account                             
 Finance Approval                                                           

### BACKGROUND INFORMATION

For the past eleven months, the project consultants at CIB Planning have been working with staff and the Economic Development Authority (EDA) Board to prepare updates to the development and tax increment financing plans for the East DDA District. The current plans are set to expire on December 31, 2021. The updated East DDA District Tax Increment Financing Plan would extend the terms of the DDA District for an additional 20 years to provide the time needed to complete the scope of work outlined in the updated Development Plan for the District.

The following is a summary of the public notice and public meetings associated with this proposed ordinance update:

| Date             | Event                                                                                                                                                                                                  | Actions                                                                                                                                                                                                                                 |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 17, 2021  | Regular electronic meeting of the EDA Board via Zoom                                                                                                                                                   | Adopted Resolution No. EDA2021-01 to verify a public need to amend the current East DDA District plans and to approve the updated plans for the District.                                                                               |
| October 13, 2021 | Regular meeting of the Board of Trustees                                                                                                                                                               | Public hearing for the updated East DDA District plans, with notices posted, published, and mailed per Act 57 of 2018 requirements; and Introduction and First Reading of the proposed amendatory ordinance to adopt the updated plans. |
| October 18, 2021 | Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended). | Posting of the summary, notice, and the proposed ordinance at the Township Hall and under “Announcements” on the Township’s website                                                                                                     |
| October 19, 2021 |                                                                                                                                                                                                        | Publication of the summary and notice in The Morning Sun newspaper                                                                                                                                                                      |
| October 27, 2021 | Regular meeting of the Board of Trustees                                                                                                                                                               | Second Reading and consideration of the proposed ordinance for adoption                                                                                                                                                                 |

**SCOPE OF ACTIVITY**

Second Reading and adoption of the East DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance.

**JUSTIFICATION**

Adoption of updated development and tax increment financing plans for the East DDA District is necessary to allow this District to continue to capture property tax revenues after 2021. These updates and extensions of the duration of the tax increment financing plans are necessary to support the completion of all projects and activities of the Economic Development Authority Board as identified in the updated East DDA District Development Plan.

**BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by the current and planned EDA projects and activities under the adopted Development Plan for the East DDA District (From Policy 1.0: Global End):

- 1. **Community well-being and common good**
- 2. **Prosperity through economic diversity, cultural diversity, and social diversity**
- 3. **Safety**
- 4. **Health**
- 5. **Natural Environment**
- 6. **Commerce**

**COSTS**

The project is proceeding in accordance with an approved contract entered into between the EDA Board and CIB Planning, and in accordance with funding budgeted for this purpose in the FY2021 approved budget for the East DDA District funds.

**TIMETABLE**

If adopted, the amendatory ordinance would become effective on December 31, 2021. This would complete the project to prepare and adopt updated development and tax increment financing plans for the East DDA District and would extend the term of the District to 12/31/2041.

**ACTION REQUESTED**

To conduct a second reading of and to adopt the East DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

**CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN**

**EAST DDA DEVELOPMENT PLAN AND TAX INCREMENT FINANCE PLAN AMENDATORY ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

[An ordinance adopted under the provisions of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended, being MCL 125.4101 et seq.) and the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to adopt updated Development Plan and Tax Increment Finance Plan for the East Downtown Development Authority District, and to provide for publication and an effective date.]

**WHEREAS**, the Township’s Economic Development Authority Board has prepared and recommended for adoption of the updated Development Plan and Tax Increment Finance Plan for the East Downtown Development Authority District; and

**WHEREAS**, the Board of Trustees has held a public hearing on the updated plans after required notices were posted, published, and mailed in accordance with the requirements of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended, being MCL 125.4101 et seq.).

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN HEREBY ORDAINS:**

**Section 1.0      Review and Determination of Public Purpose.**

Following a duly noticed public hearing on the updated Development Plan and Tax Increment Finance Plan for the East Downtown Development Authority District, which were recommended to the Board of Trustees on August 17, 2021 by the Economic Development Authority (EDA) Board, which was established by Board of Trustees resolution for the purpose of governing the East DDA District in accordance with requirements of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended). The Board of Trustees has reviewed and found the plans to meet the following standards and criteria, as set forth in Act 57:

- (a) The Development Plan meets the requirements set forth in Section 125.4217 of Act 57, and the Tax Increment Financing Plan meets the requirements set forth in Section 125.4214 14 of Act 57.
- (b) The scope of proposed activities listed in the Development Plan is reasonable and necessary to carry out the purposes of Act 57.
- (c) The Development Plan is consistent with the Township’s Master Plan.
- (d) Public services, such as fire and police protection and utilities, are or will be adequate to serve the development area.
- (e) The proposed method of financing the development is feasible and the East DDA has the ability to arrange financing if needed.
- (f) Any land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plans and of Act 57 in an efficient and economically satisfactory manner.
- (g) Potential changes to zoning, roads, intersections, and utilities are reasonably necessary for the project and for the Township.

In deliberations toward the adoption of this Ordinance, the Board of Trustees has determined that the adoption and implementation of the updated Development Plan and Tax Increment Finance Plan for the East Downtown Development Authority District constitutes a public purpose.

**Section 2.0 Approval of the updated East DDA Plans.**

Premised upon the determination made in Section 1.0 of this Ordinance and upon further finding that the execution of the updated Development Plan and Tax Increment Finance Plan for the East Downtown Development Authority District appear to be in the best interest of the Township, the updated plans are hereby approved and adopted by reference. No additional amendments to the plans shall be effective unless and until submitted to and approved by the Board of Trustees in accordance with the procedures established by Act 57.

**Section 3.0 Repealer.**

This Ordinance hereby repeals any ordinances or parts thereof in conflict herewith.

**Section 4.0 Severability.**

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

**Section 5.0 Publication.**

The Clerk for the Township shall cause this Ordinance to be published in the manner required by law.

**Section 6.0 Effective Date.**

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, after a first reading by the Board of Trustees on \_\_\_\_\_, and publication after the first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective on December 31, 2021 following publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: \_\_\_\_\_  
\_\_\_\_\_

(b) Voting against adoption of the Ordinance: \_\_\_\_\_  
\_\_\_\_\_

I further certify that a summary and notice of adoption of this Ordinance were published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Lisa Cody, Clerk

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

\_\_\_\_\_  
Bryan Mielke, Supervisor

Date: \_\_\_\_\_, 2021

|                                                                                                                                                          |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>To:</b> Board of Trustees                                                                                                                             | <b>DATE:</b> October 19, 2021             |
| <b>FROM:</b> Mark Stuhldreher, Township Manager                                                                                                          | <b>DATE FOR CONSIDERATION:</b> 10/27/2021 |
| <b>ACTIONS REQUESTED:</b> To conduct a second reading of and to adopt the West DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance. |                                           |

Current Action  Emergency

Funds Budgeted: If Yes  N/A  Account \_\_\_\_\_

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

For the past eleven months, the project consultants at CIB Planning have been working with staff and the Economic Development Authority (EDA) Board to prepare updates to the development and tax increment financing plans for the West DDA District. The current plans are set to expire on December 31, 2021. The updated West DDA District Tax Increment Financing Plan would extend the terms of the DDA District for an additional 20 years to provide the time needed to complete the scope of work outlined in the updated Development Plan for the District.

The following is a summary of the public notice and public meetings associated with this proposed ordinance update:

| Date             | Event                                                                                                                                                                                                  | Actions                                                                                                                                                                                                                                 |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 17, 2021  | Regular electronic meeting of the EDA Board via Zoom                                                                                                                                                   | Adopted Resolution No. EDA2021-02 to verify a public need to amend the current West DDA District plans and to approve the updated plans for the District.                                                                               |
| October 13, 2021 | Regular meeting of the Board of Trustees                                                                                                                                                               | Public hearing for the updated West DDA District plans, with notices posted, published, and mailed per Act 57 of 2018 requirements; and Introduction and First Reading of the proposed amendatory ordinance to adopt the updated plans. |
| October 18, 2021 | Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended). | Posting of the summary, notice, and the proposed ordinance at the Township Hall and under "Announcements" on the Township's website                                                                                                     |
| October 19, 2021 |                                                                                                                                                                                                        | Publication of the summary and notice in The Morning Sun newspaper                                                                                                                                                                      |
| October 27, 2021 | Regular meeting of the Board of Trustees                                                                                                                                                               | Second Reading and consideration of the proposed ordinance for adoption                                                                                                                                                                 |

### **SCOPE OF ACTIVITY**

Second Reading and adoption of the West DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance.

### **JUSTIFICATION**

Adoption of updated development and tax increment financing plans for the West DDA District is necessary to allow this District to continue to capture property tax revenues after 2021. These updates and extensions of the duration of the tax increment financing plans are necessary to support the completion of all projects and activities of the Economic Development Authority Board as identified in the updated West DDA District Development Plan.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by the current and planned EDA projects and activities under the adopted Development Plan for the West DDA District (From Policy 1.0: Global End):

1. **Community well-being and common good**
2. **Prosperity through economic diversity, cultural diversity, and social diversity**
3. **Safety**
4. **Health**
5. **Natural Environment**
6. **Commerce**

### **COSTS**

The project is proceeding in accordance with an approved contract entered into between the EDA Board and CIB Planning, and in accordance with funding budgeted for this purpose in the FY2021 approved budget for the West DDA District funds.

### **TIMETABLE**

If adopted, the amendatory ordinance would become effective on December 31, 2021. This would complete the project to prepare and adopt updated development and tax increment financing plans for the West DDA District and would extend the term of the District to 12/31/2041.

### **ACTION REQUESTED**

To conduct a second reading of and to adopt the West DDA Development Plan and Tax Increment Finance Plan Amendatory Ordinance.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN**

**WEST DDA DEVELOPMENT PLAN AND TAX INCREMENT FINANCE PLAN AMENDATORY ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

[An ordinance adopted under the provisions of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended, being MCL 125.4101 et seq.) and the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to adopt updated Development Plan and Tax Increment Finance Plan for the West Downtown Development Authority District, and to provide for publication and an effective date.]

**WHEREAS**, the Township’s Economic Development Authority Board has prepared and recommended for adoption of the updated Development Plan and Tax Increment Finance Plan for the West Downtown Development Authority District; and

**WHEREAS**, the Board of Trustees has held a public hearing on the updated plans after required notices were posted, published, and mailed in accordance with the requirements of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended, being MCL 125.4101 et seq.).

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN HEREBY ORDAINS:**

**Section 1.0      Review and Determination of Public Purpose.**

Following a duly noticed public hearing on the updated Development Plan and Tax Increment Finance Plan for the West Downtown Development Authority District, which were recommended to the Board of Trustees on August 17, 2021 by the Economic Development Authority (EDA) Board, which was established by Board of Trustees resolution for the purpose of governing the West DDA District in accordance with requirements of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended). The Board of Trustees has reviewed and found the plans to meet the following standards and criteria, as set forth in Act 57:

- (a) The Development Plan meets the requirements set forth in Section 125.4217 of Act 57, and the Tax Increment Financing Plan meets the requirements set forth in Section 125.4214 14 of Act 57.
- (b) The scope of proposed activities listed in the Development Plan is reasonable and necessary to carry out the purposes of Act 57.
- (c) The Development Plan is consistent with the Township’s Master Plan.
- (d) Public services, such as fire and police protection and utilities, are or will be adequate to serve the development area.
- (e) The proposed method of financing the development is feasible and the West DDA has the ability to arrange financing if needed.
- (f) Any land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plans and of Act 57 in an efficient and economically satisfactory manner.
- (g) Potential changes to zoning, roads, intersections, and utilities are reasonably necessary for the project and for the Township.

In deliberations toward the adoption of this Ordinance, the Board of Trustees has determined that the adoption and implementation of the updated Development Plan and Tax Increment Finance Plan for the West Downtown Development Authority District constitutes a public purpose.



**Section 2.0 Approval of the updated West DDA Plans.**

Premised upon the determination made in Section 1.0 of this Ordinance and upon further finding that the execution of the updated Development Plan and Tax Increment Finance Plan for the West Downtown Development Authority District appear to be in the best interest of the Township, the updated plans are hereby approved and adopted by reference. No additional amendments to the plans shall be effective unless and until submitted to and approved by the Board of Trustees in accordance with the procedures established by Act 57.

**Section 3.0 Repealer.**

This Ordinance hereby repeals any ordinances or parts thereof in conflict herewith.

**Section 4.0 Severability.**

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

**Section 5.0 Publication.**

The Clerk for the Township shall cause this Ordinance to be published in the manner required by law.

**Section 6.0 Effective Date.**

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, after a first reading by the Board of Trustees on \_\_\_\_\_, and publication after the first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective on December 31, 2021 following publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: \_\_\_\_\_  
\_\_\_\_\_

(b) Voting against adoption of the Ordinance: \_\_\_\_\_  
\_\_\_\_\_

I further certify that a summary and notice of adoption of this Ordinance were published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Lisa Cody, Clerk

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

\_\_\_\_\_  
Bryan Mielke, Supervisor

Date: \_\_\_\_\_, 2021

|                                                                                                                                                                      |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>To:</b> Board of Trustees                                                                                                                                         | <b>DATE:</b> October 19, 2021                   |
| <b>FROM:</b> Mark Stuhldreher, Township Manager                                                                                                                      | <b>DATE FOR BOARD CONSIDERATION:</b> 10/27/2021 |
| <b>ACTION REQUESTED:</b> To introduce and conduct a First Reading for the proposed PTXT 21-01 Zoning Ordinance Amendments as recommended by the Planning Commission. |                                                 |

Current Action   X   Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A   X  

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

During the adoption process for our current Zoning Ordinance No. 20-06, the project consultant noted that some details may be identified for correction as the new ordinance is implemented. In April, staff compiled a list of corrections and issues of concern, from which a proposed set of amendments was compiled. The Planning Commission reviewed the draft amendments in July and August, and held a public hearing during their regular 9/21/2021 meeting. Following the hearing, the Commission took action to recommend to the Board of Trustees that the proposed amendments be adopted as presented. Per Section 307(1) of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the proposed amendments were also sent to the County for review and comment. On 10/11/2021, the County Planning Commission reviewed the proposed amendments and chose not to offer any comments.

The following is a summary of the proposed changes to the Zoning Ordinance:

**Reducing the Number of Uses Subject to Special Use Permit Approval.**

Proposed amendments to Section 3 (Zoning Districts) include updates to the uses allowed in various zoning districts to correct errors and to resolve conflicts within the Section. The changes also include elimination of the special use permit requirement for several specific land uses, including multiple family dwellings (5-units or more), indoor gun and archery ranges, cemeteries, conservation areas, funeral homes, contractor’s yards, and warehousing in the I-1 District.

**Home Occupations.**

Proposed amendments to Section 6.19 are intended to streamline the approval process for “home occupations,” which are low intensity in character and have little to no impact on neighboring land uses. The proposed change would replace the requirement for a public hearing and Planning Commission approval with an administrative zoning permit requirement. The more intensive “home-based limited businesses” would still require Planning Commission action.

**Food Trucks**

Provisions have been inserted to specifically allow for administrative permit approval of a food truck as a temporary use in certain zoning districts, and to provide for development of a

permanent “food truck court” facility (with parking, bathrooms, outdoor seating, and other amenities) where multiple food trucks can be located subject to site plan approval.

### **Employment Center Uses in the Business Districts.**

The Township has limited land area currently planned and zoned for research, laboratory, and industrial development. On the other hand, the Township is significantly “over-zoned” with regards to retail, office, restaurant, and other commercial development potential in the Business Districts (B-4, B-5 & B-7). There are vacant and underutilized parcels in the Business Districts that could be suitable for development of employment center activities like warehousing and distribution, research and development facilities, and light manufacturing. Section 3 is proposed to be updated to allow for these activities as special land uses in the B-5 & B-7 zoning districts, and a proposed new Section 6.22 is included with standards designed to protect the character of the districts while allowing for more efficient use and development of land for economic development purposes.

### **Medical Marihuana Caregiver**

In response to a 2020 decision by the Michigan Supreme Court that confirmed the authority of local governments to regulate medical marijuana caregivers as an allowable land use in the Zoning Ordinance, the proposed amendments include provisions for a medical marihuana caregiver to be allowed in the AG (Agricultural) zoning district, subject to a home occupation permit and specific standards compatible with the Michigan Medical Marihuana Act.

### **Minimum Required Front Yard Setback in the Business and Industrial Districts.**

Proposed changes to Section 4 (Schedule of Regulations) would substantially reduce the large front yard setbacks required in some of the Business and Industrial zoning districts (B-4, B-5, B-7, I-1, I-2 & OS) to establish a consistent standard across similar districts. Corresponding adjustments to maximum building height, lot coverage requirements, and the side and rear setback standards are intended to allow for more efficient use of land and more prominent placement of buildings on a lot.

### **Building Form and Composition**

In response to the discussions that developed during Planning Commission reviews of The Den on Broomfield and the Dollar General site plan applications, staff has included a proposed set of basic building form and composition standards in a new Section 7.20 of the Zoning Ordinance. The intent of this new section is to provide a mechanism for implementation of the corresponding policies of the Master Plan by providing better direction to developers of projects subject to this section. As noted in the purpose and scope statements of this new section, these standards do not conflict with building or fire code requirements and do not include specific requirements for exterior materials or architectural design.

### **Minimum Parking Requirements by Use**

Over the past ten months, staff and developers have run into challenges with the minimum parking standards for various uses in Sections 9.2(D) – (I). Although the Township’s consultant was directed to update the previous standards that were considered to be excessive, in some cases the new standards actually required more parking spaces than the former 1991 ordinance.

In addition, the references in the current Section 9.2 do not correspond consistently with the lists of land uses in Section 3.

To resolve these regulatory conflicts, staff has prepared a new consolidated table of minimum parking and stacking space requirements by land use that more closely matches the layout and terminology in Section 3, adjusts excessive minimum standards, and inserts standards for all allowable land uses.

**Authority to Grant Special Use Permits.**

To streamline the development approval process, Section 14.3 is proposed to be substantially revised to authorize the Planning Commission to have final authority to approve or deny a special use permit application. Currently these applications require final action by the Board of Trustees. This change would reduce the period of time required for approval of development projects that include activities subject to special use approval. Hearing requirements and standards for special use approval would continue to apply.

**Additional Changes.**

The following are some additional changes included in the proposed set of amendments:

1. Adjust standards for outdoor storage, public and institutional buildings, self-storage warehouses, auction facilities, and accessory buildings and structures.
2. Add new standards for day care centers and outdoor seating areas.
3. Correct typographical errors and several regulatory conflicts identified in the Ordinance.
4. Add and amend several definitions.

**SCOPE OF SERVICES**

Introduction and First Reading of the proposed set of Zoning Ordinance amendments.

**JUSTIFICATION**

The Zoning Ordinance is an important regulatory tool for implementation of the Township Master Plan’s future land use and development policies. An up-to-date Zoning Ordinance is also necessary to ensure that the Township remains in compliance with applicable state laws and established case law. Adoption of the Zoning Ordinance amendments is also justified by the community benefits to be gained through application of the updated and corrected standards.

**GOALS ADDRESSED**

Board of Trustees goals addressed by this Ordinance (From Policy 1.0: Global End):

- 1. Community well-being and common good**
- 6. Commerce**

The proposed Zoning Ordinance amendments are intended to help support a sustainable community through the most effective use of Township resources (1.0). The proposed changes

and corrections will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2) and to more effectively regulate land uses and the establishment of potentially undesirable businesses (1.6.1).

**COSTS**

NA

**TIMETABLE**

After a Second Reading and adoption by the Board of Trustees, the Zoning Ordinance amendments would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

**RESOLUTION**

Introduce and conduct a First Reading of the proposed PTXT 21-01 Zoning Ordinance Amendments as recommended by the Planning Commission.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

An ordinance to amend the Charter Township of Union Zoning Ordinance No. 20-06 by amending Sections 2 (Definitions), 3 (Zoning Districts and Maps), 4 (Schedule of Regulations), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 11 (Signs), 12 (Nonconformities), and 14 (Administrative Procedures) by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for repeal; to provide for severability; to provide for publication; and to provide an effective date.

Proposed additions to the current text of the Zoning Ordinance are highlighted below in [blue underlined text](#) and proposed deletions are shown using ~~red strikethrough text~~.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

**PART ONE – Title**

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number \_\_\_\_\_, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

**PART TWO – Amendments to Section 2.2**

Section 2.2 (Definitions) is hereby amended to delete “Automobile Service Station” and “Lot Coverage, Impervious Surface” from the definitions, to replace the term “Automobile Filling Station (Gas Station)” with “Motor Vehicle Filling Station,” to amend the defined terms “Health Club, Exercise Club, and Spa” and “Lot Coverage, Building,” and to add new definitions for “Agricultural Service Establishment,” “Employment Center Uses,” “Farm Implement Sales and Repair,” “Food Truck,” and “Food Truck Facility” as follows:

**Agricultural Service Establishment.** A facility for the performing of corn shelling; grain storage; hay baling and threshing; sorting, grading, and packing fruits and vegetables for the grower; farm produce milling and processing for the grower; grain cleaning; and similar animal husbandry, horticultural, and farm-support services. Includes sales of feed, fertilizer, farm implements and agricultural production materials and services.

**Automobile Filling Station** ~~(Gas Station).~~ See “Motor Vehicle Filling Station.” ~~A place used for the retail sale and dispensing of fuel or lubricants together with the fixed equipment from which the fuel is dispensed directly into motor vehicles. ‘Automobile filling stations’ may also incorporate a convenience store operation as an accessory use, provided it is clearly incidental to the filling station use, but no auto repairs shall be permitted.~~

**Automobile Service Station:** ~~A place where gasoline or other vehicle engine fuel, kerosene, motor oil and lubricants, and grease are sold directly to the public on the premises for the purposes of operation of motor vehicles; including the sale of minor accessories (such as~~

~~tires, batteries, brakes, shock absorbers, window glass) and the servicing of and minor repair of motor vehicles.~~

Employment Center Uses. Land uses that are of a limited industrial character, such as a distribution center, light manufacturing facility, research laboratory, prototype design and development facility, or warehousing and wholesale trade establishment, which may be allowed in a Business District under specific conditions.

Farm Implement Sales and Repair. A building or premises used primarily for the sale, rental or servicing and repair of new and used tractors, combines, and other farm implements and agricultural equipment.

Food Truck. Any motorized or non-motorized vehicle, trailer, or similar equipment designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.

Food Truck Court. A permanent site for three (3) or more food trucks with established pull-in food truck and customer parking, barrier-free access, and permanent bathrooms and utility hook-up facilities.

~~Health Club, Exercise Club or Spa:~~ A building or portion of a building designed and equipped for the conduct of sports, exercise, leisure time activities and classes, or other customary and usual recreational activities that occur in an entirely enclosed building. Such uses are operated for profit or not-for-profit and can be open only to bona fide members and guests of the organization or open to the public for a fee. Such uses may also include martial arts, dance or gymnastics studios, massage services, saunas, locker rooms, showers, or personal services.

~~Lot Coverage, Building:~~ The part or percent of a lot that is occupied by buildings and structures.

~~Lot Coverage, Impervious Surface: The part or percent of a lot that is occupied by impervious surface.~~

Motor Vehicle Filling Station. A place used for the retail sale and dispensing of fuel or lubricants together with the fixed equipment from which the fuel is dispensed directly into motor vehicles. The term may also incorporate a convenience store operation as an accessory use, but no auto repairs shall be permitted.



**PART THREE – Amendments to Section 3.4**

Section 3.4 (Permitted Uses by District) is hereby deleted and replaced in its entirety to amend the section as follows:

**Key: A=Accessory Use  
P=Principal Permitted Use  
S=Special Use  
[blank]=Use Not Permitted**

| Land Use                                                          | AG           | R-1          | R-2A         | R-2B         | R-3A         | R-3B         | R-4 | B-4 | B-5 | B-7 | I-1 | I-2 | OS | Use Standards                |
|-------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|-----|-----|-----|-----|-----|----|------------------------------|
| <b>Rural and Agricultural Uses</b>                                |              |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| <a href="#">Agricultural Processing and Packaging</a>             |              |              |              |              |              |              |     |     |     |     | P   | P   |    |                              |
| <a href="#">Agricultural Service Establishments</a>               | S            |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| Agri-Tourism                                                      | S            |              |              |              |              |              |     |     |     |     |     |     |    | Section 6.51                 |
| Auction, Permanent Agricultural                                   | S            |              |              |              |              |              |     |     |     |     |     |     |    | Section 6.45                 |
| Customary Agricultural Operations                                 | P            | P            |              |              |              |              |     |     |     |     |     |     |    |                              |
| <a href="#">Farm Implement Sales and Repair</a>                   | S            |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| Greenhouses                                                       | P            |              |              |              |              |              |     |     |     |     |     | P   |    |                              |
| Hunting Clubs or Gun Clubs, Outdoor Gun and Archery Ranges        | S            |              |              |              |              |              |     |     |     |     |     |     |    | Section 6.20                 |
| Kennels, Boarding                                                 | S            |              |              |              |              |              |     | S   | S   | S   | P   | P   |    | Section 6.8                  |
| Kennel, Breeding                                                  | P            | S            |              |              |              |              |     |     |     |     |     |     |    | Section 6.8                  |
| Kennel, Non-Commercial                                            | P            | S            | S            |              |              |              |     |     |     |     |     |     |    | Section 6.8                  |
| Nursery, Plant Material                                           | P            | <del>S</del> |              |              |              |              |     |     |     |     |     |     |    |                              |
| Private Off-Road Courses                                          | A            |              |              |              |              |              |     |     |     |     |     |     |    | Section 6.36                 |
| Roadside Farm Stands                                              | P            |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| <del>Rural and Agricultural Uses</del>                            | <del>P</del> |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| Stable, Private                                                   | P            | P            |              |              |              |              |     |     |     |     |     |     |    |                              |
| Stable, Public                                                    | S            | S            |              |              |              |              |     |     |     |     |     |     |    |                              |
| <b>Residential Uses</b>                                           |              |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| Adult Foster Care Family Home                                     | P            | P            | P            | P            | P            | P            | P   |     |     |     |     |     |    |                              |
| Adult Foster Care Small Group Home                                | S            | S            | S            | S            | S            | S            |     |     |     |     |     |     |    |                              |
| Adult Foster Care Large Group Home                                |              |              |              |              | S            | S            |     |     |     |     |     |     |    |                              |
| Child or Day Care, Family Home                                    | P            | P            | P            | P            | P            | P            | P   |     |     |     |     |     |    |                              |
| Child or Day Care, Group Home                                     | S            | S            | S            | S            | S            | S            |     |     |     |     |     |     |    | Section 6.13                 |
| Dwellings, Multiple-Family (4-units or less)                      |              |              |              |              | P            | P            |     |     |     |     |     |     |    |                              |
| Dwellings, Multiple-Family (5-units or more)                      |              |              |              |              | <del>S</del> | <del>S</del> |     |     |     |     |     |     |    | Section 6.27                 |
| Dwelling, One Family or Single Family                             | P            | P            | P            | P            |              |              |     |     |     |     |     |     | S  | Section 6.16                 |
| Dwelling, One Family on a Farm                                    | P            | P            |              |              |              |              |     |     |     |     |     |     |    | <a href="#">Section 6.16</a> |
| Dwellings, Two Family (Duplex)                                    |              |              | P            | P            |              |              |     |     |     |     |     |     | S  |                              |
| Foster Family Home                                                | P            | P            | P            | P            | P            | P            |     |     |     |     |     |     |    |                              |
| Foster Family Group Home                                          | S            | S            | S            | S            | S            | S            |     |     |     |     |     |     |    |                              |
| Home Based Limited Business                                       | S            | S            | S            | S            |              |              |     |     |     |     |     |     |    | Section 6.19                 |
| Home Occupation                                                   | A            | A            | A            | A            |              |              |     |     |     |     |     |     |    | Section 6.19                 |
| Mobile Home Parks                                                 |              |              |              |              |              |              | P   |     |     |     |     |     |    | Section 3.12                 |
| Second Living Quarters on a Farm                                  | S            |              |              |              |              |              |     |     |     |     |     |     |    | Section 6.37                 |
| <del>Mobile or Modular Dwellings, not in a Mobile Home Park</del> | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> |              |              |     |     |     |     |     |     |    | <del>Section 6.16</del>      |
| <b>Lodging Uses</b>                                               |              |              |              |              |              |              |     |     |     |     |     |     |    |                              |
| Bed and Breakfast                                                 | S            | S            | S            |              |              |              |     |     |     |     |     |     |    | Section 6.9                  |
| Boarding House                                                    | S            | S            | S            | S            | S            | S            |     |     |     |     |     |     |    | Section 6.17                 |
| Dependent Living for Seniors                                      |              | P            |              |              | P            | P            |     |     |     |     |     |     |    | Section 6.59                 |
| Fraternity or Sorority                                            |              |              |              |              | S            | S            |     |     |     |     |     |     |    |                              |
| Home for the Aged                                                 | S            | <del>S</del> | <del>S</del> | <del>S</del> | S            | S            |     |     |     |     |     |     |    |                              |
| Hospitality Facility                                              | <del>S</del> | <del>S</del> | <del>S</del> | <del>S</del> | S            | S            |     | P   | P   | P   |     |     |    |                              |
| Hotels                                                            |              |              |              |              |              |              |     | P   | P   | P   |     |     |    |                              |

| Land Use                                                                                                                         | AG             | R-1            | R-2A | R-2B | R-3A           | R-3B           | R-4 | B-4            | B-5            | B-7            | I-1 | I-2 | OS | Use Standards                |
|----------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------|------|----------------|----------------|-----|----------------|----------------|----------------|-----|-----|----|------------------------------|
| Independent Living for Seniors                                                                                                   |                |                |      |      |                |                |     |                |                |                |     |     |    |                              |
| Nursing Home                                                                                                                     |                |                |      |      | S <sup>P</sup> | S <sup>P</sup> |     | S              | S              | S              |     |     |    | Section 6.29                 |
| Short-Term Rental Housing                                                                                                        | S              | S              | S    | S    |                |                |     |                |                |                |     |     |    | Section 6.58                 |
| <b>Health, Wellness, and Medical Uses</b>                                                                                        |                |                |      |      |                |                |     |                |                |                |     |     |    |                              |
| <a href="#">Day Care Center, Child or Adult</a>                                                                                  | A              | A              | A    | A    | A              | A              | A   | P              | P              |                | A   | A   | P  | <a href="#">Section 6.52</a> |
| <a href="#">Hospitals</a>                                                                                                        |                |                |      |      |                |                |     | S              | P              | P              |     |     | S  |                              |
| Massage Therapist                                                                                                                |                |                |      |      |                |                |     | P              | P              | P              |     |     | P  |                              |
| Medical, <a href="#">Osteopathic, Optical</a> or Dental Offices                                                                  |                |                |      |      |                |                |     | P              | P              | P              |     |     | P  |                              |
| <a href="#">Medical Marijuana Caregivers</a>                                                                                     | A              |                |      |      |                |                |     |                |                |                |     |     |    | <a href="#">Section 6.54</a> |
| Pharmacy                                                                                                                         |                |                |      |      |                |                |     | P              | P              | P              |     |     | A  |                              |
| <del>Pharmacy, Optical, or other Medical Sales</del>                                                                             |                |                |      |      |                |                |     |                |                |                |     |     | A  |                              |
| Personal Fitness Center                                                                                                          |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Veterinary Clinic                                                                                                                | S              |                |      |      |                |                |     | P              | P              | P              |     |     |    | Section 6.41                 |
| <b>Public, Quasi-Public, and Recreational Uses</b>                                                                               |                |                |      |      |                |                |     |                |                |                |     |     |    |                              |
| Airports, Public or Private                                                                                                      | S              |                |      |      |                |                |     |                |                |                |     |     |    | Section 6.3                  |
| Amusement Parks                                                                                                                  |                |                |      |      |                |                |     | S              |                |                |     |     |    | Section 6.4                  |
| Amusement Enterprises                                                                                                            |                |                |      |      |                |                |     |                | P              |                |     |     |    |                              |
| Bus, Train, and other Forms of Transportation Systems, Passenger Stations                                                        |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Business Schools, Colleges, and Private Schools Operated for Profit                                                              |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Campgrounds or Recreation Grounds                                                                                                | S              |                |      |      |                |                |     |                |                |                |     |     |    | Section 6.10                 |
| Cemeteries, Public or Private, including Mausoleums                                                                              | S <sup>P</sup> |                |      |      |                |                |     |                |                |                |     |     |    | Section 6.11                 |
| Conservation Areas, Public or Private                                                                                            | S              |                |      |      |                |                |     |                |                |                |     |     |    |                              |
| Country Clubs and Golf Courses                                                                                                   | S              | S              | S    | S    | S              | S              |     |                |                |                |     |     |    | Section 6.12                 |
| Health, Exercise Club, or Spa                                                                                                    |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Indoor Commercial Recreation                                                                                                     |                |                |      |      |                |                |     | P              | P              | P              |     |     |    | <del>Section 6.47</del>      |
| Indoor Gun and Archery Range                                                                                                     | S <sup>P</sup> |                |      |      |                |                |     | S <sup>P</sup> | S <sup>P</sup> | S <sup>P</sup> |     |     |    |                              |
| Miniature Golf and/or Driving Ranges                                                                                             | S              |                |      |      |                |                |     | S              |                |                |     |     |    | Section 6.23                 |
| Municipal Public Utility Uses, such as Water Treatment Plants and Reservoirs, Sewage Treatment Plants, including outdoor storage |                |                |      |      |                |                |     |                |                |                |     | P   |    |                              |
| Private Clubs, Fraternal Organizations, and Lodge Halls                                                                          |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Public and Institutional Buildings and Uses                                                                                      | S              | S              | S    | S    | S              | S              |     |                |                |                |     |     | S  | Section 6.34                 |
| Religious Institutions                                                                                                           | S <sup>P</sup> | S <sup>P</sup> | P    | P    | P              | P              |     | P              | P              | P              |     |     | P  | Section 6.34                 |
| Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly                                                          |                |                |      |      |                |                |     | P              | P              |                |     |     |    |                              |
| Trade or Industrial Schools                                                                                                      |                |                |      |      |                |                |     |                |                |                | P   | P   |    |                              |
| <b>Commercial and Retail Uses</b>                                                                                                |                |                |      |      |                |                |     |                |                |                |     |     |    |                              |
| Auction, Permanent                                                                                                               |                |                |      |      |                |                |     | P              | P              | P              | P   | P   |    | Section 6.45                 |
| Automobile Wash when Completely or Partially Enclosed in a Building                                                              |                |                |      |      |                |                |     | P              | P              | S              |     |     |    | Section 6.7                  |
| Automobile Repair Shop or Garage, if all operations are conducted in an enclosed building                                        |                |                |      |      |                |                |     | P              | P              | S              | P   | P   |    |                              |
| Beauty and Barber Shops                                                                                                          |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Brewpub                                                                                                                          |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Convenience Store                                                                                                                |                |                |      |      |                |                |     | P              | P              | P              |     |     |    |                              |
| Dealership, Vehicle, Automobile Dealership and Farm Equipment Sales                                                              |                |                |      |      |                |                |     | S              | P              | S              |     |     |    |                              |
| Distillery, Small                                                                                                                |                |                |      |      |                |                |     | P              | P              | P              |     |     |    | Section 6.48                 |
| <a href="#">Food Truck, Temporary Use</a>                                                                                        |                |                |      |      |                |                |     | A              | A              | A              | A   | A   | A  | <a href="#">Section 6.53</a> |
| <a href="#">Food Truck Court</a>                                                                                                 |                |                |      |      |                |                |     | S              | S              |                |     |     |    | <a href="#">Section 6.53</a> |

