

**MARION TOWNSHIP PLANNING COMMISSION  
AGENDA**

**REGULAR MEETING**

**June 25, 2024**

**7:30 PM**

*Virtual access instructions to participate in the meeting are posted on [www.mariontownship.com](http://www.mariontownship.com)*  
MEETING WILL BE HELD IN MAIN HALL

Call to Order:

Pledge of Allegiance:

Introduction of Members:

Approval of Agenda for: June 25, 2024 Regular Meeting

Approval of Minutes from: May 28, 2024 Regular Meeting

Call for Public Comment:

Public Hearing:

New Business:

- 1) Discuss 2 minor changes to 17.32
- 2) Discuss 9.01B3 vs 17.04AD3
- 3) Enforcement officer job description

Unfinished Business:

- 1) Continue discussion on Signs TXT#01-24 if this is a go.
- 2) Lots new information

Special Orders:

- 1) Fee structure and escrow discussion

Announcements:

Call for Public Comment:

Adjournment:

## **Marion Township Public Participation Policy at Township Planning Commission Meetings**

The Public shall be given an opportunity to be heard at every Township Planning Commission Meeting following the adoption of this Policy.

The Planning Commission Chairperson is the moderator of the meeting. In the absence of the Chairperson, the Planning Commission VICE-Chairperson shall be the moderator of the meeting.

The Public attending the meeting either in-person or on-line may speak during the "Call to the Public" part of the meeting agenda. To preserve order, those attending in-person will speak first. When all in-person attendees have been heard, the moderator will ask if any on-line attendee wishes to speak.

When recognized by the moderator, in-person attendees shall come to the podium. The moderator will request that they give their name and address before they begin their comments. When all in-person attendees have finished speaking, the moderator will ask if anyone attending the meeting on-line wishes to speak. On-line attendees may unmute themselves and when recognized by the moderator may speak. On-line attendees will also be asked for their name and address.

All comments shall be addressed to the Township Planning Commission members. The "Call to the Public" is for attendees to provide information or opinions to the Township Planning Commission and is not intended to be a dialogue. Anyone needing a response should contact officials or staff during normal office hours.

The Public attending the meeting either in-person or on-line will be allowed to ask questions and make comments about NEW and UNFINISHED agenda items. These questions and comments must be made during the discussion of that agenda item. Anyone that would like to speak will raise their hand indicating their desire to speak.

When recognized by the moderator, in-person attendees shall come to the podium. The moderator will request that they give their name and address before they begin their comments. When all in-person attendees have finished speaking, the moderator will ask if anyone attending the meeting on-line wishes to speak about the NEW or UNFINISHED agenda item. On-line attendees may unmute themselves and when recognized by the moderator may speak. On-line attendees will also be asked for their name and address.

The moderator can close the questions and comments session about a NEW and UNFINISHED agenda item at his/her discretion.

To preserve efficiency, at any time during the meeting, each speaker, whether in-person or online will be limited to THREE MINUTES.

**DRAFT**

\*Approved by: \_\_\_\_\_  
Larry Grunn – *Chairperson*

Date: \_\_\_\_\_

**MARION TOWNSHIP  
PLANNING COMMISSION  
MAY 28, 2024 / 7:30PM**

**PC MEMBERS PRESENT:**            **LARRY GRUNN – CHAIRPERSON**  
   **JIM ANDERSON – VICE-CHAIRPERSON**  
   **CHERYL RANGE – SECRETARY**  
   **BOB HANVEY**  
   **BRUCE POWELSON**

**PC MEMBERS ABSENT:**            **DAVID HAMANN – MARION TWP. ZONING ADMINISTRATOR**  
   **ZACH MICHELS – TOWNSHIP PLANNER**

**OTHERS PRESENT:**                **ALISSA STARLING – SUBSTITUTE PLANNER**

**CALL TO ORDER**

Larry Grunn called the meeting to order at 7:30 pm.

**APPROVAL OF AGENDA**

Jim Anderson added "Engineering Support" to the agenda. Commissioners moved item #2 "Sign and Ordinance Discussion" to #3 and made "Engineering Support" #2.

Jim Anderson made a motion to approve the May 28, 2024 agenda as amended. Bruce Powelson seconded. **5-0 MOTION CARRIED**

**APPROVAL OF MINUTES**

Bruce Powelson requested the following change be made to the April 30, 2024 Planning Commission minutes: On page 2 of 3, the third line down, it should read "prepared by Cheryl Range, Jim Anderson, Zach Michels" and Larry Grunn's name should be removed.

Jim Anderson made a motion to approve the April 30, 2024 Planning Commission minutes as amended. Cheryl Range seconded. **5-0 MOTION CARRIED**

**UNFINISHED BUSINESS**

**SPR#01-24 Schroeder Parking Expansion**

Alissa Starling started reading through Zach Michels review. Alissa and the Commissioners came up with nine additional conditions in order to recommend approval to the Board of Trustees.

**CONDITIONS OF APPROVAL FOR SCHROEDERS PARKING EXPANSION**

- All surfaces must support 100,000 pounds/firetruck at max of 10% grade. This must be listed on the site plan.
- Provide a permit from EGLE for the drain crossing at Drain #5. Mr. Schroeder will provide an easement to the Livingston County Drain Commission for Drain #5.
- Township will grant a waiver for the buffering along Pinckney Road. (NO waiver will be granted for the buffer/screening on the residential side.)

# DRAFT

- Applicant is allowed to have 26 additional parking spots for NON-RV VEHICLES. Parking spots must be 10 feet wide.
- All existing and new lighting should be at 20 feet and consistent throughout. The light poles for the solar lighting in the RV parking area, should be painted black. All new and existing lighting should be listed on the site plan.
- Existing signs are fine but need to be listed on site plan. If additional signage is desired, applicant will apply for a sign permit.
- The stacking requirement has been satisfied in exchange for curb & hard surface pavement in the new parking lot.
- The EMERGENCY ONLY access (with Knox lock) off Francis Road, must be listed on the site plan.
- Provide letter from the Church requesting the shorter trees.

Bruce Powelson made a motion to extend the Planning Commission meeting past 9:30pm. Jim Anderson seconded.  
**MOTION CARRIED 5-0**

Jim Anderson made a motion to recommend adoption of the written resolution (including the three changes) to approve SPR#01-24 Schroeder Parking Expansion with the nine conditions, to the Board of Trustees. Cheryl Range seconded.

**ROLL CALL: POWELSON YES; RANGE YES; HANVEY YES; GRUNN YES; ANDERSON YES.**  
**5-0 MOTION CARRIED**

## NEW BUSINESS

### ENGINEER ATTENDING PLANNING COMMISSION MEETINGS

Jim Anderson would like for Phill to start coming to the Planning Commission meetings. He thinks that the Commissioners and Applicants could benefit from the Engineer's expertise.

