



BOARD OF TRUSTEES
Regular Meeting
February 8, 2023
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. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed (see applications in packet)
 - B. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 25, 2023 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Isabella County Road Commission (ICRC) Participation Contract – Broomfield Road Mission East to Isabella Rd.
11. NEW BUSINESS
 - A. Discussion/Action: (Nanney) Second Reading and Adoption of the 2022 Zoning Ordinance Text Amendments
 - B. Discussion/Action: (Smith) Drinking Water Revolving Fund and Clean Water Revolving Fund Project Plans – Gourdie Frasier Professional Services Proposals

12. 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)
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

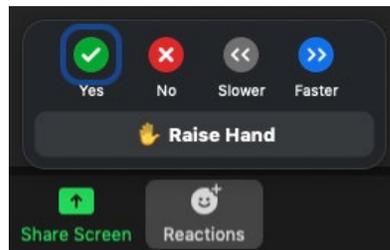
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate during public comment, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “861 1599 5624” Password enter “926394”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “861 1599 5624” and the “#” sign at the “Meeting ID” prompt, and then enter “926394” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been received, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Lisa Cody

From: Haymaker, Ronda R <hayma1rr@cmich.edu>
Sent: Tuesday, February 7, 2023 9:13 AM
To: Lisa Cody
Subject: Vacancy

As a resident of Union Township, I would like to encourage the board to fill the vacancy on the board with Brian Smith.

Ronda Haymaker
5480 E Valley Road

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	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	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	2/15/2025
2 -	Richard	Barz	12/31/2025
3 -	Liz	Presnell	12/31/2025
4 -	Brandon	LaBelle	12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Representative)	Jeff	Brown	11/20/2024
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herren	12/31/2023
2	Joseph	Schafer	12/31/2023
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
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	Stan	Shingles	2/15/2024
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	vacant seat		10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
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	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**



Name: Brian Smith Date: 11-22-22

Address: 2284 Sandstone Drive, Mount Pleasant MI 48858

Phone (home) _____ (cell) 989-330-4753 (work) _____

Email: bsalsmith@gmail.com

Occupation: Economic Development Director

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Resident in Union Township

OTHER *Specify Board: Board of Trustees

Please state reason for interest in above board:

I want to make a difference within the community that I live in. Utilizing my professional
experience will allow me that opportunity by serving on the Board of Trustees.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Please see attached resume

Signature:  Date: 11-22-22

BRIAN ALAN SMITH
2284 Sandstone Drive
Mount Pleasant, Michigan 48858
Cell: (989) 330-4753
Email: bsalsmith@gmail.com

EDUCATION

CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, Michigan
Master of Public Administration, August 2007
Bachelor of Science, May 2004

PROFESSIONAL EXPERIENCE

SAGINAW CHIPPEWA INDIAN TRIBE Mount Pleasant Michigan
Economic Development Director, January 2016 - Present

CHARTER TOWNSHIP OF UNION Mount Pleasant, Michigan
Township Manager, September 2009 – December 2015

GRATIOT COUNTY Ithaca, Michigan
County Administrator, May 2006 – September 2009

SOARING EAGLE CASINO AND RESORT Mount Pleasant, Michigan
Casino Administrator, February 2001 – May 2006

CURRENT AFFILIATIONS

Arenac County Economic Development Corporation Board of Directors

Midwest Tribal Energy Resources Association

East Michigan Council of Governments

Mid-Michigan Development Corporation Board of Directors

PREVIOUS AFFILIATIONS

Michigan Association of County Administrative Officers

Treasurer Gratiot Geographic Information System (GIS) Authority

Vice President of Sacred Heart Academy School Board

Greater Gratiot Development Corporation Board of Directors

Michigan Local Government Managers Association

Chairperson Cultural and Recreation Commission of Isabella County

Gratiot Area Chamber of Commerce

Great Lakes Bay Regional Alliance Institute for Leaders

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**



Name: MARGIE R. HENRY Date: Nov 9, 2022

Address: 3155 S. Meridian Rd.

Phone (home) 989-773-3075 (cell) 989-330-0358 (work) ---

Email: margie.henry@icloud.com

Occupation: Retired

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications
 - Yes Property owner in East or West DDA
 - Yes Resident in Union Township

Election 2020
 J. Thuring 2246-D
 J. Brown 2226-R
 C. Bello 2204-D
 B. Haupt 2154-R
 T. Lannon 2137-D
 M. Henry 1997-R
 B. Smith 1834-R
 D. Zernberg 1789-R
 I am the next Republican after Bill Haupt, with the most votes.

OTHER *Specify Board: the Board of trustees

Please state reason for interest in above board: Worked on elections for 40 yrs.
I have served on Union Township: Planning Commission,
clerk, I am a property owner in West DDA, and I
have been a resident of Union Township for 48 yrs (1974)
 Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):
also I have worked the elections for 46 yrs.

Reference: Jim Horton 3089 Hunters Rd 989-621-1534
Mark McDonald 3495 S. Nottawa Rd 989-773-3879

Signature: Margie R. Henry Date: Nov 9, 2022

★ My internet is down, sorry for my penmanship, but I wanted to get my application in as soon as possible. 008
 Thank you Margie Henry



January 5, 2023

Dear Union Township Board of Trustees,

It is with a promise of dedicated and committed work for the advancement of the township that I submit my application to fill the vacant board seat. My approach as a trustee is to be a team player, always looking for positive impacts for the citizens as a whole, and not individuals or personal interest. Fair and ethical behavior should be a trustees gold standard of operation.

My previous township board votes should demonstrate that I work towards unified board decisions by consensus building discussion. I believe my strongest communication skill is "active listening" which helps develop further my understanding when listening to others points of view and perspectives.

I do not thrive on chaos but prefer calm and rational thought and fact based discussion. My personal demeanor along with my training in education has offered techniques on defusing disruptive, adversarial, hostile or threatening situations.

For twelve years (2008-2020) I enjoyed the privilege of sitting as a trustee on the Union Township board and representing the citizen owners/consumers and visitors. During this tenure I attended many educational trainings, conferences, and events designed to help be a professional and effective trustee. Many emphasized our main purpose and responsibility of assuring fiscal health of the township.

Professional development programs I participated in include:

-MTA Annual Conferences, Detroit, Grand Rapids, Lansing and Traverse City
+Purpose was to attend relevant and current program topics to help us maximize understanding and effectiveness as board members and to network with township officials from across the state.

-MTA Capital Conference, Lansing
+Purpose was to gain understanding on the latest legislative issues, at the state level, impacting townships and to meet face to face with state officials and leaders.

-National Association of Towns and Townships, Washington D.C.
+Purpose was to give a strong voice and champion the value of smaller communities to our U.S. Senators and Representatives.

-Policy Governance Boot Camp, Grand Rapids and In-house P.G. sessions
+Purpose was to understand and efficiently utilize this model of board governance. The policy governance model was adopted in 2010 to be followed by the township board and administration.

-MTA Township Governance Academy,
+Purpose was to attend/participate and receive certification as a graduate of this two-year MTA sponsored program and to become increasingly proficient and effective in my role as a Union Township Trustee.

Required curriculum classes included:

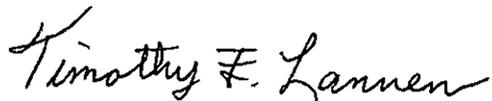
1. Board Roles and Relations
2. How Boards Make Decisions
3. Creating a Vision For Your Township
4. Utilizing Strategic Planning
5. Making Meetings Work
6. Linking with Your Community
7. At Your Service - Meeting Township Needs
8. Land Use - Defining Your Township Future
9. Township Finances
10. Managing Your Township Team
11. Fundamentals of Assessment and Taxation

Other involvement as a trustee include:

- Transitioning from the Superintendent to the Manager model of township administration
- Recreation Master Plan - Update, Board Representative,
- Hannah Bark Park multi-jurisdictional project
- MTA Township of Excellence program for Union Township
- Township Master Plan -Update
- Policy Governance adoption
- Global Ends development
- Township Annual Budget and solid understanding the budgeting process
- One vote of the board as a whole

I hope this snapshot of my experiences and qualifications will promote positive conversation and you find them sufficient to be selected to fill the vacant seat on the township board.

Best Regards,



Tim Lannen

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: TIM LANNEN Date: 12.19.2022

Address: 1129 Meadow Dr. Mt. Pleasant MI 48858

Phone (home) _____ (cell) (989) 289-8267 (work) _____

Email: TIMLANNEN@Yahoo.COM

Occupation: Retired: Safety Director - BANDIT Ind.
Active: Firefighter / Medical First Responder POC - City of Mt. Pleasant

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Resident in Union Township

OTHER *Specify Board: Board of Trustees

Please state reason for interest in above board: To build upon my past 12 years as a Trustee of Union Township by maximizing services, safety and well-being of the citizens while ensuring fiscal stability.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application): Union Township Trustee 2008-2020 Township Governance Academy Credential 2012, Policy Governance Boot Camp, Central Michigan University, Bachelor of Science in Education, -1986 Mid-Michigan College, Associates in Fire Science, -2005

Signature: Timothy F. Lannen Date: 12.19.2022



Timothy F. Lannen
1129 Meadow Dr
Mt. Pleasant, MI 48858
Phone: (989)289-8267
Email:timlannen@yahoo.com

Objective

Utilize my education, training, work-life experiences, and 12 year tenure as a Union Township Trustee to be selected to fill the vacant seat on the Charter Township of Union Board of Trustees and become an integral and valued member of this board.

Education

Central Michigan University, Mt. Pleasant, MI
Bachelor of Science in Education, December, 1986

Mid-Michigan College, Mt. Pleasant, MI
Associates in Fire Science, May 2005

Employment

Bandit Industries Inc, 2014-2021 Retired
Safety Director

State of Michigan, DCH, August 2002 – 2014
Fire Safety Officer

City of Mt. Pleasant, Public Safety Department, September 1992 – Present
Firefighter / Emergency Medical First Responder

Charter Township of Union, November 2008-2020
Board Member – Trustee, Elected Position

Westinghouse Electric Supply Company, January 1996 – August 2002 Branch Sales
Manager, Lansing, MI

Champion, Inc., Electrical Division, September 1987 – December 1995
Inside / Field Sales, Mt. Pleasant, MI

Certification

Michigan Teacher Provisional, State of Michigan
Firefighter I & II, Michigan Fire Fighters Training Council
Leadership I, II, & III, FEMA U.S. Department of Homeland Security
Emergency Vehicle Driver License, Michigan Fire Fighters Training Council
Chauffeur Driver License, State Of Michigan
Michigan Concealed Pistol License, County of Isabella
Medical First Responder Licensed
Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider
Hazardous Materials First Responder, Operations Level
Ropes Technical Rescue, Technician Level
IS-100 Incident Command System, FEMA Emergency Management Institute IS-700
National Incident Management System, FEMA Emergency Management Health and
Safety Officer, FEMA U.S. Department of Homeland Security
Incident Safety Officer, Fire Fighters Training Council

Computer Experience

Microsoft Access
Microsoft PowerPoint
Microsoft Excel
Microsoft Word
Microsoft Office

References

Fire Chief Doug Lobsinger
Mt. Pleasant Fire Department
(989) 779-5152

Jim Conway
(989) 621-5371

Rick Barz
(989) 560-5050

Jim Horton
(989) 621-1534

Kathy Backus
(989) 330-1191

Amy Ouellette
(989) 560-9970

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Jim Zalud Date: 1-17-23
Address: 6422 S. Whiteville Rd, Mt. Pleasant
Phone (home) 772-3249 (cell) 989-317-5121 (work) 772-5890
Email: jzalud@isabella.com
Occupation: CEO

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Resident in Union Township

OTHER *Specify Board: _____

Please state reason for interest in above board:
Have served on DDA Board for 20+ years

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Signature: Jim Zalud Date: 1-17-2023

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**



Name: Jessica Lapp Date: 12/20/2022

Address: 2113 McDonald Drive, Mount Pleasant, MI 48858

Phone (home) _____ (cell) 989-944-1163 (work) 989-774-4401

Email: jlapp500@yahoo.com

Occupation: program coordinator, Central Michigan University

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

X _____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I have served on the Planning Commission for one term now and would like to continue serving the township in this way. I feel I offer a useful point of view for this group, as a resident and property owner.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have served on the Commission on Aging Advisory Board for the county and on the Sex Ed Advisory Board for the Mount Pleasant Public Schools. I have attached a résumé.

Signature: Jessica Lapp Date: 12/20/2022

JESSICA W. LAPP
jlapp500@yahoo.com

Home

2113 McDonald Drive
Mount Pleasant, MI 48858
989-944-1163

Office

CSE Dean's Office
Brooks 219
989-774-4401

Education:

1995	M.A., University of Notre Dame, English
1986	B.A., Goshen College, Major: English Minor: Journalism

Employment:

**Interdisciplinary Program Coordinator, College of Science and Engineering,
Central Michigan University, Mount Pleasant, Michigan**

August 2008 - present

Responsibilities: Administrative coordinator for the Science of
Advanced Materials PhD Program (established 2008); the Institute for Great
Lakes Research (established 2010); the Earth and Ecosystem Science PhD
Program (established 2014) and the Neuroscience Program (moved to CSE
January 2019, and then to Health Affairs in July 2020)

**Program Coordinator, Advanced Materials Research Initiative, College of
Science and Technology, Central Michigan University, Mount Pleasant,
Michigan**

March 2007 to August 2008

Responsibilities: Administrative coordinator for research initiative in materials
science, including the development of a new PhD program

**Instructor, English Department, Central Michigan University, Mount
Pleasant, Michigan**

August 2005 to May 2007

Responsibilities: Taught sections of English 101, 136 and 201

**Instructor, McNair Research Writing and Communication Seminar,
College of Graduate Studies, Central Michigan University, Mount Pleasant,
Michigan**

Spring Semesters: 2005-2007

Responsibilities: Led writing and communication seminar for students in the
Ronald E. McNair Post Baccalaureate Achievement Program, providing
instruction on research writing and culminating in the research proposal for the
summer research experience

**Research and Program Officer, Office of Research and Sponsored
Programs, Central Michigan University, Mount Pleasant, Michigan**

August 1999 – March 2004

Responsibilities: Assisted with all aspects of proposal development and
submission, processing of awards and grant management; assisted with
development of policies and procedures related to proposal submission and grant
management

Co-Instructor, MUS 597: External Funding for Arts Education, School of Music, Central Michigan University, Mount Pleasant, Michigan

June 16-18, 2003

Responsibilities: Team-taught course for music educators on funding sources for the arts. Co-instructor with Randy L'Hommedieu, Chair, School of Music.