| Land Use                                                                 | AG | R-1 | R-2A | R-2B | R-3A | R-3B | R-4 | B-4          | B-5          | B-7          | I-1          | I-2          | OS           | Use Standards       |
|--------------------------------------------------------------------------|----|-----|------|------|------|------|-----|--------------|--------------|--------------|--------------|--------------|--------------|---------------------|
| Financial Institutions                                                   |    |     |      |      |      |      |     | P            | P            | P            |              |              | <del>P</del> |                     |
| Gunsmiths                                                                | S  | S   | S    | S    |      |      |     | P            | P            | P            |              |              |              | Section 6.19        |
| Home Improvement Store                                                   |    |     |      |      |      |      |     | P            | P            |              |              |              |              |                     |
| Instant Oil Change Shop                                                  |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| <del>Medical and Dental Offices</del>                                    |    |     |      |      |      |      |     | <del>P</del> | <del>P</del> | <del>P</del> |              |              | <del>P</del> |                     |
| Microbrewery                                                             |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Mobile and Modular Home Sales                                            |    |     |      |      |      |      | P   |              |              | S            |              |              |              | Section 6.25        |
| Mortuary Establishments, Funeral Homes                                   |    |     |      |      |      |      |     | <del>P</del> | P            | P            |              |              | <del>P</del> | Section 6.26        |
| <del>Automobile Service</del> Motor Vehicle Filling Station, Gas Station | S  |     |      |      |      |      |     | S            | S            | S            |              |              |              | Section 6.18        |
| Office, Professional, Technical or Administrative                        |    |     |      |      | A    | A    | A   | P            | P            | P            | A            | A            | P            |                     |
| Open Air Businesses                                                      |    |     |      |      |      |      |     | S            | S            | S            |              |              |              |                     |
| Outdoor Seating Area                                                     |    |     |      |      |      |      |     | A            | A            | A            |              |              |              | Section 6.47        |
| Outdoor Temporary Retail Sales                                           |    |     |      |      |      |      |     | A            | A            | A            |              |              |              | Section 6.32        |
| Personal Service Establishments                                          |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Pet Grooming                                                             | P  |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Pet Obedience School                                                     | P  |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Pet Shop                                                                 |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Plumbing, Heating, and Electrical Shops                                  |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| <del>Restaurants, Bar, Grill, and Cocktail/Lounges</del>                 |    |     |      |      |      |      |     |              | P            | P            |              |              |              |                     |
| Restaurants, Carry-Out                                                   |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Restaurants, Standard                                                    |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Restaurants, <del>With Drive-in or</del> Drive-Through                   |    |     |      |      |      |      |     |              | P            | P            |              |              |              |                     |
| Retail, General                                                          |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Shopping Centers and Big-Box Stores                                      |    |     |      |      |      |      |     | P            | P            |              |              |              |              | Section 6.33        |
| Sign Painting and Servicing Shops                                        |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Supermarket                                                              |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Tire and Battery Shops                                                   |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| Wine Maker, Small                                                        |    |     |      |      |      |      |     | P            | P            | P            |              |              |              |                     |
| <b>Industrial Uses</b>                                                   |    |     |      |      |      |      |     |              |              |              |              |              |              |                     |
| Automobile or Vehicle Storage                                            |    |     |      |      |      |      |     |              |              |              | S            | S            |              | Section 6.31        |
| Concrete or Asphalt Paving Plant                                         |    |     |      |      |      |      |     |              |              |              |              | S            |              |                     |
| Contractor's Yard                                                        |    |     |      |      |      |      |     |              |              |              | <del>P</del> | P            |              | Section 6.31        |
| Distiller                                                                |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Distribution Center                                                      |    |     |      |      |      |      |     |              | S            | S            | P            | P            |              | Sections 6.22, 6.31 |
| Donation Bins                                                            |    |     |      |      |      |      | A   | A            | A            |              |              |              |              |                     |
| Dry Cleaning Plant, Commercial Laundry                                   |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Industrial Uses Not Otherwise Listed                                     |    |     |      |      |      |      |     |              |              |              |              | S            |              |                     |
| Junkyards                                                                |    |     |      |      |      |      |     |              |              |              |              | S            |              | Section 6.21        |
| Landscape Contractor's Operation                                         | S  |     |      |      |      |      |     |              |              |              | P            | P            |              | Section 6.31        |
| Limited Retail and Showroom Operations                                   |    |     |      |      |      |      |     |              |              |              | A            | A            |              | Section 6.46        |
| Lumber and Planing Mills                                                 |    |     |      |      |      |      |     |              |              |              |              | P            |              | Sections 6.50, 6.31 |
| Major Repair and Maintenance Operations                                  |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Manufacturing, General                                                   |    |     |      |      |      |      |     |              |              |              | S            | P            |              |                     |
| Manufacturing, Light                                                     |    |     |      |      |      |      |     |              |              | S            | P            | P            |              | Section 6.22        |
| Motor Freight Facility                                                   |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Oil or Gas Processing Plant                                              | S  |     |      |      |      |      |     |              |              |              | S            | <del>P</del> | <del>S</del> |                     |
| Outdoor Storage, General                                                 |    |     |      |      |      |      |     |              |              | A            | P            | P            |              | Section 6.31        |
| Recycling Center                                                         |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Recycling Collection Station                                             |    |     |      |      |      |      |     |              |              |              | P            | P            |              |                     |
| Research Laboratories, Prototype Design and Development                  |    |     |      |      |      |      |     | S            | S            | P            | P            |              |              | Section 6.22        |

| Land Use                                                         | AG           | R-1 | R-2A | R-2B | R-3A | R-3B | R-4 | B-4          | B-5          | B-7          | I-1          | I-2          | OS           | Use Standards                |
|------------------------------------------------------------------|--------------|-----|------|------|------|------|-----|--------------|--------------|--------------|--------------|--------------|--------------|------------------------------|
| <del>Storage, Bulk</del>                                         |              |     |      |      |      |      |     |              |              |              | <del>S</del> | <del>S</del> |              | <del>Section 6.31</del>      |
| Truck Stop                                                       |              |     |      |      |      |      |     |              |              |              |              | S            |              |                              |
| Truck Terminal                                                   |              |     |      |      |      |      |     |              |              |              | <del>S</del> | P            |              | Section 6.31                 |
| Vehicle Impoundment Lot                                          |              |     |      |      |      |      |     |              |              |              | S            | S            |              | Section 6.31                 |
| Warehousing and Wholesale Trade Establishments                   |              |     |      |      |      |      |     |              | <del>S</del> | <del>S</del> | <del>P</del> | P            |              | <a href="#">Section 6.22</a> |
| Wine Maker                                                       |              |     |      |      |      |      |     |              |              |              | P            | P            |              |                              |
| <b>Other Uses</b>                                                |              |     |      |      |      |      |     |              |              |              |              |              |              |                              |
| Accessory Use, Building, or Structure                            | A            | A   | A    | A    | A    | A    | A   | A            | A            | A            | A            | A            | A            | Section 7.5                  |
| Adult Regulated Uses                                             |              |     |      |      |      |      |     |              | P            | P            |              |              |              | Section 6.1                  |
| Auctions, <a href="#">Permanent</a>                              | <del>P</del> |     |      |      |      |      |     | P            | P            | P            | P            |              |              | Section 6.45                 |
| <a href="#">Auction, Temporary One-Time Event</a>                | A            | A   | A    | A    | A    | A    | A   | A            | A            | A            | A            | A            | A            | <a href="#">Section 6.45</a> |
| Biofuel Production Facility – Option A                           | P            |     |      |      |      |      |     |              |              |              |              |              |              | Section 6.35                 |
| Biofuel Production Facility – Option B                           | S            |     |      |      |      |      |     |              |              |              |              |              |              | Section 6.35                 |
| Biofuel Production Facility – Capacity More Than 100,000 Gallons | S            |     |      |      |      |      |     |              |              |              |              |              |              | Section 6.35                 |
| Essential Services                                               | P            | P   | P    | P    | P    | P    | P   | P            | P            | P            | P            | P            | P            |                              |
| Extraction Operations                                            | P            |     |      |      |      |      |     |              |              |              |              |              |              | Section 6.28                 |
| Mixed Use Building                                               |              |     |      |      |      |      |     | P            | P            | P            |              |              |              | Section 6.24                 |
| Power Plant                                                      | S            |     |      |      |      |      |     |              |              |              |              | S            |              |                              |
| Racetracks                                                       | S            |     |      |      |      |      |     |              |              |              | <del>S</del> | <del>S</del> |              | Section 6.36                 |
| Self-storage Facilities (Mini-Warehouse, Mini-Storage)           |              |     |      |      |      |      |     | <del>S</del> | S            |              | P            | P            |              | Section 6.38                 |
| Solar Energy Facility – Direct Use                               | A            | A   | A    | A    | A    | A    |     | A            | A            | A            | A            | A            | A            | Section 6.39                 |
| Solar Energy Facility – Primary Use                              | S            |     |      |      |      |      |     |              |              |              |              |              |              | Section 6.39                 |
| Swimming Pools, Private                                          | A            | A   | A    | A    | A    | A    | A   |              |              |              |              |              |              | Section 7.5                  |
| Wind Energy Conversion System On-Site                            | S            | S   |      |      |      |      |     |              |              |              | S            | S            |              | Section 5.4                  |
| Wind Energy Conversion System, Utility Scale                     | S            |     |      |      |      |      |     |              |              |              |              | S            | <del>S</del> | Section 5.4                  |
| Wireless Communication Towers                                    | S            |     |      |      |      |      |     | S            | S            | S            | P            | P            |              | Section 5.5                  |

**PART FOUR – Amendments to Sections 3.6 through 3.11 and 3.13 through 3.18**

Sections 3.6 (AG, Agricultural District), 3.7 (R-1, Rural Residential District), 3.8 (R-2A, One- and Two-Family, Low-Density Residential District), 3.9 (R-2B, One- and Two-Family, Medium-Density Residential District), 3.10 (R-3A, Multiple-Family Residential District), 3.11 (R-3B, Medium-Density Multiple-Family Residential District), 3.13 (B-4, General Business District), 3.14 (B-5, Highway Business District), 3.15 (B-7, Retail and Service Highway Business District), 3.16 (I-1, Light Industrial District), 3.17 (I-2, General Industrial District, and 3.18 (OS, Office Service District are hereby deleted and replaced in their entirety to amend the sections as follows:

**Section 3.6: AG, Agricultural District**

**STATEMENT OF PURPOSE**

This district is established to achieve the following objectives:

1. Create a stable environment for agricultural production,
2. Permit services and uses that are necessary to support agriculture,
3. Allow limited low-density single-family detached non-farm development, and
4. Preserve open space, protect flood-prone areas, protect wetlands and woodlands, and preserve significant natural features.

It is not intended that this district will be served by public water and sanitary sewer utilities.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Adult Foster Care Family Home</li> <li>• Auctions, <a href="#">One-Time Temporary Event</a></li> <li>• <a href="#">Biofuel Production Facility – Option A</a></li> <li>• Cemeteries, Public or Private, including Mausoleums</li> <li>• Child or Day Care, Family Home</li> <li>• Customary Agricultural Operations</li> <li>• Dwelling, One Family or Single Family</li> <li>• Dwelling, One Family on a Farm</li> <li>• Essential Services</li> <li>• Extraction Operations</li> <li>• Foster Family Home</li> <li>• Greenhouses</li> <li>• Kennel, Breeding</li> <li>• Kennel, Non-Commercial</li> <li>• <del>Medical Marijuana Caregiver</del></li> <li>• <del>Mobile or Modular Dwellings, not in a Mobile Home Park</del></li> <li>• Nursery, Plant Material</li> <li>• <a href="#">Pet Grooming</a></li> <li>• Pet Obedience School</li> <li>• Roadside Farm Stands</li> <li>• <del>Rural and Agricultural Uses</del></li> <li>• Stable, Private</li> </ul> | <ul style="list-style-type: none"> <li>• Adult Foster Care Small Group Home</li> <li>• Agri-Tourism</li> <li>• <a href="#">Agricultural Service Establishments</a></li> <li>• Airports, Public or Private</li> <li>• Auction, Permanent Agricultural <del>Auction</del></li> <li>• Bed and Breakfast</li> <li>• <a href="#">Biofuel Production Facility – Option B</a></li> <li>• <a href="#">Biofuel Production Facility – Capacity More than 100,000 Gallons</a></li> <li>• Boarding House</li> <li>• Campgrounds or Recreation Grounds</li> <li>• Child or Day Care, Group Home</li> <li>• Conservation Areas, Public or Private</li> <li>• Country Clubs and Golf Courses</li> <li>• <a href="#">Farm Implement Sales and Repair</a></li> <li>• Foster Family Group Home</li> <li>• Gunsmith</li> <li>• Home-Based Limited Business</li> <li>• <a href="#">Home for the Aged</a></li> <li>• <del>Hospitality Facility</del></li> <li>• Hunting Clubs or Gun Clubs; Outdoor Gun and Archery Range</li> <li>• <a href="#">Indoor Gun and Archery Range</a></li> <li>• <del>Boarding</del> Kennels, <a href="#">Boarding</a></li> <li>• Landscape Contractor’s Operation</li> <li>• Miniature Golf and/or Driving Ranges</li> <li>• <a href="#">Motor Vehicle</a> Filling Station, Gas Station</li> <li>• Oil or Gas Processing Plant</li> <li>• Power Plant</li> <li>• Public and Institutional Buildings and Uses</li> <li>• Racetracks</li> <li>• Religious Institutions</li> <li>• Second Living Quarters on a Farm</li> <li>• Short-Term Rental Housing</li> <li>• Solar Energy Facility – Primary Use</li> <li>• Stable, Public</li> <li>• Veterinary Clinic</li> <li>• Wind Energy <a href="#">Conversion Systems – On-Site</a></li> <li>• <a href="#">Wind Energy System – Utility Scale</a></li> <li>• Wireless Communication Towers</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>ACCESSORY USES</b></p> <ul style="list-style-type: none"> <li>• Accessory Use, Building, or Structure</li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• Home Occupation</li> <li>• <a href="#">Medical Marijuana Caregiver</a></li> <li>• Private Off-Road Courses</li> <li>• Solar Energy Facility – Direct Use</li> <li>• Swimming Pools, Private</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| Lot Standards               | Minimum Setbacks (ft.)                   |
|-----------------------------|------------------------------------------|
| Minimum Lot Width (ft.):    | 165                                      |
| Minimum Lot Area (sq. ft.): | 43,560                                   |
|                             | Front Yard: 50                           |
|                             | Side Yard (one) <sup>(c)(d)</sup> : 16.5 |

**Draft Date: August 17, 2021**

|                                            |                                            |                           |    |
|--------------------------------------------|--------------------------------------------|---------------------------|----|
| Minimum Lot Depth (ft.):                   | 165                                        | Side Yard (total of two): | 33 |
| Maximum Lot Depth:                         | <sup>(a)</sup>                             | Rear Yard:                | 50 |
| Minimum Floor Area Per Unit (sq. ft.):     | 800                                        |                           |    |
| Maximum Building Height (ft.):             | 35 <sup>(b)</sup>                          |                           |    |
| Minimum Dwelling Width <del>(ft.):</del> : | <del>30</del> <a href="#">Section 6.16</a> |                           |    |
| Maximum Lot Coverage                       | 40%                                        |                           |    |
| Municipal Sewer Required:                  | No                                         |                           |    |

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

## REFERENCES TO ADDITIONAL STANDARDS

|                                                                                                           |                                                                                               |                                                         |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <del>Definitions</del> <a href="#">Special Use Permits</a><br>Section <del>2-2</del> <a href="#">14.3</a> | <b>General Provisions</b><br>Section 7                                                        | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                                            | <b>Accessory Uses and Structures</b><br>Section 7.5                                           | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                                                | <del>Building</del> <a href="#">Residential Design Standards Requirements</a><br>Section 6.16 | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                                                      |                                                                                               |                                                         |

**Section 3.7: R-1, Rural Residential District**

**STATEMENT OF PURPOSE**

This district is intended to address conditions in those portions of the Township where agriculture is acceptable, but where it is reasonable to allow limited low density single-family detached non-farm development. The standards in this district are intended to assure that permitted uses peacefully coexist, while preserving the rural-like features and character of the Township. It is not intended that this district will be served by public water and sanitary sewer utilities.

**PRINCIPAL PERMITTED USES**

- Adult Foster Care Family Home
- Child or Day Care, Family Home
- Customary Agricultural Operations
- Dependent Living for Seniors
- Dwelling, One Family or Single Family
- Dwelling, One Family on a Farm
- Essential Services
- Foster Family Home
- [Stable, Private](#)

**SPECIAL USES**

- Adult Foster Care Small Group Home
- Bed and Breakfast
- Boarding House
- Child or Day Care, Group Home
- Country Clubs and Golf Courses
- Gunsmith
- [Foster Family Group Home](#)
- Home-Based Limited Business
- Kennel, ~~Breeding~~ [Breeding](#)
- Kennel, Non-Commercial
- [Nursery, Plant Material](#)
- Public and Institutional Buildings and Uses
- Religious Institutions
- Short-Term Rental Housing
- [Stable, Public](#)
- Wind Energy [Conversion Systems – On-Site](#)

**ACCESSORY USES**

- Accessory Use, Building, or Structure
- [Day Care Center, Child or Adult](#)
- Home Occupation
- Solar Energy Facility – Direct Use
- Swimming Pools, Private

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                   |                                            | <b>Minimum Setbacks (ft.)</b>       |    |
|----------------------------------------|--------------------------------------------|-------------------------------------|----|
| Minimum Lot Width (ft.):               | 150                                        | Front Yard:                         | 50 |
| Minimum Lot Area (sq. ft.):            | 43,560                                     | Side Yard (one) <sup>(c)(d)</sup> : | 15 |
| Minimum Lot Depth (ft.):               | N/A                                        | Side Yard (total of two):           | 30 |
| Maximum Lot Depth:                     | N/A                                        | Rear Yard:                          | 50 |
| Minimum Floor Area Per Unit (sq. ft.): | 1,000                                      |                                     |    |
| Maximum Building Height (ft.):         | 35 <sup>(b)</sup>                          |                                     |    |
| Minimum Dwelling Width (ft.):          | <del>30</del> <a href="#">Section 6.16</a> |                                     |    |
| Maximum Lot Coverage                   | 40%                                        |                                     |    |
| Municipal Sewer Required:              | No                                         |                                     |    |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                                       |                                                                                      |                                                         |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Definitions</b> <a href="#">Special Use Permits</a><br>Section <del>2.2</del> <a href="#">14.3</a> | <b>General Provisions</b><br>Section 7                                               | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                                        | <b>Accessory Uses and Structures</b><br>Section 7.5                                  | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                                            | <b><del>Building</del> Residential Design Standards Requirements</b><br>Section 6.16 | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                                                  |                                                                                      |                                                         |

**Section 3.8: R-2A, One- and Two-Family, Low-Density Residential District**

**STATEMENT OF PURPOSE**

The intent of this district is to provide areas in the Township for the development and continued use of single family detached and duplex dwellings within safe, stable neighborhoods. It is further intended that this district permit a limited range of residentially related uses, while prohibiting multiple family, commercial, and industrial uses that would interfere with the quality of residential life. It is intended that this district will be served by public water and sanitary sewer utilities.

**PRINCIPAL PERMITTED USES**

- Adult Foster Care Family Home
- Child or Day Care, Family Home
- Dwelling, One Family or Single Family
- Dwellings, Two Family (Duplex)
- Essential Services
- Foster Family Home
- ~~Mobile or Modular Dwellings, not in a Mobile Home Park~~
- Religious Institutions

**SPECIAL USES**

- Adult Foster Care Small Group Home
- Bed and Breakfast
- Boarding House
- Child or Day Care, Group Home
- Country Clubs and Golf Courses
- Foster Family Group Home
- Gunsmith
- Home-Based Limited Business
- Kennel, Non-Commercial
- Public and Institutional Buildings and Uses
- Short-Term Rental Housing

**ACCESSORY USES**

- Accessory Use, Building, or Structure
- [Day Care Center, Child or Adult](#)
- Home Occupation
- Solar Energy Facility – Direct Use
- [Swimming Pools, Private](#)

The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                        | <b>One Family</b>                          | <b>Two Family</b> | <b>Minimum Setbacks (ft.)</b>    |    |
|---------------------------------------------|--------------------------------------------|-------------------|----------------------------------|----|
| Minimum Lot Width (ft.) <sup>(e)</sup> :    | 100                                        | 120               | Front Yard <sup>(g)</sup> :      | 35 |
| Minimum Lot Area (sq. ft.) <sup>(e)</sup> : | 14,000                                     | 17,000            | Side Yard (one) <sup>(c)</sup> : | 10 |
| Minimum Dwelling Unit Width (ft.):          | <del>30</del> <a href="#">Section 6.16</a> | 30                | Side Yard (total of two):        | 20 |
| Minimum Floor Area Per Unit (sq. ft.):      | 600                                        | 750               | Rear Yard:                       | 35 |
| Maximum Building Height (ft.):              | 35                                         | 35                |                                  |    |
| Maximum Lot Coverage                        | 40%                                        | 40%               |                                  |    |
| Municipal Sewer Required:                   | No                                         | No                |                                  |    |

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                            |                                                                                      |                                                         |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Definitions</b> <a href="#">Special Use Permits</a><br>Section 2.2 <a href="#">14.3</a> | <b>General Provisions</b><br>Section 7                                               | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                             | <b>Accessory Uses and Structures</b><br>Section 7.5                                  | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                                 | <b><del>Building</del> Residential Design Standards Requirements</b><br>Section 6.16 | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                                       |                                                                                      |                                                         |



**Section 3.9: R-2B, One- and Two-Family, Medium-Density Residential District**

**STATEMENT OF PURPOSE**

The intent of this district is to provide areas in the Township for the development and continued use of single family detached and duplex dwellings within safe, stable neighborhoods, while permitting smaller lots than are allowed in the One- and Two-Family, Low-Density Residential District. It is further intended that this district permit a limited range of residentially related uses, while prohibiting multiple family, commercial, and industrial uses that would interfere with the quality of residential life. It is intended that this district will be served by public water and sanitary sewer utilities.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                          | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Adult Foster Care Family Home</li> <li>• Child or Day Care, Family Home</li> <li>• Dwelling, One Family or Single Family</li> <li>• Dwellings, Two Family (Duplex)</li> <li>• Essential Services</li> <li>• Foster Family Home</li> <li>• <del>Mobile or Modular Dwellings, not in a Mobile Home Park</del></li> <li>• Religious Institutions</li> </ul> | <ul style="list-style-type: none"> <li>• Adult Foster Care Small Group Home</li> <li>• Boarding House</li> <li>• Child or Day Care, Group Home</li> <li>• Country Clubs and Golf Courses</li> <li>• Foster Family Group Home</li> <li>• Gunsmith</li> <li>• Home-Based Limited Business</li> <li>• Public and Institutional Buildings and Uses</li> <li>• Short-Term Rental Housing</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                   | ACCESSORY USES                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Accessory Use, Building, or Structure</li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• Home Occupation</li> <li>• Solar Energy Facility – Direct Use</li> <li>• <a href="#">Swimming Pool, Private</a></li> </ul>                                                                                                                |

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                   | <b>One Family</b>                          | <b>Two Family</b> | <b>Minimum Setbacks (ft.)</b>      |
|----------------------------------------|--------------------------------------------|-------------------|------------------------------------|
| Minimum Lot Width (ft.):               | 70                                         | 90                | Front Yard <sup>(a)</sup> : 30     |
| Minimum Lot Area (sq. ft.):            | 8,400                                      | 10,800            | Side Yard (one) <sup>(c)</sup> : 6 |
| Minimum Dwelling Unit Width (ft.):     | <del>30</del> <a href="#">Section 6.16</a> | 30                | Side Yard (total of two): 12       |
| Minimum Floor Area Per Unit (sq. ft.): | 500                                        | 650               | Rear Yard: 35                      |
| Maximum Building Height (ft.):         | 35                                         | 35                |                                    |
| Maximum Lot Coverage                   | 40%                                        | 49%               |                                    |
| Municipal Sewer Required:              | Yes                                        | Yes               |                                    |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                           |                                                                                               |                                                         |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <del>Definitions</del> <a href="#">Special Use Permits</a><br>Section <del>2-2-14.3</del> | <b>General Provisions</b><br>Section 7                                                        | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                            | <b>Accessory Uses and Structures</b><br>Section 7.5                                           | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                                | <del>Building</del> <a href="#">Residential Design Standards Requirements</a><br>Section 6.16 | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                                      |                                                                                               |                                                         |

**Section 3.10: R-3A, Multiple-Family Residential District**

**STATEMENT OF PURPOSE**

The intent of this district is to address the varied housing needs of Township residents by providing locations for development of multiple-family housing, such as apartments and condominiums, at a higher density than permitted in single family districts. Multiple family housing should be provided with necessary services and utilities, including public water and sanitary sewer utilities, usable outdoor recreation space, and well-designed internal road and pedestrian networks.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                    | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Adult Foster Care Family Home</li> <li>• Child or Day Care, Family Home</li> <li>• Dependent Living for Seniors</li> <li>• Dwellings, Multiple-Family (4-units or less)</li> <li>• Dwellings, Multiple-Family (5-units or more)</li> <li>• Essential Services</li> <li>• Foster Family Home</li> <li>• Independent Living for Seniors</li> <li>• Religious Institutions</li> </ul> | <ul style="list-style-type: none"> <li>• Adult Foster Care Large Group Home</li> <li>• Adult Foster Care Small Group Home</li> <li>• Boarding House</li> <li>• Child or Day Care, Group Home</li> <li>• Country Clubs and Golf Courses</li> <li>• Foster Family Group Home</li> <li>• Fraternity, <del>or</del> Sorority, <del>or</del> Similar Organization</li> <li>• <a href="#">Home for the Aged</a></li> <li>• <a href="#">Hospitality Facility</a></li> <li>• Nursing Home</li> <li>• Public and Institutional Buildings and Uses</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                             | ACCESSORY USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Accessory Use, Building, or Structure</li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• <a href="#">Office, On-Site Administrative</a></li> <li>• Solar Energy Facility – Direct Use</li> <li>• <a href="#">Swimming Pool, Private</a></li> </ul>                                                                                                                                                                                                                                      |

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**DIMENSION REGULATIONS**

| <b>Lot Standards</b>                       | <b>Minimum Setbacks (ft.)</b> |
|--------------------------------------------|-------------------------------|
| Minimum Lot Width (ft.): N/A               | Front Yard(g) : 35            |
| Minimum Lot Area (sq. ft.): (f)            | Side Yard(one)(c) : 30        |
|                                            | Side Yard (total of two): 60  |
| Minimum Floor Area Per Unit (sq. ft.): 500 | Rear Yard: 25                 |
| Maximum Building Height (ft.)(h) : 35      |                               |
| Maximum Lot Coverage 40%                   |                               |
| Municipal Sewer Required: Yes              |                               |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                |                                                     |                                                         |
|--------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <del>Definitions</del> <a href="#">Special Use Permits</a><br>Section 2-2-14.3 | <b>General Provisions</b><br>Section 7              | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                 | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                     |                                                     | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                           |                                                     |                                                         |

**Section 3.11: R-3B, Medium-Density Multiple-Family Residential District**

**STATEMENT OF PURPOSE**

The intent of this district is to address the varied housing needs of Township residents by providing locations for development of multiple-family housing, such as apartments and condominiums, at a higher density than permitted in single family districts, but at a lower density than permitted in the R-3A District. Multiple family housing should be provided with necessary services and utilities, including public water and sanitary sewer utilities, usable outdoor recreation space, and well-designed internal road and pedestrian networks.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                    | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Adult Foster Care Family Home</li> <li>• Child or Day Care, Family Home</li> <li>• Dependent Living for Seniors</li> <li>• Dwellings, Multiple-Family (4-units or less)</li> <li>• Dwellings, Multiple-Family (5-units or more)</li> <li>• Essential Services</li> <li>• Foster Family Home</li> <li>• Independent Living for Seniors</li> <li>• Religious Institutions</li> </ul> | <ul style="list-style-type: none"> <li>• Adult Foster Care Small Group Home</li> <li>• Adult Foster Care Large Group Home</li> <li>• Boarding House</li> <li>• Child or Day Care, Group Home</li> <li>• Country Clubs and Golf Courses</li> <li>• Foster Family Group Home</li> <li>• Fraternity, <u>or</u> Sorority, <u>or</u> Similar Organization</li> <li>• <a href="#">Home for the Aged</a></li> <li>• <a href="#">Hospitality Facility</a></li> <li>• Nursing Home</li> <li>• Public and Institutional Buildings and Uses</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                             | ACCESSORY USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Accessory Use, Building, or Structure</li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• <a href="#">Office, On-Site Administrative</a></li> <li>• Solar Energy Facility – Direct Use</li> <li>• <a href="#">Swimming Pool, Private</a></li> </ul>                                                                                                                                                                                                                              |

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                           |                | <b>Minimum Setbacks (ft.)</b>    |    |
|------------------------------------------------|----------------|----------------------------------|----|
| Minimum Lot Width (ft.):                       | N/A            | Front Yard <sup>(g)</sup> :      | 35 |
| Minimum Lot Area (sq. ft.):                    | <sup>(f)</sup> | Side Yard (one) <sup>(c)</sup> : | 30 |
|                                                |                | Side Yard (total of two):        | 60 |
| Minimum Floor Area Per Unit (sq. ft.):         | 500            | Rear Yard:                       | 25 |
| Maximum Building Height (ft.) <sup>(h)</sup> : | 35             |                                  |    |
| Maximum Lot Coverage                           | 40%            |                                  |    |
| Municipal Sewer Required:                      | Yes            |                                  |    |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                            |                                                     |                                                         |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <b>Definitions</b> <a href="#">Special Use Permits</a><br>Section 2.2 <a href="#">14.3</a> | <b>General Provisions</b><br>Section 7              | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                             | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                                 |                                                     | <b>Parking</b><br>Section 9                             |
| <b>Nonconformities</b><br>Section 12                                                       |                                                     |                                                         |

**Section 3.13: B-4, General Business District**

**STATEMENT OF PURPOSE**

The intent of this district is to provide for commercial development that offers a broad range of goods and services to meet the convenience and comparison shopping needs of Township residents. Because of the variety of business types permitted in the B-4 District, special attention must be focused on site layout, building design, vehicular and pedestrian circulation, and coordination of site features between adjoining uses. General Business developments should be compatible in design with adjacent commercial development and buffered from or located away from residential areas.