The Commissioners would like to see some pricing for the next meeting so they can see how much the Township Engineers, Attorneys and Planners charge and to get a better understanding of the fee schedule.

## UNFINISHED BUSINESS

### CONTINUE DISCUSSION ON SIGNS AND OTHER ORDINANCE CHANGES

Larry Grunn made a motion to table discussion on this agenda item until the next meeting. Bruce Powelson seconded.

**5-0 MOTION CARRIED**

## SPECIAL ORDERS

None.

## ANNOUNCEMENTS

Bob Hanvey shared that "Housing" is now required to be part of the Master Plan per the Sate.

## CALL FOR PUBLIC COMMENT

Les Andersen resides at 4500 Jewell Road. Les shared how other jurisdictions handle enforcement.

## ADJOURNMENT:

Bruce Powelson made a motion to adjourn the Planning Commission meeting at 10:12pm. Cheryl Range seconded. **5-0 MOTION CARRIED**

**MINUTES TAKEN BY:** Jessica S. Timberlake

MEMO

To: Planning Commission

From: Bob Hanvey

Date: June 25, 2024

Subject: Home-based Business

There are two places in this section that need fixing:

In the definition paragraph, the third characteristic

3. Has vehicles related solely to the **home or business**.

The word "or" makes every premises in the township a business.

In the number of employees paragraph:

The number of non-resident employees who can be employed by a home-based business shall be regulated by the size of the parcel containing the business as follows:

The ordinance should make a provision for employees that do not work on the site such as remote workers. This may be covered by the discretionary paragraph but maybe it should be included in this paragraph.

MEMO

To: Marion Township Board  
From: Bob Hanvey  
Subject: Enforcement job descriptions  
Date: May 23, 2024

As requested by the Township Board, I sent an email to the 15 other Township Supervisors requesting information about enforcement officers.

Attached to this memo are the responses from the townships in alphabetical order:

Brighton  
Cohoctah  
Conway  
Deerfield  
Genoa  
Green Oak  
Hamburg  
Hartland  
Iosco  
Oceola  
Unadilla

Also attached is a sample ordinance to create the position from MTA.

## Bob Hanvey

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**From:** Supervisor <supervisor@brightontwp.com>  
**Sent:** Monday, May 13, 2024 2:36 PM  
**To:** Bob Hanvey  
**Cc:** Manager; Planner  
**Subject:** RE: Enforcement

Bob,

Brighton Township has a "Reactive" Code Enforcement policy handled by our Planner.

Kind regards,

Patrick Michel  
Supervisor - Charter Township of Brighton  
Chairman, Board of Directors - Southeastern Livingston County Recreation Authority (SELCRA)  
Member, Board of Directors - Brighton Area Fire Authority (BAFA)  
Secretary, Board of Directors - Livingston Community Water Authority (LCWA)  
[supervisor@brightontwp.com](mailto:supervisor@brightontwp.com)

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**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:33 PM  
**To:** Supervisor <supervisor@brightontwp.com>  
**Subject:** Enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers.

If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey

## Bob Hanvey

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**From:** Supervisor Mark Fosdick <cohoctahsupervisor@gmail.com>  
**Sent:** Monday, May 13, 2024 5:23 PM  
**To:** Bob Hanvey  
**Subject:** Re: enforcement

Bob, we have recently contracted with the county sheriff for enforcement, primarily for speed enforcement. They can also do other things as well. It is just 8 hours a week.

Mark Fosdick  
Cohoctah Township Supervisor

On Mon, May 13, 2024, 2:37 PM Bob Hanvey <[supervisor@mariontownship.com](mailto:supervisor@mariontownship.com)> wrote:

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers.

If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey



## Bob Hanvey

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**From:** Bill Grubb <supervisor@conwaymi.gov>  
**Sent:** Monday, May 13, 2024 3:39 PM  
**To:** Bob Hanvey  
**Subject:** RE: enforcement

Hi Bob. We use Fowlerville Police Department for our enforcement. I am not sure what their fee is, but I know it is per incident.

Bill Grubb  
Supervisor  
Conway Township  
Ph 517-223-0358 Ext.105  
Fax 517-223-0533  
[supervisor@conwaymi.gov](mailto:supervisor@conwaymi.gov)



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**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:38 PM  
**To:** Bill Grubb <supervisor@conwaymi.gov>  
**Subject:** enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers. If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey

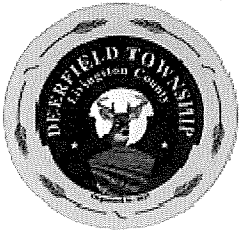
## Bob Hanvey

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**From:** Deerfield Township Office <office@deerfieldtwp.org>  
**Sent:** Wednesday, May 15, 2024 9:19 AM  
**To:** Bob Hanvey  
**Subject:** RE: enforcement

Deerfield Does not have one. Just our Zoning Administrator.

Sheila Mattioli, Deputy Supervisor  
Deerfield Township



**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:39 PM  
**To:** Deerfield Township Office <office@deerfieldtwp.org>  
**Subject:** enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers.  
If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey

**Bob Hanvey**

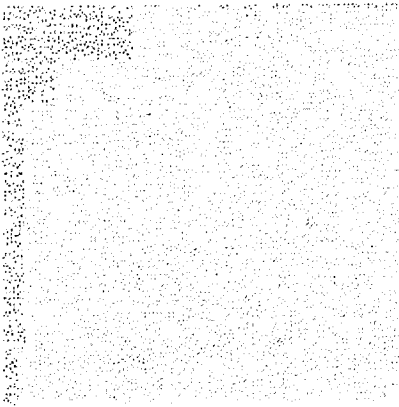
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**From:** Bill Rogers <Bill@genoa.org>  
**Sent:** Monday, May 13, 2024 3:09 PM  
**To:** supervisor@mariontownship.com  
**Subject:** Fw: Job Description  
**Attachments:** 2024 Zoning Official Job Description.pdf

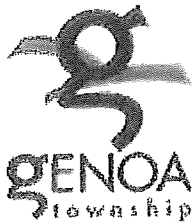
We just went from hourly to a full time position with the attached job description. Pay is \$65,000.00 annually  
Bill Rogers

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**From:** Amy Ruthig  
**Sent:** Monday, May 13, 2024 3:00 PM  
**To:** Bill Rogers  
**Subject:** Job Description



Amy Ruthig  
Planning Director



Genoa Charter Township  
2911 Dorr Road, Brighton, Michigan 48116  
**Office: 810-227-5225 Ext. 114 Direct: 810-224-5824**  
E-mail: [amy@genoa.org](mailto:amy@genoa.org), Url: [www.genoa.org](http://www.genoa.org)

## Employment Opportunity Zoning Official

Reports to: Planning Director

Salary Range: 60k +/- DOQ

Schedule: Monday –Friday, 9am – 5pm, Full Time

Accepting Applications through:

Position Summary: A mid-level professional zoning and public administration position that works under the supervision of the Planning Director. The Zoning Official will serve as code enforcement officer and residential land use expert additionally serving as staff liaison to the Zoning Board of Appeals. The Zoning Official will serve as the primary point of contact of citizens seeking zoning related information and will perform a variety of professional, administrative, and technical functions related to administration and enforcement of Township codes and ordinances. The position requires substantial public contact, superlative organizational skills and a high degree of accuracy.