Instructor, Ronald E. McNair Post Baccalaureate Achievement Program, Central Michigan University, Mount Pleasant, Michigan

May to June 2000

Responsibilities: Taught Research Writing Course for students participating in this federally funded program to prepare underrepresented and first generation, low-income students for graduate studies

Instructor, English Department, Central Michigan University, Mount Pleasant, Michigan

August 1998 to May 1999

Responsibilities: Taught two sections of English Composition in fall semester 1998, tutored six students in writing skills during fall and spring semesters

Assistant Professor of English, Goshen College, Goshen, Indiana

July 1995 to June 1997

Responsibilities: Taught a variety of courses in composition and literature, including Expository Writing, Romanticism and Criticism, Major Author: Toni Morrison, International Literature, American Literature Survey. Departmental duties included advising incoming first-year students and English majors, developing curricula for shared courses, chairing publications board for the Pinchpenny Press

Department Chairperson: Dr. Ervin Beck

Sales Assistant, Little Professor Book Center, Durham, NC

September 1994 to July 1995

Instructor, University of Notre Dame, Notre Dame, Indiana

Fall 1992 to Spring 1994

Responsibilities: Taught four sections of Freshman Composition and Literature Freshman Writing Program Director: Dr. Edward Kline

Teaching Assistant, University of Notre Dame, Notre Dame, Indiana

August 1991 to May 1992

Responsibilities: Served as the teaching assistant to the upper level survey course, American Literary Traditions, assisting with lectures and grading assignments

Supervising Professors: Dr. Jacqueline Vaught Brogan

Dr. Robert Slabey

Research Assistant, University of Notre Dame, Notre Dame, Indiana

Spring 1991

English Teacher, Lancaster Mennonite High School, Lancaster, Pennsylvania

August 1986 to June 1990

Responsibilities: Full time teaching of a variety of classes; Adviser to the *Laurel Wreath*, the school yearbook from August 1987 to June 1990

Principal: J. Richard Thomas

**Administrative Assistant, East Asia Desk, Mennonite Central Committee,
Akron, Pennsylvania**

June 1988 to August 1988

Program Directors: Earl Martin and Pat Hostetter Martin

Community Service:

Union Township Planning Commission, January 2021 – present (3 year term)

**Isabella County Commission on Aging Advisory Board, January 2019 -
present (3 year term)**

Sex Education Advisory Board, Mount Pleasant Public Schools, September

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Kayla Archer (Slezak) Date: 12-4-23

Address: 1465 S. Lincoln

Phone (home) _____ (cell) 989.560 (work) _____

Email: Kayla.slezak@gmail.com

Occupation: Faculty (Business) and Local Business

*owner of
Fitness
coach
Kayla*

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

X _____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I've always been involved in my community in one way or another, this seems like the next suitable act of service.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

As a faculty member, research & analysis is key - in teaching, speaking / communication / listening is key. All seem relevant for this board.

Signature: [Signature] Date: 12-4-23

SUMMARY OF SKILLS AND QUALIFICATIONS

- Full time teaching of MGT 373 Recruiting and Selection, MGT 320 Introduction to Human Resources, MGT 312 Introduction to Management, MGT 258 Effective Management of Human Resource Organizations, MGT 447 Business Ethics, MGT BIS 101 Business Communication, BUS 100 Introduction to Business and FYE 101 First Year Experience Central Michigan University, on-campus
- Online development and teaching of undergraduate and graduate business courses (Management, Business Ethics, Recruitment and Selection, Compensation, Organizational Behavior, Human Resource Management, Personnel)
- Strong knowledge with Engineering and Automotive management recruitment, Entrepreneurship (owning and managing several fitness businesses) and Law Enforcement.
- Expert level knowledge and skill with Blackboard, Captivate and Collaborate software systems
- Excellent relationships with Michigan based companies for recruitment, intern and placement of Management and HR graduating students
- Active in yearly business conference presentations and panel work
- Seven years of instruction as a corporate trainer and presenter
- Nine years of managerial experience
- Fifteen years of experience a faculty member, advisor, and mentor to college students
- Recruiting experience for professional positions in Engineering, Procurement, Human Resources, and Logistics
- Assessment Center Coordinator/Administrator for Michigan Law Enforcement agencies
- Entrepreneurial experience and operational management with the fitness industry
- Human Resource Management SAP Certified
- Currently enrolled and actively partaking to complete a Certified Manager Certification (2020)

EDUCATION

Ed.D	Central Michigan University , Mt. Pleasant, Michigan Educational Leadership Concentration: Higher Educational Policy Dissertation: <i>Perceptions of tenure/tenure-track organizational culture: An organizational culture profile for human resource management</i>
MBA	Argosy University , Schaumburg, Illinois Concentration: Leadership
BSBA	Central Michigan University , Mt. Pleasant, Michigan Major: Human Resource Management Minor: Sociology/Research Methods

PUBLICATIONS/PRESENTATIONS/PROCEEDINGS

Love, K.G., Slezak, K., & Moon, A. *An application-exercise approach to the teaching of human resource management: Incorporating adult learning theory assumptions*. Presented at the annual meeting of the North American Management Society, Chicago, IL, 2009.

Love, K.G., Slezak, K., & Moon, A. (2009) *An application-exercise approach to the teaching of human resource management: Incorporating adult learning theory assumptions*. Proceedings of the North American Management Society Annual Meeting, Chicago, IL.

McGinnis, A., Slezak, K. *Top 5 Ideas for an Interactive Approach to the Teaching of Human Resource (HR) Management*. Western Journal of Human Resource Management. Spring 2009.

Bentley, J. M., & Slezak, K. (2011, June). *Intrusive supports: A model for understanding and enhancing first-year persistence initiatives*. 24th International Conference on the First-Year Experience, Manchester, UK.

MAJOR GRANTS AND FUNDING

2008-2011 "Consulting, Safety, and Security Services: Personnel Resource Allocation Study and Projection Model for the Michigan Department of State Police," State of Michigan - \$192,000 (funded) (CMU)

CURRENT RESEARCH AND WORK IN PROGRESS

The role of tenure-track faculty organizational culture in shaping bargaining strategy and behavior (manuscript accepted for national conference presentation)

The use of cell phones in the classroom: Distraction, toleration, complaints, and purposes

A working human resource recruitment/selection and retention model for faculty in the university setting

UNIVERSITY TEACHING EXPERIENCE

2016-Present **Full-Time Lecturer**
Ferris State University, Big Rapids, MI

2008-2016 **Full-Time Lecturer II**
Central Michigan University, Mt. Pleasant, MI

Instructed undergraduate and graduate students participating in face-to-face and online Management, Human Resources, Management, MBA and MSA degree programs. Developed classroom philosophy and management plans. Created daily lessons and units incorporating creative uses of learning technologies consistent with master course syllabi and university priorities. Administered formative and summative assessments to measure mastery of course concepts. Facilitated experiential learning activities for kinesthetic application of course concepts. Incorporated public service opportunities providing practical application of course content. Guided undergraduate research, creative endeavors, and internships.

PROFESSIONAL EXPERIENCE

2012-Present **Personal Trainer/Nutrition Counselor/Fitness Instructor/Owner**
Fitness Coach Kayla LLC., Mt. Pleasant, MI

- Current Personal Training and Nutrition Counseling business yields 13-15 Clients trained twice per week and averages 8-10 nutrition clients with weekly nutritional guides utilizing Evolution Nutrition software.
- CPR/AED trained; over 10 years of fitness certifications in various forms such as Group, TRX, Kickboxing, P90X, Bars, Bootcamps, Spinning and Nutrition.
- 9 years of group fitness training (groups of 4-75), fitness instructor trainer, and gym manager.
- Maintaining a working knowledge of human anatomy and the concepts of functional exercise, basic nutrition and fundamental principles of exercise science
- Ability to design and execute individual and small group exercise fitness programs, tailored to the needs and attainable goals of the individual, in a safe and effective way
- Desire to help clients reach their health and fitness goals through appropriate cardiovascular, flexibility and resistance exercise
- Motivate others in an encouraging and uplifting way towards improving their overall fitness and health
- Dedication to maintaining personal integrity, client confidentiality and professional standards for best practice

2008-Present

Law Enforcement Assessment Center Administrator

Kevin G. Love, PhD, Industrial Psychologist, PC, Mt. Pleasant, MI

Provide human resource management consulting and training services to private and public sector agencies. Duties include planning and coordinating assessment center events, completing the evaluation and scoring of participants, and producing written scored reports for clients. Selected clients and projects include:

- Michigan Department of State Police, East Lansing, MI: Development of an interactive staffing model for uniform posts and districts (2008-2010)
- Law Enforcement Supervisor Assessment Center – Police Sergeant promotional system development. Central Michigan University Police (2010, 2011, 2016, 2019)
- Law Enforcement Supervisor Assessment Center – Sergeant (Road Patrol and Jail) promotional system development. Isabella County Sheriff's Department (2009, 2010, 2011, 2015)

2007-2008

Human Resources Service Manager

Kelly Engineering Resources, Sterling Heights, MI

- Managed a service staff and 400+ temporary employees
- Administered all employee orientations upon placement by recruiters
- Responsible for facilitation and administration of all employee benefit activities
- Prepared time cards for payroll processing, produced compensation reports and resolved inconsistencies
- Review/managed internal reports, managed quality initiatives, assisted in budget development and management, audited bills, and completed Corporate-requested reports.
- Monitored and analyzed employee turnover/absenteeism and took appropriate action, conducted performance reviews, solicited employee feedback, investigated customer/employee complaints, counseled/coached employees and conducted exit interviews
- Developed and maintained recognition, professional development, and retention programs

2005-2007

Recruiter/HR Generalist

Kelly Engineering Resources, Downers Grove, IL

- Served as an Human Resource generalist for 150+ contract employees
- Managed and tracked applicants and employees using Human Resource Information Systems (HRIS) and Applicant Tracking Systems (ATS)
- Hired, counseled, and terminated employees as needed
- Determined fair compensation levels for contract and direct hire employees
- Conducted behavioral-based phone interviews to screen for qualified individuals
- Presented offer/welcome letters to new hires, administered I-9, tax, background disclosure forms, etc.
- Educated employees regarding medical/dental/life insurance, 401(k) programs, and sick/vacation pay policies
- Addressed unemployment issues through state facilitated telephone arbitrations
- Built and maintained consultative relationships with Kelly employees, as well as with HR professionals and clients
- Supported contract negotiations with new or potential clients
- Resolved billing, invoice, and tax discrepancies
- Maintained thorough documentation for ISO 9001-9002 Certification

2004-2005

Intern-Needs Assessment Consultant

Isabella County Sheriff Department, Mt. Pleasant, MI

- Completed department needs assessment for incoming Sheriff and Undersheriff
- Interviewed staff of 60 employees through one-on-one interviews and focus groups
- Compiled and distributed a department-wide survey and summary report highlighting areas for continued improvement and resolution options

2003-2005

Student Program Supervisor

Central Michigan University Police Department, Mt. Pleasant, MI

- Supervised 30 student employees in the areas of police dispatch, building security, parking enforcement and campus escorts
- Recruited, interviewed and selected new employees
- Implemented performance appraisals, training modules and conducted on and off the job training, team building exercises, and classroom mock scenarios to improve skills and productivity

2001-2005

Michigan Certified Dispatcher

Central Michigan University Police Department, Mt. Pleasant, MI

- Handled 911 emergency calls and any other police related phone calls
- Dispatched police, fire, and ambulance as needed

AWARDS/HONORS

- Central Michigan University Excellence in Teaching Award 2011
- Central Michigan University First-Year Advocate Award 2011
- Nominated for the Kelly Services Character Award 2006
- Top 10 Recruiter of the Year 2006

SERVICE ORGANIZATIONS

- Society for Human Resource Management 2004-Present
- MMHRA (Mid Michigan Human Resource Association) 2007-2014
- Mid-Michigan Cycling Club (Vice-President) 2010-2013
- Mt. Pleasant Community Foundation Scholarship Committee 2015-2016
- Committee Member, Mt. Pleasant Discovery Museum Board 2015-2017
- Co-Chair, Mid-Michigan Aquatic Committee 2016-Present
- Core Curriculum Committee FSU 2018-Present
- COB Diversity Committee FSU 2017-Present
- Crystal Mountain Ski Patrol Host 2019-Present

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Nivia McDonald Date: 02/02/23

Address: 4847 S Whiteville Rd

Phone (home) _____ (cell) 989.205.3937 (work) _____

Email: niviamcdonald95@gmail.com

Occupation: Executive Assistant

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

X _____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I am very interested in becoming more active in local politics, believe my background and skills will be an asset to the township, and
want to be involved in helping to develop our beautiful community to the benefit of our residents.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have served on the Isabella County Restoration House Board of Directors since 2020, have worked extensively with the Mid Michigan College

Foundation Board of Directors, and currently am the Executive Assistant to Jerome Schwind, F

Signature: Nivia McDonald Date: 02/02/2023

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**



Name: Philip Squatrito Date: December 20, 2022

Address: 1797 James Court

Phone (home) 989-772-5450 (cell) 989-941-7260 (work) 989-774-4407

Email: p.squatrito@cmich.edu

Occupation: professor

Please select the board you are applying for:

Zoning Board of Appeals Must be a Union Township Resident

Board of Review Must be a Union Township Resident

Planning Commission Must be a Union Township Resident

EDA Must meet one of the following qualifications:
 Property owner in East or West DDA
 Resident in Union Township

OTHER *Specify Board: _____

Please state reason for interest in above board:

I have served on the Planning Commission since 2009 and wish to continue this service

through the next Master Plan revision, continuing Zoning Ordinance updates, etc.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have participated in continuing education through MAP and MTA workshops almost every

year and believe my experience will be an asset to the commission during a new term.

Signature: *Philip J Squatrito* Date: December 20, 2022

PHILIP J. SQUATTRITO

I. Personal

Current Position: Professor, Department of Chemistry and Biochemistry
Central Michigan University
Office: Dow Science Complex 356
Phone: 989-774-4407
E-mail: p.squattrito@cmich.edu

II. Education

Brown University, Providence, RI Sc.B. in chemistry, magna cum laude, June 1982
Northwestern University, Evanston, IL M.S. in chemistry, August 1983; Ph.D. in inorganic
chemistry, June 1987

III. Employment History

Central Michigan University, Mt. Pleasant, Michigan
Professor, August 1998 to present
Associate Professor, August 1994 to July 1998
Assistant Professor, August 1989 to July 1994

Texas A & M University, College Station, Texas
Postdoctoral Research Associate, September 1986 to August 1989
Robert A. Welch Foundation Postdoctoral Fellow, 1988-89; Lecturer, Spring 1988

IV. Scholarly Activity

Eighty-One Peer-Reviewed Publications in Academic Journals between 1984 and 2022

V. Leadership

President, CMU Faculty Association (2005-2006)
Co-Chair, CMU Faculty Association Bargaining Team (2008, 2011, 2014, 2019)
Co-Chair, CMU Faculty Association Grievance Committee (2013-)
Chair, CMU Academic Senate (2009-2011)
American Chemical Society Central Region 2013 Meeting General Chair (2010-2013)
Chair, Charter Township of Union Planning Commission (2010-)

VI. Honors and Awards

Provost's Award for Outstanding Research and Creative Activity, CMU (1997)
ACS Midland Section Award for Outstanding Achievement in College Chemistry Teaching (1997)
ACS Midland Section Award for Outstanding Service to the American Chemical Society (2006)
Marquis Who's Who in America (2011-)
College of Science and Technology Outstanding Service Award, Central Michigan University (2013)

2023 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 January 25, 2023, at 7:00 p.m. at the Union Township Hall.