**PRINCIPAL PERMITTED USES**

- Auction, Permanent ~~Auction~~
- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage if all operations are conducted in an enclosed building
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- Convenience Store
- [Day Care Center, Child or Adult](#)
- Distillery, Small
- Essential Services
- Financial Institutions
- [Food Truck Court](#)
- Gunsmith
- Health, Exercise Club, or Spa
- Home Improvement Store
- [Hospitality Facility](#)
- Hotels
- Indoor Commercial Recreation
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- [Massage Therapist](#)
- Medical, [Osteopathic, Optical](#) or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, [Technical or Administrative](#)
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- Restaurants, Carry-Out
- Restaurants, Standard
- ~~General Retail Business, General~~
- Shopping Centers and Big-Box Stores
- Supermarket
- Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

**SPECIAL USES**

- Amusement Parks
- Dealership, Vehicle, Automobile Dealership and Farm Equipment Sales
- [Hospital](#)
- ~~Boarding~~-Kennels, [Boarding](#)
- Miniature Golf and/or Driving Ranges
- ~~Automobile~~-[Motor Vehicle](#) Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- [Plumbing, Heating, and Electrical Shops](#)
- Self-storage Facilities (Mini-Warehouse, Mini-Storage)
- [Sign Painting and Servicing Shops](#)
- Wireless Communication Towers

**ACCESSORY USES**

- [Accessory Use, Building or Structure](#)
- Donation Bins
- [Food Truck, Temporary Use](#)
- [Outdoor Seating Area](#)
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Director Use

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>        |                         | <b>Minimum Setbacks (ft.)</b> |                       |
|-----------------------------|-------------------------|-------------------------------|-----------------------|
| Minimum Lot Width (ft.):    | 80                      | Front Yard <sup>(4)</sup> :   | <a href="#">20-50</a> |
| Minimum Lot Area (sq. ft.): | 12,000                  | Side Yard <sup>(1)</sup> :    | <a href="#">10-20</a> |
| Maximum Lot Coverage:       | <a href="#">50%-30%</a> | Rear Yard <sup>(1)</sup> :    | <a href="#">20-25</a> |

**Draft Date: August 17, 2021**

|                                        |    |  |
|----------------------------------------|----|--|
| Minimum Floor Area Per Unit (sq. ft.): | -- |  |
| Maximum Building Height (ft.):         | 35 |  |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

## REFERENCES TO ADDITIONAL STANDARDS

|                                                   |                                                     |                                                         |
|---------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <b>Definitions</b><br>Section <del>2-2</del> 14.2 | <b>General Provisions</b><br>Section 7              | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10    | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                        | <b>Nonconformities</b><br>Section 12                | <b>Parking</b><br>Section 9                             |

**Section 3.14: B-5, Highway Business District**

**STATEMENT OF PURPOSE**

The intent of this district is to provide areas along major roads and highways for commercial development that caters to the traveling public. Whether freestanding or in a planned shopping center, businesses should be designed to achieve a harmonious design along the corridor, with coordinated access, parking, sidewalks, landscaping and screening.

**PRINCIPAL PERMITTED USES**

- Adult Regulated Uses
- Amusement Enterprises
- Auction, Permanent ~~Auction~~
- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage, if all operations are conducted in an enclosed building
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- Convenience Store
- [Day Care Center, Child or Adult](#)
- Dealership, Vehicle, Automobile Dealership, and Farm Equipment Sales
- Distillery, Small
- Essential Services
- Financial Institutions
- [Food Truck Court](#)
- Gunsmith
- Health, Exercise Club, or Spa
- Home Improvement Store
- [Hospital](#)
- [Hospitality Facility](#)
- Hotels
- Indoor Commercial Recreation
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- [Massage Therapist](#)
- Medical, [Osteopathic, Optical](#) or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, [Technical or Administrative](#)
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- Plumbing, Heating, and Electrical Shops
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- [Restaurants, Bar, Grill, and Cocktail/Lounges](#)
- Restaurants, Carry-Out
- Restaurants, Standard
- Restaurants, [With Drive-in or Drive-Through](#)
- ~~General Retail Business, General~~
- Shopping Centers and Big-Box Stores
- Sign Painting and Servicing Shops
- Supermarket
- Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

**SPECIAL USES**

- [Distribution Center](#)
- [Boarding-Kennels, Boarding](#)
- ~~Automobile~~ [Motor Vehicle](#) Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- [Research Laboratories, Prototype Design and Development](#)
- Self-storage Facilities (Mini-Warehouse, Mini-Storage)
- [Warehousing and Wholesale Trade Establishments](#)
- Wireless Communication Towers

**ACCESSORY USES**

- [Accessory Use, Building or Structure](#)
- Donation Bins
- [Food Truck, Temporary Use](#)
- [Outdoor Seating Area](#)
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Direct Use

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                   |                    | <b>Minimum Setbacks (ft.)</b> |                   |
|----------------------------------------|--------------------|-------------------------------|-------------------|
| Minimum Lot Width (ft.):               | 100                | Front Yard <sup>(f)</sup> :   | <del>20</del> -50 |
| Minimum Lot Area (sq. ft.):            | 16,000             | Side Yard <sup>(g)</sup> :    | <del>10</del> -20 |
| Maximum Lot Coverage:                  | <del>50%</del> 30% | Rear Yard <sup>(h)</sup> :    | <del>20</del> -25 |
| Minimum Floor Area Per Unit (sq. ft.): | --                 |                               |                   |
| Maximum Building Height (ft.):         | <del>45</del> -35  |                               |                   |

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                        |                                                     |                                                         |
|----------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <del>Definitions</del> <a href="#">Site Plan Review</a><br>Section <del>2-2</del> 14.2 | <b>General Provisions</b><br>Section 7              | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                         | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                             | <b>Nonconformities</b><br>Section 12                | <b>Parking</b><br>Section 9                             |

**Section 3.15: B-7, Retail and Service Highway Business District**

**STATEMENT OF PURPOSE**

The intent of this district is to promote the high quality commercial and office development in the vicinity of M-20 and Pickard Road. Requirements and incentives are provided to promote vehicular and pedestrian safety, control traffic congestion, and improve the visual appearance of the district through proper landscaping, buffering and screening.

**PRINCIPAL PERMITTED USES**

- Adult Regulated Uses
- Auction, Permanent ~~Auction~~
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- [Convenience Store](#)
- Distillery, Small
- Essential Services
- Financial Institutions
- Gunsmith
- Health, Exercise Club, or Spa
- [Hospital](#)
- [Hospitality Facility](#)
- Hotels
- [Indoor Commercial Recreation](#)
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- [Massage Therapist](#)
- Medical, [Osteopathic, Optical](#) or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, [Technical or Administrative](#)
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- [Plumbing, Heating, and Electrical Shops](#)
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- [Restaurants, Bar, Grill, and Cocktail/Lounges](#)
- Restaurants, Carry-Out
- Restaurants, Standard
- Restaurants, With Drive-Through
- ~~General Retail Business, General~~
- [Sign Painting and Servicing Shops](#)
- Supermarket
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

**SPECIAL USES**

- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage if all operations are conducted in an enclosed building
- Dealership, Vehicle, Automobile Dealership, and Farm Equipment Sales
- [Distribution Center](#)
- ~~Boarding-Kennels, Boarding~~
- [Manufacturing, Light](#)
- Mobile and Modular Home Sales
- ~~Automobile~~ [Motor Vehicle](#) Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- [Research Laboratories, Prototype Design and Development](#)
- [Warehousing and Wholesale Trade Establishments](#)
- Wireless Communication Towers

**ACCESSORY USES**

- [Accessory Use, Building or Structure](#)
- Donation Bins
- [Food Truck, Temporary Use](#)
- [Outdoor Seating Area](#)
- [Outdoor Storage, General](#)
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Direct Use

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

**REQUIRED DIMENSIONS**

| <b>Lot Standards</b>                     |                     | <b>Minimum Setbacks (ft.)</b> |                   |
|------------------------------------------|---------------------|-------------------------------|-------------------|
| Minimum Lot Width (ft.) <sup>(1)</sup> : | 130                 | Front Yard:                   | <del>20</del> -15 |
| Minimum Lot Area (sq. ft.):              | 20,000              | Side Yard <sup>(2)</sup> :    | 10                |
| Maximum Lot Coverage <sup>(3)</sup> :    | <del>50%</del> -30% | Rear Yard <sup>(4)</sup> :    | <del>20</del> -10 |
| Minimum Floor Area Per Unit (sq. ft.):   | --                  |                               |                   |
| Maximum Building Height (ft.):           | <del>45</del> -35   |                               |                   |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*



| <b>REFERENCES TO ADDITIONAL STANDARDS</b>                                          |                                                     |                                                         |
|------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <i>Definitions</i> <a href="#">Site Plan Review</a><br>Section <del>2-2</del> 14.2 | <i>General Provisions</i><br>Section 7              | <i>Environmental Performance Standards</i><br>Section 8 |
| <i>Landscaping and Screening</i><br>Section 10                                     | <i>Accessory Uses and Structures</i><br>Section 7.5 | <i>Exterior Lighting</i><br>Section 8.2                 |
| <i>Signs</i><br>Section 11                                                         | <i>Nonconformities</i><br>Section 12                | <i>Parking</i><br>Section 9                             |

**Section 3.16: I-1, Light Industrial District**

**STATEMENT OF PURPOSE**

It is the intent of this district to provide sufficient land area in appropriate locations to meet the Township's expected needs for light industrial, wholesale, and warehousing activities. It is intended that the external physical effects from such operations be confined to the I-1 District, to avoid detrimental impact on adjoining lands. Industrial uses that are prone to fire, explosions, toxic hazards, offensive noise, vibrations, smoke, odors, or other nuisances are prohibited.

This district is intended for manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material. It is not intended for the processing of raw material for shipment in bulk form to be used in an industrial operation in another location.

Light Industrial Districts should be thoughtfully planned to separate industrial activities from less intensive land uses, make efficient use of the land, and conserve property values.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <a href="#">Agricultural Processing and Packaging</a></li> <li>• Auctions, <a href="#">Permanent</a></li> <li>• Automobile repair shop or garage if all operations are conducted in an enclosed building</li> <li>• Contractor's Yard</li> <li>• Distiller</li> <li>• Distribution Center</li> <li>• Dry Cleaning Plant, Commercial Laundry</li> <li>• Essential Services</li> <li>• <del>Boarding</del> Kennels, <a href="#">Boarding</a></li> <li>• Landscape Contractor's Operation</li> <li>• Major Repair and Maintenance Operations</li> <li>• Manufacturing, Light</li> <li>• Motor Freight Facility</li> <li>• <a href="#">Outdoor Storage, General</a></li> <li>• Recycling Center</li> <li>• Recycling Collection Station</li> <li>• Research Laboratories, Prototype Design and Development</li> <li>• Self-storage Facilities (Mini-Warehouse, Mini-Storage)</li> <li>• Trade or Industrial Schools</li> <li>• Truck Terminal</li> <li>• Warehousing and Wholesale Trade Establishments</li> <li>• Wine Maker</li> <li>• Wireless Communication Towers</li> </ul> | <ul style="list-style-type: none"> <li>• Automobile or Vehicle Storage</li> <li>• Manufacturing, General</li> <li>• Oil or Gas Processing Plant</li> <li>• Racetracks</li> <li>• <del>Storage, Bulk</del></li> <li>• Truck Stop</li> <li>• Vehicle Impoundment Lot</li> <li>• Wind Energy <a href="#">Conversion Systems – On-Site</a></li> </ul>                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACCESSORY USES                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• <a href="#">Accessory Use, Building or Structure</a></li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• <a href="#">Food Truck, Temporary Use</a></li> <li>• Limited Retail and Showroom Operations</li> <li>• <a href="#">Office, Professional, Technical or Administrative</a></li> <li>• Solar Energy Facility – Direct Use</li> </ul> |
| <p><i>The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                       |

**REQUIRED DIMENSIONS**

| Lot Standards                                          | Minimum Setbacks (ft.)                              |
|--------------------------------------------------------|-----------------------------------------------------|
| Minimum Lot Width (ft.): 100                           | Front Yard <sup>(l)</sup> : <del>25</del> <b>75</b> |
| Minimum Lot Area (sq. ft.): 43,560                     | Side Yard <sup>(k)</sup> : <del>20</del> <b>30</b>  |
| Maximum Lot Coverage: <del>60%</del> <b>40%</b>        | Rear Yard <sup>(k)</sup> : <del>30</del> <b>50</b>  |
| Minimum Floor Area Per Unit (sq. ft.): --              |                                                     |
| Maximum Building Height (ft.): <del>60</del> <b>35</b> |                                                     |

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

**REFERENCES TO ADDITIONAL STANDARDS**

| Definitions                                                            | General Provisions                                  | Environmental Performance Standards     |
|------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------|
| <a href="#">Site Plan Review</a><br>Section <del>2-2</del> <b>14.2</b> | Section 7                                           | Section 8                               |
| <b>Landscaping and Screening</b><br>Section 10                         | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2 |
| <b>Signs</b><br>Section 11                                             | <b>Nonconformities</b><br>Section 12                | <b>Parking</b><br>Section 9             |

**Section 3.17, I-2, General Industrial District**

**STATEMENT OF PURPOSE**

It is the intent of this district to provide sufficient land area in appropriate locations to meet the Township's expected needs for all types of manufacturing, wholesale, and warehousing activities. It is intended that the external physical effects from such operations be confined to the I-2 District, to avoid detrimental impact on adjoining lands. It is the intent of this district to promote manufacturing that is free from danger of fire, explosions, toxic hazards, offensive noise, vibrations, smoke, odors, or other nuisances.

This district is intended for manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products. It is not intended for the processing of raw material for shipment in bulk form to be used in an industrial operation in another location.

General Industrial Districts should be thoughtfully planned to separate industrial activities from less intensive land uses, make efficient use of the land, and conserve property values.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SPECIAL USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <a href="#">Agricultural Processing and Packaging</a></li> <li>• Auctions, <a href="#">Permanent</a></li> <li>• Automobile repair shop or garage if all operations are conducted in an enclosed building</li> <li>• Contractor's Yard</li> <li>• Distiller</li> <li>• Distribution Center</li> <li>• Dry Cleaning Plant, Commercial Laundry</li> <li>• Essential Services</li> <li>• Greenhouses</li> <li>• <del>Boarding</del> Kennels, <a href="#">Boarding</a></li> <li>• Landscape Contractor's Operation</li> <li>• Lumber and Planning Mills</li> <li>• Major Repair and Maintenance Operations</li> <li>• Manufacturing, General</li> <li>• Manufacturing, Light</li> <li>• Motor Freight Facility</li> <li>• Municipal Public Utility Uses, such as Water Treatment Plants and Reservoirs, Sewage Treatment Plants, including outdoor storage</li> <li>• <a href="#">Outdoor Storage, General</a></li> <li>• Recycling Centers</li> <li>• Recycling Collection Stations</li> <li>• Research Laboratories, Prototype Design and Development</li> <li>• Self-storage Facilities (Mini-Warehouse, Mini-Storage)</li> <li>• <del>Storage, Bulk</del></li> <li>• Trade or Industrial Schools</li> <li>• Truck Terminal</li> <li>• Warehousing and Wholesale Trade Establishments</li> <li>• Wine Maker</li> <li>• Wireless Communication Towers</li> </ul> | <ul style="list-style-type: none"> <li>• Automobile or Vehicle Storage</li> <li>• Concrete or Asphalt Paving Plant</li> <li>• Industrial Uses Not Otherwise Listed</li> <li>• Junkyards</li> <li>• Oil or Gas Processing Plant</li> <li>• Power Plant</li> <li>• <a href="#">Racetracks</a></li> <li>• Truck Stop</li> <li>• Vehicle Impoundment Lot</li> <li>• <a href="#">Wind Energy Conversion Systems – On-Site</a></li> <li>• <a href="#">Wind Energy Conversion System – Utility-Scale</a></li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACCESSORY USES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• <a href="#">Accessory Use, Building or Structure</a></li> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• <a href="#">Food Truck, Temporary Use</a></li> <li>• Limited Retail and Showroom Operations</li> <li>• <a href="#">Office, Professional, Technical or Administrative</a></li> <li>• Solar Energy Facility – Direct Use</li> </ul>                                                                                                        |

The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.

**REQUIRED DIMENSIONS**

| Lot Standards                          | Minimum Setbacks (ft.) |
|----------------------------------------|------------------------|
| Minimum Lot Width (ft.):               | 100                    |
| Minimum Lot Area (sq. ft.):            | 50,000                 |
| Maximum Lot Coverage:                  | <del>60%</del>         |
| Minimum Floor Area Per Unit (sq. ft.): | --                     |
| Maximum Building Height (ft.):         | <del>60-35</del>       |

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

**REFERENCES TO ADDITIONAL STANDARDS**

|                                                                                 |                           |                                            |
|---------------------------------------------------------------------------------|---------------------------|--------------------------------------------|
| <b>Definitions</b>                                                              | <b>General Provisions</b> | <b>Environmental Performance Standards</b> |
| <a href="#">Site Plan Review</a><br>Section <del>2-2</del> <a href="#">14.2</a> | Section 7                 | Section 8                                  |

|                                                |                                                     |                                         |
|------------------------------------------------|-----------------------------------------------------|-----------------------------------------|
| <b>Landscaping and Screening</b><br>Section 10 | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2 |
| <b>Signs</b><br>Section 11                     | <b>Nonconformities</b><br>Section 12                | <b>Parking</b><br>Section 9             |

### Section 3.18: OS, Office Service District

#### STATEMENT OF PURPOSE

The intent of this district is to provide locations in the Township to accommodate offices and business services, particularly where such uses can serve as transitional uses between residential uses and thoroughfares or commercial districts. It is intended that buildings and sites in the Office Service District be designed to be compatible with adjoining residential neighborhood.

| PRINCIPAL PERMITTED USES                                                                                                                                                                                                                                                                                                                                                                                                   | SPECIAL USES                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <a href="#">Day Care Center, Child or Adult</a></li> <li>• Essential Services</li> <li>• Financial Institutions</li> <li>• <a href="#">Massage Therapist</a></li> <li>• Medical, <a href="#">Osteopathic, Optical</a> or Dental Offices</li> <li>• Mortuary Establishments, Funeral Homes</li> <li>• Office, Professional, <a href="#">Technical or Administrative</a></li> </ul> | <ul style="list-style-type: none"> <li>• Dwelling, One Family or Single Family</li> <li>• Dwellings, Two Family (Duplex)</li> <li>• <a href="#">Hospital</a></li> <li>• <a href="#">Public and Institutional Buildings and Uses</a></li> <li>• <a href="#">Religious Institutions</a></li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                            | ACCESSORY USES                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• <a href="#">Accessory Use, Building or Structure</a></li> <li>• <a href="#">Food Truck, Temporary Use</a></li> <li>• Pharmacy, <del>Optical, or other Medical Sales</del></li> <li>• Solar Energy Facility – Direct Use</li> </ul>                      |

The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.

| REQUIRED DIMENSIONS                    |                     |                             |                   |
|----------------------------------------|---------------------|-----------------------------|-------------------|
| Lot Standards                          |                     | Minimum Setbacks (ft.)      |                   |
| Minimum Lot Width (ft.):               | 90                  | Front Yard <sup>(m)</sup> : | <del>20</del> -30 |
| Minimum Lot Area (sq. ft.):            | 15,000              | Side Yard <sup>(d)</sup> :  | <del>10</del> -20 |
| Maximum Lot Coverage:                  | <del>50%</del> -30% | Rear Yard <sup>(d)</sup> :  | <del>20</del> -50 |
| Minimum Floor Area Per Unit (sq. ft.): | --                  |                             |                   |
| Building Height (ft.):                 | 35                  |                             |                   |

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

#### REFERENCES TO ADDITIONAL STANDARDS

|                                                                                         |                                                     |                                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <del>Definitions</del> <a href="#">Site Plan Review</a><br>Section <del>2-2</del> -14.2 | <b>General Provisions</b><br>Section 7              | <b>Environmental Performance Standards</b><br>Section 8 |
| <b>Landscaping and Screening</b><br>Section 10                                          | <b>Accessory Uses and Structures</b><br>Section 7.5 | <b>Exterior Lighting</b><br>Section 8.2                 |
| <b>Signs</b><br>Section 11                                                              | <b>Nonconformities</b><br>Section 12                | <b>Parking</b><br>Section 9                             |

**PART FIVE – Amendments to Section 4.2**

Section 4.2 (Schedule of Regulations) is hereby deleted and replaced in its entirety to amend Part A (Agricultural and Residential Districts) of the section to eliminate regulatory conflicts within the Ordinance by deleting the “Minimum Building Width (ft.)” column in its entirety; and to amend Part B (Commercial and Industrial Districts) of the section to revise the minimum setbacks, maximum building height, and maximum lot coverage standards as follows:

**Part B – Commercial and Industrial Districts**

| Zoning District | Minimum Lot Dimensions |                    | Minimum Setback Requirements    |                                 |                                 | Maximum Building Height (ft.) | Maximum Lot Coverage by All Buildings |
|-----------------|------------------------|--------------------|---------------------------------|---------------------------------|---------------------------------|-------------------------------|---------------------------------------|
|                 | Area (sq. ft.)         | Width (ft.)        | Front Yard (ft.)                | Side Yard (ft.)                 | Rear Yard (ft.)                 |                               |                                       |
| B-4             | 12,000                 | 80                 | <del>20-50</del> <sup>(h)</sup> | <del>10-20</del> <sup>(i)</sup> | <del>20-25</del> <sup>(i)</sup> | 35                            | <del>50%-30%</del>                    |
| B-5             | 16,000                 | 100                | <del>20-50</del> <sup>(h)</sup> | <del>10-20</del> <sup>(i)</sup> | <del>20-25</del> <sup>(i)</sup> | <del>45-35</del>              | <del>50%-30%</del>                    |
| B-7             | 20,000                 | 130 <sup>(i)</sup> | <del>20-45</del>                | <del>10</del> <sup>(i)</sup>    | <del>20-40</del> <sup>(i)</sup> | <del>45-35</del>              | <del>50%-30%</del>                    |
| I-1             | 43,560                 | 100                | <del>25-75</del> <sup>(i)</sup> | <del>20-30</del> <sup>(k)</sup> | <del>30-50</del> <sup>(k)</sup> | <del>60-35</del>              | <del>60%-40%</del>                    |
| I-2             | 50,000                 | 100                | <del>25-75</del> <sup>(i)</sup> | <del>20</del> <sup>(k)</sup>    | <del>30-50</del> <sup>(k)</sup> | <del>60-35</del>              | <del>60%-N/A</del>                    |
| OS              | 15,000                 | 90                 | <del>20-30</del> <sup>(m)</sup> | <del>10-20</del> <sup>(i)</sup> | <del>20-50</del> <sup>(i)</sup> | 35                            | <del>50%-30%</del>                    |
| PUD             | See Section 3.19.      |                    |                                 |                                 |                                 |                               |                                       |

**PART SIX – Amendments to Section 4.3**

Section 4.3 (Footnotes to Schedule of Regulations) is hereby deleted and replaced in its entirety to amend footnotes “d.,” “i.,” “j.,” and “k.” as follows:

- d. For one-family dwellings, no side yard shall be less than ~~ten (10) percent of the required lot width~~ the minimum required by this Section. For all others uses, no side yard shall be less than ~~thirty (30) twenty (20)~~ feet.
- i. Off-street parking shall be permitted to occupy a portion of the required front yard, subject to compliance with Section 10 (Landscaping and Screening) standards and provided that there shall be maintained a minimum ~~landscape~~ setback of ~~ten (10)-20.0~~ feet between the nearest point of the off-street parking and the nearest road right-of-way line ~~as indicated on the Master Thoroughfare Plan~~.
- j. An additional 20.0 feet of ~~forty (40) foot~~ side and rear ~~year yard~~ setback shall be provided when abutting the AG (Agricultural) District, any residential zoning district, or an existing agricultural or residential use.
- k. An additional 30.0 feet of ~~sixty (60) foot~~ side and rear ~~year yard~~ setback shall be provided when abutting the AG (Agricultural) District, any residential district, or an existing agricultural or residential use.

**PART SEVEN – Amendments to Section 6.16**

Subsection “A” of Section 6.16 (Residential Design Requirements) is hereby deleted and replaced in its entirety to amend the Section to eliminate a potential regulatory conflict in the minimum dwelling width and length standards, as follows:

- A. **Dimensional Requirements.** All dwelling units shall comply with the dimensional requirements, including minimum floor area requirements, for the district in which they are located. The ~~minimum~~

~~width of the front elevation shall be thirty (30) feet and the~~ minimum dimension along any front, side or rear elevation shall be twenty-four (24) feet.

## **PART EIGHT – Amendments to Section 6.18**

Section 6.18 (Filling Stations for the Sale of Gasoline, Oil, Propane, and Vehicle Accessories) is hereby deleted and replaced in its entirety to amend the Section as follows:

### **Section 6.18 Filling Stations for the Sale of Gasoline, Oil, Propane, and Vehicle Accessories**

- A. **Access.** Curb cuts for access to a filling station shall be located no closer than twenty-five (25) feet to a street intersection (measured from the road right-of-way) ~~or from an adjacent residential district.~~ In the interest of traffic safety, the Planning Commission may limit the number of curb cuts.
- B. **Minimum Lot Size.** The minimum lot size for filling stations is fifteen thousand (15,000) square feet, unless the filling station is intended solely for the sale of gasoline, oil, and minor accessories (no facilities for repair or servicing), in which case the minimum lot size shall be as specified for the district in which the filling station is located.
- C. **Setbacks.** Buildings, structures, driveways, parking facilities, loading areas, and fueling stations shall be set back a minimum ~~distance~~ of fifty (50) feet from any residential zoning district, and from the lot boundary of any lot occupied by an existing residential use ~~residentially zoned property and a minimum of one hundred (100) feet from any existing residential dwellings located on adjacent property.~~
- ~~E. **Parking.** Driveways and off-street parking shall comply with the regulations in Section 9, except that driveways and parking shall be located a minimum of fifty (50) feet from adjacent property lines and a minimum of two hundred (200) feet from any existing residential dwelling located on adjacent property.~~
- ~~F. **D. Lighting.** Exterior lighting shall comply with Section 8.2, Except that the maximum light level under the pump island canopy structure is twenty (20) foot candles.~~
- E. **Additional Limitation.** Any filling station allowed in the AG (Agricultural) District shall be strictly limited to servicing farm equipment.

## **PART NINE – Amendments to Section 6.19**

Section 6.19 (Home Occupations and Home-Based Businesses) is hereby deleted and replaced in its entirety to retitle the section as “Home Occupations and Home-Based Limited Businesses), to correct the term “home-based business(es)” to “home-based limited business(es)” through the Section, to amend subsection “A.” (Approval and Permit Requirements) of the section to allow for administrative zoning permit approval of home occupations, and to add a new subsection “F.” entitled “Additional Requirements for a Medical Marijuana Caregiver Home Occupation,” as follows:

### **Section 6.19 Home Occupations and Home-Based Limited Businesses**

- A. **Approval and Permit Requirements.**
  - 1. ~~Planning Commission Approval of a Home-Based Limited Business.~~ Home ~~occupations and home-based~~ limited businesses, as defined in Section 2.2, are subject to ~~Planning Commission Special Use Permit approval in accordance with the requirements of this Section and Section 14.3 of this Ordinance.~~ Property owners within three hundred (300) feet of the site on which the home occupation is proposed shall be notified by mail of the Planning Commission meeting at which the proposal will be considered.

2. ~~Zoning Permit.~~ **Approval of a Home Occupation.** ~~Upon approval by the Planning Commission, and payment of fees, a permit for a home Home occupations, as defined in Section 2.2, or home-based business may be issued are subject to an administrative Zoning Permit approval by the Zoning Administrator in accordance with the requirements of this Section and Section 14.1 of this Ordinance. An approved zoning permit is initially shall remain valid until the home occupation activity is discontinued, provided for one (1) year. Thereafter, it may be renewed every three (3) years if the Zoning Administrator finds that the home occupation or home-based business is remains in compliance with this Section and Ordinance, and any the conditions of permit approval.~~
3. **Other Permits.** The holder of the permit shall be responsible to carry adequate insurance and apply for any other licenses or permits as may be required by any other local, state or federal agency.
4. **Transferability of Permit.** A permit is not transferable to another location.
5. **Expansion.** Any expansion of a home occupation or home-based limited business shall require a new permit.
6. **Revocation of Permit.** Failure to comply with the requirements in this ~~section~~ Section or Ordinance, or with ~~the any~~ conditions of permit approval, shall be grounds for revocation of the permit in accordance with the applicable provisions of this Ordinance.
7. **Compliance with Zoning District Requirements.** The dwelling unit and home occupation or home-based limited business shall comply with all applicable zoning district requirements.

C. **General Requirements.**

9. Medical Marihuana Caregiver Home Occupation. The cultivation of medical marihuana by a primary care giver as defined and in compliance with the Michigan Medical Marihuana Act, being MCL §333.26421, et. seq. and associated state rules and regulations shall be allowed as a home occupation in the AG (Agricultural) zoning district, subject to the applicable requirements of this Section 6.19 and the additional requirements of Section 6.54 (Medical Marihuana Caregivers). A medical marihuana caregiver shall be prohibited as a home-based limited business.

**PART TEN – Add a new Section 6.22**

Section 6 (Standards Applicable to Specific Land Uses) is hereby amended to add a new Section 6.22 entitled “Industrial Uses in the Business Districts” as follows:

**Section 6.22 Employment Center Uses in the Business Districts**

The following additional standards and limitations shall apply to certain employment center uses in the Business Districts where this Section is referenced under “Use Standards” in Section 3.4:

- A. **Size and Location.** The size and location of a distribution center, light manufacturing facility, research laboratory, warehousing facility or other land use allowed in a Business District subject to this Section shall be designed to minimize disruption of the predominant commercial business function of the zoning district.
- B. **Commercial Frontage.** The Planning Commission may require reservation of adequate land area at the front of the lot for existing or planned retail, restaurant, office, and similar commercial business uses and development.
- C. **Additional Screening.** The Planning Commission may require additional screening where determined necessary to provide adequate land use buffering for an adjacent AG (Agricultural) District, any adjacent residential district, or an existing agricultural or residential use on an adjacent lot.

**PART ELEVEN – Amendments to Section 6.31**

Section 6.31 (Outdoor Storage, General) is hereby deleted and replaced in its entirety to amend subsection A. (Enclosure) of the section and to add a new subsection “F.” entitled “Accessory Use Standards” as follows:

A. **Enclosure.** All outdoor storage shall be secured within a ~~enclosed by a solid wood or vinyl~~ fence or a wall, ~~which shall be no less than six (6) feet or more than ten (10) feet in height. The fence or wall shall comply with~~ that conforms to Section 7.6 (Fences and Walls), and shall be screened per Section 10 (Landscaping and Screening) requirements. Materials stored on the site shall not exceed the height of the fence or wall.

F. **Accessory Use Standards.** Where outdoor storage, general is allowed in a Business District as an accessory use, the following additional standards shall apply:

1. Outdoor storage, general shall only be allowed accessory to a distribution center, light manufacturing facility, research laboratory or warehousing facility as allowed in the zoning district, and shall be incidental and subordinate to the principal use on the site.
2. The enclosure shall be located outside of all required setback areas and shall be fully screened from road rights-of-way and adjacent land uses per Section 10.2.E.

**PART TWELVE – Amendments to Section 6.34**

Section 6.34 (Public and Institutional Buildings and Uses) is hereby amended to delete subsections 6.34.C. (Ingress and Egress) and 6.34.D. (Parking) in their entirety to eliminate conflicts with other Ordinance requirements related to vehicular access and parking, and to add a new subsection “C.” entitled “Additional Setback” as follows:

C. **Additional Setbacks.** An additional 20.0 feet of side and rear yard setback shall be provided when abutting the AG (Agricultural) District, any residential district, or an existing agricultural or residential use. This additional setback area shall be improved with screening elements and landscaping in accordance with Section 10 (Landscaping and Screening). No driveway, parking, signs, structures, stormwater management basins, or similar improvements shall be located within these setback areas.

**PART THIRTEEN – Amendments to Section 6.37**

Section 6.37 (Second Living Quarters on a Farm) is hereby amended to add a new subsection “E.” entitled “Residential Design Requirements” as follows:

E. **Residential Design Requirements.** The dwelling shall conform to Section 6.16 requirements.

**PART FOURTEEN – Amendments to Section 6.38**

Section 6.38 (Self Storage Warehouses) is hereby amended to delete and replace subsection 6.38.F.E. (Prohibited Storage) in its entirety with a new subsection “F.E.” entitled “Recreational Vehicle Storage as an Accessory Use” as follows:

~~F. **Outside Storage Prohibited.** No storage outside of the self-storage buildings shall be permitted.~~

F. **Recreational Vehicle Storage as an Accessory Use.** Storage outside of the self-storage buildings in a Business District shall be prohibited, except for limited outdoor storage of recreational vehicles as defined in Section 2.2, which shall be allowed as an accessory use subject to the following limitations:

1. Outdoor storage of recreational vehicles shall be incidental in character and subordinate to the principal use on the site.



2. The outdoor storage area shall be located outside of all required setback areas, secured within a fence or a wall that conforms to Section 7.6 (Fences and Walls), and fully screened from road rights-of-way and adjacent land uses per Section 10.2.E.

#### **PART FIFTEEN – Amendments to Section 6.45**

Section 6.45 (Auctions) is hereby amended to delete subsection 6.45.A. (Approval Required) in its entirety to eliminate a regulatory conflict within the Ordinance, and to re-number the remaining subsections accordingly.