Essential Job Functions: An employee in this position may be called upon to take forth the following responsibilities.

Duties listed for this position include but are not limited to:

Zoning Administration:

- Provide exceptional service to the residents and customers of the Township regarding ordinances, complaints and general information;
- Provide information on land use applications, ordinances, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons;
- Oversee the residential permit application process and review and make decisions regarding land use permit applications for compliance with established plans, ordinances, and applicable local, state or federal regulation.
- Responsible for the coordination of residential permitting with other staff, departments and technical consultants. Coordinate among other governmental agencies to aid citizens in obtaining their permit approvals from these agencies;
- Utilize the BSA Building Department software system for permitting, code enforcement and Zoning Board of Appeals processing;
- Assist applicants, prepare reports and packets, provide statutory notice, serve as staff liaison, and attend meetings as representative to the Zoning Board of Appeals.

Ordinance Compliance:

- Act as a proactive agent in the Township for improvement to the overall quality of life, by partnering with residents and business owners to seek compliance with ordinance requirements. Responsible for receiving and acting on zoning, nuisance, and unsafe structure complaints and undertaking enforcement action including any required investigations, inspections, written notices and reports, conducting hearings;
- Responsible for maintaining and updating concise files on each complaint and status within the BSA system;
- Issues citations and follow-up with court appearances as necessary;
- Provide assistance to the Township Attorney in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, providing witness testimony in Circuit Court cases, prepare requests for proposals for demolition projects, and working with contractors to get dangerous buildings demolished;
- Perform field inspections and issue compliance certificates related to Land Use Permits and Planning Commission approval, as otherwise required.

Other related duties as assigned:

- Responsible for Liquor License Enforcement including tracking, reporting and inspections to ensure compliance with the State of Michigan.
- Effectively utilize ArcGIS mapping software to create and provide maps and manage database as needed;
- Responsible for oversight and administration related to FEMA Flood Hazard Areas;
- Gather data, compile and evaluate information and carry out special duties such as research and writing reports and plans as needed and directed by the Planning Director and Township Manager;
- Interdepartmental and outside agency activity coordination;
- Assist with planning and implementation of special projects and events that support achieving the Township's master plan vision;
- Respond to or assist with responses to Freedom of Information Act requests.

Required knowledge, skills, abilities and minimum qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job duties of the position.

- The ideal candidate will have a Bachelor's Degree in planning, public administration, construction management, political science, or closely related field with 2 years of experience or any combination of education and/or training which provides the essential knowledge, skills and abilities. Previous municipal experience is preferred.
- Considerable knowledge of land use principles, code enforcement procedures, zoning and site development rules, regulations and ordinances.
- Experience in a regulatory capacity dealing with a wide variety of customers.
- Ability to work effectively alone or as a member of a team with minimal supervision and independently schedule work load and prioritize assignments.
- Ability to exercise good judgment, take initiative and be resourceful in dealing with the public, elected officials, community leaders, and other employees.
- Extensive knowledge of basic office computer applications including but not limited to Word, Excel, Adobe PDF, ArcGIS, and PowerPoint.
- Must possess excellent professional verbal and written communication skills;
- A valid State of Michigan driver's license.

Please submit resume and one-page cover letter to Genoa Charter Township, Human Resources Office, 2911 Dorr Road, Brighton, MI 48116 or via email to [kim@genoa.org](mailto:kim@genoa.org).

Genoa Charter Township is an Equal Employment Opportunity Employer.

## Bob Hanvey

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**From:** StCharles, Mark <mark.stcharles@greenoaktwp.com>  
**Sent:** Monday, May 13, 2024 2:52 PM  
**To:** Bob Hanvey  
**Subject:** RE: enforcement  
**Attachments:** Ordinance Officer.pdf

Hi Bob, yes we have an ordinance officer and attached is an old version of the duties which have not changed since 2019. Current wage scale is 49-51 K with full benefits and full time.

No you can't have him. lol

Mark St. Charles, Supervisor  
Livingston Community Water Authority, Chairperson

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**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:41 PM  
**To:** supervisor@greenoaktwp.com  
**Subject:** enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers. If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey



Green Oak Charter Township  
JOB DESCRIPTION

Revised 5/8/19  
MST

**Title:** Ordinance Officer  
**Employment:** Regular, Full-Time

**Department:** Planning & Zoning  
**Reports to:** Township Supervisor

**General Summary**

Under general supervision, performs a variety of technical duties in support of the Township's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on Township regulations to property owners, residents, businesses, the general public, and other Township departments and divisions.

✓ Supervised by Executive Assistant to the Supervisor and reports the Township Supervisor.

**Essential Duties and Responsibilities**

An employee in this position may be called upon to do any or all the following essential duties and responsibilities. These examples do not include all the duties that the employee may be expected to perform. Other reasonably related administrative functions may be assigned and management retains the right to add or change duties at any time. To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily.

- ✓ 1. Perform a variety of field and office work in support of the Township's local <sup>ordinances</sup> code enforcement program; enforce compliance with Township regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- ✓ 2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Township zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- ✓ 3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- ✓ 4. Prepare evidence in support of legal actions taken by the Township; appear in court as necessary; testify at hearings and in court proceedings as required.
- ✓ 5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed

- ✓ information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- ✓ 6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- ✓ 7. Patrol assigned area in a Township vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- ✓ 8. Attend meetings and serve as a resource to other Township departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- ✓ 9. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- ✓ 10. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- ✓ 11. Perform related duties as required.

**Knowledge, Skills and Abilities**

**Knowledge of:**

*ORDINANCE/*

- ✓ 1. Operations, services, and activities of a municipal code compliance program.
- ✓ 2. Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property
- ✓ 3. maintenance, building, health and safety, and related areas.
- ✓ 4. Procedures involved in the enforcement of codes and regulations including methods and techniques of
- ✓ 5. conducting and documenting field investigations.
- ✓ 6. City services and organizational structure as they relate to code compliance.
- ✓ 7. Legal actions applicable to code enforcement compliance.
- ✓ 8. Effective public relations practices.
- ✓ 9. Principles and procedures of record keeping.
- ✓ 10. Methods and techniques of business correspondence and technical report preparation.
- ✓ 11. Modern office procedures, methods, and equipment including computers and supporting word
- ✓ 12. processing and spreadsheet applications.
- ✓ 13. Occupational hazards and standard safety practices.
- ✓ 14. Geographic features and locations within the area served.