Meeting was called to order at 7:11 p.m.

Roll Call

Present:

Supervisor Mielke, Clerk Cody, Trustee Brown, and Trustee Thering

Excused:

Treasurer Rice and Trustee Bills

Approval of Agenda

Cody moved **Brown** supported to approve the agenda as presented. **Vote: Ayes: 4 Nays: 0. Motion carried.**

Presentation

Public Hearings

Public Comment

Open: 7:12 p.m.

Ben Gunning, 2270 E. Broomfield Rd, commented on the vacant Trustee seat, the board attendance and the Zalud litigation.

Closed: 7:16 p.m.

Reports/Board Comments

- A. Current List of Boards and Commissions – Appointments as needed.**
- B. January Monthly Activity Report**
- C. Planning Commission and ZBA updates by Community and Economic Development Director**
- D. Board Member Reports**

Mielke – informed the Board of his upcoming meeting with the new MDOT Manager, Jack Hofweber, for introductions on January 31st and gave updates on the Intergovernmental meeting held on January 25th and the Annual Isabella County Road Commission meeting held on January 24th.

Consent Agenda

- A. Communications
- B. Minutes – January 11, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Mission Creek Park Pathway Project Resolution of Intent

Cody moved **Brown** supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Mielke, Cody, Brown, and Thering. Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Nanney) Adoption of the Redevelopment Ready Communities Program Participation Resolution

Cody moved **Brown** supported to adopt the Resolution of Intent to Participate in the Michigan Economic Development Corporation's Redevelopment Ready Communities Program and to pursue a Redevelopment Ready Communities certification, as recommended by the Planning Commission. **Roll Call Vote: Ayes: Mielke, Cody, Brown and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) Introduction and First Reading of the 2022 Zoning Ordinance Text Amendment

Cody moved **Brown** supported to introduce and conduct a First Reading for the proposed PTXT 22-01 set of Zoning Ordinance Amendments as recommended by the Planning Commission. **Vote: Ayes: 4. Nays: 0. Motion carried.**

C. Discussion/Action: (Smith) Source Water Grant Agreement

Brown moved **Cody** supported to approve the Source Water Grant Agreement between the Charter Township of Union and EGLE for the completion of well exploration activities, naming Kim Smith, Public Services Director as the grant representative. **Roll Call Vote: Ayes: Mielke, Cody, Brown, and Thering. Nays: 0. Motion carried.**

D. Discussion/Action: (Stuhldreher) Policy Governance 2.1 Treatment of Consumers

Discussion by the Board.

E. Discussion/Action: (Board of Trustees) Clerk's Compensation Level Discussion

Discussion by the Board.

F. Discussion/Action: (Stuhldreher) Policy Governance 3.1 Governing Style

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:19 p.m.

Brian Smith, 2284 Sandstone Dr., suggested that future ARPA fund discussions include electric car charging stations, and expressed appreciation for the work on the sidewalk projects.

Tim Lannen, 1129 Meadow Dr., Introduced himself and expressed interest in the vacant Trustee seat.

Closed: 8:26 p.m.

MANAGER COMMENTS

- Union Township's appointed Cultural and Recreational Commission (CRC) representative, Robert Sommerville, was re-elected to Vice President to that board.
- Union Township received a \$2500 incentive check from Consumers Energy for converting the lights at Township Hall to LED.
- The Township Manager will be out of the office February 4 – 11 and February 25 – March 4.
- The Assessor gave notice of his contract termination. He will be servicing Union Township through the end of April.

FINAL BOARD MEMBER COMMENTS

Thering – wanted clarification on the Boards next steps in appointing a candidate to the vacant Trustee seat.

Mielke – Commented on watching the State of the State and commented on his appreciation for Mr. Smith’s comment on electric charging stations.

ADJOURNMENT

Cody moved **Brown** supported to adjourn the meeting at 8:37 p.m. **Vote: Ayes: 4 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						
01/26/2023	101	587 (E)	01186	COYNE PROPANE LLC	PROPANE DELIVERY - 4511 E RIVER PROPANE DELIVERY 5228 S ISABELLA RD	967.29 1,364.47 <u>2,331.76</u>
01/30/2023	101	588 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD MASTERCARD BEBOW MASTERCARD MCBRIDE MASTERCARD ROCKAFELLOW MASTERCARD FUSSMAN MASTERCARD STUHLBREHER MASTERCARD HOHLBIEN MASTERCARD OCKERT MASTERCARD THEISEN MASTERCARD NANNEY MASTERCARD TEALL MASTERCARD COFFELL	16.04 34.77 1,669.91 174.42 129.14 59.96 170.48 304.63 275.49 529.90 80.00 181.93 <u>3,626.67</u>
02/01/2023	101	589 (E)	00146	CONSUMERS ENERGY	1046 S MISSION ST 1633 S LINCOLN RD 1605 SCULLY RD 2424 W MAY ST 800 CRAIG HILL RD 4520 E RIVER RD 5319 E AIRPORT RD 2279 S MERIDIAN RD PUMP HOUSE 2279 S MERIDIAN RD 4511 E RIVER RD	180.49 286.72 86.84 833.86 67.05 376.68 108.44 305.76 1,698.40 14,329.30 <u>18,273.54</u>
02/02/2023	101	24331	01623	CLARK HILL PLC	LEGAL FEES FOR PUNG MATTER - SEPT 2021 LEGAL FEES FOR PUNG MATTER - OCT 2021 LEGAL FEES FOR PUNG MATTER - NOV 2021 LEGAL FEES FOR PUNG MATTER - DEC 2021 LEGAL FEES FOR PUNG MATTER - JAN 2022 LEGAL FEES FOR PUNG MATTER - FEB 2022 LEGAL FEES FOR PUNG MATTER - MAR 2022 LEGAL FEES FOR PUNG MATTER - APR 2022 LEGAL FEES FOR PUNG MATTER - MAY 2022 LEGAL FEES FOR PUNG MATTER - JUN 2022 LEGAL FEES FOR PUNG MATTER - JUL 2022 LEGAL FEES FOR PUNG MATTER - AUG 2022 LEGAL FEES FOR PUNG MATTER - SEP 2022 LEGAL FEES FOR PUNG MATTER - OCT 2022	1,280.00 1,460.00 1,500.00 60.00 60.00 60.00 60.00 60.00 60.00 60.00 60.00 60.00 60.00 420.00 570.00 <u>5,770.00</u>
02/08/2023	101	24332	01358	21ST CENTURY MEDIA-MICHIGAN	BOARD OF TRUSTEE VACANCY-DEC 2022 BOT MEETING SUMMARY 12/12/22 BOT MEETING SUMMARY 11/9/2022 & 11/22/22 EXTRACTION ORDINANCE 23-01 NOTICE-PLANNI BOARD OF TRUSTEE VACANCY-JAN 2023	404.25 127.93 155.45 569.40 032734.00 <u>734.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,991.03
02/08/2023	101	24333	01703	AMAZON CAPITAL SERVICES	PLASTIC GLOVES/SHOE COVERS FOR BLDG DEPT BACKFLOW PREVENTER, FILLER FAUCET, KEYS,	65.93 1,186.20
						<u>1,252.13</u>
02/08/2023	101	24334	00095	C & C ENTERPRISES, INC.	C FOLD TOWELS	129.50
02/08/2023	101	24335	00129	CMS INTERNET, LLC	VERKADA CAMERA SOFTWARE LICENSES	895.00
02/08/2023	101	24336	01024	CODE OFFICIALS CONFERENCE-MI	2023 COCM MEMBERSHIP FEE	45.00
02/08/2023	101	24337	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JAN 2023	893.92
02/08/2023	101	24338	01171	DBI BUSINESS INTERIORS	NOTEPADS & POST-IT NOTES	87.68
					FILE FOLDERS/BINDER TABS/BINDER CLIPS	84.49
						<u>172.17</u>
02/08/2023	101	24339	00183	DIXON ENGINEERING, INC.	WARRANTY OBSERVATION@BROADWAY WTR TOWER	2,650.00
02/08/2023	101	24340	01219	ERC ASSOCIATES, LLC	4 DRUMS OF CATIONIC POLYMER	7,750.00
02/08/2023	101	24341	00209	ETNA SUPPLY COMPANY	BRASS FITTINGS/COUPLINGS-HATS MAIN REPAI BRASS NIPPLE-HATS MAIN REPAIR RETURN BRASS FITTING	60.10 36.80 (26.50)
						<u>70.40</u>
02/08/2023	101	24342	00248	GILBOE'S LOCK & SAFE SERVICE	NEW LOCK INSTALLED@MISSION WELL SITE	1,026.80
02/08/2023	101	24343	00249	GILL-ROY'S HARDWARE	SHOP SUPPLIES - SAWZALL BLADE PADLOCK-STATION #20 WET WELL LOCK	27.99 20.99
						<u>48.98</u>
02/08/2023	101	24344	00257	GOURDIE-FRASER, INC.	STORM WATER ORDINANCE UPDATE-FINAL PMT SIDEWALK EXTENSTIONS TWP HALL/JONATHON L	1,375.00 1,200.00
						<u>2,575.00</u>
02/08/2023	101	24345	01567	JEFF HOHLBEIN	HRA HEALTH COSTS REIMBURSEMENT 2022	308.98
02/08/2023	101	24346	01721	HYDROCORP	CROSS CONNECT CONTROL PRG/RESIDENTIAL - CROSS CONNECT CONTROL PRG/NON-RESIDENTIA	2,650.00 950.00
						<u>3,600.00</u>
02/08/2023	101	24347	00307	IDEXX DISTRIBUTION, INC	COLISURE DRINKING WATER TEST	1,804.15
02/08/2023	101	24348	00324	ISABELLA CORPORATION	FORCEMAIN REPLACEMENT - HATS BLDG	16,750.00
02/08/2023	101	24349	00333	ISABELLA COUNTY ROAD COMMISSION	RENAISSANCE-SCHOOL ZONE FLASHING SIGN	2,977.52
02/08/2023	101	24350	01834	MACEO	CODE ENFORCEMENT OFFICER EDU CONFERENCE	235.00
02/08/2023	101	24351	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FIRE HYD REPAIR-COUPPING/UPPER STEM COUPLINGS/REDUCERS	312.00 210.00
						<u>522.00</u>
02/08/2023	101	24352	00446	MISS DIG SYSTEM, INC	MISS DIG FEES 2023	1,501.64
02/08/2023	101	24353	01266	MOREYS LOGO.COM	VACTOR TRUCK TWP LOGOS	100.00
02/08/2023	101	24354	00462	MT. PLEASANT FENCE, SASH & DOOR	ADJUSTED DOOR@ ISABELLA WELL SITE	75.00
02/08/2023	101	24355	00463	MT. PLEASANT HEATING & AIR COND	SERVICE FURNACE - FINANCE DEPT	115.00
02/08/2023	101	24356	01833	MT. PLEASANT INN & SUITES	REFUND 3 RENTAL INSP & LATE FEES-2022 REFUND 3 RENTAL INSPECTIONS-2023	75.00 45.00
						<u>120.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/08/2023	101	24357	00494	NORTH CENTRAL LABORATORIES	BUFFER SOLUTION, AMMONIA, PHOSPHORUS, NI TESTING SUPPLIES - PHOSPHATE	2,093.58 89.78 <u>2,183.36</u>
02/08/2023	101	24358	00497	NORTHERN INDUSTRIAL SUPPLY	DBL INTERLOCK BEARING	2,452.69
02/08/2023	101	24359	01543	AMY PEAK	HRA HEALTH COSTS REIMBURSEMENTS 2022	20.00
02/08/2023	101	24360	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE FOR TWP HALL BREWER	129.00
02/08/2023	101	24361	01090	SIMPLY ENGRAVING	MAGNETIC NAME BADGE/NAME PLATES	33.00
02/08/2023	101	24362	01495	MARK STUHLDTREHER	ROTARY DUES/LUNCHESES JAN-MAR 2023	153.00
02/08/2023	101	24363	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	274.00
02/08/2023	101	24364	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	22.72
02/08/2023	101	24365	01013	USA BLUE BOOK	CHLORINE/GLOVES/GASKET/HAND CLEANER HAND CLEANSER	315.42 94.55 <u>409.97</u>
02/08/2023	101	24366	01314	VERIZON WIRELESS	CELL PHONES 1-16-23 TO 2-15-23	457.78
02/08/2023	101	24367	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR PLANT-FEB 2023 DUMPSTER SERVICE MCDONALD PARK-FEB 2023 DUMPSTER SERVICE WWTP - FEB 2023 DUMPSTER SERVICE TWP HALL-FEB 2023 DUMPSTER SERVICE SHOP-FEB 2023 DUMPSTER SERVICE JAMESON HALL-JAN 2023	45.89 137.66 257.89 66.52 45.44 116.56 <u>669.96</u>

101 TOTALS:

Total of 40 Checks:	84,416.67
Less 0 Void Checks:	0.00
Total of 40 Disbursements:	<u>84,416.67</u>

Charter Township of Union Payroll
--

CHECK DATE: February 2, 2023

PPE: January 28, 2023

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	34,549.97
Fire Fund		
EDDA		
WDDA		
Sewer Fund		36,801.42
Water Fund		26,841.20
Total To Transfer from Pooled Savings	\$	98,192.59

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	65,407.04
Employer Share Medicare		902.04
Employer Share SS		3,857.11
SUI		248.08
Pension-Employer Portion		5,481.39
Workers' Comp		426.93
Life/LTD		606.42
Dental		1,265.96
Health Care		22,208.80
Vision		402.20
Vision Contribution		(201.10)
Health Care Contribution		(2,412.28)
Flex Administrators		
Cobra/Flex Administration		
PCORI Fee		-
Total Transfer to Payroll Checking	\$	98,192.59



Union Township Report-1

Date: Tuesday, January 24, 2023



Alarm Date between 2023-01-09 and 2023-01-22

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000020						
		1/9/2023 2:02:00 AM	611	Dispatched & canceled en route	ENG 33	3	1
						Total Responding 3	
Union Township	0000026						
		1/12/2023 9:52:34 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	3	1
						Total Responding 3	
Union Township	0000031						
		1/15/2023 12:15:11 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	

Union Township	0000038						
		1/17/2023 3:07:00 PM	322	Motor vehicle accident with injuries	ENG 31	2	1
		1/17/2023 3:07:00 PM	322	Motor vehicle accident with injuries	C 31	2	1
						Total Responding 4	
Union Township	0000039						
		1/17/2023 3:20:42 PM	322	Motor vehicle accident with injuries	ENG 31	2	1
		1/17/2023 3:20:42 PM	322	Motor vehicle accident with injuries	C 31	2	1
						Total Responding 4	
Union Township	0000040						
		1/17/2023 5:16:02 PM	744	Detector activation, no fire - unintentional	ENG 31	4	1
						Total Responding 4	