#### **PART SIXTEEN – Amendments to Section 6.47**

Section 6.47 (Indoor Commercial Recreation Uses) is hereby deleted and replaced in its entirety with a new Section 6.47 entitled “Outdoor Seating Area” to remove an outdated regulation inadvertently carried over from the previous Zoning Ordinance No. 1991-5, and to insert provisions allowing for establishment of outdoor seating areas assessor to restaurant and food service establishments, as follows:

#### **~~Section 6.47 — Indoor Commercial Recreation Uses~~**

~~Indoor commercial recreation uses shall be setback a minimum distance of one hundred (100) feet from any residentially zoned property.~~

#### **Section 6.47 Outdoor Seating Area**

Outdoor seating areas shall be subject to the following:

1. Outdoor seating shall be accessory to a principal restaurant or food service use on the same lot.
2. Establishment or alteration of an outdoor seating area accessory to an existing restaurant or food service use shall only be subject to minor site plan approval per Section 14.2.
3. Outdoor seating shall be prohibited within any setback area required by this Ordinance.
4. The outdoor seating shall be included in the required off-street parking calculation for the principal use per Section 9.2 standards.
5. The outdoor seating area shall be kept clean, litter-free, and with a well-kept appearance within and immediately adjacent to the area of the tables and chairs. Additional outdoor waste receptacles may be required.
6. Signs shall not be permitted beyond those allowed for the principal use.
7. Documentation of approvals from the Central Michigan District Health Department, and from the State of Michigan if sales and consumption of liquor is planned in the outdoor seating area.

#### **PART SEVENTEEN – Add a New Section 6.52 (Day Care Centers)**

Section 6 (Standards Applicable to Specific Land Uses) is hereby amended to add a new Section 6.52 entitled “Day Care Centers” as follows:

#### **Section 6.52 Day Care Centers**

1. **Accessory Use.** Where allowed as an accessory use, the day care center shall be incidental and subordinate to a principal use on the site, such as a religious institution, public and institutional building or use, hospital, school, or manufacturing or other industrial operation. The accessory day care center may be located in a separate building on the same site.

2. **Outdoor Play Area.** Where provided, all outdoor play areas for child day care centers shall be enclosed by a fence that is not climbable in design and at least 48 inches high.
3. **Pick-up and Drop-off Area.** An adequate short-term waiting area for pick-up and drop-off shall be provided off-street, which shall be located within the site and may be incorporated into the required off-street parking.

**PART EIGHTEEN – Add a new Section 6.53 (Food Trucks)**

Section 6 (Standards Applicable to Specific Land Uses) is hereby amended to add a new Section 6.53 entitled “Food Trucks” as follows:

**Section 6.53 Food Trucks**

**A. Food Truck, Temporary Use.**

A food truck shall be allowed to be located for a short-term, temporary period of time on a developed lot with an established principal use subject to the following requirements:

1. A food truck as a temporary use shall be subject to an administrative Zoning Permit approval by the Zoning Administrator in accordance with the requirements of this Section and Section 14.1 of this Ordinance. The Zoning Permit shall be valid for the current calendar year.
2. The food truck operator shall be responsible for keeping the area around the truck clean and litter-free.
3. The food truck shall be located on a paved parking lot outside of all road rights-of-way, clear vision areas at intersections, and all required setback areas.
4. A food truck as a temporary use shall not encroach into the minimum parking required for the principal use of the lot, or impede pedestrian or vehicular access to the principal building on the lot.
5. Paved barrier free pedestrian access shall be provided to the food truck.
6. Signs shall not be permitted beyond those allowed for the principal use.
7. Documentation of all required outside agency permits or approvals for the food truck shall be provided to the Zoning Administrator.

**B. Food Truck Court.**

A permanent facility for food trucks and their customers to congregate shall be allowed subject to the following requirements:

1. Site plan approval per Section 14.2.
2. The food truck court shall include permanent parking, barrier-free pedestrian access, and electrical hook-up facilities for at least three foods on the lot.
3. Permanent on-site bathroom and handwashing facilities shall be provided for customers and employees.
4. Permanent exterior lighting for the site shall be provided for the food truck court, which shall conform to Section 8.2 standards.
5. An outdoor seating area shall be provided for customers, which shall conform to Section 6.47 standards.
6. Food truck court facilities shall be located outside of all road rights-of-way, clear vision areas at intersections, and all required setback areas.

**PART NINETEEN – Add a new Section 6.54 (Medical Marijuana Caregivers)**

Section 6 (Standards Applicable to Specific Land Uses) is hereby amended to add a new Section 6.54 entitled “Medical Marihuana Caregivers” as follows:

**Section 6.54 Medical Marihuana Caregivers**

The following requirements shall apply to medical marihuana caregivers operating in the Township:

1. **Compliance with State Law.** The cultivation and medical use of marihuana by a medical marihuana primary caregiver as defined in Section 2.2 shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, being MCL §333.26421, et. seq. and associated state rules and regulations as they may be amended from time to time.
2. **Compliance with Home Occupation Requirements.** The cultivation and medical use of marihuana by a medical marihuana primary caregiver as defined in Section 2.2 shall comply at all times and in all circumstances with the requirements of this Section 6.54 and the home occupation requirements of Section 6.19 as they may be amended from time to time.
3. **Setback from Schools.** The cultivation of medical marihuana shall be set back a minimum of 1,000 feet from any school or child day care facility to ensure community compliance with Federal “Drug-Free School Zone” requirements.
4. **Number of Primary Caregivers and Qualifying Patients.** Not more than one (1) medical marihuana primary caregiver per lot shall be allowed to assist qualifying patients, and not more than five (5) qualifying patients shall be assisted with the medical use of marihuana within any given calendar week.
5. **Growing.** All medical marihuana shall be contained within an enclosed, locked facility which shall mean a closet, room, or other comparable, stationary, and fully enclosed area equipped with secured locks or other functioning security devices that permit access only by the medical marihuana primary caregiver or registered qualifying patient, as reviewed and approved by the Zoning Administrator and subject to the following:
  - a. **Indoor Growing.** Except as otherwise provided in subsection 6.54.4.b., the “enclosed, locked facility” for medical marihuana plants shall be inside a fully enclosed principal or accessory building.
  - b. **Outdoor Growing.** Marihuana plants grown outdoors in the AG (Agricultural) zoning district shall be considered to be in an “enclosed, locked facility” if they are not visible to the unaided eye from an adjacent property when viewed by an individual at ground level or from a permanent structure and are grown within a stationary structure that is enclosed on all sides, except for the base, by chain-link fencing, wooden slats, or a similar material that prevents access by the general public and that is anchored, attached, or affixed to the ground; located on land that is owned, leased, or rented by a medical marihuana primary caregiver for registered qualifying patients or patients for whom the marihuana plants are grown; and equipped with functioning locks or other security devices that restrict access to only the registered qualifying patient or the medical marihuana primary caregiver who owns, leases, or rents the property on which the structure is located.
6. **Permits.** All necessary building, electrical, plumbing, and mechanical permits shall be obtained for any portion of the residential structure in which electrical wiring, lighting, or watering devices that support the cultivation, growing, or harvesting of marihuana are located.
7. **Lighting.** If a room with windows is utilized as a growing location, any lighting methods that exceed usual residential periods between the hours of 10:00 p.m. to 7:00 a.m. shall employ shielding methods, without alteration to the exterior of the residence, to prevent ambient light spillage that may create a distraction for adjacent residential properties.
8. **Inspections.** That portion of the residential structure where energy usage and heat exceeds typical residential use, such as a grow room, and the storage of any chemicals such as herbicides, pesticides, and fertilizers, shall be subject to confirmation of compliance with applicable fire codes.

9. Limitations. Nothing in this Ordinance or any other regulatory provisions of the Township is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of marihuana not in strict compliance with the Michigan Medical Marihuana Act and rules adopted under the Act. Nothing in this Ordinance or any other regulatory provisions of the Township is intended to grant, and shall not be construed as granting, immunity from criminal prosecution under Federal law. The Michigan Medical Marihuana Act does not protect users, caregivers, or the owners of property on which medical marihuana is grown or used from Federal prosecution or from having their property seized by Federal authorities under the Federal Controlled Substance Act.

## **PART TWENTY – Amendments to Section 7.5**

Section 7.5 (Accessory Uses, Buildings, and Structures) is hereby deleted and replaced in its entirety to amend Part B (Attached Accessory Buildings) of the section to delete the phrase “(such as an attached garage, breezeway, or workshop)” from the first sentence of subsection 7.05.B. to remove a conflict with the second sentence; and to amend Part C (Detached Accessory Structures) to add “and Other Accessory Structures” to the title and to delete and replace the text of subsection 7.5.C.1. (Location), to add a new subsection 7.5.C.1.c. to provide an allowance for waterfront lots to locate a detached shed or garage in the front yard (between the house and the road), and to add a new subsection 7.5.C.2.f. as follows:

### **B. Attached Accessory Buildings.**

Unless otherwise specified in this Section, accessory buildings or structures which are attached to the principal building (~~such as an attached garage, breezeway, or workshop~~) shall be considered a part of the principal building for the purposes of determining conformance with area, setback, height, and bulk requirements. An accessory building or structure shall be considered as attached to the principal building when integrally connected by a fully enclosed structure. A breezeway, portico, colonnade or similar architectural device is not sufficient to meet this standard.

### **C. Detached Accessory Buildings and Other Accessory Structures.**

1. Location. Detached accessory buildings (~~for example, garages or sheds~~) and other accessory structures shall ~~not be located~~ prohibited within any front yard ~~area or a~~ and within the minimum required side yard area for the zoning district, except as follows:
  - a. *Commercial and Industrial Districts.* The following accessory uses may be permitted in the front or side yards of commercial or industrial districts, subject to the approval of the Planning Commission: buildings for parking attendants, guard shelters, gate houses, and transformer pads.
  - b. *Agricultural District.* In the AG district, detached accessory buildings related to agricultural use may be permitted in front of the principal residence on the lot if they comply with all setback requirements for accessory buildings.
  - c. Waterfront lots. One (1) detached accessory building or other accessory structure shall be allowed to be located within the non-required front yard area of a lot with a waterfront lot line and a waterfront yard (see the defined terms “Lot Lines: Waterfront Lot Line” and “Yard: Waterfront Yard” in Section 2.2), subject to the following limitations:
    - i. Exterior finish materials, including siding and roofing, shall match or be coordinated with existing finish materials on the principal building or dwelling, and shall be integrated around the entire structure.
    - ii. The width of the structure as viewed from abutting road rights-of-way shall not exceed 20 percent (20%) of the lot width.
    - iii. The structure shall conform to the setback requirements of Section 7.5.C.2.

2. Setbacks. Detached accessory buildings and other accessory structures, including any and all roof overhangs, shall comply with the following setback requirements. A stake survey may be required by the Zoning Administrator to determine exact distances from the lot line. The location of the proposed building shall be approved by the Zoning Administrator prior to construction.
  - a. *Front Yard Setback*. Any accessory building or other accessory structure in the front yard shall conform to the minimum required front and side yard setbacks for principal buildings in the zoning district.
  - b. *Side Yard Setback*. The required side yard setback for detached accessory buildings or other accessory structures is five (5) feet.
  - c. *Rear Yard Setback*. Accessory buildings or other accessory structures shall be located no closer than five (5) feet to the rear lot line or alley line.
  - d. *Distance from other Buildings*. Detached accessory buildings or other accessory structures shall be located at least ten (10) feet from any building on the site.
  - e. An accessory building or other accessory structure over 14.0 feet in height, 50 feet in length adjacent to a lot boundary, or 1,500 sq. ft. in floor area, shall conform to the minimum required yard setbacks for principal buildings in the zoning district.
  - f. An accessory building or other accessory structure location for any principal use subject to site plan approval per Section 14.2 shall not conflict with or encroach into parking or loading areas required per Section 9 or landscaping or screening required per Section 10.

## **PART TWENTY-ONE – Add a New Section 7.20 (Building Form and Composition)**

Section 7 (General Provisions) is hereby amended to add a new Section 7.20 entitled “Building Form and Composition” as follows:

### **Section 7.20 Building Form and Composition**

The following building form and composition standards shall apply:

#### **A. Purpose.**

The quality of building design, placement, and composition is essential to provide a comfortable, human-scale environment in the Township, and to maintain the Township’s attractiveness and economic vitality. Consistent with the adopted Master Plan’s development policies, it is the purpose of this Section to maintain the visual environment, protect the general welfare, and ensure that the Township’s property values, appearance, character, and economic well being are preserved through minimum building form and composition standards. This Section is further intended to encourage creativity, imagination, innovation, and variety in architectural design and building composition through complementary and appropriate use of scale, massing, and architectural details.

#### **B. Scope.**

This Section is not intended to supersede or supplant established building and fire code regulations, nor to regulate the quality, durability, maintenance, performance, load capacity, fire resistance characteristics or workmanship of building materials. The provisions of this Section shall apply to the following buildings subject to site plan approval per Section 14.2:

1. Mixed-use and non-residential buildings in the B-4, B-5, B-7, and OS zoning districts; and
2. Buildings occupied or intended to be occupied by Public and Institutional Buildings and Uses and Religious Institutions in any zoning district.

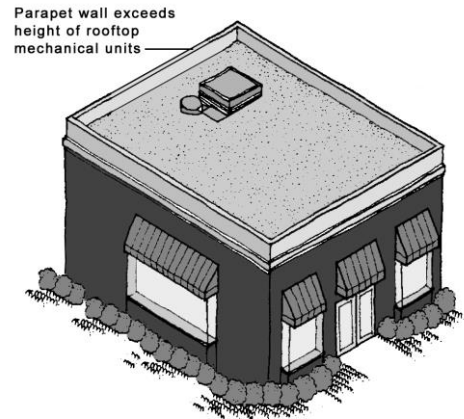
#### **C. Requirements.**

Building construction and other work subject to the provisions of this Section shall comply with the following general requirements:

1. **Facade variation.** Building facade walls exceeding 100 feet in length shall be subdivided into bays through the location and arrangement of architectural features and design variations; including but are not limited to projections, bays, recesses, enhanced facade materials and architectural detailing, and variations in building height, roof forms, and window patterns (see illustration).
2. **Composition.** All sides of a building shall be complementary in design, details, and materials. Side and rear facades shall include building materials and architectural features similar to those present on the front facade of the building.
3. **Public entrances.** Buildings in the B-4, B-5, B-7, and OS zoning districts shall have at least one (1) public entrance facing a road right-of-way. Additional entrances may be located on the rear or side facade, including primary access to other uses in a multi-tenant building.
4. **Roof-top equipment screening.** Roof-top mechanical equipment, HVAC systems, exhaust stacks, elevator housings, and other equipment shall be screened from public rights-of-way and adjacent uses by a parapet wall or similar device that exceeds the height of the roof-top equipment and extends around all sides of the building (see illustration).
5. **Security and safety equipment.** Exterior security gates or roll-down security doors shall be prohibited. Link or grill type security devices shall be permitted only if installed on the interior of the building, within the window or doorframes. Such security equipment shall be recessed and completely concealed during regular business hours and shall be predominantly transparent to allow maximum visibility of the interior.



**Facade Variation**



**Roof Design**

**PART TWENTY-TWO – Amendments to Section 9.2**

Section 9.2 (Schedule of Required Parking) is hereby amended to delete subsections 9.2(D) through 9.2(I) in their entirety, and to add new subsections “D.” entitled “Provisions for Parking for a Specific Use,” “E.” entitled “Abbreviations,” and “F.” entitled “Schedule of Off-Street Parking by Use” to establish one (1) integrated table format fully coordinated with the land use table in Section 3.4, as follows:

**D. Provisions for Parking for a Specific Use.**

Compliance with the minimum requirements of this Section does not eliminate the requirement to demonstrate that adequate but not excessive off-street parking is available to serve the specific use or development.

**E. Abbreviations.**

The following abbreviations are used in the table in Section 9.2.E.:

GFA = Gross Floor Area  
UFA = Usable Floor Area

**F. Schedule of Required Parking by Use**

| <b>Land Use</b>                                            | <b>Minimum Required Off-Street Parking Standard</b>                                                                                       |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rural and Agricultural Uses</b>                         |                                                                                                                                           |
| Agricultural Processing and Packaging                      | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. |
| Agricultural Service Establishments                        |                                                                                                                                           |
| Agri-Tourism                                               |                                                                                                                                           |
| Auction, Permanent Agricultural                            |                                                                                                                                           |
| Customary Agricultural Operations                          | No minimum                                                                                                                                |
| Farm Implement Sales and Repair                            | One (1) space per 350 sq. ft. of UFA, exclusive of spaces for dealer stock                                                                |
| Greenhouses                                                | No minimum                                                                                                                                |
| Hunting Clubs or Gun Clubs, Outdoor Gun and Archery Ranges | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. |
| Kennels, Boarding                                          | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. |
| Kennel, Breeding                                           |                                                                                                                                           |
| Kennel, Non-Commercial                                     | No minimum                                                                                                                                |
| Nursery, Plant Material                                    | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. |
| Private Off-Road Courses                                   | No minimum                                                                                                                                |
| Roadside Farm Stands                                       | Two (2) spaces, located outside of road rights-of-way but may be within the required front yard setback area                              |
| Stable, Private                                            | No minimum                                                                                                                                |
| Stable, Public                                             | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. |
| <b>Residential Uses</b>                                    |                                                                                                                                           |
| Adult Foster Care Family Home                              | 0.3 spaces per bedroom, plus one (1) space per employee based on the largest daily work shift                                             |
| Adult Foster Care Small Group Home                         |                                                                                                                                           |
| Adult Foster Care Large Group Home                         |                                                                                                                                           |
| Child or Day Care, Family Home                             | 1.5 spaces per six (6) children or adults of state licensed or authorized capacity, plus the spaces required for the principal dwelling.  |
| Child or Day Care, Group Home                              |                                                                                                                                           |
| Dwellings, Multiple-Family (4-units or less)               | 0.7 spaces per bedroom, plus adequate off-street parking spaces for visitors                                                              |
| Dwellings, Multiple-Family (5-units or more)               |                                                                                                                                           |
| Dwelling, One Family or Single Family                      | 2 spaces per dwelling unit                                                                                                                |
| Dwelling, One Family on a Farm                             |                                                                                                                                           |
| Dwellings, Two Family (Duplex)                             |                                                                                                                                           |
| Foster Family Home                                         | Same as for the principal dwelling                                                                                                        |
| Foster Family Group Home                                   | One (1) space per employee based on the largest daily work shift                                                                          |
| Home Based Limited Business                                | 2 spaces, plus the spaces required for the principal dwelling                                                                             |
| Home Occupation                                            | Same as for the principal dwelling                                                                                                        |
| Mobile Home Parks                                          | See Section 3.12                                                                                                                          |

**F. Schedule of Required Parking by Use**

| <b>Land Use</b>                                                                                                                  | <b>Minimum Required Off-Street Parking Standard</b>                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Second Living Quarters on a Farm                                                                                                 | 2 spaces per dwelling unit                                                                                                                                                 |
| <b>Lodging Uses</b>                                                                                                              |                                                                                                                                                                            |
| Bed and Breakfast                                                                                                                | 1.15 spaces per occupiable bedroom, plus required spaces for the dwelling.                                                                                                 |
| Boarding House                                                                                                                   | 1.5 spaces per bedroom, with a minimum of 4 required spaces                                                                                                                |
| Dependent Living for Seniors                                                                                                     | 0.39 spaces per bed                                                                                                                                                        |
| Fraternity or Sorority                                                                                                           | 0.5 spaces per resident, plus adequate off-street parking spaces for visitors                                                                                              |
| Home for the Aged                                                                                                                | 0.39 spaces per bed                                                                                                                                                        |
| Hospitality Facility                                                                                                             | 1.5 spaces per bedroom, with a minimum of 4 required spaces                                                                                                                |
| Hotels                                                                                                                           | One (1) space per occupancy unit, plus one (1) space per employee based on the largest daily work shift.                                                                   |
| Independent Living for Seniors                                                                                                   | 0.3 spaces per dwelling unit, plus adequate off-street parking spaces for visitors                                                                                         |
| Nursing Home                                                                                                                     | 0.43 spaces per bed, plus adequate off-street parking spaces for visitors                                                                                                  |
| Short-Term Rental Housing                                                                                                        | 1.15 spaces per occupiable bedroom, plus required spaces for the dwelling.                                                                                                 |
| <b>Health, Wellness, and Medical Uses</b>                                                                                        |                                                                                                                                                                            |
| Day Care Centers, Child or Adult                                                                                                 | 1.5 spaces per six (6) children or adults of state licensed or authorized capacity, plus one (1) space per employee based on the largest daily work shift.                 |
| Hospitals                                                                                                                        | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for patients and visitors based on anticipated use.                     |
| Massage Therapist                                                                                                                | One (1) space per 350 square feet of UFA                                                                                                                                   |
| Medical, Osteopathic, Optical or Dental Offices                                                                                  | One (1) space per 300 square feet of UFA                                                                                                                                   |
| Pharmacy                                                                                                                         | One (1) space per 275 square feet of UFA, plus 3 stacking spaces per drive-through service lane                                                                            |
| Personal Fitness Center                                                                                                          | One (1) space per 330 sq. ft. UFA                                                                                                                                          |
| Veterinary Clinic                                                                                                                | One (1) space per 300 square feet of UFA                                                                                                                                   |
| <b>Public, Quasi-Public, and Recreational Uses</b>                                                                               |                                                                                                                                                                            |
| Airports, Public or Private                                                                                                      | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                  |
| Amusement Parks                                                                                                                  | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for patrons and visitors based on anticipated use.                      |
| Amusement Enterprises                                                                                                            |                                                                                                                                                                            |
| Bus, Train, and other Forms of Transportation Systems, Passenger Stations                                                        |                                                                                                                                                                            |
| Business Schools, Colleges, and Private Schools Operated for Profit                                                              | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for students and visitors based on anticipated use.                     |
| Campgrounds or Recreation Grounds                                                                                                | One (1) space per employee based on the largest daily work shift, plus one (1) space per campsite, plus adequate off-street parking for visitors based on anticipated use. |
| Cemeteries, Public or Private, including Mausoleums                                                                              | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                  |
| Conservation Areas, Public or Private                                                                                            |                                                                                                                                                                            |
| Country Clubs and Golf Courses                                                                                                   | 8.5 spaces per hole                                                                                                                                                        |
| Health, Exercise Club, or Spa                                                                                                    | One (1) space per 330 sq. ft. UFA                                                                                                                                          |
| Indoor Commercial Recreation                                                                                                     |                                                                                                                                                                            |
| Indoor Gun and Archery Range                                                                                                     | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                  |
| Miniature Golf and/or Driving Ranges                                                                                             | One (1) space per employee based on the largest daily work shift, plus one (1) space per tee                                                                               |
| Municipal Public Utility Uses, such as Water Treatment Plants and Reservoirs, Sewage Treatment Plants, including outdoor storage | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                  |



F. Schedule of Required Parking by Use

| Land Use                                                                                  | Minimum Required Off-Street Parking Standard                                                                                                                                                       |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Private Clubs, Fraternal Organizations, and Lodge Halls                                   | 0.33 spaces per seat in the main assembly space or 1 space per 1,000 sq. ft. of GFA.                                                                                                               |
| Public and Institutional Buildings and Uses                                               |                                                                                                                                                                                                    |
| Religious Institutions                                                                    |                                                                                                                                                                                                    |
| Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly                   |                                                                                                                                                                                                    |
| Trade or Industrial Schools                                                               | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for students and visitors based on anticipated use.                                             |
| <b>Commercial and Retail Uses</b>                                                         |                                                                                                                                                                                                    |
| Auction, Permanent                                                                        | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Automobile Wash when Completely or Partially Enclosed in a Building                       | One (1) space per employee based on the largest daily work shift, plus 6 stacking spaces before each automated wash lane or 2 spaces before each manual wash bay, plus 2 off-street drying spaces. |
| Automobile Repair Shop or Garage, if all operations are conducted in an enclosed building | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors and for vehicles awaiting service or pick-up, based on anticipated use.            |
| Beauty and Barber Shops                                                                   | 1.25 spaces per service chair or station, plus one (1) per employee based on the largest daily work shift.                                                                                         |
| Brewpub                                                                                   | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Convenience Store                                                                         | One (1) space per 275 sq. ft. of UFA                                                                                                                                                               |
| Dealership, Vehicle, Automobile Dealership and Farm Equipment Sales                       | One (1) space per 350 sq. ft. of UFA, exclusive of spaces for dealer stock                                                                                                                         |
| Distillery, Small                                                                         | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Financial Institutions                                                                    | One (1) space per 300 sq. ft. of UFA, plus 4 stacking spaces per drive-through service lane                                                                                                        |
| Food Truck Court                                                                          | Six (6) spaces per food truck site.                                                                                                                                                                |
| Gunsmiths                                                                                 | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Home Improvement Store                                                                    | One (1) space per 350 sq. ft. of UFA                                                                                                                                                               |
| Instant Oil Change Shop                                                                   | 3.5 spaces per service bay [includes the service bay space and two (2) associated stacking spaces], plus (1) space per employee based on the largest daily work shift.                             |
| Microbrewery                                                                              | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Mobile and Modular Home Sales                                                             | One (1) per 4,000 square feet of outdoor sales or display area, plus one (1) space per employee based on the largest daily work shift.                                                             |
| Mortuary Establishments, Funeral Homes                                                    | One (1) space per three (3) persons allowed within the maximum building occupancy.                                                                                                                 |
| Motor Vehicle Filling Station, Gas Station                                                | 2.5 spaces per fueling location [includes one (1) fueling location space and one (1) associated stacking space], plus required spaces for accessory retail, office or service uses.                |
| Office, Professional, Technical or Administrative                                         | One (1) space per 300 sq. ft. of UFA                                                                                                                                                               |
| Open Air Businesses                                                                       | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                          |
| Outdoor Temporary Retail Sales                                                            |                                                                                                                                                                                                    |
| Personal Service Establishments                                                           | One (1) per service chair or station, plus one (1) per employee based on the largest daily work shift.                                                                                             |

F. Schedule of Required Parking by Use

| Land Use                                | Minimum Required Off-Street Parking Standard                                                                                                                                                                                                         |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pet Grooming                            | One (1) per service chair or station, plus one (1) per employee based on the largest daily work shift.                                                                                                                                               |
| Pet Obedience School                    | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Pet Shop                                | One (1) space per 275 sq. ft. of UFA                                                                                                                                                                                                                 |
| Plumbing, Heating, and Electrical Shops | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Restaurants, Bar/Lounge                 | 0.5 spaces per seat based upon the maximum seating capacity, plus one (1) space per employee based on the largest daily work shift                                                                                                                   |
| Restaurants, Carry-Out                  | One (1) space per 200 sq. ft. of UFA                                                                                                                                                                                                                 |
| Restaurants, Standard                   | 0.33 spaces per seat based upon the maximum seating capacity, plus one (1) space per employee based on the largest daily work shift                                                                                                                  |
| Restaurants, Drive-in or Drive-Through  | 6 stacking spaces per drive-through service lane, plus the required spaces for the type of other restaurant services provided (bar/lounge, carry out, or standard)                                                                                   |
| Retail, General                         | One (1) space per 275 sq. ft. of UFA                                                                                                                                                                                                                 |
| Shopping Centers and Big-Box Stores     |                                                                                                                                                                                                                                                      |
| Sign Painting and Servicing Shops       | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| Supermarket                             | One (1) space per 250 sq. ft. of UFA                                                                                                                                                                                                                 |
| Tire and Battery Shops                  | 2.0 spaces per service bay (includes the service bay space), plus (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors and for vehicles awaiting service or pick-up, based on anticipated use |
| Wine Maker, Small                       | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| <b>Industrial Uses</b>                  |                                                                                                                                                                                                                                                      |
| Automobile or Vehicle Storage           | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Concrete or Asphalt Paving Plant        | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| Contractor's Yard                       | One (1) space per employee based on the largest daily work shift                                                                                                                                                                                     |
| Distiller                               | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| Distribution Center                     |                                                                                                                                                                                                                                                      |
| Donation Bins                           | One (1) space per bin                                                                                                                                                                                                                                |
| Dry Cleaning Plant, Commercial Laundry  | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| Industrial Uses Not Otherwise Listed    | One (1) per 2,000 square feet of UFA or one (1) per employee based on the largest daily work shift for a known user, plus adequate off-street parking for visitors based on anticipated use                                                          |
| Junkyards                               | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Landscape Contractor's Operation        | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                                                             |
| Limited Retail and Showroom Operations  | One (1) per 350 square feet of UFA                                                                                                                                                                                                                   |
| Lumber and Planing Mills                | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Major Repair and Maintenance Operations | One (1) per 2,000 square feet of UFA or one (1) per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use                                                                           |
| Manufacturing, General                  |                                                                                                                                                                                                                                                      |
| Manufacturing, Light                    |                                                                                                                                                                                                                                                      |
| Motor Freight Facility                  | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |
| Oil or Gas Processing Plant             |                                                                                                                                                                                                                                                      |
| Outdoor Storage, General                |                                                                                                                                                                                                                                                      |
| Recycling Center                        |                                                                                                                                                                                                                                                      |
| Recycling Collection Station            | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                                                                            |

F. Schedule of Required Parking by Use

| Land Use                                                         | Minimum Required Off-Street Parking Standard                                                                                                                                                |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Research Laboratories, Prototype Design and Development          | One (1) per 2,000 square feet of UFA or one (1) per employee based on the largest daily work shift for a known user, plus adequate off-street parking for visitors based on anticipated use |
| Truck Stop                                                       | One (1) space per 200 sq. ft. of UFA                                                                                                                                                        |
| Truck Terminal                                                   | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                   |
| Vehicle Impoundment Lot                                          |                                                                                                                                                                                             |
| Warehousing and Wholesale Trade Establishments                   |                                                                                                                                                                                             |
| Wine Maker                                                       |                                                                                                                                                                                             |
| <b>Other Uses</b>                                                |                                                                                                                                                                                             |
| Accessory Use, Building, or Structure                            | No minimum                                                                                                                                                                                  |
| Adult Regulated Uses                                             | One (1) per 200 square feet of UFA                                                                                                                                                          |
| Auctions                                                         | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                   |
| Biofuel Production Facility – Option A                           | One (1) space per employee based on the largest typical daily work shift                                                                                                                    |
| Biofuel Production Facility – Option B                           |                                                                                                                                                                                             |
| Biofuel Production Facility – Capacity More Than 100,000 Gallons |                                                                                                                                                                                             |
| Essential Services                                               | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                   |
| Extraction Operations                                            | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                   |
| Mixed Use Building                                               | Cumulative minimum of required parking for the residential and non-residential land uses.                                                                                                   |
| Power Plant                                                      | One (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use.                                                   |
| Racetracks                                                       | 0.4 spaces per seat, based on total seating capacity                                                                                                                                        |
| Self-storage Facilities (Mini-Warehouse, Mini-Storage)           | 0.1 spaces per storage unit, plus required parking for any office or other uses.                                                                                                            |
| Solar Energy Facility – Direct Use                               | Provide adequate off-street parking for service trucks and any employees working on the site.                                                                                               |
| Solar Energy Facility – Primary Use                              |                                                                                                                                                                                             |
| Swimming Pools, Private                                          | No minimum                                                                                                                                                                                  |
| Wind Energy Conversion System On-Site                            | Provide adequate off-street parking for service trucks and any employees working on the site.                                                                                               |
| Wind Energy Conversion System, Utility Scale                     |                                                                                                                                                                                             |
| Wireless Communication Towers                                    |                                                                                                                                                                                             |

**PART TWENTY-THREE – Amendments to Section 11.3**

Section 11.3 (Definitions) is hereby amended to correct a typo by deleting the extra “of” in the definition of “Construction Sign.”

**PART TWENTY-FOUR – Amendments to Section 11.5**

Section 11.5 (Enforcement) is hereby amended to delete and replace the text of subsection 11.5.D. (Nonconforming Signs) in its entirety as follows.

[E. Nonconforming Signs. See Section 11.14.](#)

**PART TWENTY-FIVE – Amendments to Section 11.6**

Section 11.6 (General Provisions) is hereby amended to delete and replace the text of subsection 11.6.E. (Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings) in its entirety to correct regulatory conflicts in the requirements that apply to religious institutions and related facilities, and to amend the first paragraph of subsection 11.6.G. (Entranceway Signs) to add “public parks, conservation areas, (and) cemeteries” to the list of developments where entranceway signs are allowed, as follows.