**Ability to:**

*ORDINANCE*

- ✓ 1. Independently perform a full range of municipal code enforcement and compliance duties.
- ✓ 2. Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisances, abatement, and health and safety issues.
- ✓ 3. Inspect and identify violations of applicable codes and ordinances.
- ✓ 4. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- ✓ 5. Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.



- ✓ 6. ~~8.~~ Investigate complaints and mediate resolutions in a timely and tactful manner.
- ✓ 7. ~~8.~~ Prepare accurate and detailed documentation of investigation findings.
- ✓ 8. ~~8.~~ Maintain complex logs, records, and files.
- ✓ 9. 10. Research, compile, and collect data.
- ✓ 10. 11. Prepare clear and concise technical reports.
- ✓ 11. 12. Make oral presentations and testify in court
- ✓ 12. 13. Work independently in the absence of supervision.
- ✓ 13. 14. Read County Assessors maps and property profiles.
- ✓ 14. 15. Read and interpret legal documents and descriptions.
- ✓ 15. 16. Understand and follow oral and written instructions.
- ✓ 16. 17. Type and enter data accurately at a speed necessary for successful job performance.
- ✓ 17. 18. Communicate clearly and concisely, both orally and in writing.
- ✓ 18. 19. Establish and maintain effective working relationships with those contacted in the course of work.

**Qualifications**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- ✓ Equivalent to completion of the twelfth grade ~~supplemented by specialized training and/or~~ college level coursework in criminal justice, public administration, business administration, or other related field.

**Certification/Licenses:**

- ✓ Must maintain current/valid Driver's License and driving record acceptable to meeting Township underwriting guidelines, *Member of MACEO.*

**Experience:**

- ✓ One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

**Physical Demands**

- ✓ The physical demands and work environment characteristics described here are representative of those the employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, feel or operate objects, tools or controls, and is occasionally required to reach with hands and arms. The employee must regularly lift and/or move items of moderate weight, including file boxes, portable computers, etc. The employee must occasionally drive a vehicle, walk, stand, climb, balance, bend, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distant vision, depth perception, color vision, and ability to adjust focus.

Work is performed in a business office setting and is occasionally exposed to wet, cold, hot and/or humid outside weather conditions, as well as moving mechanical parts and active building/construction sites while performing on-site inspections and appraisals. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.

The above statements are intended to describe essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Received 5/8/19  
MSK

## GREEN OAK CHARTER TOWNSHIP

### JOB ANALYSIS QUESTIONNAIRE

The purpose of this questionnaire is to obtain accurate information concerning the duties and responsibilities associated with your job. The information will be used to assist us in understanding your position for purposes of compensation analysis.

#### Computer Form Instructions:

1. This program will allow you to type in the gray fields only when they are selected or chosen. (When a field is chosen, it will turn dark gray.)
2. The {Tab} key allows you to move from one gray field to the next. Pressing {Shift} and {Tab} together will take you to the previous field. You may also select a field by clicking on it with your mouse.
3. If you are asked to comment on a particular topic, the gray field provided for your response will allow unlimited comment. When you reach the end of a line, text will automatically wrap onto the next line. If you wish to make a paragraph break within these comment fields, simply press {Return} or {Enter} as you normally would. {Backspace}, {Delete} and other commands also work in the gray fields the same as they would in any other situation.
4. To place an X in one of the check boxes, simply click on the appropriate box with your mouse or press the space bar while the box is selected. To remove an X, click on the marked box, or press the space bar while a marked box is selected.

Name: Leland H. Koons

Date: 5/1/19

Department: Planning/Zoning

Job Title: Ordinance Officer

Supervisor's Name/Title: Robert Brandmier; Executive Assistant to the Supervisor

With this employer: Green Oak Charter Township

\*\*\*\*\*

#### INSTRUCTIONS

This questionnaire covers many aspects of your job. Each of the following sections contains instructions specific to the questions being asked in that section. Some questions require a written response, others only a checkmark next to a printed answer. If no answer is exactly accurate, please check the answer that you feel is closest to being correct for your position.

Your responses are important in helping us to better understand your position. Please answer all questions to the best of your ability. **When completed, return the questionnaire to your department head. This should be done by May 8, 2019. Thank you!**

**Section 1: Position Summary**

Briefly describe the major purpose and primary function of your position in several sentences.

Ordinance Officer - please see job summary

**Section 2: Position Duties and Responsibilities**

List the essential duties and responsibilities of your job in the spaces provided. **PLEASE LIST ONLY THOSE THAT ARE NOT INCLUDED ON YOUR JOB DESCRIPTION.** An essential duty or responsibility is fundamental to the job. The individual who holds the job must be able to perform the required task(s) unaided if so specified, or with reasonable accommodation that does not place a disproportionate or undue burden on the employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Testify in Court frequently
2. Consistent face-to-face contact with residents
3. Maintain a calm and exemplary demeanor while in contact with residents
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**Section 3: Knowledge and Education**

Consider the extent to which your job requires knowledge normally gained through formal education. In the box below, choose the minimum education level required for your job. **Once the field is selected, an arrow will appear at the right of the box.** Clicking on this arrow will allow you to view a list of options. Simply click on the appropriate choice.

Bachelor's degree

\*Provide the curriculum or program of study (e.g., accounting, construction management, law, business education, communications, etc.).

Public relations, Public Administration, Criminal Justice, Social Science

**Section 4: Work Experience**

Consider the extent to which your job requires related experience and training in addition to any formal education that might be required for the job. In the box below, choose the minimum experience required for your position.

Two years of experience

Is previous supervisory or management experience required of this position? Yes  No

If yes, please describe:

n/a

Describe the nature and specific type of work experience required for your job. (e.g. law, accounting, general labor, secretarial, etc.)

Customer service

**Section 5: Special Employment Requirements**

Please list any licensure or certifications that are required before you can be employed in this position? (i.e. state certifications or licenses required by either the governing agency or your employer.)

Maceo

**Section 6: Supervisory or Management Responsibility**

List below the titles and number of positions you manage, supervise, or serve as a working supervisor for. Please indicate if you supervise these individuals directly or through subordinate supervisors. Specify how many positions are full-time and how many are part-time.

<u>Position Title</u>	<u>Number Supervised</u>		<u>Number in position who are:</u>	
	<u>Directly</u>	<u>Indirectly</u>	<u>Full-Time</u>	<u>Part-Time</u>
Ordinance Clerk		x	x	

**Section 7: Internal/External Contacts**

Your job requires that you have contact with persons outside your department or work unit; possibly both inside and outside the organization. Please list the most significant contacts below. This might include contacts with other departments, other governmental agencies, contractors, volunteers, professional firms, the general public or others. Very briefly describe the nature and purpose of the interactions.