Union Township	0000041						
		1/18/2023 4:46:43 PM	412	Gas leak (natural gas or LPG)	ENG 31	3	1
						Total Responding 3	
Union Township	0000042						
		1/18/2023 9:28:37 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	3	1
						Total Responding 3	
Union Township	0000045						
		1/19/2023 10:47:00 AM	412	Gas leak (natural gas or LPG)	ENG 31	3	1
						Total Responding 3	
Union Township	0000055						
		1/20/2023 6:34:50 PM	111	Building fire	CHIEF	1	4
		1/20/2023 6:34:50 PM	111	Building fire	ENG 31	2	4

		1/20/2023 6:34:50 PM	111	Building fire	C 31	1	4
		1/20/2023 6:34:50 PM	111	Building fire	ENG 33	0	4
		1/20/2023 6:34:50 PM	111	Building fire	POV	8	4
		1/20/2023 6:34:50 PM	111	Building fire	T 31	1	4
		1/20/2023 6:34:50 PM	111	Building fire	Rescue 31	1	4
						Total Responding 14	
Union Township	0000057						
		1/21/2023 4:04:36 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	
	Total Runs 11					Total Responding 45	

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

Date: Tuesday, January 31, 2023



Alarm Date between 2023-01-22 and 2023-01-28

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000059						
		1/22/2023 5:32:11 PM	113	Cooking fire, confined to container	ENG 32	3	1
						Total Responding 3	
Union Township	0000062						
		1/24/2023 1:46:17 PM	745	Alarm system activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000063						
		1/25/2023 4:00:42 PM	324	Motor vehicle accident with no injuries.	ENG 32	2	1
						Total Responding 2	

Union Township	0000065						
		1/26/2023 6:34:11 PM	352	Extrication of victim(s) from vehicle	POV	7	4
		1/26/2023 6:34:11 PM	352	Extrication of victim(s) from vehicle	ENG 32	2	4
		1/26/2023 6:34:11 PM	352	Extrication of victim(s) from vehicle	Rescue 31	1	4
						Total Responding 10	
Union Township	0000066						
		1/27/2023 6:23:36 AM	300	Rescue, EMS incident, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000068						
		1/27/2023 9:56:56 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
	Total Runs					Total	

6

Responding 22

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

JUSTIFICATION

The completion of a full grind with a five-inch overlay is an ideal maintenance tool to replace and upgrade an existing pavement’s structure to a Class A (all seasons) Road. Grind and paves provide a smooth, dark, solid all-season surface that will improve the ride quality, reduce noise levels, eliminate the need of weight restrictions, and reduce the life cycle maintenance costs of the roadway surface.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

The funding partners cost share for this contract is as follows:

Funding Partners	Cost Share
Charter Township of Union	\$100,000.00
Federal Surface Transportation Program (STP) – Small Urban Program – partnership with City of Mt. Pleasant	\$375,000.00
Isabella County Road Commission (ICRC)	\$100,000.00
Project Total	\$575,000.00

The FY2023 Approved Budget includes funds for this project in the amount of \$100,000.00.

PROJECT TIME TABLE

2023 Construction Season

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the gravel, grind, and pave of Broomfield Road from Mission Road east to Isabella Road in the amount of \$100,000.00, and authorize the Township Manager to sign said contract.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

TOWNSHIP PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the "**Road Commission**" and **Union Township**, hereinafter referred to as the "**Township**", for the following improvements:

Project No. 459-014-211410	Broomfield – Mission to Isabella	Gravel, Grind, & Pave – 5" to Class A Road
	Estimated Cost	\$674,729.54
	Less City/ICRC	- 574,729.54
	Union Township Share	\$100,000.00

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Manager

By: _____
Manager

By: _____

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____

To: Board of Trustees **DATE:** January 31, 2023
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 2/8/2023
ACTION REQUESTED: To conduct a Second Reading of the proposed PTXT 22-01 Zoning Ordinance Amendments, and to adopt the amendatory ordinance as Ordinance No. 23-02.

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval

BACKGROUND INFORMATION

During the adoption process for our current Zoning Ordinance No. 20-06, our project consultant noted that details may be identified for correction as the new Ordinance update is implemented. On 11/10/2021, the Board of Trustees adopted an initial set of “punch list” amendments. As staff has continued to administer the new Zoning Ordinance, some additional issues have arisen, including changes to state laws, which require corresponding changes to the Ordinance.

Summary of Public Input Opportunities

The following is a summary of public notices and meetings for the proposed ordinance:

Date	Event	Actions
November 28, 2022	Notice of the date, time, and place of the Planning Commission’s public hearing per the Michigan Zoning Enabling Act	Posting of the notice and the proposed ordinance at the Township Hall and on the Township’s website
November 30, 2022		Publication of the notice in The Morning Sun newspaper
December 20, 2022	Regular meeting of the Planning Commission	Public hearing, deliberation, and action to recommend the amendments to the Board of Trustees for adoption
January 25, 2023	Regular meeting of the Board of Trustees	Introduction and First Reading of the proposed ordinance
January 27, 2023	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading per requirements of the Charter Township Act	Posting of the summary, notice, and the proposed ordinance at the Township Hall and on the Township’s website
February 1, 2023		Publication of the summary and notice in The Morning Sun newspaper
February 8, 2023	Regular meeting of the Board of Trustees	Second Reading and consideration of the proposed ordinance for adoption

Summary of Proposed Amendments

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

Correcting Gaps in the Allowable Uses.

The definition of “Public and Institutional Buildings and Uses” is proposed to be revised, and “Dwelling, Accessory,” “Bakeries,” “Printing, Copying, and Bookbinding Operations,” and various recreation facilities are proposed to be added to eliminate staff-identified gaps in our current list of allowable uses in various zoning districts. Where needed, appropriate standards for these uses have been added or updated in Section 6.

Correcting Errors and Regulatory Conflicts.

Several typographical errors are proposed to be corrected, and outdated references in a number of sections to Township Board approval of special uses will be removed. Changes in state law require us to amend the licensed capacity limits for family and group day care homes, and to insert “qualified residential treatment programs for 10 or fewer individuals” as an allowable use in districts where single-family dwellings are allowed.

A regulatory conflict identified by the Zoning Administrator related to provisions for nonconforming single-family dwellings is proposed to be resolved by inserting a new Section 12.6 to more properly and completely address the concerns of mortgage companies and insurance companies related to replacement of a damaged or destroyed nonconforming dwelling. The responsibilities of the Zoning Administrator (listed in Section 13.5.B.) are also proposed to be updated to remove inconsistencies between the provisions of this subsection and the established job description for this position.

Planned Unit Development (PUD) Updates

The eligibility criteria and provisions for permitted uses in a PUD project (Section 3.19) are proposed to be updated to clarify and expand the criteria for consideration of a potential project for PUD review, to expand land use options that can be considered on a PUD Concept Plan, and to better integrate the Master Plan into the land use review component of the PUD review process. An additional amendment to the “regulatory flexibility” subsection is intended to allow proposed “limited deviations” to signage standards to also be considered as part of a PUD application.

Per the Commission’s recommendation to “*eliminate subsections ‘e.’ and ‘g.’ from (the proposed amendments to) Section 3.19.C.1.,*” these subsections are shown as deleted (red strikethrough) text in the as-recommended set of proposed amendments for Board of Trustees review.

Self-Storage Buildings.

To correct a regulatory conflict, self-storage buildings are proposed to be added back into the table in Section 3.4 (to match the reference in Section 3.13). To minimize impacts on a vibrant business district and to maximize the economic development potential of the limited amount of vacant industrial land in the Township, additional location and site arrangement standards are proposed to be added to Section 6.38 and these facilities are proposed to be moved to require special use permit approval in the Industrial Districts. The minimum parking standard is also proposed to be revised to eliminate the potential for excessive or unnecessary required parking.

Zoning Board of Appeals

Amendments are proposed to consolidate all Zoning Board of Appeals-related provisions into one section (these provisions are currently incomplete and divided between Sections 13.4 and 14.4), to correct inconsistencies in the current text with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to “substantial justice.” As part of the updates, a clarification is also proposed to be made related to the timing of application or appeal. For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing after the conclusion of that administrative process.

Additional Proposed Amendments

On 12/7/2022, the Zoning Board of Appeals (ZBA) held a hearing to consider a request from Thrive Community Church for a Zoning Ordinance interpretation to determine if all the uses that included in their Statement of Use are consistent with the definition of “religious institution” in Section 2.2 (Definitions) and the allowable land uses listed in Section 3.15 (B-7, Retail and Highway Service Business District) of the Zoning Ordinance.

The application to the ZBA highlighted the fact that religious institutions are allowed in the B-7 District, but theaters, concert halls, and similar non-religious or secular places of public assembly are not. This is different from the other two business districts, where both religious and secular places of public assembly are allowable uses. Following the hearing and extensive deliberations, the ZBA adopted a motion to broadly interpret the definition of “religious institution” in Section 2.2. Although the church intended the request to only apply to their proposed parcel and project, the interpretation is broad and can apply to religious institutions in many other zoning districts.

In response, staff prepared an update to the religious institutions definition to remove ambiguities cited by the applicant and ZBA members during the hearing and deliberations, and also proposed to add “Theaters, Assembly Halls, Concert Halls, and Similar Places of Public Assembly” to the list of allowable Principal Uses in the B-7 District. These additional amendments were added to the set posted for public review prior to the 12/20/2022 public hearing, and were included by the Planning Commission in their recommendation for adoption. These changes would not affect the scope of the ZBA decision as it applies specifically to the Thrive Church project.

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**
- 3. Safety**
- 4. Health**
- 6. Commerce**

The proposed set of amendments will help to ensure that the Township’s Zoning Ordinance supports a sustainable community (1.0) and provides for fair and nondiscriminatory code enforcement (1.1.1.2). The updated provisions are intended in part to help ensure that all residents of all ages and abilities may enjoy a safe environment (1.3), have access to facilities that enable an active, healthy lifestyle (1.4), and can take pride in their community (1.1.1.3). The commerce-friendly changes proposed to the standards for the Business Districts and Industrial Districts are intended to support economic development and further encourage innovative and traditional commercial establishments to locate in the Township (1.6), while also providing for reasonable regulation of potentially undesirable businesses designed to minimize adverse impacts on neighboring properties and land uses (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

To conduct a Second Reading of the proposed PTXT 22-01 Zoning Ordinance Amendments, and to adopt the amendatory ordinance as Ordinance No. 23-02.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

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

ORDINANCE NO. 23-02

An ordinance to amend the Charter Township of Union Zoning Ordinance No. 20-06 by amending Sections 2 (Definitions), 3 (Zoning Districts and Maps), 5 (Supplemental Zoning District Standards), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 12 (Nonconformities), 13 (Administrative Organization), 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 . Where an entirely new section or subsection is proposed, this is stated in the header, with the new text left unhighlighted for readability.

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 23-02, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

PART TWO – Amendments to Section 2.2 (Definitions)

Section 2.2 (Definitions) is hereby amended to Delete “Unit” from “Dwelling, Accessory;” to revise the definition; to delete the duplicative “Dwelling, Accessory Apartment” definition; to amend the “public and institutional buildings and uses” to include K-12 school buildings in the definition; to amend and clarify the “religious institutions” definition; and to amend the state-licensed capacities of family and group child day care homes consistent with recent changes to state law.

Section 2.2 Definitions

Dwelling, Accessory: A secondary dwelling that is accessory to and located on the same premises as the principal dwelling, and which cannot be sold separately from the principal dwelling.

Public and Institutional Buildings and Uses: Principal structures dedicated to the use by the public or government operations. For the purposes of this Ordinance, Public and Institutional Buildings shall include libraries, museums, municipal offices, County, State, or Federal Offices, police and fire stations, K-12 schools, and other buildings used by the public or government. Exceptions: Colleges, universities, and publicly-owned recreational facility buildings shall be

defined as described in this section, and shall not be considered Public and Institutional Buildings.

Religious Institution: A type of building or site that has been consecrated, dedicated or otherwise set apart primarily for the regular assembly of persons for the conducting of services, ordinances, and activities within a particular system of faith and worship. If designed, constructed, operated, and maintained in a manner that is clearly incidental and subordinate to the principal use, the following are acknowledged as acceptable accessory uses and structures associated with religious institutions: the hosting of weddings, baptisms, funerals, and other ceremonies, celebrations, and social or outreach events within a particular system of faith and worship; classrooms for religious education; church offices and meeting rooms; parsonages, convents, and similar living arrangements for ministry and other members of a religious order who carry out their duties primarily on the site; a kitchen, food pantry, or similar food preparation facility; a multi-purpose room or fellowship hall space; and a small playground area.

State-Licensed Residential Facility: Any structure constructed for residential purposes and licensed by the State of Michigan pursuant to Michigan Public Act 116 of 1973 (the Child Care Licensing Act) or Michigan Public Act 218 of 1979 (the Adult Foster Care Facility Licensing Act), including **adult foster care facilities, foster family homes, foster family group homes, family day care homes, and group day care homes.**

- B. Child day care: The care and supervision for periods of less than 24 hours a day of minor children, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption.
 - (1) *Family child day care home:* A **private home** in which up to seven (7) minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.
 - (2) *Group child day care home:* A **private home** in which up to 14 minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.

PART THREE – Amendments to Section 3.4 (Permitted Uses by District)

Section 3.4 (Permitted Uses by District) is hereby amended to remove a regulatory conflict by specifying the zoning districts where “Dwelling, Accessory” would be an allowable use, to insert “qualified residential treatment programs” as an allowable use consistent with recent state law changes, to correct a typographical error by inserting “universities” into the table, to clarify and expand provisions for recreation facilities in certain zoning districts, to add “Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly” as an allowable Principal Permitted Uses in the B-7 zoning district, and to add bakeries and printing, copying, and bookbinding facilities into the business and industrial districts, 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
Residential Uses														
Child or Day Care, Family Home	P	P	P	P	P	P	P							Section 6.14
Dwelling, Accessory	S	S	S	S										Section 6.56
Qualified residential treatment program for 10 or fewer individuals	P	P	P	P										Section 6.42
Public, Quasi-Public, and Recreational Uses														
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, Universities, and Private Schools Operated for Profit								P	P	P				
Campgrounds or Recreation Grounds	S													Section 6.10
Cemeteries, Public or Private, including Mausoleums	P													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 or Privately-Owned Recreation Facilities								P	P	P			S	
Indoor Publicly-Owned Recreation Facilities	S	S	P	P	P	P		P	P	P			S	Section 6.34
Indoor Gun and Archery Range	S							P	P	P				
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		
Outdoor Commercial or Privately Owned Recreation Facilities	S							S						
Outdoor Publicly-Owned Recreation Facilities	S	S	P	P	P	P							P	
Private Clubs, Fraternal Organizations, and Lodge Halls								P	P	P				
Public and Institutional Buildings and Uses	S	S	P	P	P	P							P	Section 6.34
Religious Institutions	S	S	P	P	P	P		P	P	P			P	Section 6.34
Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly								P	P	P				
Trade or Industrial Schools											P	P		
Commercial and Retail Uses														
Bakeries								P	P	P	P	P		Section 6.43
Printing, Copying, and Bookbinding Operations								P	P	P	P	P		Section 6.43
Other Uses														
Self-storage Facilities (Mini-Warehouse, Mini-Storage)								S	S		S	S		Section 6.38

PART FOUR – Amendments to Section 3.6 (AG, Agricultural District)

The lists of Principal Permitted Uses and Special Uses in Section 3.6 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the AG zoning district:
 - Qualified residential treatment programs for 10 or fewer individuals

- B. Add the following as allowable Special Uses in the AG zoning district:
- Dwelling, Accessory
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Commercial or Privately-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities

PART FIVE – Amendments to Section 3.7 (R-1, Rural Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.7 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-1 zoning district:
- Qualified residential treatment programs for 10 or fewer individuals
- B. Add the following as allowable Special Uses in the R-1 zoning district:
- Dwelling, Accessory
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities

PART SIX – Amendments to Section 3.8 (R-2A, One- and Two-Family, Low-Density Residential District) and Section 3.9 (R-2B, One- and Two-Family, Medium-Density Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.8 and Section 3.9 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-2A and R-2B zoning districts:
- Qualified residential treatment programs for 10 or fewer individuals
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the R-2A and R-2B zoning districts:
- Dwelling, Accessory
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-2A and R-2B zoning districts.