- E. **Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings.** Signs for religious institutions, other institutional buildings, and public buildings shall be permitted subject to the same standards as other signs in the district in which the institution is located. However, a religious institution in [the AG \(Agricultural\) District or any residential zoning district](#) may erect signs for the purposes of: identification of the religious institutions or affiliated school, parsonage, or other facility; advertising the time or subject of services; or, presenting other related information. Such signs shall be subject to the following standards:
1. ~~Number. There shall be no more than one (1) sign per parcel, except on a corner parcel, two (2) signs; one (1) facing each street shall be permitted. One (1) additional sign shall be permitted for each school, parsonage, or other related facility.~~ [Building-Mounted Sign\(s\). The standards of Section 11.13.B. shall apply.](#)
  2. ~~Size. The maximum size of each such sign shall be twenty-four (24) square feet.~~  
[Freestanding or Ground Sign\(s\). The standards of Section 11.13.C. shall apply, except that the height shall not exceed 8.0 feet and the allowable sign area shall not exceed 48.0 square feet.](#) ~~3. Location. Signs shall comply with the setback requirements for the district in which they are located.~~ [The sign location shall also conform to Section 4.6 \(Clear Vision Triangle\) requirements.](#)
  3. ~~Height. The maximum height of such signs shall be six (6) feet.~~
  4. ~~3. Electronic Display Technology.~~ [Electronic changeable copy and electronic graphic display may be permitted on freestanding signs.](#)
- G. **Entranceway Signs.** Entranceway signs are permitted for the purposes of identifying the entrances to residential subdivisions or condominium developments, apartment complexes, mobile home parks, industrial subdivisions or condominium developments, office parks, [public parks, conservation areas, cemeteries,](#) and similar developments. Such signs shall comply with the following regulations:

**PART TWENTY-SIX – Amendments to Section 11.11, 11.12, and 11.13**

Sections 11.11 (Signs Permitted in the Business Districts), 11.12 (Signs Permitted in the Industrial Districts), and 11.13 (Signs Permitted in the Office Service District) are hereby amended to correct a regulatory conflict with the specific standards by type of sign in the subsection “B” tables that follow by deleting subsections 11.11.A.1., 11.12.A.1., and 11.13.A.1. (Number of Permanent Signs Permitted) in their entirety and re-numbering the remaining subsections accordingly.

**PART TWENTY-SEVEN – Add a new Section 11.14**

Section 11 (Signs) is hereby amended to add a new Section 11.14 entitled “Nonconforming Signs” as follows:

**Section 11.14 Nonconforming Signs.**

All existing, lawfully established and lawfully maintained signs that do not conform to the provisions of this Ordinance shall be allowed to continue as nonconforming signs until removed or altered, subject to the following limitations:

**A. Good Working Order.**

Nonconforming signs shall be maintained in accordance with the requirements for all signs specified in Section 11.7.A. (Construction Standards), to the maximum extent feasible. Nonconforming signs shall be maintained with all necessary structural and decorative components, including supports, sign frame, and electrical equipment. All sign copy areas shall be intact and illuminated signs shall be capable of immediate illumination.

**B. Servicing.**

Painting, servicing, cleaning or minor repairs to a nonconforming sign shall be permitted, provided that the sign is restored to its original design and all work is in compliance with the requirements for all signs specified in Section 11.7.A. (Construction Standards).

**C. Alterations.**

Alterations to nonconforming signs shall be prohibited, except as follows:

1. *Sign copy area.* The sign copy area of a nonconforming sign may be altered, including replacement of sign panels and changes to the sign copy, provided that the degree of nonconformity is not increased, and provided that any sign illumination is brought into compliance with the provisions of Section 11.7.B. (Illumination).
2. *Billboard signs.* A nonconforming billboard sign may be altered, including replacement of sign panels and changes to sign copy, provided that the sign area and height are not increased and provided that sign illumination is brought into compliance with the provisions of Section 11.7.B. (Illumination). A nonconforming billboard sign may be converted to an electronic message board, subject to the requirements of Section 11.06.F. (Electronic Display Technology).
3. *Sign frame or structural elements.* Alterations to the sign frame or structural elements of a nonconforming sign shall be permitted, subject to the following:
  - a. The sign shall be brought into compliance with the maximum sign height and sign area standards for the location and type of sign.
  - b. Where a sign is nonconforming with respect to a required setback, the existing sign's wiring and support structure(s) may be re-used, subject to the following:
    - i. The sign shall be located outside of any existing or planned road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities.
    - ii. The sign location shall conform to Section 4.6 (Clear Vision Triangle) requirements.
    - iii. The sign setback distance shall be maintained or increased by the allowable alterations.

**PART TWENTY-EIGHT – Amendments to Section 12.3**

Section 12.3 (Nonconforming Lots of Record) is hereby amended to delete and replace the text of subsection 12.3.C. (Nonconforming Contiguous Lots Under the Same Ownership) in its entirety to clarify the regulatory intent of this subsection, as follows:

- C. Nonconforming Contiguous Lots Under the Same Ownership.** If two or more lots with contiguous frontage in single ownership are of record at the time of adoption or amendment of this

Ordinance, and if all or part of the individual lots do not meet ~~the requirements established for lot width and area~~ all zoning district dimensional standards, the lots involved shall be considered to be an individual parcel for the purposes of this Ordinance. No portion of ~~said this~~ parcel shall be used, occupied, or sold in a manner which diminishes compliance with ~~lot width and area requirements~~ the zoning district dimensional standards established by this Ordinance, nor shall any division of ~~athis~~ parcel be made which creates a lot ~~with width or area less than the requirements stated in this Ordinance~~ that fails to satisfy all zoning district dimensional standards. These provisions shall not apply to contiguous lots in single ownership where each of the lots is occupied by an existing home.

### **PART TWENTY-NINE – Amendments to Section 14.1**

Section 14.1 (Administrative Procedures) is hereby amended to delete subsections 14.1.A.4. (Exception) in its entirety to eliminate a regulatory conflict with Section 7.5.

### **PART THIRTY – Amendments to Section 14.3**

Section 14.3 (Special Use Permits) is hereby deleted and replaced in its entirety to revise subsections B., E., F., H., I., J., L., and M. of this section to streamline the approval process by authorizing the Planning Commission to have final authority to approve or deny a special use permit application, as follows:

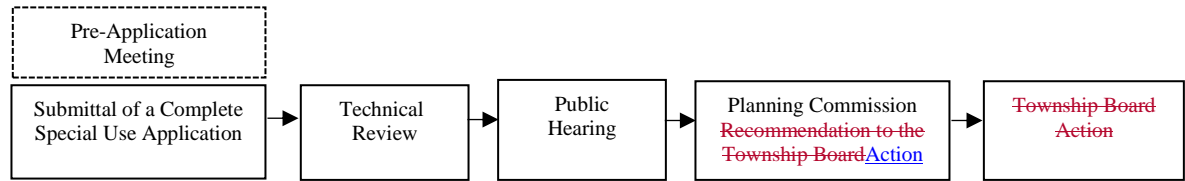
#### **B. Authority to Grant Permits.**

The ~~Township Board~~ Planning Commission shall have the authority to review special use applications, hold a public hearing, and grant special use permits, subject to such conditions of design and operation, safeguards, and time limitations as it may determine for all special uses specified in the various provisions of this Ordinance. ~~The Planning Commission shall have authority to review special use applications, hold a public hearing, and make recommendations to the Township Board.~~

#### **E. Application Information.**

The following minimum information shall be required with any application for special use permit approval:

1. The name, address, and contact information for the applicant, and the applicant's legal interest in the property. If the applicant is not the owner, the name, address, and contact information for the owner(s) and the signed consent of the owner(s) shall also be required.
2. Signature(s) of the applicant(s) and owner(s), certifying the accuracy of the information.
3. A legal description of the property, including street address(es) and tax code number(s).
4. A detailed description of the proposed use.
5. Supporting statements, evidence, data, information, and exhibits that address the standards and requirements of this Section and Ordinance that apply to the proposed use, applicable requirements and standards of this Ordinance or other Township ordinances, including standards for special use approval in subsection 14.3.J. ~~Subsection 14.3(H).~~
6. A survey drawing or plan view of the subject property drawn to a standard engineer's scale and correlated with the legal description and clearly showing the property's location, lot boundaries, road rights-of-way, easements, existing structures, fences, and other improvements. Where required per Section 14.2, a site plan shall satisfy this requirement.
7. Any other information determined necessary by the Township Planner or Planning Commission ~~or Township Board~~ to verify compliance with this Ordinance or other Township ordinances.



**Special Use Review Process**

**F. Review Procedures.**

Special use permit applications shall be submitted and reviewed in accordance with the following:

1. Submittal of a complete application. The application shall be made by filing one (1) completed and signed copy of the required application form, the required fee and any required escrow deposit, and eleven (11) paper copies and one (1) digital copy in .PDF format of the complete set of application materials at the Union Township Hall. Land uses and development projects subject to site plan approval shall be required to submit a complete site plan approval application per Section 14.2 for review in conjunction with this application.
2. Technical review. Prior to Planning Commission consideration, the application materials shall be distributed to the Township Planner for review and comment. The Township Planner or Planning Commission may also request comments from other Township departments, consultants or outside agencies with jurisdiction. Applications that are found by the Township to be incomplete or inaccurate shall be returned to the applicant without further consideration.
3. Public hearing. A public hearing shall be held by the Planning Commission for the application, with notice provided in accordance with Section 14.6.
4. Planning Commission review and ~~action recommendation~~. Following the hearing, the Planning Commission shall review the application materials, together with any reports and recommendations, and any public comments. The Planning Commission shall identify and evaluate all relevant factors, and shall then take action by motion to ~~approve recommend to the Township Board approval~~, ~~approval approve~~ with conditions, or ~~denial of deny~~ the special use permit application, or to postpone further consideration of the application to a date certain, as follows:
  - a. *Postponement.* Upon determination by the Planning Commission that the special use permit application is not sufficiently complete, failure of the applicant to attend the meeting, or upon request by the applicant, or additional information or clarification as requested by the Planning Commission, the Planning Commission may postpone further consideration of the application to a date certain.
  - b. *Approval, Conditional Approval, Denial.* Planning Commission ~~recommendations for approval, approval with conditions or denial of actions to approve, approve with conditions or deny~~ the application shall be based upon application compliance with all applicable standards of this Ordinance or other Township ordinances, including standards for special use approval in ~~subsection 14.3.J. Subsection 14.3(H).~~ Failure of the applicant to attend two (2) or more Planning Commission meetings where the application is being considered shall be grounds for the Planning Commission to ~~deny approval recommend denial to the Township Board~~.
  - c. ~~Recommendation to the Board.~~ ~~The Planning Commission's recommendations, all findings of fact and conclusions forming the basis for the recommendations, any recommended conditions of approval, and a copy of the reports and public hearing record shall be forwarded to the Township Clerk for inclusion on a future Township Board meeting agenda for final consideration and action.~~

~~5. Township Board action. Following receipt of the Planning Commission's recommendations, the Township Board shall review the application materials, reports, recommendations, and any public comments. The Township Board shall take action on the application to approve, approve with conditions, deny or postpone for future consideration, as follows:~~

~~a. Referral Back to Planning Commission. The Township Board may refer the request back to the Planning Commission for further review and recommendation regarding specified questions or issues of concern, prior to further Board action.~~

~~b. Approval, Conditional Approval. The application shall be approved if it is determined to comply with all applicable requirements and standards of this Ordinance or other Township ordinances, including standards for special use approval in Subsection 14.3(H). An application may be approved subject to certain conditions established in accordance with subsection 14.3(E).~~

~~c. Denial. The application shall be denied upon determination that it does not comply with one or more applicable requirements or standards of this Ordinance or other Township ordinances, including standards for special use approval in Subsection 14.3(H), or would require extensive modifications to fully comply. If a special use is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for such denial. Failure of the applicant to attend two (2) or more Township Board meetings where the application is being considered shall be grounds for denial.~~

**H. Written Record.** The ~~Township Board~~ Planning Commission shall include in its minutes its findings and conclusions, its decision, the basis for its decision, and any conditions imposed on an affirmative decision. Conditions imposed with respect to the approval shall be recorded in the record of the approval action and shall remain unchanged, except upon the mutual consent of the ~~Township Board~~ Planning Commission and the landowner as approved in accordance with this Section. The Township shall maintain a record of conditions that are changed.

**I. Re-application.** Whenever the ~~Township Board~~ Planning Commission has rejected an application, the Township shall not accept a new application for the same special use on the same premises for a period of 365 calendar days unless the Township Planner first determines that there is a substantial change in circumstances relevant to the issues or facts considered during review of the application; new or additional information is available that was not available at the time of the review; or the new application is materially different from the prior application.

**J. Standards for Special Use Approval.** No special use permit shall be granted unless the ~~Township Board~~ Planning Commission makes affirmative findings of fact and records adequate data, information, and evidence showing that:

1. The proposed land use is identified in Section 3 as a special use in the zoning district.
2. The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage, pollution or other adverse impacts.
3. The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.
4. The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.
5. The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.



**Draft Date: August 17, 2021**

6. Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.
  7. The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police and fire protection services, refuse disposal, municipal water or sewerage systems, other utilities, drainage facilities, and public or private wells. The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.
- L. Alteration and Expansion.** An approved special use permit, including all attached conditions, shall run with the parcel in the approval and shall remain unchanged except upon mutual consent of the ~~Township Board~~ Planning Commission and the landowner ~~after review and recommendation by the Planning Commission~~. Any alteration or expansion of an existing special use shall require approval of an amended special use permit. Approval of an amended special use permit shall be obtained by the same procedures set forth in this Section for obtaining approval of a new special use permit.
- M. Rescinding Special Use Permit Approval.** Approval of a special use permit may be rescinded by the ~~Township Board~~ Planning Commission upon determination that the use has not been improved, constructed or maintained in compliance with this Ordinance, approved permits, site plans or conditions of site plan or special use permit approval. Such action shall be subject to the following:
1. Public hearing. Such action may be taken only after a public hearing has been held by the Planning Commission with notice provided in accordance with Section 14.6, at which time the operator of the use or owner of an interest in the land or structure(s) for which special use permit approval was sought, or the owner's designated agent, shall be given an opportunity to present evidence in opposition to rescission. ~~Following the hearing, the Planning Commission shall make a report and recommendations to the Township Board.~~
  2. Determination. Subsequent to the hearing ~~and receipt of the Planning Commission report and recommendations~~, the decision of the ~~Township Board~~ Planning Commission with regard to the rescission shall be made and written notification provided to the owner, operator or designated agent.

### **PART THIRTY-ONE – Repeal**

All ordinances or parts of ordinances in conflict with the provisions of this amendatory ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this amendatory ordinance full force and effect.

### **PART THIRTY-TWO – Severability**

If any section, subsection, clause, phrase or portion of this amendatory ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

### **PART THIRTY-THREE – Publication**

The Clerk for the Charter Township of Union shall cause this amendatory ordinance to be published in the manner required by law.

**Draft Date: August 17, 2021**

**PART THIRTY-FOUR – Effective Date**

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, 2021, after initiation and a public hearing by the Planning Commission on \_\_\_\_\_, 2021 as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Township Board on \_\_\_\_\_, 2021 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on \_\_\_\_\_, 2021, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing amendatory ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

- (a) Voting in favor of the Ordinance: \_\_\_\_\_
- (b) Voting against adoption of the Ordinance: \_\_\_\_\_
- (c) Absent: \_\_\_\_\_ (d) Abstain: \_\_\_\_\_

I further certify that a notice of adoption of this amendatory ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Lisa Cody, Clerk

|                                                                                                                                          |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>To:</b> Board of Trustees                                                                                                             | <b>DATE:</b> October 18, 2021             |
| <b>FROM:</b> Mark Stuhldreher, Township Manager                                                                                          | <b>DATE FOR CONSIDERATION:</b> 10/27/2021 |
| <b>ACTIONS REQUESTED:</b> To approve the updated East DDA District Tax Increment Revenue Sharing Agreement with the Township and County. |                                           |

Current Action  Emergency   
Funds Budgeted: If Yes  Account #  No  N/A

**BACKGROUND INFORMATION**

Under Public Act 57 of 2018 (Recodification Tax Increment Financing Act), the East and West DDA districts capture tax increment revenues from the Charter Township of Union and Isabella County, which are the affected taxing jurisdictions. Section 214(4) of Act 57 authorizes the EDA Board to enter into agreements with affected taxing jurisdictions to share a portion of the tax increments of the East DDA District. For close to ten years, an agreement has been in place between the EDA Board and these taxing jurisdictions for this purpose. Under the agreement currently in effect, 25% of the tax increment revenues captured by the East DDA District is disbursed each year to the Township and County through a voluntary agreement with these taxing jurisdictions.

The current agreement is set to expire with the expiration of the current East DDA District development and tax increment financing plans on December 31, 2021. With the proposed extension of the East DDA District and anticipated adoption of updated development and tax increment financing plans that includes a proposed expansion of the District boundaries, there is a corresponding need to update this tax increment revenue sharing agreement.

The primary purpose of the proposed expansion area A (as depicted on the Exhibit A map of the expanded District attached to the proposed agreement), is to give the East DDA District responsibility over the full extent of this existing industrial area so that funding can be efficiently targeted for economic development purposes by improving the road network. The intent of the proposed expansion area B is similar, but focused on potential neighborhood improvements for this existing residential area that is surrounded by the existing District on three sides. The remaining expansion areas are small additions and involve parcels which are already benefitting from the East DDA District that surrounds them. In all cases, the proposed expansion areas are not anticipated to produce significant tax increment revenue for many years.

The updated agreement would maintain the existing tax increment revenue sharing arrangement for the original Development Area in the East DDA District. For proposed expansion areas, the percentage of tax increment shared with the affected taxing jurisdictions is proposed to be set at 100%. This arrangement reflects discussions between Township and County officials, and the County's concerns to avoid any potential loss of tax revenues from an expanded East DDA District.

On 8/17/2021, the EDA Board took an initial action to approve the proposed agreement. To become effective, the agreement would also need approval from the taxing jurisdictions. A copy of the current agreement is attached for reference, along with the proposed agreement document.

**JUSTIFICATION**

Continuation of the tax increment revenue sharing agreement and updating it to reflect the anticipated expansion of the East DDA District are necessary to help facilitate the extension of the DDA Districts and associated development and tax increment financing plans beyond their current expiration date of 12/31/2021.

**BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed (from Policy 1.0: Global End):

- 1. **Community well-being and common good**
- 6. **Commerce**

Sharing a percentage of the tax increment revenues captured by the East DDA District would support a sustainable community (1.0) and will help to facilitate extension of the DDA Districts beyond the end of 2021 so that the EDA Board can continue to work to support commerce in the DDA districts (1.6).

**COSTS**

The agreement will continue existing percentages of tax increment revenue sharing for the original Development Area, so revenues currently captured by the East DDA will not be affected.

**PROJECT TIMETABLE**

If approved by all parties, the updated agreement would go into effect on January 1, 2022. It is anticipated that the Isabella County Board of Commissioners will have the updated agreement on their November 16, 2021 regular meeting agenda for consideration and action.

**RESOLUTION**

Approve the updated East DDA District Tax Increment Revenue Sharing Agreement with the Township and County.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

- Yes:
- No:
- Absent:

**TAX INCREMENT REVENUE SHARING AGREEMENT  
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the Charter Township of Union East Downtown Development Authority District (“EDDA”) at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, being an authority created pursuant to Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230), and the County of Isabella (“County”) at 200 N. Main Street, Mt. Pleasant, Michigan, being a Michigan political subdivision, and the Charter Township of Union (“Township”) at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, being a Michigan political subdivision.

WITNESSETH:

WHEREAS, the parties desire to avail themselves of MCL 125.4214(4), which authorizes the EDDA to enter into agreements with the taxing jurisdictions in which the development area is located to share a portion of the tax increments of the district;

WHEREAS, the EDDA development and tax increment financing plans provide for the capture of tax increment revenues from the taxing jurisdictions within the EDDA development area; and

WHEREAS, pursuant to the terms and conditions set forth herein, the EDDA has agreed that a portion of the captured tax increment revenues shall be shared with the County and Township.

NOW THEREFORE, in consideration of the mutual promises and the covenants of the respective parties hereto, it is hereby agreed by and between the EDDA, Township, and County as follows:

1. **TAXING ENTITIES:** The County and Township shall be collectively referred to herein as the “Taxing Entities.”
2. **TERM:** The term of this agreement shall begin on January 1, 2022 and continue through December 31, 2041 or until the expiration of the EDDA or associated development or tax increment financing plans, whichever is sooner.
3. **THE DISTRICT:** The East DDA District is made up of the original Development Area established pursuant to the development plan approved at the time the District was created, plus expansion areas A, B, and C1 through C4 as depicted on Exhibit A map of the East DDA District that is hereby incorporated into and made part of this agreement.
4. **REVENUE SHARING FROM THE EXPANSION AREAS:** One Hundred Percent (100%) of the tax increment revenues captured from the expansion areas A, B, and C1 through C4 as depicted on Exhibit A map of the East DDA District shall be allocated and disbursed to the respective Taxing Entities. The captured tax increment revenues shall be determined based on the Taxing Entities' respective annual allocated and voted millage assessments.
5. **REVENUE SHARING FROM THE ORIGINAL DEVELOPMENT AREA:** Seventy-Five Percent (75%) of the tax increment revenues captured from the original Development Area established pursuant to the development plan approved at the time the District was created shall be allocated and disbursed to the EDDA, and Twenty-Five Percent (25%) of the tax increment revenues captured from the Development Area pursuant to the Plan

**TAX INCREMENT REVENUE SHARING AGREEMENT  
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

shall be allocated and disbursed to the respective Taxing Entities. The captured tax increment revenues shall be determined based on the Taxing Entities' respective annual allocated and voted millage assessments.

6. ADDITIONAL PROVISIONS:

- a. The parties shall cause and direct that the tax collecting treasurer distribute the captured tax increment revenues to the EDDA and respective Taxing Entities in accordance with the allocations set forth in this agreement.
- b. The parties agree that notwithstanding the terms of this agreement, the Taxing Entities shall have no claim against, and shall not be entitled to any refund or repayment of, any portion of the tax increment revenues previously captured and disbursed to the EDDA, and that it is the parties' intent that the allocation of captured tax increment revenues specified hereunder is prospective only and not in any manner retroactive.
- c. This agreement does not constitute a waiver or consent by the Taxing Entities to any future modification, expansion or extension of the EDDA or associated development or tax increment financing plans. The Taxing Entities shall be provided notice prior to such a modification, expansion or extension in accordance with the requirements of Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230).

7. REPEAL OF PREVIOUS AGREEMENTS: This agreement replaces any and all previous agreements on this subject entered into by the parties as of the January 1, 2022 effective date of this agreement.

**TAX INCREMENT REVENUE SHARING AGREEMENT  
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

IN WITNESS THEREOF, the parties hereto have executed this agreement the day and date first written above.

**ISABELLA COUNTY**

\_\_\_\_\_  
James H. Horton II, Board of Commissioners Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Margaret McAvoy, Administrator/Controller

\_\_\_\_\_  
Date

**CHARTER TOWNSHIP OF UNION**

\_\_\_\_\_  
Bryan Mielke, Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Cody, Clerk

\_\_\_\_\_  
Date

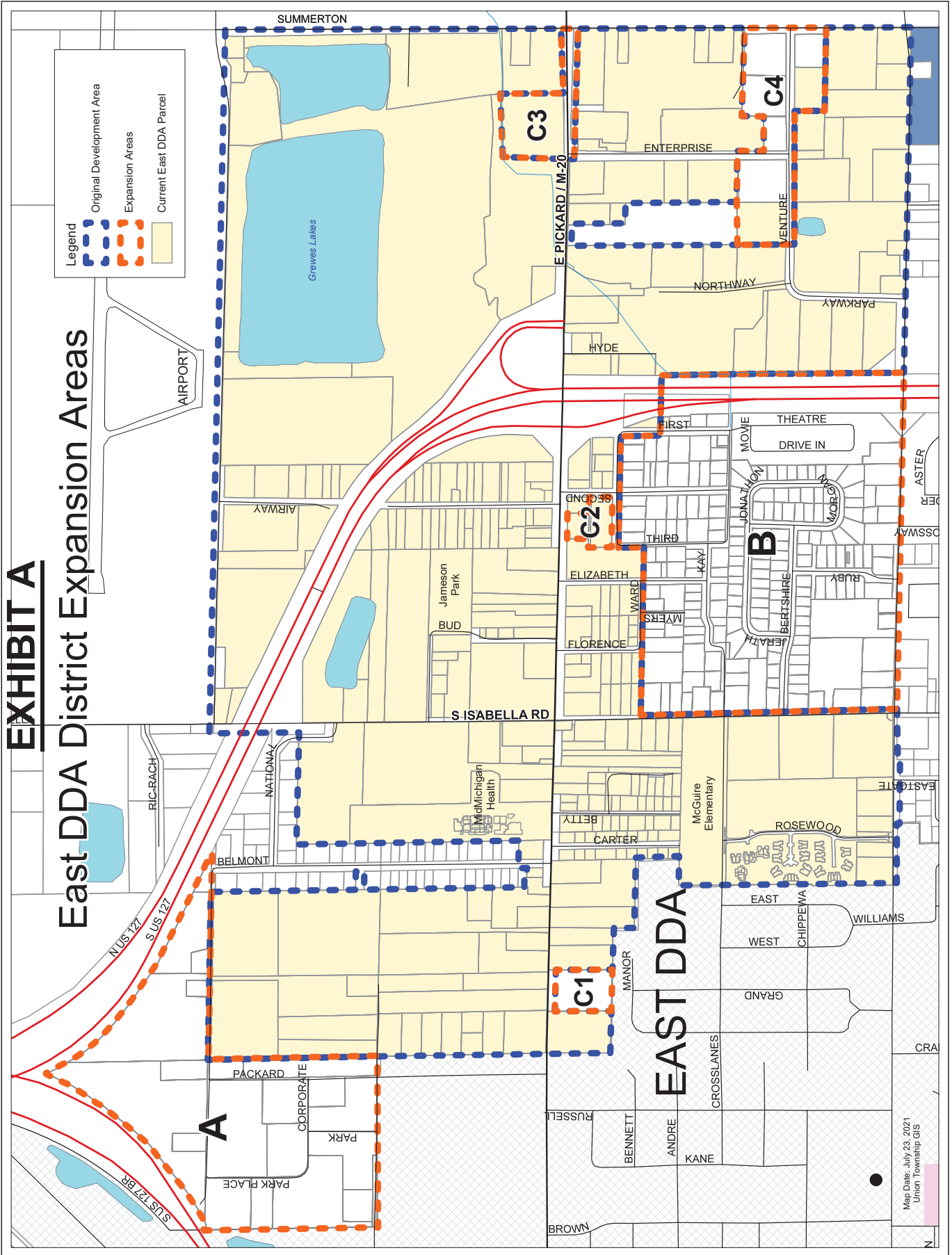
**CHARTER TOWNSHIP OF UNION EAST DOWNTOWN DEVELOPMENT AUTHORITY**

\_\_\_\_\_  
Thomas Kequom  
Economic Development Authority Board Chairperson

\_\_\_\_\_  
Date

# EXHIBIT A

## East DDA District Expansion Areas



Map Date: July 23, 2021  
 Union Township GIS



## TAX INCREMENT REVENUE SHARING AGREEMENT

This Tax Increment Revenue Sharing Agreement (“Agreement”), entered into this 11th day of June, 2014, by and between the Union Township East Downtown Development Authority (“EDDA”) a downtown development authority, of 2010 S. Lincoln, Mt. Pleasant, Michigan, and the County of Isabella, a Michigan political subdivision (“County”) of 200 N. Main Street, Mt. Pleasant, Michigan, and the Charter Township of Union, a Michigan political subdivision, (“Township”) of 2010 S. Lincoln, Mt. Pleasant, Michigan (the County and Township being collectively referred to herein as the “Taxing Entities”),

WHEREAS, the parties desire to avail themselves of MCL 125.1664(4), which authorizes taxing entities to enter into tax sharing agreements for a tax increment financing plan;

WHEREAS, the existing plan of the EDDA provides for the capture of the “tax increment revenues” from the Development Area as defined in the Tax Increment Finance and Development Plan of the EDDA, as renewed and amended (“Plan”); and

WHEREAS, pursuant to the terms and conditions set forth herein, the EDDA has agreed that a portion of the captured tax increment revenues shall be allocated to the Taxing Entities.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties hereto it is agreed as follows:

1. Effective as of June 30, 2014, and continuing through December 31, 2021 (“Term”), Seventy-Five Percent (75%) of the tax increment revenues captured from the Development Area pursuant to the Plan shall be allocated and disbursed to the EDDA, and Twenty-Five Percent (25%) of the tax increment revenues captured from the Development Area pursuant to the Plan shall be allocated and disbursed to the respective Taxing Entities. Said portion allocated to the Taxing Entities shall be divided in proportion to the property taxes levied against those properties within the Development Area over which the respective Taxing Entities have jurisdiction. The captured tax increment revenues shall be determined based on the Taxing Entities’ respective annual allocated and voted millage assessments.

2. The parties shall cause and direct that the tax collecting treasurer distribute the tax increment revenues captured from the Development Area pursuant to the Plan to the EDDA and respective Taxing Entities in accordance with the allocations set forth herein.

3. The parties agree that notwithstanding the terms of this Agreement, the Taxing Entities shall have no claim against, and shall not be entitled to any refund or repayment of, any portion of the tax increment revenues previously captured and disbursed to the EDDA, and that it is the parties’ intent that the allocation of captured tax increment revenues specified hereunder is prospective only and not in any manner retroactive.

4. The EDDA shall provide notice prior to any modification and/or extension of the Plan as required by MCL 125.1664 and MCL 125.1668. In addition to the statutory notice requirements, the EDDA agrees to notify the County at least 90 days prior to any planned

modification and/or extension of the Plan. This Agreement does not constitute a waiver or consent to any future modification and/or expansion of the existing Plan by the Taxing Entities.

5. This Agreement sets forth the entire agreement of the parties' understanding regarding the matters identified herein. There are no other oral or written understandings. This Agreement replaces any and all previous agreements on this subject entered into by the parties and may only be amended upon mutual written agreement, approved by the legislative bodies, of all parties.

6. The parties hereto each acknowledge that they have been involved in the drafting and preparation of this Agreement and said parties agree that it accurately reflects the intent and understanding of the parties and that if there is any dispute over the meaning or intent of any of the provisions of this Agreement there shall be no presumption that one party or the other drafted or prepared this document.

By signing below, representatives of each respective legislative body hereby attest that the legislative body he or she represents duly approved this Agreement and authorized its execution.

**EDDA**

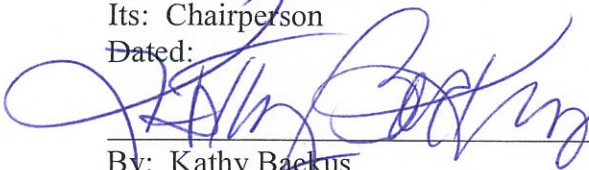
**COUNTY**



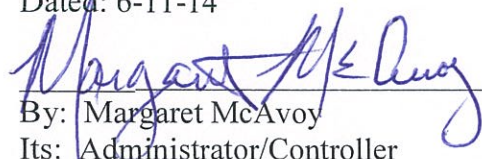
By: Tom Kequom  
Its: Chairperson  
Dated:



By: George Green  
Its: Chairperson  
Dated: 6-11-14

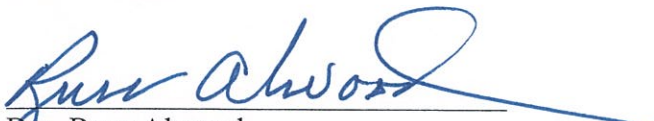


By: Kathy Baekus  
Its: Secretary  
Dated:



By: Margaret McAvoy  
Its: Administrator/Controller  
Dated: 6-11-14

**TOWNSHIP**



By: Russ Alwood  
Its: Supervisor  
Dated: 6-11 -14



By: Brian Smith  
Its: Manager  
Dated: 6-11-14



To: Township Board of Trustees  
From: Sherrie Teall, Finance Director  
Subject: Policy Governance Review  
Date: October 20, 2021

Policy Review: 2.5 Financial Condition and Activities  
Type of Review: Internal  
Review Interval: Quarterly  
Review Month: September, 2021

### **Policy Wording**

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

2.5.1 Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

2.5.1 .1 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

2.5.2 Use any long-term reserves except for purposes and amounts specifically released by the Board.

2.5.3 Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

2.5.4 Fail to settle payroll and debts in a timely manner.

2.5.5 Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

2.5.6 Make a single unbudgeted emergency purchase or commitment, to maintain township operations, of greater than \$10,000 for the Township Hall and/or \$50,000 for the water and sewer systems.

2.5.7 Make a single purchase or commitment of greater than \$10,000. Purchases over \$5,000 shall not be made without timely notification to the Board.

2.5.8 Acquire, encumber or dispose of real property.

2.5.9 Fail to aggressively pursue receivables after a reasonable grace period.

2.5.10 Fail to maintain an adequate level of cash flow.

### **Manager Interpretation**

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore, all tax payments to other governmental entities are paid according to state statute, payroll is paid bi-weekly, and accounts payable invoices are processed and ready for board approval as soon as they are received, verified, and coded for payment.