Green Oak Police  
Green Oak Fire  
Livingston County; Courts, Animal Control, Drain Commission, Road Commission, Sheriff's Dept., Prosecutor's, Judges

Township Attorneys  
Other Municipalities  
Local refuse companies

**Section 8: Work Related Stress or Pressures**

Does the position involve a lot of stress or pressure on a regular basis? If so, please give an example of the kind of situation that causes stress or pressure.

Constant stress from residents.

**Section 9: Equipment Use and Knowledge**

Please indicate which of the following types of automated equipment you are required to use in performing the essential functions of your job:

- Basic office equipment such as telephones, calculators, photocopiers, fax and similar equipment
- Computer programs:  word processing

- spreadsheet
- database (basic data entry and report generation)
- database (data manipulation, research, report creation)
- financial applications (general data entry at department level)
- financial applications (sophisticated usage as in accounting)
- computer aided design
- GIS/mapping
- audio/visual/technical equipment (advanced)
- other specialized computer programs or specialized electronics

If the last box is checked, please specify the type of program or specialized equipment.

- Automobile or motorized equipment.

If yes, please specify the type of motorized equipment and special licenses required (such as CDL).

Does your position involve training others on a regular basis in the use of any of the above software?

no

Does your job require troubleshooting particular software applications or computer hardware, beyond the level expected of an average user? If yes, please explain.

need to have expert knowledge of BS&A.

#### Section 10: Additional Employee Comments

Please provide any additional comments you feel would be useful in helping us better understand your job. Feel free to expand on any of the areas covered in the preceding sections.

Must be extremely patient.

Maintain a professional decorum at all times, even under duress.

Must enjoy interacting with people.

**Section 11: Department Head Comments**

Please read the employee's responses to this questionnaire before completing this section. Do not alter the employee's comments or answers. Use this section for making additional comments. Please return all questionnaires, including your own, to Michael Sedlak by **May 12, 2019.**

Are there any responses that you consider inaccurate? If so, please discuss them below.

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List any job duties/responsibilities required of this position which were omitted by the employee.

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Additional comments: \_\_\_\_\_

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Name of person completing this form: \_\_\_\_\_

Date completed: \_\_\_\_\_



## Bob Hanvey

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**From:** Michelle DeLancey <mdelancey@hamburg.mi.us>  
**Sent:** Tuesday, May 14, 2024 10:14 AM  
**To:** Pat Hohl; Bob Hanvey; David Rohr  
**Subject:** RE: enforcement  
**Attachments:** Code enforcement officer description approved 09032019 by TB.doc

Bob,  
Attached is the job description for our Code enforcement officer. The pay range as of 7/1/23 for this position is \$20.15-\$25.17/hour. Please let me know if you have further questions.

Regards,  
**Michelle DeLancey**  
Director of Accounting & Human Resources  
Hamburg Township  
10405 Merrill Road, PO Box 157  
Hamburg MI 48139  
(810) 222-1134

This E-mail, including attachments, may contain confidential information and is intended solely for the use by the individual(s) to whom it is addressed. If you receive the E-mail in error, please notify the sender. Do not disclose its contents to others and delete it from your system. Any other uses of this E-mail and/or attachment is prohibited. This message is not meant to constitute an electronic signature or intent to contract electronically.

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**From:** Pat Hohl <pathohl@hamburg.mi.us>  
**Sent:** Monday, May 13, 2024 6:37 PM  
**To:** Bob Hanvey <supervisor@mariontownship.com>; Michelle DeLancey <mdelancey@hamburg.mi.us>; David Rohr <drohr@hamburg.mi.us>  
**Subject:** Re: enforcement

Hi Bob,  
I'm out of the office for a few days. I'll forward your email to our Planning and Zoning administrator and are HR Director. I'm sure they'll get you what you need.  
Hohl

Sent from my Verizon, Samsung Galaxy smartphone  
[Get Outlook for Android](#)

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**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:41:30 PM  
**To:** Pat Hohl <pathohl@hamburg.mi.us>  
**Subject:** enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers. If you have one, please provide me with a job description and pay rate.

## **Hamburg Township Job Description**

**JOB TITLE:** Code Enforcement Officer  
(Part Time)

**REPORTS TO:** Director of Public Safety/Chief of Police

**JOB SUMMARY:**

The Code Enforcement Officer works under the direction of the Director of Public Safety/Chief of Police, or designee, and is responsible for ensuring compliance with all applicable Township Zoning and General Ordinances as well as Municipal Codes. The Code Enforcement Officer conducts inspections and investigations, as directed by the Director of Public Safety/Chief of Police or designee, and takes enforcement actions including issuing warning letters and/or municipal civil infraction citations for alleged violations.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Enforces Township Ordinances and Municipal Codes as directed by the Director of Public Safety/Chief of Police or designee;
2. Performs field inspections and conducts investigations to ensure compliance with Township Ordinances, Municipal/State Codes and land use permits;
3. Issues warning letters and/or municipal civil infraction citations for violations of Township Ordinances;
4. Attends court cases for the purpose of testifying and presenting evidence, and works with the Township Attorney in case preparation;
5. Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios. Approves permit applications for construction/remodeling/land use changes when requirements are met;
6. Creates informational materials designed to advise property owners on the requirements for compliance and processes, procedures for obtaining compliance or appropriate permits;

7. Prepares, maintains, and files reports and records regarding activities, i.e., cases files, inspection reports, incident reports, citations.
8. Prepares public notices or property owner verifications;
9. Mediates conflicts between neighbors related to complaints as needed;
10. Provides information to property owners, contractors, developers, engineers, architects, and others regarding construction procedures, zoning ordinances, and appeals procedures;

**JOB QUALIFICATIONS:**

1. Must be a citizen of the United States;
2. Must possess high school diploma or equivalent;
3. Must have reached 18th birthday at time of application;
4. Must possess a valid driver's license at time of application;
5. Ability to successfully complete all phases of the selection process;
6. Ability to successfully pass a background check, physical examination and drug screening test;
7. Prior law enforcement, zoning and planning experience strongly preferred;
8. Ability to work on several projects or issues simultaneously;
9. Must possess effective writing techniques;
10. Knowledge of computer hardware and software programs, which may include Microsoft Office, and GIS;
11. Problem-solving skills to gather relevant information to solve vaguely defined practical problems;
12. Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
13. Interpersonal skills necessary to tactfully enforce Township ordinances, resolve conflicts, and respond to complaints;
14. Physical ability to perform required fieldwork including accessing non-barrier free locations, walking on uneven terrain, climbing ladders, etc.;
15. Mental ability to respond to problem situations in a positive manner.

**WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves travel in township vehicle to various locations throughout the Township with exposure to adverse weather, odors, dust, bodily injury, unrestrained animals, individuals who may be hostile, environmental hazards, and the like when inspecting properties and conducting enforcement activities.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

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## Bob Hanvey

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**From:** Michael Luce <MLuce@hartlandtwp.com>  
**Sent:** Tuesday, May 14, 2024 5:44 PM  
**To:** supervisor@mariontownship.com  
**Cc:** Bill Fountain  
**Subject:** Zoning Enforcement  
**Attachments:** 2015 Job Desc Zoning Insp.pdf

Good afternoon, Bob

Please see attached Job Description for our Zoning Enforcement Officer. His current rate of pay is \$23.83 per hour and he is in the office 2 days a week, Monday and Tuesday. Please let me know if you have any further questions and thank you for your time.

Best,



**Mike Luce**  
Township Manager  
517.294.0056 c | 810.632.7498 o  
2655 Clark Road  
Hartland, MI 48353  
[www.hartlandtwp.com](http://www.hartlandtwp.com)

Hartland Township  
JOB DESCRIPTION

<b>Title:</b>	Zoning Inspector	<b>Effective:</b>	04/01/2015
<b>Employment:</b>	Regular, Part-Time	<b>Reports To:</b>	Planning Director
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	4

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**Responsibilities**

- To enforce the ordinances of Hartland Township;
- To conduct inspections and determine compliance, violations and corrective actions, including issuing citations;
- To conduct preliminary reviews of site plans for both single-family and commercial properties;
- To assist, respond, educate, interpret and apply all zoning regulations, ordinances and property maintenance standards, practices and procedures;
- To provide on-site consultation on matters of Zoning Ordinance application and interpretation;
- To represent the Township in court, and to testify regarding code violations;
- To conduct research regarding property ownership, current and past permits and application and applicable codes;
- To consult and coordinate with the Planning Department to develop code enforcement procedures, strategies and schedules;
- To ensure that necessary records, reports, correspondence and other documents are prepared and properly maintained, including entering daily enforcement actions and activities into a department-specific software program;
- To prepare related letters, reports and communications;
- To perform any other reasonable activities as required by management.

**Requirements**

- Knowledge of building, zoning and construction codes
- Physical ability to traverse across uneven terrain in seasonal weather conditions
- Knowledge, skill and manual dexterity for using a computer and job-related software
- Knowledge and skill in the use of common office equipment
- Some post-secondary education or training
- Three years of inspection, enforcement or related customer service experience
- Valid Michigan driver's license and maintain a good driving record

## Bob Hanvey

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**From:** Joe Parker <supervisor@ioscotwp.com>  
**Sent:** Thursday, May 16, 2024 1:30 PM  
**To:** supervisor@mariontownship.com  
**Subject:** Re: enforcement

Hi Bob,

Sorry for the delay. We do not have an enforcement officer in losco. If Anne has that serious of issue, she would call for sheriff support. We contract with the Sheriff office for 8 hrs of support/surveillance per week, so it would be handled through them.

Joe

Joe Parker  
losco Township Supervisor  
Supervisor@ioscotwp.com  
517-223-9545 Twp  
248-506-8434 cell

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**From:** losco Township, MI <noreply@civicplus.com>  
**Sent:** Monday, May 13, 2024 2:52:44 PM  
**To:** Joe Parker <supervisor@ioscotwp.com>  
**Subject:** enforcement

Name: Bob Hanvey  
Email: supervisor@mariontownship.com

Message: Hi Supervisor: The Marion Township Board wants me to ask Supervisors about enforcement officers. If you have one, please provide me with a job description and pay rate. Thanks Bob Hanvey

**Bob Hanvey**

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**From:** linda walker <lindawalkeratty@sbcglobal.net>  
**Sent:** Thursday, May 16, 2024 11:32 AM  
**To:** Bob Hanvey  
**Subject:** Code Enforcement

Hello Bob,

Unadilla has a zoning administrator who is also responsible for inspecting properties, sending warning letters and handling show cause hearings at our board meetings. We pay him \$22 per hour. Hope this info helps.

Linda Walker  
Unadilla Twp. Supervisor

Sent from my iPhone



**To:** Sean Dunleavy <supervisor@oceolatwp.org>

**Subject:** enforcement

Hi Supervisor:

The Marion Township Board wants me to ask Supervisors about enforcement officers.

If you have one, please provide me with a job description and pay rate.

Thanks

Bob Hanvey

## Bob Hanvey

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**From:** Sean Dunleavy <supervisor@oceolatwp.org>  
**Sent:** Wednesday, May 15, 2024 8:26 AM  
**To:** Bob Hanvey  
**Subject:** RE: enforcement

Bob,

We have one that is contracted through McKenna (our planners) in which we pay \$67.00 per hour or \$500.00 per day (8 hours). He currently works one day per week for us.

## Code Enforcement Services

1. Maintaining and preparing accurate records of complaints, incidents, citations, and arrests. Documents and paperwork are to be reviewed for completeness and accuracy.
2. Perform updates as needed on current information and forms.
3. Work with the permit technicians to ensure that correspondence and other records are appropriately filed.
4. Prepare written correspondence, monthly reports, and special reports as needed.
5. Consultant professionals are knowledgeable and keep current on local ordinances and will be required to enforce those ordinances as adopted.
6. Consultant's code enforcement professionals may also make recommendations to the Building Department Administrator for amending ordinances if it is in the best interest of the Township to do so and be an integral part of establishing policies and procedures for code enforcement.
7. Investigate abandoned, dismantled, and inoperable motor vehicles.
8. Handle trash and miscellaneous junk, long grass and weeds, snow removal, and burning violations.
9. Coordinate with the Zoning Administrator on all zoning related matters.
10. Coordinate with law enforcement and animal control on all related matters/complaints.
11. Work with the Building Official to address building code matters/violations along with health and safety issues such as hazardous, unsafe, or blighted buildings.
12. Handle compliance according to procedures outlined in the Code.

In person, and/or by mail, issue warnings of Code violations and Code violation citations

Sean P. Dunleavy  
Oceola Township Supervisor  
1577 North Latson Rd.  
Howell, MI 48843  
517-546-3259  
Township Office hours: Tuesday, Wednesday and Thursday 9-5

**From:** Bob Hanvey <supervisor@mariontownship.com>  
**Sent:** Monday, May 13, 2024 2:54 PM

# MTA Sample Ordinance Enforcement Officer Ordinance

An ordinance to establish the office of Ordinance Enforcement Officer; to prescribe the duties of said office; to authorize the Township Board to appoint any person or persons to said office, and to amend any ordinances of \_\_\_\_\_ Township which conflict with the provisions hereof.

THE TOWNSHIP OF \_\_\_\_\_, \_\_\_\_\_ COUNTY, MICHIGAN, ORDAINS:

## Section 1: Ordinance Enforcement Officer

There is hereby established the office of Ordinance Enforcement Officer within the Township of \_\_\_\_\_, \_\_\_\_\_ County, Michigan.