PART SEVEN – Amendments to Section 3.10 (R-3A, Multiple-Family Residential District) and Section 3.11 (R-3B, Medium-Density Multiple-Family Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.10 and Section 3.11 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-3A and R-3B zoning districts:
- Qualified residential treatment programs for 10 or fewer individuals
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities

- B. Add the following as allowable Special Uses in the R-3A and R-3B zoning districts:
 - Dwelling, Accessory
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-3A and R-3B zoning districts.

PART EIGHT – Amendments to Section 3.13 (B-4, General Business District), Section 3.14 (B-5, Highway Business District, and Section 3.15 (B-7, Retail and Service Highway Business District)

The lists of Principal Permitted Uses and Special Uses in Section 3.13, Section 3.14, and Section 3.15 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
 - Indoor Publicly-Owned Recreation Facilities
 - Bakeries
 - Printing, Copying, and Bookbinding Operations
- B. Add the following as allowable Special Uses only in the B-4 zoning district:
 - Outdoor Commercial or Privately-Owned Recreation Facilities
- C. Revise the titles of the following allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
 - Business Schools, Colleges, Universities, and Private Schools Operated for Profit
 - Indoor Commercial or Privately-Owned Recreation Facilities
- D. Add the following as allowable Principal Permitted Uses in the B-7 zoning district:
 - Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly

PART NINE – Amendments to Section 3.16 (I-1, Light Industrial District)and Section 3.17 (I-2, General Industrial District)

The lists of Principal Permitted Uses and Special Uses in Section 3.16 and Section 3.17 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the I-1 and I-2 zoning districts:
 - Bakeries
 - Printing, Copying, and Bookbinding Operations
- B. Move “Self-storage Facilities (Mini-Warehouse, Mini-Storage)” from the list of allowable Principal Permitted Uses to the list of Special Uses in the I-1 and I-2 zoning districts.

PART TEN – Amendments to Section 3.18 (OS, Office Service District)

The lists of Principal Permitted Uses and Special Uses in Section 3.18 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the OS zoning district:
 - Outdoor Publicly-Owned Recreation Facilities

- B. Add the following as allowable Special Uses in the OS zoning district:
 - Indoor Commercial or Privately-Owned Recreation Facilities
 - Indoor Publicly-Owned Recreation Facilities
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the OS zoning district.

PART ELEVEN – Amendments to Section 3.19 (PUD, Planned Unit Development District)

Section 3.19 (PUD, Planned Unit Development District) is hereby amended to update subsection “A.” (Eligibility Criteria) to clarify and expand the criteria for consideration of a potential project for PUD review, to update subsection “B.2.” to also allow limited sign-related deviations to be proposed on the PUD Concept Plan, and to update subsection “C.1.” (Permitted Uses) to expand land use options and replace references to underlying zoning and better integrate the Master Plan into the land use review process.

Section 3.19 PUD, Planned Unit Development District

A. Eligibility Criteria

To be eligible for Planned Unit Development approval, the applicant must demonstrate that the following criteria will be met:

1. **Sufficient land area for proposed uses.** The proposed PUD site includes sufficient contiguous land area to comply with all applicable regulations of this Ordinance, to adequately serve the needs of all permitted uses in the PUD project, and to ensure compatibility between uses and the surrounding area. The minimum size of a Planned Unit Development site shall be five (5) acres of contiguous land, unless the Planning Commission determines that at least one (1) of the following conditions exists:
 - a. The proposed PUD site is located in the East or the West Downtown Development Authority District or within the Mixed-Use Bluegrass Center area as described in the Master Plan, in which case the site size may be less than five (5) acres.
 - b. The proposed project has unique characteristics and recognizable and material benefits that will be realized by the future users of the development and the Township as a whole, where such benefits would otherwise be unachievable under this Ordinance.
 - c. The parcel in question has unique characteristics that significantly impact development, such as significant blight, environmental contamination or obsolete buildings that would be fully resolved by the PUD project, unusual topography, or significant historical, cultural or archeological features.
2. **Unified Control.** The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project, in conformity with this Ordinance. The property owner must have a physical street address. The applicant shall provide legal documentation of single ownership or control as part of the PUD application.

This provision shall not prohibit a transfer of ownership or control, provided notice of such transfer is given to the Zoning Administrator.

3. **Consistent with the purpose for the PUD District.** The proposed PUD is consistent with the Statement of Purpose for the PUD District in Section 3.19.
4. **Compatibility with the Master Plan.** The intent and all of the proposed uses within the requested PUD zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, , unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.
5. **Availability and capacity of services.** The proposed type and intensity of 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.

B. Regulatory Flexibility

2. Such deviations may include limited modifications to specific requirements found in Sections 4 through 11 of this Ordinance that apply to the PUD project, and to specific PUD project design standards found in this Section.

C. Permitted Uses and Density

1. **Permitted Uses.** The following uses shall be permitted in a Planned Unit Development, subject to Planning Commission recommendation and Township Board approval:
 - a. Uses in a PUD District shall be limited to those specific uses included in the listing of uses shown on the approved PUD Concept Plan, along with customary accessory uses and structures. All other uses shall be prohibited, unless otherwise permitted by this Ordinance.
 - b. Uses in a PUD District shall be compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.
 - c. Uses in a PUD District shall 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.
 - d. A residential area as designated on the approved PUD Concept Plan may contain one (1) or more types of dwelling units, provided that such combination of dwelling unit types and location and arrangement of the residential development

will not interfere with orderly and reasonable planning, development, and use of an area.

- e. Home occupations shall be permitted in single-family dwellings in a PUD District.

PART TWELVE – Amendments to Section 5.5 (Wireless Communication Facilities)

Section 5.5 (Wireless Communication Facilities) is hereby amended to clarify approval procedures by deleting errant references to Township Board approvals from subsections “B,” “C,” and “G.”

Section 5.5 Wireless Communications Facilities

B. Approval Procedures.

The following procedures have been established to achieve approval of a proposed wireless communications facility:

1. Standard A. Standard A Wireless communication equipment proposals require no zoning approval. However, plans for Standard A improvements shall be submitted to the Township.
2. Standard B. Standard B wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures in Section 14.3 and the following additional requirements:

Steps Action

1. Applicant submits plan and \$1,000 fee.
 2. Within 14 days Township administration determines if application is complete.
 3. If application is incomplete, administration notifies applicant.
 4. If application is complete, administration initiates SLU review by scheduling special use public hearing. Special use review must be complete (60) days after the application is considered complete.
-
3. Standard C. Standard C wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures outlined for Standard B, except that in Step 4 the special use review must be complete not more than ninety (90) days after the application is considered complete.

C. Requirements.

All applications for wireless communication facilities that require special use approval shall be reviewed in accordance with the following standards and conditions. If approved, such facilities shall be constructed and maintained in accordance with such standards and conditions and any additional conditions imposed by the Planning Commission.

G. Summary of Review Requirements.

The following chart summarizes review requirements for wireless communications facilities:

Type of Wireless Communications Facility		Required Review and Approval		
		Planning Commission	Zoning Administrator	Exempt
ANTENNAE & ANTENNA STRUCTURES				
Installation of any amateur radio transmission or reception antenna or antenna structure, short wave facility, contractor’s business antenna structure, television reception antenna, wireless Internet antenna, citizen’s band base station antenna or similar antennae or antenna structure:	Exceeding 130.0 feet in height	•		
	Up to 130.0 feet in height		•	
SATELLITE DISH ANTENNAE				
Installation of a satellite dish antenna with a diameter of:	1.5 meters or larger		•	
	Less than 1.5 meters			•
OTHER ANTENNAE MOUNTED ON A STRUCTURE				
Antenna(e) installation on an existing principal building or accessory structure that also includes use of an outside ground equipment enclosure area.		•		
Antenna(e) installation on an existing principal building or accessory structure where all accessory equipment is installed within the building or structure		•		
OTHER WIRELESS COMMUNICATION FACILITIES				
Construction of a new wireless communication facility not otherwise addressed in this table.		•		
Alteration or enlargement of an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. Also see Sections 5.5(A) and (B)	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Construction or expansion of equipment building(s) within an approved ground equipment enclosure			•	
Expansion of a previously approved ground equipment enclosure to a total area greater than 2,500 square feet. Also see Sections 5.5 (A) and (B)		•		
Collocation of new antennae on an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. Also see Sections 5.5 (A) and (B)	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Expansion of a previously approved ground equipment enclosure area to a total area less than or equal to 2,500 square feet			•	
Installation of new ground equipment within an approved ground equipment building or enclosure			•	
OTHER PROJECTS EXEMPT FROM TOWNSHIP REVIEW				

Type of Wireless Communications Facility	Required Review and Approval		
	Planning Commission	Zoning Administrator	Exempt
Installation of municipal and other facilities subject to federal or state preemption of local authority			•
Repair, service or maintenance of an existing wireless communications facility, provided that all work conforms to approved plans and applicable codes			•

PART THIRTEEN – Amendments to Section 6.13 (Group Day Care Home....)

Section 6.13 (Group Day Care Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:

Section 6.13 Group Day Care Home

PART FOURTEEN – Amendments to Section 6.14 (Day Care, Family Home....)

Section 6.14 (Day Care, Family Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:

Section 6.14 Day Care, Family Home

PART FIFTEEN – Amendments to Section 6.28 (Extraction Operations)

Section 6.28 (Extraction Operations) is hereby deleted and replaced in its entirety to amend the Section as follows:

Section 6.28 Extraction Operations

Extraction operations shall conform to all applicable federal, state, and county regulations and the requirements of the Township’s adopted Extraction Ordinance.

PART SIXTEEN – Amendments to Section 6.35 (Biofuel Production Facility)

Section 6.35 (Biofuel Production Facility) is hereby amended to delete the errant references to the Township Board from subsection “E.6.” as follows:

Section 6.35 Biofuel Production Facility

- E. **Special Use Application Requirements.** An application for special use approval for a biofuel production facility shall include all of the following:
 - 6. Information Requested by the Planning Commission. Any additional information requested by the Planning Commission that is necessary to make a determination on the special use application.

PART SEVENTEEN – Amendments to Section 6.38 (Self-Storage Buildings)

Section 6.38 (Self-Storage Buildings) is hereby amended to add new subsections “E.” entitled “Additional Standards for the Business Districts” and “F.” entitled “Additional Standards for the Industrial Districts” to establish additional requirements for new self-storage buildings designed to preserve the character, purpose, and function of these districts.

Section 6.38 Self-Storage Buildings

- E. **Additional Standards for the Business Districts.** In the B-4 and B-5 zoning districts, self-storage buildings shall be accessory to Principal Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s).
- F. **Additional Standards for the Industrial Districts.** Self-storage buildings shall only be allowed in the I-1 and I-2 zoning districts where they are either accessory to Principal Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s), or shall be limited to lots that the Planning Commission has determined to be unsuitable by size, location or configuration for development of Principal Permitted Use(s) as allowed in the zoning district.

PART EIGHTEEN – Amendments to Section 6.39 (Solar Energy Systems)

Section 6.39 (Solar Energy Systems) is hereby amended to correct a typographical error in subsection “G.6.d.” as follows:

Section 6.39 Solar Energy Systems

G. Primary Use Solar Energy Facilities.

6. Decommissioning Plan.

d. Surety:

- i. The owner(s) and/or operator of the SEFs shall post a surety in a form acceptable to the Township, such as security bond, irrevocable letter of credit, escrow, or other form deemed acceptable by the Township equal to one-hundred fifty (150) percent of the total estimated decommissioning and reclamation costs, prior to issuance of a building permit. The cost of decommissioning shall be reviewed between the operator and the Township Planner every five (5) years to ensure adequate funds are allocated for decommissioning; the surety shall be appropriately adjusted to reflect the current decommissioning estimate.

PART NINETEEN – Add a New Section 6.42 (Qualified Residential Treatment Programs)

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.42 entitled “Qualified Residential Treatment Programs” as follows:

Section 6.42 Qualified Residential Treatment Programs

Consistent with Section 206(1)(c) of the Michigan Zoning Enabling Act, A qualified residential treatment program that provides services for 10 or fewer individuals is a residential use of property for the purposes of zoning, to which all of the following apply:

1. The program has a trauma-informed treatment model, evidenced by the inclusion of trauma awareness, knowledge, and skills into the program’s culture, practices, and policies.
2. The program has registered or licensed nursing and other licensed clinical staff on-site or available 24 hours a day, seven days a week, who provide care in the scope of their practice as provided in Part 170 (Medicine), Part 172 (Nursing), Part 181 (Counseling), Part 182 (Psychology), Part 182A (Applied Behavior Analysis), and Part 185 (Social Work) of the Public Health Code.
3. The program integrates families into treatment, including maintaining sibling connections.
4. The program provides aftercare services for at least six months post discharge.
5. The program is accredited by an independent not-for-profit organization as described in 42 USC 672(k)(4)(G).
6. The program does not include a detention facility, forestry camp, training school, or other facility operated primarily for detaining minor children who are determined to be delinquent.

PART TWENTY – Add a New Section 6.43 (Bakeries)

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.43 entitled “Bakeries” as follows:

Section 6.43 Bakeries and Printing, Copying, and Bookbinding Operations

Bakeries and Printing, Copying, and Bookbinding Operations shall be subject to the following standards by zoning district:

1. In the I-1 and I-2 zoning districts, the principal use of the premises shall be for the preparation and manufacturing of products to be distributed and sold at off-site locations. Any area(s) for sales of products prepared on the premises shall be limited to no more than twenty percent (20%) of the usable floor area occupied by the principal use.
2. In the B-4, B-5, and B-7 zoning districts, the principal use of the premises shall be the preparation and on-site sales of products. Distribution of products to off-site locations shall be permitted as an accessory use, provided that such activities remain incidental and subordinate to the principal use of the premises.