### **Justification for Reasonability**

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

### **Data**

- Expenditures support Global Ends Policies
- No new debts were acquired in the 3rd Quarter 2021
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in July, August, & September 2021
- All payroll taxes and benefits were paid on schedule
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of without approval by the Board of Trustees
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

### **Compliance**

In compliance with policy as stated.

| ACCOUNT DESCRIPTION                          | END BALANCE         |            | 2021<br>AMENDED BUDGET | YTD BALANCE         |            | % BDGT<br>USED |
|----------------------------------------------|---------------------|------------|------------------------|---------------------|------------|----------------|
|                                              | NORMAL              | (ABNORMAL) |                        | NORMAL              | (ABNORMAL) |                |
| Fund 101 - GENERAL FUND                      |                     |            |                        |                     |            |                |
| Dept 000 - NONE                              |                     |            |                        |                     |            |                |
| 402.000 CURRENT PROPERTY TAX                 | 312,582.63          |            | 314,000.00             | 313,852.47          |            | 99.95          |
| 402.001 PROPERTY TAX REFUNDS-MTT             | (1,066.05)          |            | (5,000.00)             | (801.57)            |            | 16.03          |
| 402.002 PILOT TAX                            | 3,218.79            |            | 3,000.00               | 0.01                |            | 0.00           |
| 420.000 DELQ PERSONAL PROPERTY TAXES         | 247.34              |            | 1,000.00               | 104.26              |            | 10.43          |
| 425.000 MOBILE HOME PARK TAX                 | 2,646.50            |            | 2,400.00               | 1,480.50            |            | 61.69          |
| 445.000 INTEREST ON TAXES                    | 601.68              |            | 100.00                 | 1,046.38            |            | 1,046.38       |
| 446.000 3% OR 4% PENALTY ON TAX              | 3,948.19            |            | 4,000.00               | 4,179.30            |            | 104.48         |
| 447.000 ADMIN FEE-PROPERTY TAX               | 150,107.98          |            | 150,000.00             | 132,112.09          |            | 88.07          |
| 447.001 ADMIN FEES-REFUNDS MTT BOR           | (565.15)            |            | (4,000.00)             | (387.62)            |            | 9.69           |
| 447.050 ADMIN FEE-STATE EDUC TAX(SET)        | 7,752.50            |            | 7,700.00               | 7,762.50            |            | 100.81         |
| 447.100 ADMIN FEE-PRIOR YEARS                | 209.98              |            | 0.00                   | 202.21              |            | 100.00         |
| 475.000 CABLE FRANCHISE FEES                 | 115,509.98          |            | 109,000.00             | 82,565.87           |            | 75.75          |
| 476.000 BUILDING PERMITS                     | 78,412.59           |            | 50,000.00              | 38,907.00           |            | 77.81          |
| 477.000 RENTAL INSPECTION FEES               | 83,357.00           |            | 89,000.00              | 94,565.00           |            | 106.25         |
| 479.000 ZONING PERMITS                       | 9,300.00            |            | 18,000.00              | 19,375.00           |            | 107.64         |
| 528.000 OTHER FEDERAL GRANTS                 | 6,570.86            |            | 0.00                   | 0.00                |            | 0.00           |
| 573.000 STATE AID REVENUE-LCSA               | 2,039.64            |            | 2,500.00               | 2,702.21            |            | 108.09         |
| 574.000 STATE REVENUE SHARING                | 1,182,364.00        |            | 1,180,000.00           | 656,191.00          |            | 55.61          |
| 574.100 LIQUOR STATE REVENUE SHARING         | 11,814.00           |            | 11,700.00              | 11,359.15           |            | 97.09          |
| 574.200 METRO ACT REVENUE SHARING-LCSA       | 8,205.36            |            | 8,200.00               | 8,228.20            |            | 100.34         |
| 576.000 STATE GRANTS-SPECIAL ELECTION REIMB  | 13,189.45           |            | 29,075.00              | 29,084.06           |            | 100.03         |
| 580.100 CONTRIBUTION FROM CITY               | 1,407.23            |            | 0.00                   | 0.00                |            | 0.00           |
| 582.000 CONTRIBUTION FROM TRIBE              | 165,669.94          |            | 290,567.00             | 92,226.97           |            | 31.74          |
| 583.000 CONTRIBUTION FROM EDA FOR PROJECTS   | 0.00                |            | 221,000.00             | 19,714.91           |            | 8.92           |
| 584.000 CONTRIBUTION FROM SCHOOL SYSTEM      | 2,098.70            |            | 0.00                   | 0.00                |            | 0.00           |
| 609.000 CONSTR PLAN REVIEW FEES              | 3,425.00            |            | 0.00                   | 0.00                |            | 0.00           |
| 613.000 APPLICATION FEES                     | 0.00                |            | 500.00                 | 0.00                |            | 0.00           |
| 626.000 COPIES                               | 10.00               |            | 0.00                   | 0.00                |            | 0.00           |
| 628.000 LAND DIVISIONS/CONDO CONV            | 1,400.00            |            | 1,500.00               | 400.00              |            | 26.67          |
| 630.000 WEED ABATEMENT SERVICES              | 1,223.25            |            | 1,000.00               | 760.25              |            | 76.03          |
| 651.000 USE FEES-BASEBALL FIELDS             | 0.00                |            | 1,600.00               | 1,590.00            |            | 99.38          |
| 655.000 FINES & FORFEITURES                  | 502.50              |            | 800.00                 | 456.50              |            | 57.06          |
| 665.000 INTEREST EARNED                      | 99,110.20           |            | 36,800.00              | 20,755.07           |            | 56.40          |
| 667.000 RENT - JAMESON HALL                  | 1,075.00            |            | 0.00                   | 0.00                |            | 0.00           |
| 667.100 RENT - McDONALD PARK PAVILION        | 264.00              |            | 1,500.00               | 1,332.00            |            | 88.80          |
| 667.200 RENT - JAMESON PAVILION              | 120.00              |            | 1,500.00               | 1,296.00            |            | 86.40          |
| 667.300 LEASES                               | 900.00              |            | 900.00                 | 900.00              |            | 100.00         |
| 671.000 OTHER REVENUE                        | 22,184.53           |            | 30,000.00              | 18,547.08           |            | 61.82          |
| 672.400 REVENUE-STREET LIGHTS SPEC ASSESS    | 15,821.36           |            | 18,000.00              | 7,297.78            |            | 40.54          |
| 673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | 0.00                |            | 500.00                 | 0.00                |            | 0.00           |
| 674.000 PRIVATE CONTRIBUTIONS & DONATIONS    | 10,416.75           |            | 0.00                   | 0.00                |            | 0.00           |
| 687.000 REFUNDS & REBATES                    | 1,653.75            |            | 0.00                   | 0.00                |            | 0.00           |
| <b>Net - Dept 000 - NONE</b>                 | <b>2,317,729.48</b> |            | <b>2,576,842.00</b>    | <b>1,567,804.58</b> |            |                |
| Dept 101 - TRUSTEES                          |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     | 30,230.56           |            | 30,115.00              | 22,038.36           |            | 73.18          |
| 707.000 PER MEETING                          | 1,725.00            |            | 4,000.00               | 2,800.00            |            | 70.00          |
| 709.000 EMPLR FICA CONTR                     | 1,965.60            |            | 2,108.00               | 1,540.00            |            | 73.06          |
| 711.000 EMPLR MEDICARE CONTR                 | 459.67              |            | 493.00                 | 360.18              |            | 73.06          |
| 724.000 WORKER'S COMP                        | 60.07               |            | 60.00                  | 20.74               |            | 34.57          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  | 3,507.50            |            | 4,310.00               | 3,507.50            |            | 81.38          |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT | 133.40              |            | 500.00                 | 0.00                |            | 0.00           |
| 900.000 PRINTING & PUBLISHING                | 167.50              |            | 600.00                 | 0.00                |            | 0.00           |
| 910.000 PROFESSIONAL DEVELOPMENT             | 1,482.55            |            | 5,100.00               | 915.00              |            | 17.94          |
| 910.100 SEMINAR LODGING                      | 0.00                |            | 2,500.00               | 237.85              |            | 9.51           |
| 910.200 SEMINAR MEALS                        | 0.00                |            | 500.00                 | 141.82              |            | 28.36          |
| 915.000 MEMBERSHIP & DUES                    | 16,337.82           |            | 16,400.00              | 16,109.85           |            | 98.23          |
| 955.000 MISC.                                | 0.00                |            | 500.00                 | 311.00              |            | 62.20          |
| <b>Net - Dept 101 - TRUSTEES</b>             | <b>(56,069.67)</b>  |            | <b>(67,186.00)</b>     | <b>(47,982.30)</b>  |            |                |
| Dept 171 - SUPERVISOR                        |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     | 14,376.35           |            | 6,250.00               | 4,591.41            |            | 73.46          |
| 707.000 PER MEETING                          | 425.00              |            | 1,000.00               | 500.00              |            | 50.00          |
| 709.000 EMPLR FICA CONTR                     | 917.65              |            | 450.00                 | 315.73              |            | 70.16          |
| 711.000 EMPLR MEDICARE CONTR                 | 214.72              |            | 105.00                 | 73.91               |            | 70.39          |
| 724.000 WORKER'S COMP                        | 29.26               |            | 150.00                 | 8.03                |            | 5.35           |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT | 0.00                |            | 350.00                 | 0.00                |            | 0.00           |
| 910.000 PROFESSIONAL DEVELOPMENT             | 0.00                |            | 1,000.00               | 0.00                |            | 0.00           |
| 910.100 SEMINAR LODGING                      | 0.00                |            | 750.00                 | 0.00                |            | 0.00           |
| 910.200 SEMINAR MEALS                        | 0.00                |            | 200.00                 | 0.00                |            | 0.00           |
| 915.000 MEMBERSHIP & DUES                    | 0.00                |            | 275.00                 | 0.00                |            | 0.00           |

| ACCOUNT DESCRIPTION                          | END BALANCE  |            | YTD BALANCE  |              | % BDGT USED |
|----------------------------------------------|--------------|------------|--------------|--------------|-------------|
|                                              | NORMAL       | (ABNORMAL) | NORMAL       | (ABNORMAL)   |             |
| Fund 101 - GENERAL FUND                      |              |            |              |              |             |
| Net - Dept 171 - SUPERVISOR                  | (15,962.98)  |            | (10,530.00)  | (5,489.08)   |             |
| Dept 172 - TWP MANAGER                       |              |            |              |              |             |
| 702.000 SALARIES & WAGES                     | 35,024.51    |            | 34,850.00    | 25,533.36    | 73.27       |
| 702.600 CAR ALLOWANCE                        | 3,000.00     |            | 3,000.00     | 2,250.00     | 75.00       |
| 708.000 UNEMPLOYMENT                         | 54.33        |            | 150.00       | 40.36        | 26.91       |
| 709.000 EMPLR FICA CONTR                     | 2,338.18     |            | 2,321.00     | 1,694.43     | 73.00       |
| 711.000 EMPLR MEDICARE CONTR                 | 546.86       |            | 543.00       | 396.35       | 72.99       |
| 716.000 EMPLR RETIREMENT CONTR               | 3,419.46     |            | 3,404.00     | 2,480.18     | 72.86       |
| 718.500 HEALTH INSURANCE                     | 7,600.57     |            | 7,821.00     | 6,224.54     | 79.59       |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          | (291.41)     |            | (317.00)     | (235.22)     | 74.20       |
| 719.000 DENTAL INSURANCE                     | 169.78       |            | 175.00       | 138.95       | 79.40       |
| 719.800 VISION INSURANCE                     | 131.83       |            | 129.00       | 38.74        | 30.03       |
| 719.900 VISION INS-EE CONTRIBUTIONS          | (66.01)      |            | (64.00)      | (19.39)      | 30.30       |
| 724.000 WORKER'S COMP                        | 144.13       |            | 121.00       | 84.03        | 69.45       |
| 725.000 LIFE & DISABILITY BENEFIT            | 133.75       |            | 150.00       | 100.40       | 66.93       |
| 752.000 OFFICE SUPPLIES                      | 0.00         |            | 300.00       | 39.21        | 13.07       |
| 767.000 UNIFORMS                             | 74.00        |            | 0.00         | 0.00         | 0.00        |
| 791.000 SUBSCRIPTIONS & PUBLICATIONS         | 838.40       |            | 800.00       | 280.45       | 35.06       |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  | 0.00         |            | 0.00         | 161.95       | 100.00      |
| 852.000 CONTRIBUTION TO CABLE CONSORTIUM     | 46,204.00    |            | 45,800.00    | 22,226.35    | 48.53       |
| 880.000 COMMUNITY PROMOTION                  | 5,600.00     |            | 7,000.00     | 5,000.00     | 71.43       |
| 900.000 PRINTING & PUBLISHING                | 4,221.70     |            | 0.00         | 0.00         | 0.00        |
| 910.000 PROFESSIONAL DEVELOPMENT             | 139.37       |            | 1,000.00     | 0.00         | 0.00        |
| 910.100 SEMINAR LODGING                      | 0.00         |            | 500.00       | 0.00         | 0.00        |
| 910.200 SEMINAR MEALS                        | 0.00         |            | 100.00       | 0.00         | 0.00        |
| 915.000 MEMBERSHIP & DUES                    | 75.00        |            | 600.00       | 150.00       | 25.00       |
| 955.000 MISC.                                | 671.50       |            | 300.00       | 84.50        | 28.17       |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE     | 0.00         |            | 500.00       | 0.00         | 0.00        |
| Net - Dept 172 - TWP MANAGER                 | (110,029.95) |            | (109,183.00) | (66,669.19)  |             |
| Dept 191 - ACCOUNTING/GEN ADMIN              |              |            |              |              |             |
| 702.000 SALARIES & WAGES                     | 99,197.47    |            | 123,600.00   | 73,465.71    | 59.44       |
| 702.500 OVERTIME                             | 4,730.75     |            | 5,000.00     | 2,916.88     | 58.34       |
| 705.000 LEAVE TIME PAYOUT                    | 0.00         |            | 0.00         | 656.04       | 100.00      |
| 708.000 UNEMPLOYMENT                         | 510.08       |            | 1,050.00     | 459.14       | 43.73       |
| 709.000 EMPLR FICA CONTR                     | 6,068.79     |            | 8,000.00     | 4,560.19     | 57.00       |
| 711.000 EMPLR MEDICARE CONTR                 | 1,421.05     |            | 1,800.00     | 1,066.59     | 59.26       |
| 716.000 EMPLR RETIREMENT CONTR               | 8,360.99     |            | 11,600.00    | 6,878.79     | 59.30       |
| 718.500 HEALTH INSURANCE                     | 35,405.36    |            | 54,700.00    | 33,370.60    | 61.01       |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          | (3,068.13)   |            | (5,465.00)   | (3,231.81)   | 59.14       |
| 719.000 DENTAL INSURANCE                     | 2,229.47     |            | 3,515.00     | 2,115.55     | 60.19       |
| 719.800 VISION INSURANCE                     | 510.73       |            | 825.00       | 491.28       | 59.55       |
| 719.900 VISION INS-EE CONTRIBUTIONS          | (255.42)     |            | (411.00)     | (230.94)     | 56.19       |
| 724.000 WORKER'S COMP                        | 379.24       |            | 411.00       | 231.27       | 56.27       |
| 725.000 LIFE & DISABILITY BENEFIT            | 448.29       |            | 933.00       | 320.99       | 34.40       |
| 752.000 OFFICE SUPPLIES                      | 2,523.75     |            | 2,000.00     | 1,877.95     | 93.90       |
| 767.000 UNIFORMS                             | 200.00       |            | 200.00       | 98.25        | 49.13       |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  | 1,131.00     |            | 1,200.00     | 1,300.00     | 108.33      |
| 801.020 EXTERNAL AUDIT                       | 16,950.00    |            | 17,100.00    | 16,100.00    | 94.15       |
| 850.000 COMMUNICATIONS                       | 161.46       |            | 0.00         | (12.99)      | 100.00      |
| 851.000 MAIL/POSTAGE                         | 6,235.20     |            | 6,000.00     | 6,947.50     | 115.79      |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT | 240.82       |            | 500.00       | 163.29       | 32.66       |
| 900.000 PRINTING & PUBLISHING                | 1,458.80     |            | 1,500.00     | 2,796.60     | 186.44      |
| 910.000 PROFESSIONAL DEVELOPMENT             | 1,786.74     |            | 2,000.00     | 589.00       | 29.45       |
| 910.100 SEMINAR LODGING                      | 0.00         |            | 1,500.00     | 0.00         | 0.00        |
| 910.200 SEMINAR MEALS                        | 0.00         |            | 200.00       | 0.00         | 0.00        |
| 915.000 MEMBERSHIP & DUES                    | 515.00       |            | 800.00       | 522.25       | 65.28       |
| 955.000 MISC.                                | 0.00         |            | 100.00       | 8.50         | 8.50        |
| 955.001 BANK FEES                            | 69.00        |            | 240.00       | 132.00       | 55.00       |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE     | 3,685.06     |            | 1,000.00     | 0.00         | 0.00        |
| 980.100 NEW COMPUTER HARDWARE & SOFTWARE     | 564.75       |            | 500.00       | 0.00         | 0.00        |
| Net - Dept 191 - ACCOUNTING/GEN ADMIN        | (191,460.25) |            | (240,398.00) | (153,592.63) |             |
| Dept 215 - CLERK                             |              |            |              |              |             |
| 702.000 SALARIES & WAGES                     | 35,097.01    |            | 30,014.00    | 21,843.39    | 72.78       |
| 702.500 OVERTIME                             | 472.50       |            | 0.00         | 0.00         | 0.00        |
| 707.000 PER MEETING                          | 175.00       |            | 2,000.00     | 0.00         | 0.00        |
| 709.000 EMPLR FICA CONTR                     | 2,216.16     |            | 1,800.00     | 1,354.29     | 75.24       |
| 711.000 EMPLR MEDICARE CONTR                 | 518.31       |            | 421.00       | 316.72       | 75.23       |
| 724.000 WORKER'S COMP                        | 88.27        |            | 56.00        | 43.39        | 77.48       |
| 752.000 OFFICE SUPPLIES                      | 848.92       |            | 500.00       | 35.88        | 7.18        |
| 754.000 OPERATING SUPPLIES                   | 881.67       |            | 500.00       | 4.44         | 0.89        |

User: SHERRIE

PERIOD ENDING 09/30/2021

DB: Union

% Fiscal Year Completed: 74.79

| ACCOUNT DESCRIPTION                                       | END BALANCE         |            | 2021<br>AMENDED BUDGET | YTD BALANCE         |            | % BDGT<br>USED |
|-----------------------------------------------------------|---------------------|------------|------------------------|---------------------|------------|----------------|
|                                                           | NORMAL              | (ABNORMAL) |                        | NORMAL              | (ABNORMAL) |                |
| <b>Fund 101 - GENERAL FUND</b>                            |                     |            |                        |                     |            |                |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSMNT                | 275.83              |            | 600.00                 | 0.00                |            | 0.00           |
| 900.000 PRINTING & PUBLISHING                             | 3,943.92            |            | 2,500.00               | 2,087.18            |            | 83.49          |
| 910.000 PROFESSIONAL DEVELOPMENT                          | 0.00                |            | 1,000.00               | 0.00                |            | 0.00           |
| 910.100 SEMINAR LODGING                                   | 0.00                |            | 750.00                 | 0.00                |            | 0.00           |
| 910.200 SEMINAR MEALS                                     | 0.00                |            | 200.00                 | 0.00                |            | 0.00           |
| 915.000 MEMBERSHIP & DUES                                 | 66.00               |            | 150.00                 | 0.00                |            | 0.00           |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE                  | 3,415.00            |            | 500.00                 | 0.00                |            | 0.00           |
| <b>Net - Dept 215 - CLERK</b>                             | <b>(47,998.59)</b>  |            | <b>(40,991.00)</b>     | <b>(25,685.29)</b>  |            |                |
| <b>Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY</b> |                     |            |                        |                     |            |                |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES               | 37,695.87           |            | 51,480.00              | 33,453.69           |            | 64.98          |
| 950.000 HARDWARE REPLACEMENTS                             | 4,327.60            |            | 7,000.00               | 1,076.47            |            | 15.38          |
| <b>Net - Dept 228 - DATA PROCESSING, INFORMATION</b>      | <b>(42,023.47)</b>  |            | <b>(58,480.00)</b>     | <b>(34,530.16)</b>  |            |                |
| <b>Dept 253 - TREASURER</b>                               |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                                  | 21,514.01           |            | 24,102.00              | 15,653.99           |            | 64.95          |
| 707.000 PER MEETING                                       | 150.00              |            | 500.00                 | 50.00               |            | 10.00          |
| 709.000 EMPLR FICA CONTR                                  | 1,343.17            |            | 1,525.00               | 973.65              |            | 63.85          |
| 711.000 EMPLR MEDICARE CONTR                              | 314.13              |            | 357.00                 | 227.71              |            | 63.78          |
| 724.000 WORKER'S COMP                                     | 42.64               |            | 44.00                  | 24.61               |            | 55.93          |
| 752.000 OFFICE SUPPLIES                                   | 179.70              |            | 1,000.00               | 791.51              |            | 79.15          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES               | 1,500.18            |            | 1,000.00               | 0.00                |            | 0.00           |
| 851.000 MAIL/POSTAGE                                      | 3,805.99            |            | 4,000.00               | 1,949.34            |            | 48.73          |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSMNT                | 0.00                |            | 250.00                 | 0.00                |            | 0.00           |
| 910.000 PROFESSIONAL DEVELOPMENT                          | 148.00              |            | 1,000.00               | 75.00               |            | 7.50           |
| 910.100 SEMINAR LODGING                                   | 0.00                |            | 750.00                 | 0.00                |            | 0.00           |
| 910.200 SEMINAR MEALS                                     | 0.00                |            | 200.00                 | 0.00                |            | 0.00           |
| 915.000 MEMBERSHIP & DUES                                 | 75.00               |            | 50.00                  | 0.00                |            | 0.00           |
| 955.000 MISC.                                             | 0.00                |            | 200.00                 | 0.00                |            | 0.00           |
| 980.100 NEW COMPUTER HARDWARE & SOFTWARE                  | 0.00                |            | 500.00                 | 474.99              |            | 95.00          |
| <b>Net - Dept 253 - TREASURER</b>                         | <b>(29,072.82)</b>  |            | <b>(35,478.00)</b>     | <b>(20,220.80)</b>  |            |                |
| <b>Dept 257 - ASSESSOR</b>                                |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                                  | 42,156.49           |            | 0.00                   | 0.00                |            | 0.00           |
| 702.700 LONGEVITY PAY                                     | 1,040.08            |            | 0.00                   | 0.00                |            | 0.00           |
| 705.000 LEAVE TIME PAYOUT                                 | 15,105.95           |            | 0.00                   | 0.00                |            | 0.00           |
| 707.000 PER DIEM                                          | 3,250.00            |            | 4,125.00               | 1,375.00            |            | 33.33          |
| 708.000 UNEMPLOYMENT                                      | 153.00              |            | 0.00                   | 0.00                |            | 0.00           |
| 709.000 EMPLR FICA CONTR                                  | 3,733.83            |            | 256.00                 | 85.25               |            | 33.30          |
| 711.000 EMPLR MEDICARE CONTR                              | 873.24              |            | 60.00                  | 19.95               |            | 33.25          |
| 716.000 EMPLR RETIREMENT CONTR                            | 4,505.73            |            | 0.00                   | 0.00                |            | 0.00           |
| 718.500 HEALTH INSURANCE                                  | 10,360.98           |            | 0.00                   | 0.00                |            | 0.00           |
| 718.700 HEALTH INS-EE CONTRIBUTIONS                       | (416.57)            |            | 0.00                   | 0.00                |            | 0.00           |
| 719.000 DENTAL INSURANCE                                  | 218.52              |            | 0.00                   | 0.00                |            | 0.00           |
| 719.800 VISION INSURANCE                                  | 80.64               |            | 0.00                   | 0.00                |            | 0.00           |
| 719.900 VISION INS-EE CONTRIBUTIONS                       | (40.32)             |            | 0.00                   | 0.00                |            | 0.00           |
| 724.000 WORKER'S COMP                                     | 438.32              |            | 13.00                  | 4.25                |            | 32.69          |
| 725.000 LIFE & DISABILITY BENEFIT                         | 133.70              |            | 0.00                   | 0.00                |            | 0.00           |
| 754.000 OPERATING SUPPLIES                                | 353.93              |            | 1,050.00               | 0.00                |            | 0.00           |
| 759.000 GAS/FUEL                                          | 25.03               |            | 0.00                   | 0.00                |            | 0.00           |
| 767.000 UNIFORMS                                          | 67.00               |            | 0.00                   | 0.00                |            | 0.00           |
| 791.000 SUBSCRIPTIONS & PUBLICATIONS                      | 150.00              |            | 400.00                 | 0.00                |            | 0.00           |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES               | 48,272.00           |            | 110,000.00             | 107,925.00          |            | 98.11          |
| 850.000 COMMUNICATIONS                                    | 1,074.17            |            | 1,500.00               | 382.14              |            | 25.48          |
| 851.000 MAIL/POSTAGE                                      | 1,729.00            |            | 2,000.00               | 1,493.29            |            | 74.66          |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSMNT                | 404.72              |            | 0.00                   | 0.00                |            | 0.00           |
| 900.000 PRINTING & PUBLISHING                             | 2,307.16            |            | 1,500.00               | 852.75              |            | 56.85          |
| 910.000 PROFESSIONAL DEVELOPMENT                          | 50.00               |            | 0.00                   | 143.00              |            | 100.00         |
| 915.000 MEMBERSHIP & DUES                                 | 375.00              |            | 0.00                   | 0.00                |            | 0.00           |
| 955.000 MISC.                                             | 233.11              |            | 500.00                 | 0.00                |            | 0.00           |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE                  | 0.00                |            | 3,500.00               | 1,360.00            |            | 38.86          |
| <b>Net - Dept 257 - ASSESSOR</b>                          | <b>(136,634.71)</b> |            | <b>(124,904.00)</b>    | <b>(113,640.63)</b> |            |                |
| <b>Dept 262 - ELECTIONS</b>                               |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                                  | 1,130.88            |            | 1,000.00               | 143.20              |            | 14.32          |
| 702.500 OVERTIME                                          | 352.72              |            | 0.00                   | 0.00                |            | 0.00           |
| 708.000 UNEMPLOYMENT                                      | 2.09                |            | 20.00                  | 0.00                |            | 0.00           |
| 709.000 EMPLR FICA CONTR                                  | 115.66              |            | 60.00                  | 8.04                |            | 13.40          |
| 711.000 EMPLR MEDICARE CONTR                              | 27.05               |            | 20.00                  | 1.88                |            | 9.40           |
| 712.000 ELECTION WORKERS                                  | 17,795.50           |            | 8,000.00               | 5,192.50            |            | 64.91          |

| ACCOUNT DESCRIPTION                            | END BALANCE         |            | 2021<br>AMENDED BUDGET | YTD BALANCE        |            | % BDGT<br>USED |
|------------------------------------------------|---------------------|------------|------------------------|--------------------|------------|----------------|
|                                                | NORMAL              | (ABNORMAL) |                        | NORMAL             | (ABNORMAL) |                |
| <b>Fund 101 - GENERAL FUND</b>                 |                     |            |                        |                    |            |                |
| 716.000 EMPLR RETIREMENT CONTR                 | 133.53              |            | 100.00                 | 12.89              |            | 12.89          |
| 718.500 HEALTH INSURANCE                       | 699.22              |            | 200.00                 | 61.36              |            | 30.68          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS            | (96.47)             |            | 0.00                   | (13.16)            |            | 100.00         |
| 719.000 DENTAL INSURANCE                       | 45.81               |            | 1.00                   | 4.39               |            | 439.00         |
| 719.800 VISION INSURANCE                       | 12.85               |            | 0.00                   | 0.54               |            | 100.00         |
| 719.900 VISION INS-EE CONTRIBUTIONS            | (6.42)              |            | 0.00                   | (0.27)             |            | 100.00         |
| 724.000 WORKER'S COMP                          | 18.88               |            | 20.00                  | 2.98               |            | 14.90          |
| 725.000 LIFE & DISABILITY BENEFIT              | 14.40               |            | 0.00                   | 1.65               |            | 100.00         |
| 754.000 OPERATING SUPPLIES                     | 11,412.27           |            | 7,000.00               | 6,664.74           |            | 95.21          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES    | 10,729.20           |            | 6,000.00               | 4,368.75           |            | 72.81          |
| 851.000 MAIL/POSTAGE                           | 2,658.55            |            | 4,000.00               | 2,315.65           |            | 57.89          |
| 900.000 PRINTING & PUBLISHING                  | 1,423.00            |            | 1,600.00               | 0.00               |            | 0.00           |
| 910.000 PROFESSIONAL DEVELOPMENT               | 79.41               |            | 300.00                 | 0.00               |            | 0.00           |
| 955.000 MISC.                                  | 0.00                |            | 400.00                 | 0.00               |            | 0.00           |
| <b>Net - Dept 262 - ELECTIONS</b>              | <b>(46,548.13)</b>  |            | <b>(28,721.00)</b>     | <b>(18,765.14)</b> |            |                |
| <b>Dept 265 - TWP HALL &amp; GROUNDS</b>       |                     |            |                        |                    |            |                |
| 702.000 SALARIES & WAGES                       | 1,079.33            |            | 0.00                   | 925.77             |            | 100.00         |
| 708.000 UNEMPLOYMENT                           | 7.80                |            | 0.00                   | 3.89               |            | 100.00         |
| 709.000 EMPLR FICA CONTR                       | 65.57               |            | 0.00                   | 55.98              |            | 100.00         |
| 711.000 EMPLR MEDICARE CONTR                   | 15.34               |            | 0.00                   | 13.11              |            | 100.00         |
| 716.000 EMPLR RETIREMENT CONTR                 | 97.12               |            | 0.00                   | 83.31              |            | 100.00         |
| 718.500 HEALTH INSURANCE                       | 478.66              |            | 0.00                   | 280.96             |            | 100.00         |
| 718.700 HEALTH INS-EE CONTRIBUTIONS            | (4.38)              |            | 0.00                   | (27.71)            |            | 100.00         |
| 719.000 DENTAL INSURANCE                       | 22.64               |            | 0.00                   | 10.81              |            | 100.00         |
| 719.800 VISION INSURANCE                       | 0.73                |            | 0.00                   | 0.71               |            | 100.00         |
| 719.900 VISION INS-EE CONTRIBUTIONS            | (0.37)              |            | 0.00                   | (0.35)             |            | 100.00         |
| 724.000 WORKER'S COMP                          | 21.20               |            | 0.00                   | 11.62              |            | 100.00         |
| 725.000 LIFE & DISABILITY BENEFIT              | 1.14                |            | 0.00                   | 5.22               |            | 100.00         |
| 754.000 OPERATING SUPPLIES                     | 6,352.98            |            | 6,000.00               | 3,667.06           |            | 61.12          |
| 776.100 HALL CLEANING                          | 8,770.28            |            | 11,050.00              | 6,930.12           |            | 62.72          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES    | 19,648.87           |            | 20,500.00              | 5,244.74           |            | 25.58          |
| 850.000 COMMUNICATIONS                         | 2,959.79            |            | 3,000.00               | 2,430.76           |            | 81.03          |
| 890.000 SAFETY                                 | 1,026.78            |            | 1,000.00               | 641.16             |            | 64.12          |
| 917.000 WATER & SEWER CHARGES                  | 602.10              |            | 700.00                 | 501.25             |            | 71.61          |
| 920.000 ELECTRIC/NATURAL GAS                   | 10,222.84           |            | 12,000.00              | 8,102.42           |            | 67.52          |
| 930.001 MAINT-EQUIPMENT                        | 0.00                |            | 500.00                 | 61.76              |            | 12.35          |
| 930.200 MAINT-GROUNDS                          | 317.00              |            | 500.00                 | 92.95              |            | 18.59          |
| 930.300 MAINT-BUILDINGS                        | 4,632.86            |            | 3,500.00               | 1,737.77           |            | 49.65          |
| 934.500 MAINT. AGREEMENT ON EQUIPMENT          | 0.00                |            | 2,600.00               | 1,299.36           |            | 49.98          |
| 935.000 PROPERTY/LIABILITY INSURANCE           | 11,477.08           |            | 13,500.00              | 10,134.21          |            | 75.07          |
| 940.100 POSTAGE METER LEASE                    | 1,842.39            |            | 2,000.00               | 1,388.25           |            | 69.41          |
| 955.000 MISC.                                  | 17.56               |            | 200.00                 | 74.98              |            | 37.49          |
| <b>Net - Dept 265 - TWP HALL &amp; GROUNDS</b> | <b>(69,655.31)</b>  |            | <b>(77,050.00)</b>     | <b>(43,670.11)</b> |            |                |
| <b>Dept 266 - LEGAL/ATTORNEY</b>               |                     |            |                        |                    |            |                |
| 826.000 LEGAL FEES                             | 94,773.06           |            | 95,000.00              | 65,910.90          |            | 69.38          |
| 826.500 LEGAL FEES-ASSESSOR                    | 27,294.97           |            | 7,262.00               | 24,865.20          |            | 342.40         |
| <b>Net - Dept 266 - LEGAL/ATTORNEY</b>         | <b>(122,068.03)</b> |            | <b>(102,262.00)</b>    | <b>(90,776.10)</b> |            |                |
| <b>Dept 371 - BUILDING</b>                     |                     |            |                        |                    |            |                |
| 702.000 SALARIES & WAGES                       | 94,233.13           |            | 127,734.00             | 82,258.31          |            | 64.40          |
| 702.500 OVERTIME                               | 2,713.92            |            | 2,300.00               | 1,013.28           |            | 44.06          |
| 708.000 UNEMPLOYMENT                           | 306.00              |            | 1,190.00               | 300.49             |            | 25.25          |
| 709.000 EMPLR FICA CONTR                       | 5,633.75            |            | 7,640.00               | 4,863.69           |            | 63.66          |
| 711.000 EMPLR MEDICARE CONTR                   | 1,317.57            |            | 1,787.00               | 1,137.49           |            | 63.65          |
| 716.000 EMPLR RETIREMENT CONTR                 | 8,714.92            |            | 11,703.00              | 7,494.39           |            | 64.04          |
| 718.500 HEALTH INSURANCE                       | 43,034.79           |            | 58,540.00              | 39,207.38          |            | 66.98          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS            | (4,231.43)          |            | (6,435.00)             | (4,170.20)         |            | 64.80          |
| 719.000 DENTAL INSURANCE                       | 3,052.26            |            | 4,175.00               | 2,781.20           |            | 66.62          |
| 719.800 VISION INSURANCE                       | 610.45              |            | 965.00                 | 519.06             |            | 53.79          |
| 719.900 VISION INS-EE CONTRIBUTIONS            | (305.22)            |            | (483.00)               | (259.36)           |            | 53.70          |
| 724.000 WORKER'S COMP                          | 529.28              |            | 609.00                 | 365.14             |            | 59.96          |
| 725.000 LIFE & DISABILITY BENEFIT              | 632.52              |            | 913.00                 | 486.09             |            | 53.24          |
| 752.000 OFFICE SUPPLIES                        | 856.79              |            | 900.00                 | 848.82             |            | 94.31          |
| 754.000 OPERATING SUPPLIES                     | 575.00              |            | 500.00                 | 441.39             |            | 88.28          |
| 759.000 GAS/FUEL                               | 505.25              |            | 1,000.00               | 434.48             |            | 43.45          |
| 767.000 UNIFORMS                               | 150.75              |            | 200.00                 | 0.00               |            | 0.00           |
| 775.100 VEHICLE CLEANING                       | 0.00                |            | 125.00                 | 0.00               |            | 0.00           |
| 791.000 SUBSCRIPTIONS & PUBLICATIONS           | 126.75              |            | 500.00                 | 0.00               |            | 0.00           |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES    | 89,863.96           |            | 69,000.00              | 43,591.72          |            | 63.18          |
| 850.000 COMMUNICATIONS                         | 750.66              |            | 800.00                 | 668.34             |            | 83.54          |