## Section 2: Appointment

The \_\_\_\_\_ Township Board is hereby authorized, by resolution, at any regular meeting of said Board, to appoint any person or persons to the office of Ordinance Enforcement Officer for such term or terms as may be designated in said resolution. Said Board may further, by resolution, remove any person from said office, in the discretion of said Board.

## Section 3: Duties

The Ordinance Enforcement Officer is hereby authorized to enforce all ordinances of \_\_\_\_\_ Township, whether currently or hereafter enacted, and whether such ordinances specifically designate a different official to enforce the same or do not designate any particular enforcing officer. Where a particular officer is so designated in any such ordinance, the authority of the Ordinance Enforcement Officer to enforce the same shall be in addition and supplementary to the authority granted to such other specific officer. Any ordinance-enforcing authority of (*the Township Supervisor/Superintendent and any other*) officers specifically designated in any Township ordinance (*or the Charter Township Act, Public Act 359 of 1947, as amended (MCL 42.10)*) shall continue in full force and effect and shall in no way be diminished or impaired by the terms of the within ordinance.

## Section 4: Definitions

The ordinance enforcement duties herein authorized shall include, among others, the following:

- Investigating ordinance violations;
- Serving notice of violations;
- appearance tickets as authorized under Chapter 4 of the Code of Criminal Procedure Act, Public Act 175 of 1927, as amended (MCL 764.9c);
- Appearing in court or other judicial proceedings to assist in the prosecution of ordinance violators, and
- Such other ordinance enforcement duties as may be delegated by the Township Supervisor/Superintendent or assigned by the Township Attorney.

## Section 5: Saving Clause

The provisions of the within ordinance are hereby declared to be severable and the invalidation of any one or more of the same by any judicial determination or statutory or constitutional provision shall not invalidate the remainder of said provisions or ordinance.

## Section 6: Effective Date

This ordinance shall take immediate effect. All ordinances of the Township heretofore or hereafter adopted shall hereafter be supplemented by the terms of the within ordinance.

*The purpose of this sample ordinance is to provide a suggested guideline for the types of items that should be included within an ordinance. Certainly, no sample ordinance should be used unless, after careful review, it is the professional judgment of your legal counsel that using the sample will accomplish the particular objectives and intentions of your Township. Although these sample ordinances are the result of much thought and effort, neither the authors nor the Michigan Townships Association assumes any responsibility for the results of using these samples word-for-word in individual cases.*

# Zoning Text Amendment for Marion Township Planning Commission

## INTRODUCTION

The Planning Commission has identified a desire to make revisions to the Zoning Ordinance related to signs/signage, currently regulated in Article XV Signage. Sign regulation requires close attention, as it can run into constitutional challenges.

This report identifies areas needing attention, examines some potential changes, and outlines areas for additional guidance from the Planning Commission.

## SUMMARY OF POTENTIAL REVISIONS

### Definitions

Neither Article III Definitions or Article XV Signage contain definitions for signs, which makes it difficult to administer and defend sign standards.

The text below builds on what was discussed at the Planning Commission meeting in March 2024. If it is acceptable to the Planning Commission, it can be prepared in ordinance form.

Guidance is also requested whether the Planning Commission prefers including the sign-related definitions in Article III Definitions or in Article XV Signage.

**ABANDONED SIGN.** A sign that no longer directs a person to or advertises a business, owner, product available, or activities conducted on the site where the sign is located or any sign not repaired or maintained properly.

**ACCESSORY SIGN.** A sign that is accessory to the principal use of a lot.

**A-FRAME SIGN.** A temporary sign that is hinged at the top, not attached to a building, a structure, or the ground, that is designed to be easily placed and removed.

**AWNING SIGN.** A sign located on or attached to an awning.

**BACK-TO-BACK SIGN.** A sign with two (2) sign faces oriented in opposite directions.

**BANNER.** A temporary sign on paper, cloth, fabric, or other flexible or combustible material that is attached to a wall or sign face or strung between poles or structures.

**CANOPY SIGN.** A sign located on or attached to a canopy.

**COMMERCIAL CENTER.** A group of three (3) or more commercial units, such as retail, office, or similar, that share a common vehicular access and off-street parking are on private property.

**COMMERCIAL MESSAGE.** Any message that advertises or promotes a commercial product, service, or activity.

**COMMERCIAL MESSAGE SIGN.** A sign that conveys or displays a commercial message.

**ELECTRONIC MESSAGE SIGN.** A sign that displays changing messages or graphics using light emitting diodes.

**ENTRANCEWAY MONUMENT SIGN.** A freestanding sign located at a major entrance to a residential development with multiple dwelling units.

**FLAG SIGN.** A flag that conveys or is intended to convey a commercial message.

**FREESTANDING SIGN.** A sign that is not attached to a principal or accessory structure, including center pole signs, posts and panels, or monument signs. Also known as a ground sign or monument sign.

**GROUND SIGN.** A base-mounted, freestanding sign placed on the ground and not attached to any building or other structure.

**MONUMENT SIGN.** A base-mounted, freestanding sign placed on the ground and not attached to any building or other structure.

**MOVING SIGN.** A sign that moves, contains visible moving parts, or simulates movements, including spinners, streamers, balloons, spotlights, scrolling text, or moving images, but excluding official flags.

**MUTIPLE TENNANT SIGN.** A sign that identifies **XX** or more tenants on a site.

**NON-ACCESSORY SIGN.** A sign that is not accessory to the principal use of a lot.

**OFFICIAL FLAG.** The flag, pennant, or insignia of any nation, state, county, city, or other similar political entity.

**OFFICIAL SIGN.** A sign covered by the Manual on Uniform Traffic Control Devices and similar signs erected or maintained by a governmental body and noncommercial signs required by law.

**OFF-SITE SIGN.** A sign that identifies goods, services, facilities, events, or attractions that are not available or provided at the location where the sign is located.

**PERMANENT SIGN.** Any sign that is displayed or intended to be displayed for an extended period of time of more than **forty-five (45) days**, unless otherwise noted in this Ordinance.

**POLE SIGN.** A freestanding sign that is mounted to or on a pole.

**PORTABLE SIGN.** A temporary, freestanding sign that is not permanently anchored or secured to a building, structure, or ground that is designed to be easily moved, such as sidewalk signs, sandwich signs, A-frame signs, T-shaped signs, and inverted T-shaped signs.

**PROJECTING OR PERPENDICULAR SIGN.** A sign that is attached to and projects from a structure or building façade by more than eighteen (18) inches and does not project above the roof line or parapet wall.