PART TWENTY-ONE – Amendments to Section 6.56 (Accessory Apartment)

Section 6.56 (Accessory Apartment) is hereby deleted and replaced in its entirety with a new Section 6.56 entitled “Accessory Dwelling” to revise the title and change the references in the text to match defined terms, to revise the maximum floor area limitation, and to add a reference to the Township’s Housing Licensing Ordinance, as follows:

Section 6.56 Accessory Dwelling

An accessory dwelling shall comply with the following regulations:

1. **Residence an Incidental Use.** The accessory dwelling shall be clearly incidental to the principal single-family dwelling on the site. Accordingly, the following conditions shall be met:
 - a. An accessory dwelling shall be established in and attached to an owner-occupied single-family dwelling only by means of a fully enclosed, insulated and heated space.
 - b. Only one (1) such accessory dwelling shall be permitted on each parcel.
 - c. The gross floor area of the accessory dwelling shall not exceed 800 square feet or fifty percent (50%) of the principal single-family dwelling’s gross floor area, whichever is less.
2. **Setbacks and Placement on the Parcel.** Accessory dwellings shall comply with all setback requirements for the zoning district in which they are located.
3. **Compatibility with Surrounding Land Use.** The design of the accessory dwelling shall not detract from the single-family character and appearance of the principal dwelling on the lot, or the surrounding neighborhood. The accessory dwelling shall not have a front entrance visible from the front yard, other than the entrance that serves the principal dwelling on the lot. When viewed from the outside, it shall appear that only one (1) household occupies the site.
4. **Parking and Access.** In addition to the minimum required parking for the principal dwelling, one (1) additional required parking space shall be provided for the accessory dwelling.
5. **Termination.** An accessory dwelling that is no longer needed for the purposes outlined herein shall be incorporated into and become a part of the principal single-family dwelling to which it is attached.
6. **Rental Certification.** The accessory dwelling shall be subject to the applicable requirements of the Township’s Housing Licensing Ordinance.

PART TWENTY-TWO – Amendments to Section 7.14 (Trash Removal and Collection)

Subsection “C” (Screening) of Section 7.14 (Trash Removal and Collection) is hereby amended to clarify that durable and opaque non-wood fence materials can be used for trash enclosure screening (subject to Planning Commission approval).

Section 7.14 Trash Removal and Collection

C. Screening.

Dumpsters shall be screened from view from adjoining property and public streets and thoroughfares. Dumpsters shall be screened on three sides with a permanent building, decorative masonry wall, or solid, durable, and opaque fencing, not less than six (6) feet in height or at least one foot above the height of the enclosed dumpster, whichever is taller. Durable, lockable and visually opaque gates of equivalent height shall be provided on the fourth side of the enclosure.

PART TWENTY-THREE – Amendments to Section 9.2 (Schedule of Required Parking)

Subsection “F.” (Schedule of Off-Street Parking by Use) of Section 9.2 (Schedule of Required Parking) is hereby amended to revise the parking standard for self-storage buildings, as follows:

Section 9.2 (Schedule of Required Parking)

F. Schedule of Required Parking by Use

Land Use	Minimum Required Off-Street Parking Standard
Other Uses	
Self-storage Buildings (Mini-Warehouse, Mini-Storage)	Required parking for any office or other uses accessory to the facility.

PART TWENTY-FOUR – Amendments to Section 12.2 (General Requirements)

Section 12.2 (General Requirements) is hereby amended to delete and replace the text of subsection “J.” as follows:

Section 12.2 General Requirements

- J. **Nonconforming Single-Family Uses.** See Section 12.6 (Nonconforming Single-Family Dwellings).

PART TWENTY-FIVE – Amendments to Section 12.4 (Modifications to Nonconforming Uses or Structures)

Subsection “A.” (Applicability) of Section 12.4 (Modifications to Nonconforming Uses or Structures) is hereby amended to revise subsection “A.5.” for clarity, and to add new subsections “A.6.” to reference the new Section 12.6 and “A.7.” to reference the existing Section 11.14.

Section 12.4 Modifications to Nonconforming Uses or Structures

- A. **Applicability.** The following regulations shall apply to any nonconforming use or structure, including:
 1. Nonconforming uses of open land.
 2. Nonconforming use of buildings designed for a conforming use.
 3. Nonconforming use of buildings specifically designed for the type of use which occupies them but not suitable for a conforming use.
 4. Buildings designed and used for a conforming use but not in conformance with area and bulk, parking, loading, or landscaping requirements.
 5. Nonconforming buildings and structures, including accessory structures.

6. Nonconforming single-family dwellings shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 12.6.
7. Nonconforming signs shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 11.14.

PART TWENTY-SIX – Add a New Section 12.6 (Nonconforming Single-Family Dwellings)

Section 12 (Nonconformities) is hereby amended to add a new Section 12.6 entitled “Nonconforming Single-Family Dwellings” to eliminate regulatory conflicts in the existing regulations and to expand protections for nonconforming single-family dwellings, as follows:

Section 12.6 Nonconforming Single-Family Dwellings.

It is the intent of this Section to regulate the alteration and reconstruction of nonconforming single-family dwellings consistent with the intent and purposes of Section 12 and this Ordinance, and in a manner that avoids unnecessary hardship for homeowners seeking mortgage financing or homeowner’s insurance coverage for a nonconforming dwelling. Accordingly, the provisions of Section 12.4 (Modifications to Nonconforming Uses or Structures) shall not apply to nonconforming dwellings as regulated under this Section. Nonconforming single-family dwellings may be used, repaired, expanded, altered, or replaced if destroyed, subject to the following:

- A. **Dwelling as a Nonconforming Use.** A nonconforming single-family dwelling and nonconforming customary accessory structures located in a zoning district in which single-family dwellings are not an allowable use may be repaired, altered, or replaced if destroyed, provided that:
 1. Such work shall conform to all applicable standards of this Ordinance as if the property and use were located in the residential zoning district for which the lot area and lot width dimensional standards most closely align with that of the subject lot. Accessory structures shall conform to the requirements of Section 7.5 for the applicable residential zoning district.
 2. The use, dwelling, and accessory structures shall be maintained in conformance with all other applicable federal, state, and local laws, ordinances, regulations and rules.
- B. **Dwelling as a Nonconforming Structure.** Where a single-family dwelling is an allowable use in the zoning district but is nonconforming with respect to the zoning district’s dimensional standards or Section 6.16 (Residential Design Requirements) the following standards shall apply:
 1. Structural alterations to a nonconforming single-family dwelling that decrease or do not affect the degree of nonconformity shall be permitted. The dwelling may be expanded, provided that:
 - a. The addition shall conform to the dimensional standards and other requirements of the zoning district in which it is located.

- b. The expanded dwelling shall not exceed the ground floor coverage and floor area ratio limits of the district in which it is located.
2. A nonconforming single-family dwelling may be repaired, reconstructed or replaced if damaged or destroyed, provided that:
 - a. All repairs and maintenance shall conform to the State Construction Code and all other applicable code requirements.
 - b. A damaged dwelling shall be adequately secured, and shall be protected against further damage from the elements.
 - c. Any replacement dwelling shall conform to the dimensional standards of the zoning district where it is located, except where, in the determination of the Zoning Administrator, existing site conditions would prevent reasonable conformance. In such cases, the dwelling may be reconstructed on the existing location.
 - d. Application for a building permit shall be made within 365 calendar days of the date of such damage, and all work shall be completed within the building permit approval period. Where pending insurance claims require an extension of time, the Zoning Administrator may grant one (1) extension of up to 365 calendar days, provided that the property owner submits a certification from the insurance company attesting to the delay.
3. A nonconforming dwelling moved within a lot or to another lot shall thereafter conform to the regulations of the district in which it is located.
4. If the dwelling became physically unsafe or unlawful due to a lack of repairs or unsecured exposure to the elements, or is declared to be unsafe or unlawful by reason of physical condition under the State Construction Code or applicable fire or property maintenance codes, it shall not thereafter be restored, repaired or rebuilt except in conformity with all Ordinance requirements.

PART TWENTY-SEVEN – Amendments to Section 13.2 (Township Board of Trustees)

Section 13.2 (Township Board of Trustees) is hereby amended to correct the references to required Township Board approvals, as follows:

Section 13.2 Township Board of Trustees

B. Review and Approval of Plans.

1. Township Board review and approval shall be required for all rezoning applications, in accordance with Section 14.5 (Amendments).
2. Township Board review and approval shall be required for all Planned Unit Development (PUD) applications, in accordance with Section 3.19 (PUD, Planned Unit Development District).

PART TWENTY-EIGHT – Amendments to Section 13.4 (Zoning Board of Appeals)

Section 13.4 (Zoning Board of Appeals) is hereby amended to delete and consolidate all provisions for establishment, authority, and general rules in an updated Section 14.4.

Section 13.4 Zoning Board of Appeals

The Township Zoning Board of Appeals (hereinafter referred to as "ZBA") is created pursuant to Michigan Public Act 110 of 2006, as amended. The ZBA shall have the authority outlined in Section 14.4 (Zoning Board of Appeals)

PART TWENTY-NINE – Amendments to Section 13.5 (Enforcement Officials)

Subsection "B." (Responsibilities of the Zoning Administrator) of Section 13.5 (**Enforcement Officials**) is hereby amended to remove inconsistencies between the provisions of this subsection and the established job description for this position, as follows:

Section 13.5 Enforcement Officials

- A. **Overview.** As specified throughout this Ordinance, certain actions necessary for the implementation of this Ordinance shall be administered by the Zoning Administrator, the Township Planner, and other Township administrative officials, or their duly authorized assistants or representatives. In carrying out their designated duties, all such enforcement officers shall administer the Ordinance precisely as it is written and shall not make changes or vary the terms of the Ordinance. The positions of Zoning Administrator and Township Planner may be filled by one person.
- B. **Responsibilities of the Zoning Administrator.** The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator, under the direction of the Township Planner. In addition to specific responsibilities outlined elsewhere in this Ordinance, the Zoning Administrator shall have the following responsibilities:
1. The Zoning Administrator shall administer and enforce this Ordinance precisely as written, and shall not modify, vary or ignore the terms of this Ordinance nor grant exceptions to the actual meaning of any clause, order or regulation.
 2. The Zoning Administrator shall have the authority to interpret this Ordinance in such a way as to preserve and promote the character of the zoning district in question, and carry out the intent and purposes of this Ordinance and Township Master Plan. Such interpretations shall be subject to appeal to the Zoning Board of Appeals in accordance with Section 14.4 (Zoning Board of Appeals).
 3. The Zoning Administrator shall provide citizens and public officials with information relative to this Ordinance and related matters.
 4. The Zoning Administrator shall assist applicants in determining and completing appropriate forms and procedures related to site plan review, special use, rezoning, and other zoning matters.

5. The Zoning Administrator shall review and investigate permit applications to determine compliance with the provisions of the Zoning Ordinance.
6. The Zoning Administrator shall issue zoning permits upon compliance with provisions of this Ordinance and other applicable ordinances.
7. The Zoning Administrator shall perform inspections of buildings, structures, and premises to ensure proposed land use changes or improvements are and will remain in compliance with this Ordinance.
8. The Zoning Administrator shall investigate alleged violations of this Ordinance and enforce appropriate corrective measures when required, including issuance of violation notices, issuance of orders to stop work, and revoking of permits.
9. The Zoning Administrator shall order the discontinuance of unlawful uses of land or structures, removal of unlawful structures or alterations, discontinuance of work performed in violation of this Ordinance, and shall take such action(s) authorized by this Ordinance to ensure compliance with this Ordinance.
10. The Zoning Administrator shall perform other related duties required to administer this Ordinance.

PART THIRTY – Amendments to Section 14.3 (Special Use Permits)

Section 14.3 (Special Use Permits) is hereby amended to correct a typographical error by removing “or Township Board” from subsection “J.3.” as follows:

Section 14.3 Special Use Permits

J. Standards for Special Use Approval.

1. 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, 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.

PART THIRTY-ONE – Amendments to Section 14.4 (Variances and Appeals)

Section 14.4 (Variances and Appeals) is hereby deleted and replaced in its entirety with a new Section 14.4 entitled “Zoning Board of Appeals” to correct inconsistencies with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to substantial justice, as follows:

Section 14.4 Zoning Board of Appeals

There is hereby established a Zoning Board of Appeals (ZBA), which shall perform its duties and exercise its powers as provided for in the Michigan Zoning Enabling Act and this Ordinance, in

such a way that the objectives of this Ordinance are observed, public health and safety secured, and substantial justice done.

A. Membership.

The Zoning Board of Appeals shall consist of five (5) regular members, appointed by the Township Board. One (1) member of the ZBA shall also be a member of the Planning Commission. The remaining two (2) members shall be selected from the electors of the Township. One (1) member may also be a member of the Township Board. In the event a member is elected to the Township Board and such election increases the number of Township Board members serving on the ZBA to more than one (1), then such member's seat on the ZBA shall be deemed vacant.

The members selected shall be representative of the population distribution, and of the various interests present in the Township. Employees and contractors of the Township shall be prohibited from serving as ZBA members.

B. Alternates.

The Township Board may appoint not more than two (2) alternate ZBA members for the same term as regular members. An alternate may be called to serve as a regular member for the ZBA in the absence of a regular member if the regular member is absent from or will be unable to attend one (1) or more ZBA meetings. An alternate may also be called to serve as a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons described in subsection 14.4.D. (Abstaining). The alternate member appointed shall serve in the case until a final decision is made, and shall have the same voting rights as a regular ZBA member.

C. Terms and Vacancies.

The term of each member shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board where terms shall be limited to the time they are members of those bodies. If multiple members are appointed at the same time, the appointments may be for less than three (3) years to provide for staggered terms. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. Vacancies for unexpired terms shall be filled for the remainder of the term.

D. Abstaining.

A member shall abstain from participating in a public hearing or voting on any question in which he or she has a conflict of interest, subject to the following:

1. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the remaining members of the ZBA.
2. The member is disqualified from voting on the matter if:
 - a. A majority vote of the remaining members of the ZBA agree that a conflict exists; or if
 - b. A ZBA member who is also a member of the Township Board or Planning Commission previously voted on the same matter as a member of the Board or

Commission. The member may consider and vote on other unrelated matters involving the same property.

3. The ZBA may define "conflict of interest" in its bylaws, or the Township Board may adopt a conflict of interest policy for the Township by resolution.
4. Failure of a member to disclose a potential conflict of interest or to abstain as required by this subsection shall constitute malfeasance in office.

E. Removal From Office.

The Township Board may remove a member from office for misfeasance, malfeasance or nonfeasance in office, upon written charges and following a public hearing held in accordance with Section 14.6 (Public Hearing Notice). Minutes of the meeting at which the hearing is held shall record the reasons for the hearing, any motions or resolutions, and the roll call vote of the Township Board.