| ACCOUNT DESCRIPTION                          | END BALANCE |                     | 2021<br>AMENDED BUDGET | YTD BALANCE         |            | % BDGT<br>USED |
|----------------------------------------------|-------------|---------------------|------------------------|---------------------|------------|----------------|
|                                              | NORMAL      | (ABNORMAL)          |                        | NORMAL              | (ABNORMAL) |                |
| <b>Fund 101 - GENERAL FUND</b>               |             |                     |                        |                     |            |                |
| 851.000 MAIL/POSTAGE                         |             | 14.70               | 35.00                  | 0.00                |            | 0.00           |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT |             | 0.00                | 100.00                 | 0.00                |            | 0.00           |
| 880.000 COMMUNITY PROMOTION                  |             | 0.00                | 600.00                 | 0.00                |            | 0.00           |
| 900.000 PRINTING & PUBLISHING                |             | 3,018.17            | 3,000.00               | 1,795.32            |            | 59.84          |
| 910.000 PROFESSIONAL DEVELOPMENT             |             | 49.37               | 5,000.00               | 710.00              |            | 14.20          |
| 910.100 SEMINAR LODGING                      |             | 0.00                | 500.00                 | 160.32              |            | 32.06          |
| 910.200 SEMINAR MEALS                        |             | 39.53               | 750.00                 | 0.00                |            | 0.00           |
| 915.000 MEMBERSHIP & DUES                    |             | 1,051.00            | 1,100.00               | 1,125.00            |            | 102.27         |
| 930.000 VEHICLE REPAIRS & MAINTENANCE        |             | 442.21              | 900.00                 | 794.47              |            | 88.27          |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE     |             | 0.00                | 3,000.00               | 3,085.00            |            | 102.83         |
| 980.100 NEW COMPUTER HARDWARE & SOFTWARE     |             | 1,758.98            | 3,000.00               | 429.97              |            | 14.33          |
| <b>Net - Dept 371 - BUILDING</b>             |             | <b>(255,445.06)</b> | <b>(301,648.00)</b>    | <b>(190,081.79)</b> |            |                |
| <b>Dept 441 - PUBLIC WORKS</b>               |             |                     |                        |                     |            |                |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  |             | 18,360.81           | 14,000.00              | 0.00                |            | 0.00           |
| 920.000 STREET LIGHTING                      |             | 23,641.58           | 23,000.00              | 19,035.51           |            | 82.76          |
| 962.000 DRAINS AT LARGE                      |             | 26,667.61           | 29,000.00              | 28,195.30           |            | 97.23          |
| 967.000 CONTRIBUTIONS TO ROAD COMMISSION     |             | 65,367.96           | 792,200.00             | 451,843.62          |            | 57.04          |
| 970.100 SIDEWALKS AND NON MOTORIZED PATHS    |             | 209,767.31          | 120,840.00             | 0.00                |            | 0.00           |
| <b>Net - Dept 441 - PUBLIC WORKS</b>         |             | <b>(343,805.27)</b> | <b>(979,040.00)</b>    | <b>(499,074.43)</b> |            |                |
| <b>Dept 701 - PLANNING</b>                   |             |                     |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     |             | 138,196.95          | 142,550.00             | 108,890.69          |            | 76.39          |
| 707.000 PER DIEM                             |             | 9,557.00            | 20,955.00              | 5,093.00            |            | 24.30          |
| 708.000 UNEMPLOYMENT                         |             | 334.53              | 950.00                 | 255.78              |            | 26.92          |
| 709.000 EMPLR FICA CONTR                     |             | 8,627.96            | 9,800.00               | 6,610.46            |            | 67.45          |
| 711.000 EMPLR MEDICARE CONTR                 |             | 2,017.80            | 2,300.00               | 1,545.98            |            | 67.22          |
| 716.000 EMPLR RETIREMENT CONTR               |             | 12,031.45           | 12,720.00              | 9,340.16            |            | 73.43          |
| 718.500 HEALTH INSURANCE                     |             | 41,321.15           | 46,850.00              | 35,361.23           |            | 75.48          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          |             | (4,068.31)          | (5,148.00)             | (3,753.18)          |            | 72.91          |
| 719.000 DENTAL INSURANCE                     |             | 2,920.26            | 3,340.00               | 2,503.08            |            | 74.94          |
| 719.800 VISION INSURANCE                     |             | 353.76              | 772.00                 | 265.32              |            | 34.37          |
| 719.900 VISION INS-EE CONTRIBUTIONS          |             | (176.88)            | (386.00)               | (132.66)            |            | 34.37          |
| 724.000 WORKER'S COMP                        |             | 803.29              | 671.00                 | 447.65              |            | 66.71          |
| 725.000 LIFE & DISABILITY BENEFIT            |             | 592.00              | 800.00                 | 538.20              |            | 67.28          |
| 752.000 OFFICE SUPPLIES                      |             | 945.58              | 1,000.00               | 157.05              |            | 15.71          |
| 759.000 GAS/FUEL                             |             | 0.00                | 600.00                 | 0.00                |            | 0.00           |
| 767.000 UNIFORMS                             |             | 94.50               | 200.00                 | 49.00               |            | 24.50          |
| 791.000 SUBSCRIPTIONS & PUBLICATIONS         |             | 0.00                | 265.00                 | 153.00              |            | 57.74          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  |             | 12,044.67           | 21,000.00              | 2,361.86            |            | 11.25          |
| 804.000 CONTRIBUTION TO LOCAL AIRPORT        |             | 0.00                | 10,000.00              | 10,000.00           |            | 100.00         |
| 850.000 COMMUNICATIONS                       |             | 0.00                | 700.00                 | 439.92              |            | 62.85          |
| 851.000 MAIL/POSTAGE                         |             | 0.00                | 150.00                 | 0.00                |            | 0.00           |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT |             | 178.26              | 600.00                 | 146.72              |            | 24.45          |
| 900.000 PRINTING & PUBLISHING                |             | 11,109.05           | 5,000.00               | 3,718.08            |            | 74.36          |
| 910.000 PROFESSIONAL DEVELOPMENT             |             | 2,268.37            | 5,000.00               | 2,440.00            |            | 48.80          |
| 910.100 SEMINAR LODGING                      |             | 0.00                | 400.00                 | 475.70              |            | 118.93         |
| 910.200 SEMINAR MEALS                        |             | 0.00                | 600.00                 | 25.00               |            | 4.17           |
| 915.000 MEMBERSHIP & DUES                    |             | 925.00              | 1,600.00               | 792.50              |            | 49.53          |
| 955.000 MISC.                                |             | 90.00               | 250.00                 | 21.00               |            | 8.40           |
| <b>Net - Dept 701 - PLANNING</b>             |             | <b>(240,166.39)</b> | <b>(283,539.00)</b>    | <b>(187,745.54)</b> |            |                |
| <b>Dept 751 - PARKS &amp; RECREATION</b>     |             |                     |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     |             | 17,851.13           | 33,153.00              | 15,957.06           |            | 48.13          |
| 702.500 OVERTIME                             |             | 595.53              | 2,500.00               | 1,583.49            |            | 63.34          |
| 708.000 UNEMPLOYMENT                         |             | 88.14               | 918.00                 | 169.65              |            | 18.48          |
| 709.000 EMPLR FICA CONTR                     |             | 1,250.12            | 2,650.00               | 1,807.21            |            | 68.20          |
| 711.000 EMPLR MEDICARE CONTR                 |             | 292.31              | 615.00                 | 422.67              |            | 68.73          |
| 712.000 TEMPORARY LABOR                      |             | 2,912.88            | 9,360.00               | 12,578.50           |            | 134.39         |
| 716.000 EMPLR RETIREMENT CONTR               |             | (1,600.31)          | 2,675.00               | 1,578.65            |            | 59.01          |
| 718.500 HEALTH INSURANCE                     |             | 9,480.76            | 18,735.00              | 8,807.30            |            | 47.01          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          |             | (1,075.93)          | (2,575.00)             | (1,003.15)          |            | 38.96          |
| 719.000 DENTAL INSURANCE                     |             | 661.14              | 1,338.00               | 609.66              |            | 45.57          |
| 719.800 VISION INSURANCE                     |             | 155.84              | 309.00                 | 136.93              |            | 44.31          |
| 719.900 VISION INS-EE CONTRIBUTIONS          |             | (77.90)             | (154.00)               | (68.45)             |            | 44.45          |
| 724.000 WORKER'S COMP                        |             | 501.74              | 954.00                 | 618.31              |            | 64.81          |
| 725.000 LIFE & DISABILITY BENEFIT            |             | 165.55              | 280.00                 | 122.60              |            | 43.79          |
| 754.000 OPERATING SUPPLIES                   |             | 1,271.97            | 3,500.00               | 4,102.94            |            | 117.23         |
| 759.000 GAS/FUEL                             |             | 402.24              | 1,500.00               | 1,318.08            |            | 87.87          |
| 767.000 UNIFORMS                             |             | 71.51               | 500.00                 | 353.75              |            | 70.75          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  |             | 5,285.10            | 9,200.00               | 3,187.77            |            | 34.65          |
| 890.000 SAFETY                               |             | 359.38              | 2,000.00               | 27.00               |            | 1.35           |

| ACCOUNT DESCRIPTION                            | END BALANCE |                     | YTD BALANCE |                     | % BDGT USED  |
|------------------------------------------------|-------------|---------------------|-------------|---------------------|--------------|
|                                                | NORMAL      | (ABNORMAL)          | NORMAL      | (ABNORMAL)          |              |
| Fund 101 - GENERAL FUND                        |             |                     |             |                     |              |
| 900.000 PRINTING & PUBLISHING                  |             | 126.75              |             | 240.00              | 48.00        |
| 910.000 PROFESSIONAL DEVELOPMENT               |             | 0.00                |             | 0.00                | 0.00         |
| 917.000 WATER & SEWER CHARGES                  |             | 4,894.95            |             | 4,998.99            | 66.65        |
| 920.000 ELECTRIC/NATURAL GAS                   |             | 2,858.35            |             | 2,635.47            | 42.17        |
| 930.000 REPAIRS                                |             | 0.00                |             | 0.00                | 0.00         |
| 930.001 MAINT-EQUIPMENT                        |             | 661.69              |             | 1,336.11            | 133.61       |
| 930.200 MAINT-GROUNDS                          |             | 9,113.75            |             | 8,770.09            | 73.08        |
| 930.250 MAINT-DOG PARK                         |             | 1,789.00            |             | 1,300.00            | 32.50        |
| 930.300 MAINT-BUILDINGS                        |             | 391.65              |             | 1,366.26            | 91.08        |
| 933.000 MAINT-VEHICLES                         |             | 108.60              |             | 45.00               | 9.00         |
| 955.000 MISC.                                  |             | 0.00                |             | 0.00                | 0.00         |
| 977.000 NEW EQUIPMENT PURCHASE                 |             | 1,246.64            |             | 6,626.04            | 52.17        |
| <b>Net - Dept 751 - PARKS &amp; RECREATION</b> |             | <b>(59,782.58)</b>  |             | <b>(79,627.93)</b>  |              |
| Dept 901 - CAPITAL OUTLAY                      |             |                     |             |                     |              |
| 976.299 CAPITAL OUTLAY-ELECTION EQUIPMENT      |             | 35,428.51           |             | 0.00                | 0.00         |
| 976.302 CAPITAL OUTLAY-TOWNSHIP HALL           |             | 12,129.00           |             | 17,536.00           | 20.04        |
| 976.303 CAPITAL OUTLAY-PROPERTY                |             | 7,379.85            |             | 2,321.31            | 5.73         |
| 976.304 CAPITAL OUTLAY-PLAYGROUND EQUIPMENT    |             | 20,066.44           |             | 0.00                | 0.00         |
| 976.306 CAPITAL OUTLAY-PARKS DEPT              |             | 25,473.22           |             | 130,360.14          | 57.30        |
| <b>Net - Dept 901 - CAPITAL OUTLAY</b>         |             | <b>(100,477.02)</b> |             | <b>(150,217.45)</b> |              |
| Dept 910 - DEBT SERVICE-LEASES                 |             |                     |             |                     |              |
| 991.500 LEASE PAYABLE PRINCIPAL                |             | 12,397.08           |             | 3,250.00            | 100.00       |
| 992.500 LEASE PAYABLE INTEREST                 |             | 892.08              |             | 72.29               | 96.39        |
| <b>Net - Dept 910 - DEBT SERVICE-LEASES</b>    |             | <b>(13,289.16)</b>  |             | <b>(3,322.29)</b>   |              |
| <b>Fund 101 - GENERAL FUND:</b>                |             |                     |             |                     |              |
| <b>TOTAL REVENUES</b>                          |             | <b>2,317,729.48</b> |             | <b>1,567,804.58</b> | <b>60.84</b> |
| <b>TOTAL EXPENDITURES</b>                      |             | <b>1,880,489.39</b> |             | <b>1,731,090.86</b> | <b>58.62</b> |
| <b>NET OF REVENUES &amp; EXPENDITURES</b>      |             | <b>437,240.09</b>   |             | <b>(163,286.28)</b> | <b>43.38</b> |

| ACCOUNT DESCRIPTION                          | END BALANCE         |            | YTD BALANCE         |                     | % BDGT USED |
|----------------------------------------------|---------------------|------------|---------------------|---------------------|-------------|
|                                              | NORMAL              | (ABNORMAL) | NORMAL              | (ABNORMAL)          |             |
| Fund 206 - FIRE FUND                         |                     |            |                     |                     |             |
| Dept 000 - NONE                              |                     |            |                     |                     |             |
| 402.000 CURRENT REAL PROPERTY TAX            | 624,888.05          |            | 708,000.00          | 705,999.47          | 99.72       |
| 402.001 PROPERTY TAX REFUNDS-MTT             | (2,132.11)          |            | (10,000.00)         | (1,803.58)          | 18.04       |
| 402.002 PILOT TAX                            | 7,242.29            |            | 6,200.00            | 0.00                | 0.00        |
| 402.100 PRIOR YEARS PROPERTY TAXES           | 0.00                |            | (200.00)            | 0.00                | 0.00        |
| 420.000 DELQ PERSONAL PROPERTY TAXES         | 494.71              |            | 500.00              | 214.22              | 42.84       |
| 445.000 INTEREST ON TAXES                    | 53.10               |            | 300.00              | 33.59               | 11.20       |
| 543.000 STATE GRANT-PUBLIC SAFETY            | 11,794.94           |            | 12,000.00           | 0.00                | 0.00        |
| 573.000 STATE AID REVENUE-LCSA               | 4,079.28            |            | 5,400.00            | 5,404.43            | 100.08      |
| 600.200 FIRE PROTECTION - EDDA               | 70,484.04           |            | 105,100.00          | 81,150.00           | 77.21       |
| 600.300 FIRE PROTECTION - WDDA               | 52,067.68           |            | 59,000.00           | 59,515.99           | 100.87      |
| 665.000 INTEREST EARNED                      | 16,799.54           |            | 5,600.00            | 3,102.84            | 55.41       |
| 671.000 OTHER REVENUE                        | 0.00                |            | 54,100.00           | 54,090.00           | 99.98       |
| 673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | 30,000.00           |            | 0.00                | 0.00                | 0.00        |
| <b>Net - Dept 000 - NONE</b>                 | <b>815,771.52</b>   |            | <b>946,000.00</b>   | <b>907,706.96</b>   |             |
| Dept 336 - FIRE DEPARTMENT                   |                     |            |                     |                     |             |
| 702.000 SALARIES & WAGES                     | 2,520.40            |            | 0.00                | 338.12              | 100.00      |
| 709.000 EMPLR FICA CONTR                     | 142.35              |            | 0.00                | 19.58               | 100.00      |
| 711.000 EMPLR MEDICARE CONTR                 | 33.32               |            | 0.00                | 4.58                | 100.00      |
| 716.000 EMPLR RETIREMENT CONTR               | 226.84              |            | 0.00                | 30.43               | 100.00      |
| 718.500 HEALTH INSURANCE                     | 1,261.11            |            | 0.00                | 99.44               | 100.00      |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          | (210.72)            |            | 0.00                | (21.34)             | 100.00      |
| 719.000 DENTAL INSURANCE                     | 43.50               |            | 0.00                | 7.11                | 100.00      |
| 719.800 VISION INSURANCE                     | 13.37               |            | 0.00                | 1.88                | 100.00      |
| 719.900 VISION INS-EE CONTRIBUTIONS          | (6.67)              |            | 0.00                | (0.94)              | 100.00      |
| 724.000 WORKER'S COMP                        | 52.77               |            | 0.00                | 5.98                | 100.00      |
| 725.000 LIFE & DISABILITY BENEFIT            | 32.67               |            | 0.00                | 2.79                | 100.00      |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  | 763,800.00          |            | 796,300.00          | 796,300.00          | 100.00      |
| 801.025 HYDRANT FLUSHING                     | 0.00                |            | 30,000.00           | 0.00                | 0.00        |
| 934.000 FIRE HYDRANT REPAIRS                 | 1,629.50            |            | 5,150.00            | 0.00                | 0.00        |
| <b>Net - Dept 336 - FIRE DEPARTMENT</b>      | <b>(769,538.44)</b> |            | <b>(831,450.00)</b> | <b>(796,787.63)</b> |             |
| Dept 901 - CAPITAL OUTLAY                    |                     |            |                     |                     |             |
| 976.312 CAPITAL OUTLAY-FIRE TRUCK            | 447,031.00          |            | 0.00                | 0.00                | 0.00        |
| <b>Net - Dept 901 - CAPITAL OUTLAY</b>       | <b>(447,031.00)</b> |            | <b>0.00</b>         | <b>0.00</b>         |             |
| <b>Fund 206 - FIRE FUND:</b>                 |                     |            |                     |                     |             |
| TOTAL REVENUES                               | 815,771.52          |            | 946,000.00          | 907,706.96          | 95.95       |
| TOTAL EXPENDITURES                           | 1,216,569.44        |            | 831,450.00          | 796,787.63          | 95.83       |
| NET OF REVENUES & EXPENDITURES               | (400,797.92)        |            | 114,550.00          | 110,919.33          | 96.83       |

| ACCOUNT DESCRIPTION                         | END BALANCE                     | 2021<br>AMENDED BUDGET | YTD BALANCE                     | % BDGT<br>USED |
|---------------------------------------------|---------------------------------|------------------------|---------------------------------|----------------|
|                                             | 12/31/2020<br>NORMAL (ABNORMAL) |                        | 09/30/2021<br>NORMAL (ABNORMAL) |                |
| Fund 248 - EAST DDA FUND                    |                                 |                        |                                 |                |
| Dept 000 - NONE                             |                                 |                        |                                 |                |
| 402.000 CURRENT PROPERTY TAX                | 434,701.18                      | 466,000.00             | 466,608.87                      | 100.13         |
| 402.001 PROPERTY TAX REFUNDS-BOR MTT        | 0.00                            | (4,000.00)             | 0.00                            | 0.00           |
| 402.100 PRIOR YEARS PROPERTY TAXES          | 0.00                            | (250.00)               | 0.00                            | 0.00           |
| 420.000 DELQ PERSONAL PROPERTY CAPT         | 67.85                           | 300.00                 | 0.00                            | 0.00           |
| 445.000 INTEREST ON TAXES                   | 631.16                          | 500.00                 | 0.00                            | 0.00           |
| 573.000 STATE AID REVENUE-LCSA              | 62,005.75                       | 56,000.00              | 0.00                            | 0.00           |
| 665.000 INTEREST EARNED                     | 19,092.72                       | 6,700.00               | 3,609.94                        | 53.88          |
| 671.000 OTHER REVENUE                       | 158.72                          | 100.00                 | 0.00                            | 0.00           |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES | 10,574.25                       | 62,500.00              | 21,705.46                       | 34.73          |
| 801.001 MAINT- BENCHES/TRASH RECEPTACLES    | 0.00                            | 5,000.00               | 0.00                            | 0.00           |
| 801.003 SIDEWALK SNOWPLOWING                | 5,100.00                        | 11,000.00              | 5,900.00                        | 53.64          |
| 801.004 RIGHT OF WAY LAWN CARE              | 14,654.00                       | 23,000.00              | 19,942.00                       | 86.70          |
| 801.005 IRRIGATION / LIGHTING REPAIRS       | 33,244.34                       | 35,000.00              | 13,012.92                       | 37.18          |
| 801.007 FLOWER / LANDSCAPE MAINTENANCE      | 14,410.50                       | 21,000.00              | 12,235.00                       | 58.26          |
| 801.015 STREET LIGHT BANNERS/CHRISTMAS      | 17,630.00                       | 20,000.00              | 17,070.00                       | 85.35          |
| 826.000 LEGAL FEES                          | 0.00                            | 500.00                 | 0.00                            | 0.00           |
| 880.000 COMMUNITY PROMOTION                 | 5,000.00                        | 10,000.00              | 5,000.00                        | 50.00          |
| 883.000 COMMUNITY IMPROVEMENT GRANTS        | 0.00                            | 40,000.00              | 0.00                            | 0.00           |
| 900.000 PRINTING & PUBLISHING               | 0.00                            | 250.00                 | 0.00                            | 0.00           |
| 915.000 MEMBERSHIP & DUES                   | 0.00                            | 260.00                 | 405.00                          | 155.77         |
| 917.000 WATER & SEWER CHARGES               | 9,109.80                        | 16,000.00              | 13,595.90                       | 84.97          |
| 920.000 ELECTRIC/NATURAL GAS                | 11,586.89                       | 12,000.00              | 8,621.79                        | 71.85          |
| 935.000 PROPERTY/LIABILITY INSURANCE        | 1,576.01                        | 1,700.00               | 1,391.61                        | 81.86          |
| 940.000 LEASE/RENT                          | 550.00                          | 700.00                 | 600.00                          | 85.71          |
| 955.000 MISC.                               | 84.96                           | 50.00                  | 0.00                            | 0.00           |
| Net - Dept 000 - NONE                       | 393,136.63                      | 266,390.00             | 350,739.13                      |                |
| Dept 336 - FIRE DEPARTMENT                  |                                 |                        |                                 |                |
| 830.000 PUBLIC SAFETY - FIRE PROTECTION     | 70,484.04                       | 81,150.00              | 81,150.00                       | 100.00         |
| Net - Dept 336 - FIRE DEPARTMENT            | (70,484.04)                     | (81,150.00)            | (81,150.00)                     |                |
| Dept 728 - ECONOMIC DEVELOPMENT             |                                 |                        |                                 |                |
| 967.300 SEWER SYSTEM PROJECTS               | 0.00                            | 435,260.00             | 0.00                            | 0.00           |
| 967.600 PARKS PROJECTS                      | 0.00                            | 221,000.00             | 19,714.91                       | 8.92           |
| 971.000 CAPITAL OUTLAY-LAND                 | 0.00                            | 200,000.00             | 197,697.09                      | 98.85          |
| 974.000 CAPITAL OUTLAY-LAND IMPROVEMENTS    | 0.00                            | 50,000.00              | 0.00                            | 0.00           |
| Net - Dept 728 - ECONOMIC DEVELOPMENT       | 0.00                            | (906,260.00)           | (217,412.00)                    |                |
| Fund 248 - EAST DDA FUND:                   |                                 |                        |                                 |                |
| TOTAL REVENUES                              | 516,657.38                      | 525,350.00             | 470,218.81                      | 89.51          |
| TOTAL EXPENDITURES                          | 194,004.79                      | 1,246,370.00           | 418,041.68                      | 33.54          |
| NET OF REVENUES & EXPENDITURES              | 322,652.59                      | (721,020.00)           | 52,177.13                       | 7.24           |

| ACCOUNT DESCRIPTION                         | END BALANCE |              | YTD BALANCE |            | % BDGT USED |
|---------------------------------------------|-------------|--------------|-------------|------------|-------------|
|                                             | NORMAL      | (ABNORMAL)   | NORMAL      | (ABNORMAL) |             |
| Fund 250 - WEST DDA FUND                    |             |              |             |            |             |
| Dept 000 - NONE                             |             |              |             |            |             |
| 402.000 CURRENT PROPERTY TAX                | 322,342.57  |              | 341,992.49  |            | 100.03      |
| 402.001 PROPERTY TAX REFUNDS-BOR MTT        | 0.00        |              | 0.00        |            | 0.00        |
| 420.000 DELQ PERSONAL PROPERTY CAPT         | 574.14      |              | 20.93       |            | 104.65      |
| 445.000 INTEREST ON TAXES                   | 162.66      |              | 2.89        |            | 1.16        |
| 665.000 INTEREST EARNED                     | 14,269.39   |              | 3,646.26    |            | 67.52       |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES | 5,487.07    |              | 14,723.96   |            | 50.42       |
| 826.000 LEGAL FEES                          | 0.00        |              | 975.00      |            | 100.00      |
| 880.000 COMMUNITY PROMOTION                 | 5,000.00    |              | 5,000.00    |            | 100.00      |
| 883.000 COMMUNITY IMPROVEMENT GRANTS        | 0.00        |              | 0.00        |            | 0.00        |
| 915.000 MEMBERSHIP & DUES                   | 0.00        |              | 405.00      |            | 155.77      |
| 967.400 STREET/ROAD PROJECTS                | 0.00        |              | 0.00        |            | 0.00        |
| Net - Dept 000 - NONE                       | 326,861.69  | (60,890.00)  | 324,558.61  |            |             |
| Dept 336 - FIRE DEPARTMENT                  |             |              |             |            |             |
| 830.000 PUBLIC SAFETY - FIRE PROTECTION     | 52,067.68   |              | 59,515.99   |            | 100.87      |
| Net - Dept 336 - FIRE DEPARTMENT            | (52,067.68) | (59,000.00)  | (59,515.99) |            |             |
| Dept 728 - ECONOMIC DEVELOPMENT             |             |              |             |            |             |
| 967.300 SEWER SYSTEM PROJECTS               | 73,533.91   |              | 0.00        |            | 0.00        |
| 967.500 SIDEWALK/PATHWAY PROJECTS           | 0.00        |              | 12,840.00   |            | 4.01        |
| Net - Dept 728 - ECONOMIC DEVELOPMENT       | (73,533.91) | (320,000.00) | (12,840.00) |            |             |
| Fund 250 - WEST DDA FUND:                   |             |              |             |            |             |
| TOTAL REVENUES                              | 337,348.76  | 343,570.00   | 345,662.57  |            | 100.61      |
| TOTAL EXPENDITURES                          | 136,088.66  | 783,460.00   | 93,459.95   |            | 11.93       |
| NET OF REVENUES & EXPENDITURES              | 201,260.10  | (439,890.00) | 252,202.62  |            | 57.33       |

| ACCOUNT DESCRIPTION                         | END BALANCE  |            | 2021<br>AMENDED BUDGET | YTD BALANCE |            | % BDGT<br>USED |
|---------------------------------------------|--------------|------------|------------------------|-------------|------------|----------------|
|                                             | NORMAL       | (ABNORMAL) |                        | NORMAL      | (ABNORMAL) |                |
| Fund 288 - TRIBAL 2% GRANTS FUND            |              |            |                        |             |            |                |
| Dept 000 - NONE                             |              |            |                        |             |            |                |
| 582.000 CONTRIBUTION FROM TRIBE             | 104,009.94   |            | 38,227.00              | 38,226.97   |            | 100.00         |
| 665.000 INTEREST EARNED                     | 5,339.20     |            | 1,500.00               | 484.32      |            | 32.29          |
| Net - Dept 000 - NONE                       | 109,349.14   |            | 39,727.00              | 38,711.29   |            |                |
| Dept 728 - ECONOMIC DEVELOPMENT             |              |            |                        |             |            |                |
| 965.000 CONTRIBUTION TO OTHER UNITS OF GOVT | 0.00         |            | 34,000.00              | 34,000.00   |            | 100.00         |
| 967.400 STREET/ROAD PROJECTS                | 15,669.94    |            | 238,227.00             | 58,226.97   |            | 24.44          |
| 967.600 PARKS PROJECTS                      | 155,045.00   |            | 18,340.00              | 7,187.50    |            | 39.19          |
| Net - Dept 728 - ECONOMIC DEVELOPMENT       | (170,714.94) |            | (290,567.00)           | (99,414.47) |            |                |
| Fund 288 - TRIBAL 2% GRANTS FUND:           |              |            |                        |             |            |                |
| TOTAL REVENUES                              | 109,349.14   |            | 39,727.00              | 38,711.29   |            | 97.44          |
| TOTAL EXPENDITURES                          | 170,714.94   |            | 290,567.00             | 99,414.47   |            | 34.21          |
| NET OF REVENUES & EXPENDITURES              | (61,365.80)  |            | (250,840.00)           | (60,703.18) |            | 24.20          |