F. General Rules.

The following general rules shall apply to the Zoning Board of Appeals:

1. **Officers.** The ZBA shall annually elect a Chair, Vice-Chair, Secretary, and Vice-Secretary from its membership. The Township Board Representative shall not serve as ZBA Chair. Such election shall be held at the first regular ZBA meeting of each calendar year, or at the first regular meeting of the ZBA following departure of an existing officer from the ZBA.
 - a. The Chair shall preside at and conduct ZBA meetings; and shall have the power to subpoena and require attendance of witnesses, administer oaths, compel testimony and production of books, papers, files, and other evidence pertinent to matters before the ZBA. The Chair shall also decide all points of order or procedure. In the absence of the Chair, the Vice-Chair shall exercise all powers and authority of the Chair.
 - b. The Secretary shall be responsible for ensuring that complete and accurate written records are kept of all ZBA proceedings.
2. **Meetings.** Meetings of the ZBA shall be held at the call of the Chair and at such other times as any ZBA bylaws may specify. All ZBA meetings shall be open to the public. Three (3) ZBA members shall constitute a quorum, without which the ZBA shall not conduct business other than to open and close the meeting. The concurring vote of a minimum of three (3) ZBA members shall be necessary for any decision.
3. **Timing of application or appeal.** For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing subsequent to the conclusion of that administrative process.
4. **Stay of action.** An application or appeal stays all proceedings in the furtherance of the action subject to the application or appeal, unless the Zoning Administrator, Township Planner, Township Engineer, or Building Official certifies to the Zoning

Board of Appeals that, in their opinion and by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Zoning Board of Appeals or by the Circuit Court upon due cause shown.

5. **Hearing.** After receipt of a complete and accurate application, a reasonable time and date for public hearing shall be established. Notice shall be given and the hearing shall be held per Section 14.6 (Public Hearing Notice). All hearings shall be open to the public.
6. **Representation.** An applicant may appear or be represented by an agent or attorney.
7. **Motions.** A motion for action on an application shall include specific findings of fact and conclusions made by the ZBA in the case. Approved motions, including findings of fact and conclusions, shall be incorporated into the written record for the case. A copy shall be provided to the applicant of the approved written record of the meeting, or a written decision signed by the Chair or acting Chair.
8. **Postponement and dismissal.** The ZBA may postpone consideration of an application until a later meeting upon request by the applicant, failure of the applicant to attend the meeting, or determination that the application is not sufficiently complete or accurate for action. Failure of the applicant to attend two (2) or more meetings where the application is on the agenda shall constitute grounds for dismissal of the application without further consideration.
9. **Record of Proceedings.** The Township administrative staff, under the supervision of the secretary of the ZBA, shall prepare and keep minutes of the ZBA proceedings, showing the findings, decisions, conditions, if any, and votes of each member in each case, including a member's absence or failure to vote. The minutes shall be within the ultimate authority, and shall be the responsibility, of the secretary of the ZBA, and shall be subject to approval of the ZBA.

To the extent that a written decision statement in a case is prepared and issued in accordance with Section 606(3)(a) of the Michigan Zoning Enabling Act, it shall include the date of the meeting when the decision was made, it shall include the full text of the adopted motion, the signature of the Chair or acting Chair, and the date the written decision statement was signed.

10. **Period of Validity.** A decision of the ZBA shall have immediate validity, subject to the provisions of subsection 14.4.M. (Appeals to Circuit Court).
 - a. Any decision of the ZBA favorable to the applicant shall remain valid only as long as the information and data relating to such decision are found to be correct, and the conditions upon which the decision was based are maintained.
 - b. Relief granted by the ZBA shall be valid for a period not longer than 365 calendar days, unless otherwise specified by the ZBA. Within such period of effectiveness any required permits must be secured and any actual on-site improvement of property in accordance with the approved plan and the relief granted must be commenced or the grant of relief shall be deemed void.

11. **Bylaws.** The ZBA may also adopt bylaws to govern its procedures.

G. Powers and Duties of the ZBA.

The Zoning Board of Appeals shall hear, decide, and rule on the following:

1. **Interpretations.** The ZBA shall hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of the text and the Official Zoning Map, subject to the provisions of subsection 14.4.I.
2. **Administrative appeals.** The ZBA shall hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of this Ordinance, subject to the provisions of subsection 14.4.J.
3. **Variances.** The ZBA shall hear and decide requests for variances for relief from the strict application of one (1) or more non-use provisions of this Ordinance, subject to the provisions of subsection 14.4.I.K.
4. **Other matters.** The ZBA shall have the authority to hear and decide on other matters referred to them upon which this Ordinance or Michigan Zoning Enabling Act specifically authorizes the ZBA to act.
5. **Prohibited actions.** The ZBA shall not alter or change the zoning district classification of any property, or make any change in the terms of this Ordinance, and shall not take any action that would result in making a legislative change. The ZBA shall not hear and shall have no authority regarding use variances or any issue involving a special use permit or planned unit development approval or denial.

H. Applications.

All applications to the ZBA shall be made by filing at least ten (10) paper copies and two (2) digital copies (in a format compatible with Township systems) of a complete and accurate application with the Zoning Administrator or designee, on forms provided by the Township, and shall be accompanied by the applicable fee and any required escrow deposit as established by Township Board resolution. In addition to the applicable fee and any required escrow deposit, a complete and accurate application shall at a minimum include the following:

1. Name, address, telephone and facsimile numbers, and other contact information for the applicant and owners of record, along with proof of ownership.
2. The applicant's interest in the property, and if the applicant is not the property owner of record, a signed authorization of the owner(s) for the application.
3. Address, location, legal description, and tax identification number of the parcel.
4. Zoning classification of the subject parcel(s) and all abutting parcels.
5. A letter from the applicant stating the reasons for the request, and addressing the applicable criteria specified in this Article for the type of request.
6. Copies of all plans, studies and other information and data to be relied upon by the applicant.

7. Any additional information required by this Article or deemed necessary by the ZBA to make a determination on the issue in question.
8. For variance requests, the following additional requirements shall apply:
 - a. The applicant shall submit a plot plan drawn to scale and including lot boundaries, easements, dimensions, setbacks, locations of septic systems and wells where applicable, significant natural features, and all existing and proposed structures and improvements.
 - b. The ZBA shall have the authority to require a certified survey prepared by a registered land surveyor when determined necessary to verify the accuracy of the plot plan.
 - c. For projects subject to site plan approval per Section 14.2, a complete site plan shall be provided.

I. Interpretations.

The ZBA shall have the power to hear and decide questions that arise in the interpretation of the text of the Zoning Ordinance in a manner consistent with the intents and purposes stated in the Ordinance, and in such a way as to preserve and promote the character of the zoning district in question. The ZBA shall also have the power to hear and decide questions that arise in the interpretation of the Official Zoning Map in such a way as to carry out the intents and purposes of this Ordinance and the Master Plan, subject to the standards of Section 10.105.E (Rules for Interpretation).

Applications for questions that arise from an interpretation of the text of the Zoning Ordinance or of the Official Zoning Map made by the Planning Commission, Zoning Administrator or other Township official shall be reviewed by the ZBA as an administrative appeal subject to subsection 14.4.J. (Administrative Appeals).

J. Administrative Appeals.

Consideration of administrative appeals shall be subject to the following:

1. **Standing to Appeal.** Appeals shall be taken to the ZBA through submittal of a complete and accurate application to the Township Clerk by a person, firm or corporation aggrieved by the order, requirement, decision or determination; or by an officer, department, board, commission or bureau of the Township, county, state, or federal governments. Such appeals shall be filed within 60 calendar days of the order, requirement, decision or determination in question.
 - a. The appellant shall submit a clear description of the order, requirement, decision, or determination from which the appeal is made and the grounds of the appeal. The appellant may be required by the ZBA to submit additional information to clarify the appeal.
 - b. The Township Clerk shall compile and transmit to the ZBA copies of all relevant papers constituting the record upon which the action appealed from was taken.

2. **Determinations.** The ZBA shall reverse an administrative decision only upon determining that the order, requirement, decision or determination:
 - a. Constituted an abuse of discretion;
 - b. Was arbitrary or capricious;
 - c. Was based upon an erroneous finding of a material fact; or
 - d. Was based upon an erroneous interpretation of the Zoning Ordinance.

After making such a determination, the ZBA may, reverse or affirm wholly or in part; modify the order, requirement, decision or determination; or make such order, requirement, decision, or determination as ought to be made, and may issue or direct the issuance of a permit. To that end, the ZBA shall have all of the powers of the official(s) from whom the appeal is taken.

K. Variances.

The ZBA shall have the authority to grant non-use variances where, owing to special conditions, strict enforcement of this Ordinance would result in unnecessary hardship or practical difficulty, subject to Michigan Zoning Enabling Act requirements and the following:

1. **Standards for Review.** A variance shall not be granted unless all of the following standards are met:
 - a. **Practical difficulties.** Strict compliance with the specified dimensional standard(s) will deprive the applicant of rights commonly enjoyed by other property owners in the same zoning district, create an unnecessary burden on the applicant, or unreasonably prevent the owner from using the property for a permitted purpose.
 - b. **Substantial justice.** The variance will give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
 - c. **Unique circumstances.** The need for the variance is due to unique circumstances peculiar to the land or structures involved, that are not applicable to other land or structures in the same district.
 - d. **Preservation of property rights.** The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property owners in the same zoning district.
 - e. **Public safety and welfare.** The requested variance can be granted in such fashion that the spirit of this Ordinance will be observed and public safety and welfare secured. In addition:
 - i. The granting of a variance will not increase the hazard of fire or otherwise endanger public safety.

- ii. The granting of a variance will not unreasonably diminish or impair the value of surrounding properties.
 - iii. The granting of a variance will not alter the essential character of the area or surrounding properties.
 - iv. The granting of a variance will not impair the adequate supply of light and air to any adjacent property.
- f. **Not self-created.** The problem and resulting need for the variance has not been self-created by the applicant or the applicant’s predecessors.
 - g. **More than mere inconvenience.** The alleged hardship and practical difficulties that will result from a failure to grant the variance include substantially more than mere inconvenience or an inability to attain a higher financial return.
 - h. **Minimum necessary action.** The reasons set forth in the application justify the granting of the variance, and the variance is the minimum necessary relief to allow reasonable use of the land, building, or structure. The granting of a lesser variance will not give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
2. **Use Variances Prohibited.** Under no circumstances shall the ZBA grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.
 3. **Reapplication for Variance.** No application for a variance that has been denied wholly or in part by the ZBA shall be resubmitted for a period of 365 calendar days from the date of denial, except on grounds of new evidence of changed conditions found by the ZBA to be valid.

L. Conditions of Approval.

The ZBA may impose conditions or limitations upon any affirmative decision, as it may deem reasonable and necessary in accordance with the purposes of this Ordinance and the Michigan Zoning Enabling Act. Such conditions shall be consistent with procedures, requirements, standards, and policies of the Township, where applicable. Violation of any condition imposed shall be deemed a violation of this Ordinance.

M. Appeals to Circuit Court.

Any person aggrieved by a decision of the ZBA in a particular case shall have the right to appeal to the Circuit Court as permitted by Section 606 of the Michigan Zoning Enabling Act [MCL125.3606(1)]. The appeal shall be filed within 30 calendar days after the Zoning Board of Appeals issues its written decision signed by the Chair or acting Chair, or within 21 calendar days after the Zoning Board of Appeals approves the minutes of its decision, whichever comes first.

PART THIRTY-TWO – 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-THREE – 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-FOUR – Publication

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

PART THIRTY-THREE – Effective Date

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on _____, 202__, after initiation and a public hearing by the Planning Commission on December 20, 2022 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 January 25, 2023 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on _____, 202__, 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 _____, 202__, 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 _____, 202__ and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 202__

Lisa Cody, Clerk

In September of 2022 a high-level overview of the funding opportunities and application process was presented to the Township Board of Trustees by Gourdie Frasier. Since this presentation the Township has completed the first and second steps of this process by submitting an Intent to Apply to EGLE and holding a pre-application meeting with Gourdie Frasier and the EGLE Project Manager assigned to our projects.

The next step in the application process is the completion of a Project Plan for the DWRF and CWSRF Programs. The Project Plan is required to include the following major items:

- Project Background
- Analysis of Alternatives
- Description of Selected Alternative
- Description of Environmental Impacts
- Project Useful Life and Cost Analysis including Revenue System Development
- Description of Mitigation of Impacts
- Environmental Agency Review
- Public Participation/Public Hearing Process

SCOPE OF SERVICES

- Research and Data Compilation
- Revenue System Development
 - This portion of the Project Plan will be completed by Dawn Lund with Utility Financial Solutions (UFS)
- DWRF and CWSRF Project Plan

JUSTIFICATION

The completion of a Project Plan is a requirement by the Department of Environment, Great Lakes and Energy (EGLE) Drinking Water Revolving Fund (DWRF) and Clean Water State Revolving Fund (CWSRF). These plans will allow the Township the ability to apply for low interest loan and grant funding opportunities through the Infrastructure Investment and Jobs Act (IIJA) and American Rescue Plan Act (ARPA). If awarded this funding will be used to complete water and sanitary sewer system capital improvements.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

DWRF (Water)	\$ 37,250.00
CWSRF (Sewer)	<u>\$ 44,500.00</u>
Total	\$ 81,750.00

The completion of these project plans is included in the FY2023 Water and Sanitary Sewer Budgets.

PROJECT TIME TABLE

DWRF Project Plan:

A preliminary copy of the Project Plan will be submitted to EGLE by March 1, 2023. EGLE will then review the preliminary plan and provide comments on the plan. The final Project Plan must be submitted to EGLE by June 1, 2023.

CWSRF Project Plan:

A preliminary copy of the Project Plan will be submitted to EGLE by April 1, 2023. EGLE will then review the preliminary plan and provide comments on the plan. The final Project Plan must be submitted to EGLE by May 1, 2023.

RESOLUTION

Approval of the Contract for Professional Engineering Services between Gourdie Fraser and the Charter Township of Union in the amount of \$81,750.00 to complete the Clean Water State Revolving Fund (CWSRF) and DWRF (Drinking Water Revolving Fund) Project Plans, and authorize the Township Manager to sign the contracts.

Moved by _____ Seconded by _____

Yes:

No:

Absent:



January 25, 2023

Ms. Kim Smith
Department of Public Services
Charter Township of Union
5228 South Isabella Road
Mt. Pleasant, MI 48858

RE: Proposal for Engineering Services
EGLE CWSRF Project Plan – Capital Improvement Projects

Dear Ms. Smith:

Thank you for the opportunity to work with the Charter Township of Union in providing Civil Engineering services for the referenced project. This letter along with our existing agreement for providing professional services will represent our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Background/Description

The Charter Township of Union sanitary sewer system was originally constructed in the 1970's and consists of collection mains, pump stations, force mains, and a wastewater treatment facility. Growth in population and construction in select commercial and residential locations generated the need to expand the system through the years with the construction of a wastewater treatment plant in 2001 and expansion in 2009. The system and demand have significantly grown over the last 40 years and is now comprised of approximately 38 miles of collection piping, nineteen (19) pump stations and 12.5 miles of force main providing service to 6,200 residential equivalent units; both homes and businesses. Given the growth over the past years and the continued growth and expansion of the Township, Union Township is beginning to experience a need to implement upgrades to existing infrastructure that's nearing its' capacity limitations.

The Township in collaboration with GFA (Township Engineer) have continually monitored your existing infrastructure in relation to capacity and ability to accommodate the continual growth experienced in the Township. Through this effort, the Township has remained vigilant and implemented an ongoing Capital Improvement Plan (CIP) and proactively implemented upgrades as needed to not only maintain the infrastructure but improve operations and efficiencies. Through this process the Township and GFA have been seeking funding sources as a mechanism to implement the long range CIP and routinely updated the Township board on the status and progress.

To date, through recent federal legislative actions, an opportunity exists to potentially access loans and grant funds through the Infrastructure Investment and Jobs Act (IIJA) as leveraged through the Department of Great Lakes and Energy (EGLE) Clean Water State Revolving Fund (CWSRF) Loan program. The primary advantage of this funding mechanism is the lower interest rate when compared to traditional bonding. However, in order to utilize CWSRF funding there is significant level of effort required for documentation of project planning and revenue system development. The Township has already taken the first step to submit their Notice of Intent to apply with the next step to proceed with what is referred to as a Project Plan in accordance with EGLE guidelines. The EGLE CWSRF program provides an opportunity to secure funding for performing necessary study and project planning work. A



power point presentation to the Township Board providing a high-level overview on GFA provided a PowerPoint presentation to the Board related this subject matter in September 2022.

The requested monies will be utilized to prepare a more detailed study of the existing Union Township sanitary sewer system for submission to EGLE for approval. The major items to be included in the study are as follows:

- Flow Data Collection
- Capacity Evaluation
- Hydraulic Modeling Evaluation / Updates
- Project Plan
- Rate System Development

The detailed scope of services is as follows:

Scope of Services

Research and Compilation

Historical information including flow data, system operations, hydraulic models, and capacity evaluations have previously been completed over the years by GFA. This Task will include compilation of these historical documents which will then be used to prepare a complete and comprehensive study compliant with EGLE requirements. This document will also serve as a supplement to the Project Plan including alternative analyses and design of components during final engineering. The Township recently completed and submitted to EGLE and EPA last year their Asset Management Plan that contains additional information that will also be utilized.

Under this task, land use and sewer demand projections from the past studies and reports will be verified and updated to reflect current historical flow data and trends. Hydraulic Sewer CAD analysis and mapping will be updated, as applicable. For purposes of this report, projections of future land use, development, and population patterns are to be considered for 20 years from the present, with information as available for the study area. The last updated hydraulic modeling program will be a baseline to quantify and evaluate capacity deficiencies within the sewer system. These reporting tools will be invaluable for the process of selecting alternatives for system upgrades.

Revenue System Development

A Current Rate Study was recently completed by the Township and is therefore readily accessible and will be utilized as the base. Key to successful implementation of the proposed sewer system improvements project will be a program of revenue system development to service the debt which will be incurred by construction of the improvements, and effectively manage the system in the future. This work is also required to secure CWSRF funding. The update will include several scenarios for different assumptions involving commodity use charge, administrative fee, and benefit charge. Establishing the benefit charge will involve further analysis of future growth and potential for adding new customers to the system. The work scope would include set up and calculations of an initial benefit charge amount, and a plan for incremental increases to this charge in the future. This scope of work will be completed by Dawn Lund with Financial Services LLC as our subconsultant, fees for this service are included in this contract.



CWSRF Project Plan

This task item includes preparation of the Clean Water State Revolving Fund (CWSRF) Project Plan documents in accordance with the EGLE 'Project Plan Preparation Guidance' manual. The project plan is the first major milestone in the application process for CWSRF loan funding. In general, the project plan documents the preliminary engineering process for the proposed sewer system improvements and is due May 1 of a given year. Following EGLE approval of the project plan, the remaining items to secure funding include final plans and specifications, and documentation of revenue system development. The project plan work scope includes preparation and completion of the following items:

- Project Background
- Analysis of Alternatives
- Description of Selected Alternative
- Description of Environmental Impacts
- Project Useful Life and Cost Analysis including Rate System Development
- Description of Mitigation of Impacts
- Environmental Agency Review
- Public Participation/Public Hearing Process

Clarifications and Assumptions

The project fee budget is based on the assumptions that the following will not be included in the scope of services (some items are applicable and will be completed in future phases of the project):

- EGLE Part I and II Applications
- Environmental Site Review – Letters sent to agencies only included (required)
- Wetland field location, determination, mitigation, and permitting.
- Soil borings and geotechnical investigations.
- Preparation of easements, rights-of-way, or boundary documents.
- Easement or right-of-way acquisition.
- Permit fees.
- Final engineering and design services for sewer system improvements.
- Construction phase services such as, but not limited to, construction management, contract administration, construction observation, construction layout/staking, and materials testing.

Additional Services

Any work desired by Charter Township of Union in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with the attached 2023 Rate Schedule or as a revision to this proposal.

Time Schedule

GFA can commence services immediately. Project planning, public participation and revenue system development services will be completed in accordance with EGLE deadlines for CWSRF program. The deadline for completion of a Preliminary CWSRF and Final CWSRF applications to be considered in 2024 is April 1st and May 1st, 2023, respectively.



Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

Research and Data Evaluation

- Analyze and review past sewer studies and reports to verify what's needed as described in the overall master plan.
- Obtain historical flow data from Township and compute immediate and future sewer needs.
- Evaluate infrastructure capacity and needs to meet 20-year growth projections.
- Layout preliminary plan, contact vendors for equipment costs, mapping, review right-of-way/easement issues.
- Meet with EGLE, DPW, Township to discuss overall scheme/plan.
- Update Hydraulic Model for sewer system improvements, as applicable.
- Refine Opinion of Probable Construction Costs and overall drawings for proposed projects.

Subtotal \$11,500.00

Revenue System Development

- Attendance at meetings
- Sewer debt finance research
- Sewer rate projections and costs
- benefit charge Calculations

Subtotal \$14,000.00

CWSRF Project Plan and Loan Application

- Project Background
- Analysis of Alternatives
- Description of Selected Alternative
- Description of Environmental Impacts
- Description of Mitigation of Impacts
- Environmental Impact Review (SHPO, Tribal, EPA)
- Public Participation/Public Hearing Process
- Draft submission to EGLE and Updates per Comments
- Final Submission to EGLE for approval

Subtotal \$19,000.00

Total **\$ 44,500.00**



Acceptance

If this proposal is acceptable to you, your signature on this letter will serve as our authorization to proceed. Please return the original to our office and retain a copy for your files. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Union
CLIENT/OWNER

_____	(Signature)	_____
Jennifer A Graham (Hodges), P.E.	(Name)	Mark Stuhldreher
_____		_____
Director of Engineering	(Title)	Manager
_____		Charter Township of Union
_____		_____
	(Signature)	2010 South Lincoln Rd., Mt. Pleasant, MI 48858
Tony Kuberski	(Name)	_____
_____		_____
CEO	(Title)	989-772-4600
_____	(Date)	_____

Attachments:
2023 Hourly Rate Schedule

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January 23, 2023

Ms. Kim Smith
Department of Public Services
Charter Township of Union
5228 South Isabella Road
Mt. Pleasant, MI 48858

RE: Proposal for Engineering Services
EGLE DWRP Project Plan – Capital Improvement Projects

Dear Ms. Smith:

Thank you for the opportunity to work with the Charter Township of Union in providing Civil Engineering services for the referenced project. This letter along with our existing agreement for providing professional services will represent our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Background/Description

The Charter Township of Union water distribution system construction began in the late 1980's initiated by the need for reliable potable water for domestic use. Growth in population and construction in select commercial and residential locations generated the need to expand the system through the years. Historically, the Charter Township of Union has been segregated into three (3) independent water districts. In 2010 the water system was reorganized and interconnected. The system and demand has significantly grown over the last 40 years and is now comprised of approximately 73 miles of distribution piping providing service to 6,200 residential equivalent units; both homes and businesses. Given the growth over the past years and the continued growth and expansion of the Township, Union Township is beginning to experience a need to implement upgrades to existing infrastructure that's nearing its' capacity limitations..

The Township in collaboration with GFA (Township Engineer) have continually monitored your existing infrastructure in relation to capacity and ability to accommodate the continual growth experienced in the Township. Through this effort, the Township has remained vigilant and implemented an ongoing Capital Improvement Plan (CIP) and proactively implemented upgrades as needed to not only maintain the infrastructure but improve operations and efficiencies. Through this process the Township and GFA have been seeking funding sources as a mechanism to implement the long range CIP and routinely updated the Township board on the status and progress.

To date, through recent federal legislative actions, an opportunity exists to potentially access loan and grant funds through the Infrastructure Investment and Jobs Act (IIJA) as leveraged through the Department of Great Lakes and Energy (EGLE) Drinking Water Revolving Fund (DWRP) Loan program. The primary advantage of this funding mechanism is the lower interest rate when compared to traditional bonding. However, in order to utilize DWRP funding there is significant level of effort required for documentation of project planning and revenue system development. The Township has already taken the first step to submit their Notice of Intent to apply with the next step to proceed with what is referred to as a Project Plan in accordance with EGLE guidelines. The EGLE DWRP program provides an opportunity to secure funding for performing necessary study and project planning work. A power point presentation



to the Township Board providing a high-level overview on GFA provided a PowerPoint presentation to the Board related this subject matter in September 2022.

The requested monies will be utilized to prepare a more detailed study of the existing Union Township water distribution system for submission to EGLE for approval. The major items to be included in the study are as follows:

- Flow Data Collection
- Capacity Evaluation
- Water Distribution System Modeling Program
- Project Plan
- Rate System Development

The detailed scope of services is as follows:

Scope of Services

Research and Compilation

Historical information including flow data, system operations, hydraulic models, and water studies have previously been completed over the years by GFA. This Task will include compilation of these historical documents which will then be used to prepare a complete and comprehensive study compliant with EGLE requirements. This document will also serve as a supplement to the Project Plan including alternative analyses and design of components during final engineering. The Township recently completed and submitted to EGLE in October 2022 their 5 year Water Reliability Study that contains the majority of the information that is to be evaluated and is still valid and will be repurposed.

Under this task, land use and water demand projections from the recent water reliability study will be verified and Hydraulic Water CAD analysis and mapping will be updated, as applicable. For purposes of this report, projections of future land use, development, and population patterns are to be considered for 20 years from the present, with information as available for the study area. The current 2022 hydraulic modeling program will be a baseline to quantify and evaluate capacity deficiencies within the water system. These reporting tools will be invaluable for the process of selecting alternatives for system upgrades.

Revenue System Development

A Current Rate Study was recently completed by the Township and is therefore readily accessible and will be utilized as the base. Key to successful implementation of the proposed water system improvements project will be a program of revenue system development to service the debt which will be incurred by construction of the improvements, and effectively manage the system in the future. This work is also required to secure DWRP funding. The update will include several scenarios for different assumptions involving commodity use charge, administrative fee, and benefit charge. Establishing the benefit charge will involve further analysis of future growth and potential for adding new customers to the system. The work scope would include set up and calculations of an initial benefit charge amount, and a plan for incremental increases to this charge in the future. This scope of work will be completed by Dawn Lund with Financial Services LLC as our subconsultant, fees for this service are included in this contract.



DWRF Project Plan

This task item includes preparation of the Drinking Water Revolving Fund (DWRF) Project Plan documents in accordance with the EGLE 'Project Plan Preparation Guidance' manual. The project plan is the first major milestone in the application process for DWRF loan funding. In general, the project plan documents the preliminary engineering process for the proposed water system improvements and is due July 1 of a given year. Following EGLE approval of the project plan, the remaining items to secure funding include final plans and specifications, and documentation of revenue system development. The project plan work scope includes preparation and completion of the following items:

- Project Background
- Analysis of Alternatives
- Description of Selected Alternative
- Description of Environmental Impacts
- Project Useful Life and Cost Analysis including Revenue System Development
- Description of Mitigation of Impacts
- Environmental Agency Review
- Public Participation/Public Hearing Process

Clarifications and Assumptions

The project fee budget is based on the assumptions that the following will not be included in the scope of services (some items are applicable and will be completed in future phases of the project):

- EGLE Part I and II Applications
- Environmental Site Review – Letters sent to agencies only included (required)
- Wetland field location, determination, mitigation, and permitting.
- Soil borings and geotechnical investigations.
- Preparation of easements, rights-of-way, or boundary documents.
- Easement or right-of-way acquisition.
- Permit fees.
- Final engineering and design services for water system improvements.
- Construction phase services such as, but not limited to, construction management, contract administration, construction observation, construction layout/staking, and materials testing.

Additional Services

Any work desired by Charter Township of Union in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with the attached 2023 Rate Schedule or as a revision to this proposal.

Time Schedule

GFA can commence services immediately. Project planning, public participation and revenue system development services will be completed in accordance with EGLE deadlines for DWRF program. The deadline for completion of a Preliminary DWRF and Final DWRF applications to be considered in 2024 is March 1st and June 1st 2023, respectively.



Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

Research and Collaboration – Water Reliability Study Review

- Analyze and review past water reliability studies and reports to verify what's needed as described in the overall master plan
 - Review of immediate and future water needs, confirm sizing of system
 - Layout preliminary plan, contact vendors for equipment costs, mapping, review right-of-way/easement issues
 - Meet with EGLE, DPW, Township to discuss overall scheme/plan
 - Update Hydraulic Model for water system improvements, as applicable
 - Refine Opinion of Probable Construction Costs and overall drawings for proposed projects
- Subtotal \$7,500.00

Revenue System Development

- Attendance at meetings
 - Water debt finance research
 - Water rate projections and costs
 - benefit charge Calculations
- Subtotal \$14,000.00

DWRF Project Plan and Loan Application

- Project Background
 - Analysis of Alternatives
 - Description of Selected Alternative
 - Description of Environmental Impacts
 - Description of Mitigation of Impacts
 - Environmental Impact Review (SHPO, Tribal, EPA)
 - Public Participation/Public Hearing Process
 - Draft submission to EGLE and Updates per Comments
 - Final Submission to EGLE for approval
- Subtotal \$15,750.00

Total \$ 37,250.00



Acceptance

If this proposal is acceptable to you, your signature on this letter will serve as our authorization to proceed. Please return the original to our office and retain a copy for your files. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Union
CLIENT/OWNER

_____	(Signature)	_____
Jennifer A Graham (Hodges), P.E.	(Name)	Mark Stuhldreher
_____		_____
Director of Engineering	(Title)	Manager
_____		Charter Township of Union
_____		_____
	(Signature)	2010 South Lincoln Rd., Mt. Pleasant, MI 48858
Tony Kuberski	(Name)	_____
_____		_____
CEO	(Title)	989-772-4600
_____	(Date)	_____

Attachments:
2023 Hourly Rate Schedule

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