User: SHERRIE

PERIOD ENDING 09/30/2021

DB: Union

% Fiscal Year Completed: 74.79

| ACCOUNT DESCRIPTION                          | END BALANCE         |            | 2021<br>AMENDED BUDGET | YTD BALANCE         |            | % BDGT<br>USED |
|----------------------------------------------|---------------------|------------|------------------------|---------------------|------------|----------------|
|                                              | NORMAL              | (ABNORMAL) |                        | NORMAL              | (ABNORMAL) |                |
| Fund 590 - SEWER FUND                        |                     |            |                        |                     |            |                |
| Dept 000 - NONE                              |                     |            |                        |                     |            |                |
| 456.000 CONNECTION FEE                       | 22,470.00           |            | 100,000.00             | 55,505.00           |            | 55.51          |
| 528.000 OTHER FEDERAL GRANTS                 | 2,719.65            |            | 0.00                   | 0.00                |            | 0.00           |
| 539.000 STATE GRANTS                         | 42,074.75           |            | 0.00                   | 0.00                |            | 0.00           |
| 583.000 CONTRIBUTION FROM EDA FOR PROJECTS   | 73,533.91           |            | 160,000.00             | 0.00                |            | 0.00           |
| 627.000 SERVICE                              | 1,316,114.50        |            | 1,386,000.00           | 1,037,923.89        |            | 74.89          |
| 627.100 DELINQUENT SEWER                     | 0.00                |            | (1,500.00)             | 0.00                |            | 0.00           |
| 628.000 INSPECTION FEE                       | 4,500.00            |            | 3,000.00               | 2,150.00            |            | 71.67          |
| 655.000 FINES & FORFEITURES                  | 17,421.07           |            | 33,000.00              | 26,818.81           |            | 81.27          |
| 665.000 INTEREST EARNED                      | 66,356.24           |            | 27,000.00              | 14,746.25           |            | 54.62          |
| 665.100 INTEREST EARNED-SPEC ASSESS          | 118.26              |            | 0.00                   | 0.00                |            | 0.00           |
| 670.000 DEBT RETIREMENT                      | 1,107,717.30        |            | 1,146,000.00           | 868,519.92          |            | 75.79          |
| 671.000 OTHER REVENUE                        | 2,924.50            |            | 3,200.00               | 718.99              |            | 22.47          |
| 687.000 REFUNDS & REBATES                    | 52,053.15           |            | 0.00                   | 37.50               |            | 100.00         |
| <b>Net - Dept 000 - NONE</b>                 | <b>2,708,003.33</b> |            | <b>2,856,700.00</b>    | <b>2,006,420.36</b> |            |                |
| Dept 536 - WATER/SEWER SYSTEMS               |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     | 241,508.68          |            | 257,100.00             | 191,861.04          |            | 74.63          |
| 702.500 OVERTIME                             | 11,254.35           |            | 10,000.00              | 8,768.02            |            | 87.68          |
| 702.700 LONGEVITY PAY                        | 3,319.11            |            | 3,600.00               | 0.00                |            | 0.00           |
| 705.000 LEAVE TIME PAYOUT                    | 1,281.50            |            | 500.00                 | 0.00                |            | 0.00           |
| 708.000 UNEMPLOYMENT                         | 792.58              |            | 2,570.00               | 502.09              |            | 19.54          |
| 709.000 EMPLR FICA CONTR                     | 15,820.97           |            | 16,630.00              | 12,252.11           |            | 73.67          |
| 711.000 EMPLR MEDICARE CONTR                 | 3,700.41            |            | 3,900.00               | 2,865.60            |            | 73.48          |
| 712.000 TEMPORARY LABOR                      | 4,478.66            |            | 9,360.00               | 3,077.16            |            | 32.88          |
| 716.000 EMPLR RETIREMENT CONTR               | 21,037.13           |            | 22,750.00              | 16,887.96           |            | 74.23          |
| 718.500 HEALTH INSURANCE                     | 76,811.47           |            | 88,230.00              | 64,975.51           |            | 73.64          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS          | (5,371.61)          |            | (7,200.00)             | (5,099.25)          |            | 70.82          |
| 719.000 DENTAL INSURANCE                     | 3,619.77            |            | 5,100.00               | 3,105.84            |            | 60.90          |
| 719.800 VISION INSURANCE                     | 481.77              |            | 628.00                 | 395.69              |            | 63.01          |
| 719.900 VISION INS-EE CONTRIBUTIONS          | (240.85)            |            | (314.00)               | (197.90)            |            | 63.03          |
| 724.000 WORKER'S COMP                        | 2,782.81            |            | 2,260.00               | 1,642.89            |            | 72.69          |
| 725.000 LIFE & DISABILITY BENEFIT            | 1,166.32            |            | 1,602.00               | 920.71              |            | 57.47          |
| 726.000 COMPENSATED ABSENCES                 | 11,427.30           |            | 0.00                   | 0.00                |            | 0.00           |
| 752.000 OFFICE SUPPLIES                      | 343.32              |            | 1,500.00               | 956.63              |            | 63.78          |
| 754.000 OPERATING SUPPLIES                   | 3,931.01            |            | 5,000.00               | 3,137.92            |            | 62.76          |
| 759.000 GAS/FUEL                             | 7,232.93            |            | 10,000.00              | 6,096.17            |            | 60.96          |
| 767.000 UNIFORMS                             | 826.33              |            | 2,000.00               | 927.39              |            | 46.37          |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES  | 48,124.66           |            | 20,850.00              | 16,798.38           |            | 80.57          |
| 826.000 LEGAL FEES                           | 45.00               |            | 0.00                   | 0.00                |            | 0.00           |
| 850.000 COMMUNICATIONS                       | 1,979.94            |            | 3,000.00               | 1,769.66            |            | 58.99          |
| 851.000 MAIL/POSTAGE                         | 3,060.00            |            | 4,000.00               | 1,315.56            |            | 32.89          |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT | 839.53              |            | 750.00                 | 429.77              |            | 57.30          |
| 890.000 SAFETY                               | 2,183.55            |            | 8,000.00               | 2,076.38            |            | 25.95          |
| 900.000 PRINTING & PUBLISHING                | 559.55              |            | 1,500.00               | 413.80              |            | 27.59          |
| 910.000 PROFESSIONAL DEVELOPMENT             | 112.18              |            | 2,500.00               | 425.00              |            | 17.00          |
| 910.100 SEMINAR LODGING                      | 0.00                |            | 1,000.00               | 0.00                |            | 0.00           |
| 910.200 SEMINAR MEALS                        | 28.48               |            | 100.00                 | 0.00                |            | 0.00           |
| 915.000 MEMBERSHIP & DUES                    | 409.00              |            | 1,200.00               | 419.00              |            | 34.92          |
| 920.000 ELECTRIC/NATURAL GAS                 | 68,912.59           |            | 82,000.00              | 54,990.47           |            | 67.06          |
| 930.000 REPAIRS                              | 34,172.35           |            | 150,000.00             | 1,564.33            |            | 1.04           |
| 930.001 MAINT-EQUIPMENT                      | 4,818.42            |            | 27,000.00              | 567.06              |            | 2.10           |
| 930.200 MAINT-GROUNDS                        | 1,100.00            |            | 2,000.00               | 567.00              |            | 28.35          |
| 930.300 MAINT-BUILDINGS                      | 2,285.19            |            | 10,000.00              | 975.00              |            | 9.75           |
| 933.000 MAINT-VEHICLES                       | 1,623.30            |            | 8,000.00               | 3,284.24            |            | 41.05          |
| 933.500 MAINT-LIFT STATIONS                  | 9,126.54            |            | 195,000.00             | 27,659.60           |            | 14.18          |
| 934.300 OPTO 22 MAINTENANCE                  | 23,921.55           |            | 15,000.00              | 14,218.71           |            | 94.79          |
| 934.500 MAINT. AGREEMENT ON EQUIPMENT        | 4,054.61            |            | 7,000.00               | 3,393.14            |            | 48.47          |
| 935.000 PROPERTY/LIABILITY INSURANCE         | 19,599.79           |            | 21,000.00              | 17,334.35           |            | 82.54          |
| 955.000 MISC.                                | 5.00                |            | 0.00                   | 0.00                |            | 0.00           |
| 972.013 HOOKUP LABOR & MATERIAL              | 262.50              |            | 10,000.00              | 0.00                |            | 0.00           |
| 973.000 CAPITAL PROJECTS-SEWER SYSTEM        | 0.00                |            | 1,313,500.00           | 30,750.00           |            | 2.34           |
| 977.000 NEW EQUIPMENT PURCHASE               | 6,859.54            |            | 455,000.00             | 732.93              |            | 0.16           |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE     | 52.47               |            | 3,500.00               | 1,071.94            |            | 30.63          |
| 980.100 NEW COMPUTER HARDWARE & SOFTWARE     | 6,684.90            |            | 10,500.00              | 5,387.73            |            | 51.31          |
| 981.000 NEW VEHICLE PURCHASE                 | 0.00                |            | 35,000.00              | 0.00                |            | 0.00           |
| <b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>  | <b>(647,024.60)</b> |            | <b>(2,822,616.00)</b>  | <b>(499,219.63)</b> |            |                |
| Dept 540 - WWTP                              |                     |            |                        |                     |            |                |
| 702.000 SALARIES & WAGES                     | 288,853.17          |            | 291,000.00             | 215,552.32          |            | 74.07          |
| 702.500 OVERTIME                             | 11,269.76           |            | 13,000.00              | 9,705.25            |            | 74.66          |
| 702.700 LONGEVITY PAY                        | 9,029.75            |            | 7,080.00               | 0.00                |            | 0.00           |
| 708.000 UNEMPLOYMENT                         | 763.83              |            | 2,250.00               | 580.76              |            | 25.81          |
| 709.000 EMPLR FICA CONTR                     | 18,337.88           |            | 18,500.00              | 13,446.34           |            | 72.68          |

| ACCOUNT DESCRIPTION                          | END BALANCE                          |                     | 2021<br>AMENDED BUDGET | YTD BALANCE         |            | % BDGT<br>USED |
|----------------------------------------------|--------------------------------------|---------------------|------------------------|---------------------|------------|----------------|
|                                              | NORMAL                               | (ABNORMAL)          |                        | NORMAL              | (ABNORMAL) |                |
| <b>Fund 590 - SEWER FUND</b>                 |                                      |                     |                        |                     |            |                |
| 711.000                                      | EMPLR MEDICARE CONTR                 | 4,332.47            | 4,350.00               | 3,149.56            |            | 72.40          |
| 712.000                                      | TEMPORARY LABOR                      | 0.00                | 500.00                 | 0.00                |            | 0.00           |
| 716.000                                      | EMPLR RETIREMENT CONTR               | 27,786.89           | 27,900.00              | 20,273.18           |            | 72.66          |
| 718.500                                      | HEALTH INSURANCE                     | 107,677.69          | 117,075.00             | 88,079.83           |            | 75.23          |
| 718.700                                      | HEALTH INS-EE CONTRIBUTIONS          | (9,631.19)          | (11,670.00)            | (8,614.60)          |            | 73.82          |
| 719.000                                      | DENTAL INSURANCE                     | 6,376.18            | 6,960.00               | 5,211.74            |            | 74.88          |
| 719.800                                      | VISION INSURANCE                     | 873.12              | 954.00                 | 654.84              |            | 68.64          |
| 719.900                                      | VISION INS-EE CONTRIBUTIONS          | (436.56)            | (477.00)               | (327.10)            |            | 68.57          |
| 724.000                                      | WORKER'S COMP                        | 4,779.12            | 4,050.00               | 2,693.91            |            | 66.52          |
| 725.000                                      | LIFE & DISABILITY BENEFIT            | 1,628.88            | 1,850.00               | 1,209.09            |            | 65.36          |
| 743.000                                      | CHEMICALS                            | 28,225.10           | 50,000.00              | 35,040.97           |            | 70.08          |
| 744.000                                      | LAB EQUIPMENT & SUPPLIES             | 24,133.72           | 25,000.00              | 22,915.48           |            | 91.66          |
| 752.000                                      | OFFICE SUPPLIES                      | 315.12              | 500.00                 | 309.15              |            | 61.83          |
| 754.000                                      | OPERATING SUPPLIES                   | 10,174.73           | 11,500.00              | 9,880.47            |            | 85.92          |
| 759.000                                      | GAS/FUEL                             | 1,521.25            | 3,000.00               | 2,401.22            |            | 80.04          |
| 767.000                                      | UNIFORMS                             | 451.12              | 2,000.00               | 453.75              |            | 22.69          |
| 774.100                                      | BIOXIDE                              | 64,681.63           | 75,000.00              | 43,890.82           |            | 58.52          |
| 801.000                                      | PROFESSIONAL & CONTRACTUAL SERVICES  | 35,824.37           | 37,680.00              | 20,921.55           |            | 55.52          |
| 801.200                                      | CONT. SERV. - BIOSOLIDS LAND APPL.   | 21,029.40           | 32,000.00              | 343.18              |            | 1.07           |
| 801.300                                      | CONT. SERV. - LAB ANALYSIS           | 1,118.80            | 6,000.00               | 1,429.10            |            | 23.82          |
| 850.000                                      | COMMUNICATIONS                       | 4,502.45            | 3,500.00               | 3,428.49            |            | 97.96          |
| 851.000                                      | MAIL/POSTAGE                         | 212.59              | 750.00                 | 108.01              |            | 14.40          |
| 860.000                                      | TRANSPORTATION/MILEAGE REIMBURSMNT   | 0.00                | 500.00                 | 181.44              |            | 36.29          |
| 890.000                                      | SAFETY                               | 3,333.61            | 5,000.00               | 3,344.75            |            | 66.90          |
| 900.000                                      | PRINTING & PUBLISHING                | 126.75              | 500.00                 | 177.80              |            | 35.56          |
| 910.000                                      | PROFESSIONAL DEVELOPMENT             | 944.95              | 5,000.00               | 1,117.80            |            | 22.36          |
| 910.100                                      | SEMINAR LODGING                      | 0.00                | 500.00                 | 0.00                |            | 0.00           |
| 910.200                                      | SEMINAR MEALS                        | 28.48               | 100.00                 | 0.00                |            | 0.00           |
| 915.000                                      | MEMBERSHIP & DUES                    | 235.00              | 500.00                 | 0.00                |            | 0.00           |
| 917.000                                      | WATER & SEWER CHARGES                | 9,241.20            | 12,000.00              | 8,042.62            |            | 67.02          |
| 920.000                                      | ELECTRIC/NATURAL GAS                 | 144,433.98          | 176,000.00             | 111,809.39          |            | 63.53          |
| 923.000                                      | PROPANE                              | 812.21              | 3,000.00               | 0.00                |            | 0.00           |
| 930.001                                      | MAINT-EQUIPMENT                      | 4,829.25            | 6,000.00               | 1,933.32            |            | 32.22          |
| 930.200                                      | MAINT-GROUNDS                        | 6,483.94            | 3,500.00               | 1,252.16            |            | 35.78          |
| 930.300                                      | MAINT-BUILDINGS                      | 1,180.22            | 5,000.00               | 1,670.98            |            | 33.42          |
| 933.000                                      | MAINT-VEHICLES                       | 503.54              | 2,500.00               | 703.59              |            | 28.14          |
| 934.300                                      | OPTO 22 MAINTENANCE                  | 5,594.88            | 6,000.00               | 4,124.94            |            | 68.75          |
| 934.500                                      | MAINT. AGREEMENT ON EQUIPMENT        | 0.00                | 2,275.00               | 1,299.34            |            | 57.11          |
| 934.981                                      | SAMPLING EQUIPMENT MAINT.            | 3,961.15            | 4,000.00               | 34.19               |            | 0.85           |
| 934.982                                      | PRELIMINARY TREAT EQUIPM. MAINT.     | 9,489.77            | 15,000.00              | 14,549.89           |            | 97.00          |
| 934.983                                      | SECONDARY TREAT EQUIP. MAINT.        | 7,454.36            | 15,000.00              | 21,039.49           |            | 140.26         |
| 934.984                                      | SOLIDS EQUIPMENT MAINT.              | 7,902.74            | 15,000.00              | 5,384.59            |            | 35.90          |
| 934.985                                      | DISINFECTION EQUIPMENT MAINT.        | 5,176.15            | 6,000.00               | 0.00                |            | 0.00           |
| 934.986                                      | INSTRUMENTATION EQUIPMENT MAINT.     | 2,972.47            | 6,000.00               | 1,331.36            |            | 22.19          |
| 934.987                                      | TERTIARY FILTER MAINT.               | 9,949.19            | 15,000.00              | 1,264.29            |            | 8.43           |
| 935.000                                      | PROPERTY/LIABILITY INSURANCE         | 14,681.94           | 15,000.00              | 12,964.12           |            | 86.43          |
| 949.000                                      | IPP                                  | 0.00                | 500.00                 | 0.00                |            | 0.00           |
| 958.100                                      | PERMITS & FEES                       | 7,384.26            | 13,000.00              | 8,284.40            |            | 63.73          |
| 977.000                                      | NEW EQUIPMENT PURCHASE               | 3,673.20            | 73,000.00              | 38,068.00           |            | 52.15          |
| 980.000                                      | NEW OFFICE EQUIPMENT & FURNITURE     | 0.00                | 750.00                 | 225.74              |            | 30.10          |
| 980.100                                      | NEW COMPUTER HARDWARE & SOFTWARE     | 8,232.86            | 6,000.00               | 941.65              |            | 15.69          |
| <b>Net - Dept 540 - WWTP</b>                 |                                      | <b>(922,457.37)</b> | <b>(1,142,877.00)</b>  | <b>(732,483.16)</b> |            |                |
| <b>Dept 906 - DEBT SERVICE</b>               |                                      |                     |                        |                     |            |                |
| 990.000                                      | BOND ISSUE COST AMORTIZATION         | 39,847.76           | 39,850.00              | 39,847.68           |            | 99.99          |
| 995.000                                      | BOND INTEREST-2009 WWTP & 2004 SEWER | 25,614.34           | 8,100.00               | 16,200.00           |            | 200.00         |
| 996.001                                      | BOND - PAYING AGENT FEES             | 750.00              | 800.00                 | 0.00                |            | 0.00           |
| 996.003                                      | BOND INTEREST-RURAL DEVELOPMENT      | 147,743.21          | 146,461.00             | 73,230.18           |            | 50.00          |
| <b>Net - Dept 906 - DEBT SERVICE</b>         |                                      | <b>(213,955.31)</b> | <b>(195,211.00)</b>    | <b>(129,277.86)</b> |            |                |
| <b>Dept 910 - DEBT SERVICE-LEASES</b>        |                                      |                     |                        |                     |            |                |
| 992.500                                      | LEASE PAYABLE INTEREST               | 141.96              | 20.00                  | 11.22               |            | 56.10          |
| <b>Net - Dept 910 - DEBT SERVICE-LEASES</b>  |                                      | <b>(141.96)</b>     | <b>(20.00)</b>         | <b>(11.22)</b>      |            |                |
| <b>Dept 960 - DEPRECIATION EXPENSE</b>       |                                      |                     |                        |                     |            |                |
| 969.000                                      | DEPRECIATION EXPENSE                 | 689,911.69          | 700,000.00             | 0.00                |            | 0.00           |
| <b>Net - Dept 960 - DEPRECIATION EXPENSE</b> |                                      | <b>(689,911.69)</b> | <b>(700,000.00)</b>    | <b>0.00</b>         |            |                |



| ACCOUNT DESCRIPTION            | END BALANCE  |            | 2021<br>AMENDED BUDGET | YTD BALANCE  |            | % BDGT<br>USED |
|--------------------------------|--------------|------------|------------------------|--------------|------------|----------------|
|                                | 12/31/2020   |            |                        | 09/30/2021   |            |                |
|                                | NORMAL       | (ABNORMAL) |                        | NORMAL       | (ABNORMAL) |                |
| Fund 590 - SEWER FUND          |              |            |                        |              |            |                |
| Fund 590 - SEWER FUND:         |              |            |                        |              |            |                |
| TOTAL REVENUES                 | 2,708,003.33 |            | 2,856,700.00           | 2,006,420.36 |            | 70.24          |
| TOTAL EXPENDITURES             | 2,473,490.93 |            | 4,860,724.00           | 1,360,991.87 |            | 28.00          |
| NET OF REVENUES & EXPENDITURES | 234,512.40   |            | (2,004,024.00)         | 645,428.49   |            | 32.21          |

| ACCOUNT DESCRIPTION                         | END BALANCE                     | 2021<br>AMENDED BUDGET | YTD BALANCE                     | % BDGT<br>USED |
|---------------------------------------------|---------------------------------|------------------------|---------------------------------|----------------|
|                                             | 12/31/2020<br>NORMAL (ABNORMAL) |                        | 09/30/2021<br>NORMAL (ABNORMAL) |                |
| Fund 591 - WATER FUND                       |                                 |                        |                                 |                |
| Dept 000 - NONE                             |                                 |                        |                                 |                |
| 450.000 WATER SALES                         | 1,413,003.48                    | 1,382,764.00           | 1,277,184.64                    | 92.36          |
| 450.100 BULK WATER SALES                    | 1,384.00                        | 1,000.00               | 445.00                          | 44.50          |
| 450.200 FINAL READ                          | 1,620.00                        | 4,000.00               | 2,283.00                        | 57.08          |
| 450.300 TURN-OFF                            | 1,940.00                        | 4,000.00               | 2,910.00                        | 72.75          |
| 452.000 LATERALS                            | 8,280.00                        | 5,000.00               | 2,160.00                        | 43.20          |
| 454.000 BENEFIT FEES                        | 9,940.00                        | 50,000.00              | 29,280.00                       | 58.56          |
| 459.000 CONNECTION FEES                     | 49,171.75                       | 54,000.00              | 20,077.00                       | 37.18          |
| 479.000 REVENUE-REPLACEMENT METERS          | 0.00                            | 500.00                 | 675.00                          | 135.00         |
| 528.000 OTHER FEDERAL GRANTS                | 2,557.49                        | 0.00                   | 0.00                            | 0.00           |
| 628.000 INSPECTION FEE                      | 900.00                          | 2,400.00               | 2,350.00                        | 97.92          |
| 655.000 FINES & FORFEITURES                 | 10,890.46                       | 20,000.00              | 14,265.19                       | 71.33          |
| 665.000 INTEREST EARNED                     | 59,264.74                       | 25,000.00              | 13,530.03                       | 54.12          |
| 665.100 INTEREST EARNED-SPEC ASSESS         | 2,545.39                        | 4,000.00               | 1,590.15                        | 39.75          |
| 667.300 LEASES - TOWER RENTAL               | 52,932.80                       | 53,000.00              | 41,733.99                       | 78.74          |
| 671.000 OTHER REVENUE                       | 3,065.83                        | 8,000.00               | 1,901.85                        | 23.77          |
| 672.500 REVENUE-SPECIAL ASSESS              | 0.00                            | 10,000.00              | 0.00                            | 0.00           |
| Net - Dept 000 - NONE                       | 1,617,495.94                    | 1,623,664.00           | 1,410,385.85                    |                |
| Dept 536 - WATER/SEWER SYSTEMS              |                                 |                        |                                 |                |
| 702.000 SALARIES & WAGES                    | 371,682.45                      | 389,300.00             | 295,134.57                      | 75.81          |
| 702.500 OVERTIME                            | 24,975.26                       | 33,600.00              | 27,410.00                       | 81.58          |
| 702.700 LONGEVITY PAY                       | 5,121.45                        | 5,460.00               | 0.00                            | 0.00           |
| 705.000 LEAVE TIME PAYOUT                   | 1,281.52                        | 500.00                 | 0.00                            | 0.00           |
| 708.000 UNEMPLOYMENT                        | 1,024.62                        | 3,440.00               | 805.00                          | 23.40          |
| 709.000 EMPLR FICA CONTR                    | 24,608.52                       | 25,800.00              | 19,647.83                       | 76.15          |
| 711.000 EMPLR MEDICARE CONTR                | 5,755.54                        | 6,050.00               | 4,594.67                        | 75.94          |
| 712.000 TEMPORARY LABOR                     | 4,967.38                        | 9,360.00               | 4,147.88                        | 44.31          |
| 716.000 EMPLR RETIREMENT CONTR              | 34,727.99                       | 36,500.00              | 27,798.79                       | 76.16          |
| 718.500 HEALTH INSURANCE                    | 115,985.65                      | 135,100.00             | 103,504.25                      | 76.61          |
| 718.700 HEALTH INS-EE CONTRIBUTIONS         | (9,341.66)                      | (13,633.00)            | (9,038.64)                      | 66.30          |
| 719.000 DENTAL INSURANCE                    | 6,461.61                        | 7,605.00               | 5,837.03                        | 76.75          |
| 719.800 VISION INSURANCE                    | 823.95                          | 1,014.00               | 689.79                          | 68.03          |
| 719.900 VISION INS-EE CONTRIBUTIONS         | (411.90)                        | (507.00)               | (344.80)                        | 68.01          |
| 724.000 WORKER'S COMP                       | 8,526.49                        | 7,900.00               | 5,578.85                        | 70.62          |
| 725.000 LIFE & DISABILITY BENEFIT           | 1,770.03                        | 2,215.00               | 1,453.19                        | 65.61          |
| 726.000 COMPENSATED ABSENCES                | 10,735.65                       | 0.00                   | 0.00                            | 0.00           |
| 752.000 OFFICE SUPPLIES                     | 431.34                          | 1,500.00               | 942.20                          | 62.81          |
| 753.000 PROCESS CHEMICALS/CHLORINE          | 49,913.89                       | 55,000.00              | 40,411.19                       | 73.47          |
| 754.000 OPERATING SUPPLIES                  | 12,876.61                       | 13,000.00              | 6,370.99                        | 49.01          |
| 759.000 GAS/FUEL                            | 5,279.12                        | 9,000.00               | 6,616.38                        | 73.52          |
| 767.000 UNIFORMS                            | 826.33                          | 2,000.00               | 927.41                          | 46.37          |
| 774.100 MXU                                 | 4,050.00                        | 10,000.00              | 4,320.00                        | 43.20          |
| 800.000 WELL HEAD PROTECTION                | 0.00                            | 1,000.00               | 0.00                            | 0.00           |
| 801.000 PROFESSIONAL & CONTRACTUAL SERVICES | 44,415.13                       | 87,914.00              | 55,111.97                       | 62.69          |
| 801.002 LAB FEES                            | 11,352.65                       | 19,600.00              | 10,728.40                       | 54.74          |
| 801.025 HYDRANT FLUSHING                    | 0.00                            | (30,000.00)            | 0.00                            | 0.00           |
| 801.800 WATER STUDY                         | 21,113.00                       | 31,500.00              | 13,400.00                       | 42.54          |
| 850.000 COMMUNICATIONS                      | 6,049.64                        | 6,000.00               | 5,095.04                        | 84.92          |
| 851.000 MAIL/POSTAGE                        | 4,164.58                        | 5,400.00               | 2,162.62                        | 40.05          |
| 860.000 TRANSPORTATION/MILEAGE REIMBURSMNT  | 601.94                          | 1,200.00               | 292.91                          | 24.41          |
| 890.000 SAFETY                              | 4,061.54                        | 6,000.00               | 2,123.62                        | 35.39          |
| 900.000 PRINTING & PUBLISHING               | 3,198.72                        | 4,000.00               | 2,655.95                        | 66.40          |
| 910.000 PROFESSIONAL DEVELOPMENT            | 652.19                          | 5,000.00               | 735.00                          | 14.70          |
| 910.100 SEMINAR LODGING                     | 0.00                            | 1,000.00               | 0.00                            | 0.00           |
| 910.200 SEMINAR MEALS                       | 28.48                           | 450.00                 | 0.00                            | 0.00           |
| 915.000 MEMBERSHIP & DUES                   | 569.00                          | 1,000.00               | 579.00                          | 57.90          |
| 920.000 ELECTRIC/NATURAL GAS                | 130,348.37                      | 150,000.00             | 107,154.47                      | 71.44          |
| 930.000 REPAIRS                             | 19,028.91                       | 50,000.00              | 24,876.03                       | 49.75          |
| 930.001 MAINT-EQUIPMENT                     | 6,079.08                        | 15,000.00              | 12,000.15                       | 80.00          |
| 930.200 MAINT-GROUNDS                       | 1,815.62                        | 7,000.00               | 747.98                          | 10.69          |
| 930.300 MAINT-BUILDINGS                     | 2,054.42                        | 5,000.00               | 1,717.47                        | 34.35          |
| 933.000 MAINT-VEHICLES                      | 2,112.44                        | 6,000.00               | 4,773.41                        | 79.56          |
| 933.100 MAINT-WATER WELLS                   | 3,167.55                        | 73,700.00              | 28,791.87                       | 39.07          |
| 933.200 MAINT-TREATMENT PLANTS              | 21,570.25                       | 30,000.00              | 15,044.87                       | 50.15          |
| 933.300 MAINT-WATER TOWERS                  | 6,360.81                        | 30,000.00              | 6,577.11                        | 21.92          |
| 934.300 OPTO 22 MAINTENANCE                 | 8,037.94                        | 15,000.00              | 12,043.42                       | 80.29          |
| 934.500 MAINT. AGREEMENT ON EQUIPMENT       | 2,976.05                        | 12,000.00              | 7,290.64                        | 60.76          |
| 935.000 PROPERTY/LIABILITY INSURANCE        | 22,001.68                       | 23,000.00              | 19,427.38                       | 84.47          |
| 940.500 ROYALTIES                           | 5,010.44                        | 5,000.00               | 3,790.01                        | 75.80          |
| 955.000 MISC.                               | 5.00                            | 0.00                   | 5.00                            | 100.00         |
| 972.000 CAPITAL PROJECTS-WATER SYSTEM       | 0.00                            | 615,000.00             | 29,953.45                       | 4.87           |
| 972.013 HOOKUP LABOR & MATERIAL             | 47,674.07                       | 50,000.00              | 28,358.15                       | 56.72          |
| 977.000 NEW EQUIPMENT PURCHASE              | 5,431.37                        | 13,500.00              | 7,822.44                        | 57.94          |
| 977.600 METER REPLACEMENT PROGRAM           | 16,130.00                       | 35,000.00              | 27,840.00                       | 79.54          |
| 980.000 NEW OFFICE EQUIPMENT & FURNITURE    | 52.47                           | 3,500.00               | 1,224.95                        | 35.00          |

| ACCOUNT DESCRIPTION                      | END BALANCE    |            | 2021<br>AMENDED BUDGET | YTD BALANCE  |            | % BDGT<br>USED |
|------------------------------------------|----------------|------------|------------------------|--------------|------------|----------------|
|                                          | NORMAL         | (ABNORMAL) |                        | NORMAL       | (ABNORMAL) |                |
| Fund 591 - WATER FUND                    |                |            |                        |              |            |                |
| 980.100 NEW COMPUTER HARDWARE & SOFTWARE | 6,519.68       |            | 10,500.00              | 5,425.71     |            | 51.67          |
| 981.000 NEW VEHICLE PURCHASE             | 0.00           |            | 35,000.00              | 0.00         |            | 0.00           |
| Net - Dept 536 - WATER/SEWER SYSTEMS     | (1,084,654.86) |            | (2,064,468.00)         | (984,555.60) |            |                |
| Dept 906 - DEBT SERVICE                  |                |            |                        |              |            |                |
| 990.000 BOND ISSUE COST AMORTIZATION     | 1,578.75       |            | 1,579.00               | 1,578.75     |            | 99.98          |
| 996.001 BOND - PAYING AGENT FEES         | 750.00         |            | 800.00                 | 750.00       |            | 93.75          |
| 996.002 BOND INTEREST - (2010 WATER)     | 53,932.01      |            | 51,453.00              | 51,452.50    |            | 100.00         |
| Net - Dept 906 - DEBT SERVICE            | (56,260.76)    |            | (53,832.00)            | (53,781.25)  |            |                |
| Dept 910 - DEBT SERVICE-LEASES           |                |            |                        |              |            |                |
| 992.500 LEASE PAYABLE INTEREST           | 171.00         |            | 20.00                  | 13.50        |            | 67.50          |
| Net - Dept 910 - DEBT SERVICE-LEASES     | (171.00)       |            | (20.00)                | (13.50)      |            |                |
| Dept 960 - DEPRECIATION EXPENSE          |                |            |                        |              |            |                |
| 969.000 DEPRECIATION EXPENSE             | 385,703.51     |            | 400,000.00             | 0.00         |            | 0.00           |
| Net - Dept 960 - DEPRECIATION EXPENSE    | (385,703.51)   |            | (400,000.00)           | 0.00         |            |                |
| <b>Fund 591 - WATER FUND:</b>            |                |            |                        |              |            |                |
| TOTAL REVENUES                           | 1,617,495.94   |            | 1,623,664.00           | 1,410,385.85 |            | 86.86          |
| TOTAL EXPENDITURES                       | 1,526,790.13   |            | 2,518,320.00           | 1,038,350.35 |            | 41.23          |
| NET OF REVENUES & EXPENDITURES           | 90,705.81      |            | (894,656.00)           | 372,035.50   |            | 41.58          |
| <b>TOTAL REVENUES - ALL FUNDS</b>        |                |            |                        |              |            |                |
| TOTAL REVENUES - ALL FUNDS               | 8,422,355.55   |            | 8,911,853.00           | 6,746,910.42 |            | 75.71          |
| <b>TOTAL EXPENDITURES - ALL FUNDS</b>    |                |            |                        |              |            |                |
| TOTAL EXPENDITURES - ALL FUNDS           | 7,598,148.28   |            | 13,484,134.00          | 5,538,136.81 |            | 41.07          |
| NET OF REVENUES & EXPENDITURES           | 824,207.27     |            | (4,572,281.00)         | 1,208,773.61 |            | 26.44          |

**Policy Governance Executive Limitations Evaluation Form**

*A tool to be used by individual Board members as they evaluate the internal monitoring reports*

Policy being monitored: **2.5 – Financial Conditions & Activities**

- 1. Was this report submitted when due?  Yes  No
  - 2. Did the report lay out the Manager’s interpretation or an operational definition of the policy?  Yes  No
  - 3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?  Yes  No
  - 4. Was I convinced that the interpretation is justified and reasonable?  Yes  No
  - 5. Did the interpretation address all aspects of the policy?  Yes  No
  - 6. Does the data show compliance with the Manager’s interpretation of our policy?  Yes  No
- 

Comments regarding further policy development:

- 1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?

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- 2. What policy language would you like to see incorporated to address your concern?

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Signature and date of Board member \_\_\_\_\_

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** October 21, 2021

**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 10/27/2021

**ACTION REQUESTED:** Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ *MDS*

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and earlier this year. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.3 (Delegation to Township Manager and Management Team), are to be reviewed and monitored for compliance on an annual basis.

#### Board Policy 4.3 – Delegation to Township Manager and Management Team

The Policy states:

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to produce certain effects, define the intended recipients of those effects to be produced and the intended worth (cost benefit or priority) of the effects. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board’s Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with

Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.

- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

Attached is an evaluation form that can be used for the review/discussion of Policy No. 4.3.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.3 – Delegation to Township Manager and Management Team  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** October 2021

### Policy:

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to produce certain effects, define the intended recipients of those effects to be produced and the intended worth (cost benefit or priority) of the effects. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

**Use this evaluation form for discussion at the Board of Trustees Meeting on October 27, 2021.**

**Review all sections of the policy listed and evaluate compliance with policy.**

1. Indicate item by item if you believe **(Y/N)** the Board is in strict compliance with the policy as stated.
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance.
  
3. How do you think the Board could improve the process to be in full compliance?
  
4. What does the Board need to learn or discuss in order to live by the policies more completely?