**PROHIBITED SIGN.** Any sign that is not permitted according to this Ordinance.

**ROOF SIGN.** A sign attached to a building that is attached to the roof or projects above the wall or parapet.

**SIGN.** Any visual device, identification, description, illustration, or structure that is intended to visually attract attention from offsite or a public or private right-of-way to identify or direct attention to a person, place, product, service, activity, institution, organization, business or opinion. The term shall not include official flags, official signs, the minimum signs required for compliance with MCL 324.73102 (PA451 of 1994), commemorative signs as outlined in MCL 125.3205d (PA 110 of 2006), or public notice signs.

**SIGN AREA.** The area within a rectangle, square, triangle, parallelogram, or circle enclosing the most protruding points of edges of the sign structure including the frame, regardless of the shape of the structure, unless otherwise noted in this Ordinance.

**SIGN HEIGHT.** The vertical distance from the average grade adjacent to the sign to the highest point of the sign, including framing, unless otherwise noted in this Ordinance.

**SIGN PERMIT.** A permit issued by the Township for installation of a sign signifying compliance with the provisions of this Ordinance, which may include and set forth any conditions that must be followed.

**SIGN SETBACK.** The horizontal distance between any portion of a sign and lot lines, structures, and other features.

**TEMPORARY SIGN.** Any sign that is displayed or designed to be displayed for a limited period of time of forty-five (45) days or less, unless otherwise noted in this Ordinance. Also known as a portable sign.

**VEHICLE SIGN.** A sign that is painted on or attached to a motor vehicle, recreational vehicles, trailer, or watercraft that is placed, parked, or maintained at a particular location for the purpose or intent of conveying a message.

**WALL SIGN.** A sign that is attached to or painted directly on a building façade with the sign surface generally parallel to the building face, excluding window signs.

**WINDOW SIGN.** A sign that is applied or attached to a window or located in a manner within a building that it is visible from the exterior of a building through a window, excluding a window display.

**YARD SIGN.** A small, temporary sign generally characterized by a post or wire frame, non-durable message surface, such as cardboard, plastic, or paper, and a lack of foundation.

### Intent and Purpose

The intent and purpose section for signs is extremely important in establishing the compelling governmental purpose for the sign standards. It provides the basis for specific standards and improves the ability to defend the standards.

The current intent and purpose, in §15.01 Purpose, is below.

*The purposes of this Article shall be to preserve the residential character and rural atmosphere of the community; to prevent the marring of the appearance of Marion Township by an excessive number of signs; to provide for the safety of drivers and*

*pedestrians by controlling distractions and impairments to visibility; to render the area attractive to travelers; to protect residents from annoyances; and to protect the public health, safety, welfare, and property values by: establishing standards for the design, size and location of signs; establishing permit review and approval procedures for signs; and providing for the removal of any unauthorized signs. All signs within Marion Township shall conform to the provisions of this Article.*

An intent and purpose section that separates the intents and purposes is recommend to make it easier to use and apply.

The text below builds on what was discussed at the Planning Commission meeting in March 2024. If it is acceptable to the Planning Commission, it can be prepared in ordinance form.

The intent and purpose of this Article is to promote the following Township and public interests:

**HEALTH, SAFETY, AND WELFARE.** Ensure that signs are located, designed, constructed, and maintained in a manner that protects and preserves life, health, safety, property, and public welfare;

**FREE SPEECH.** Ensure that the constitutionally-guaranteed right of free speech is protected by allowing signs as a means of communication, subject to appropriate and legally-permissible time, place, and manner limitations;

**VEHICULAR AND PEDESTRIAN SAFETY.** Reduce visual distractions and obstructions to motorists travelling along, entering, or leaving roads or driveways and to pedestrians;

**CHARACTER.** Preserve the existing and desired residential and rural character of the Township, as identified in the Master Plan;

**LIGHT.** Limit the amount and type of light emitted by signs to preserve and enhance the Township's Desired residential and rural character, reduce distractions and hazards to motorists, and preserve and enhance quality of life;

**BLIGHT AND NUISANCE.** Prevent and limit visual blight and nuisance conditions by preventing visual clutter, protecting views, managing sign placement and size, and limiting intrusion of signs in certain areas;

**NEGATIVE IMPACTS.** Minimize negative impacts of signs on surrounding properties and public spaces through reasonable time, place, and manner standards;

**EMERGENCY RESPONSE.** Preserve and enhance the effectiveness of address displays, directional signs, and warning signs to facilitate swift emergency response;

**WAYFINDING.** Preserve and enhance wayfinding by ensuring visibility, reducing clutter, and ensuring legibility;

**MESSAGE COMPREHENSION.** Provide for signs that are adequate and appropriate, but not excessive, to convey a message for quick and easy comprehension;

**REASONABLE SCALE.** Keep signs within a reasonable scale relative to the building, use, or site they are accessory to and the surrounding area;

GOOD DESIGN. Encourage good design relative to size, spacing, illumination, type, and placement to enhance the Township's appearance;

PUBLIC INVESTMENT. Protect the public investment in public structures, such as roads;

REGULATORY SIGNS. Maintain and enhance the effectiveness of necessary direction, warning, and regulatory signs;

COMPELLING GOVERNMENTAL PURPOSE. Facilitate the advancement of the compelling governmental interests enumerated in this Ordinance and adopted Township plans;

ESTABLISH STANDARDS. Establish clear standards that are the least-restrictive necessary to achieve the compelling governmental purpose; and

ADMINISTRATION AND ENFORCEMENT. Establish administrative standards and processes to facilitate the administration and enforcement of this Article; provide guidance for residents, businesses, and property owners; and ensure equal treatment.

### Scope of Application

The current sign article does not include a clear scope of application. Including a simple section near the front would help administration and improve defensibility.

The text below was discussed at the Planning Commission meeting in March 2024. If it is acceptable to the Planning Commission, it can be prepared in ordinance form.

Signs, as defined in this Ordinance, within the Township shall only be installed, constructed, reconstructed, altered, or maintained in compliance with this Article.

### Authority

The current sign article alludes to authority to administer, interpret, and enforce the sign article near the back of the text.

It is recommended to place that closer to the front for ease of use. The text below builds on what was discussed at the Planning Commission meeting in March 2024. If it is acceptable to the Planning Commission, it can be prepared in ordinance form.

Authority to administer, enforce, and interpret this Article is outlined below.

ZONING ADMINISTRATOR. Authority to administer, interpret, and enforce this Article and to approve sign permits shall be with the Zoning Administrator and designees, except where otherwise specified.

ORDINANCE ENFORCEMENT OFFICIALS. Authority to enforce this Article shall be with Ordinance Enforcement Officials, except where otherwise specified.

ZONING BOARD OF APPEALS. Authority to hear appeals of the administration, interpretation, and enforcement of this Article and to hear and decide developmental standard variances from the provisions and standards of this Article shall be with the Zoning Board of Appeals.



TOWNSHIP BOARD. Authority to adopt fees and fines related to this Article shall be with the Township Board.

### Prohibited Signs

The next section defines types of signs that would be prohibited in all zoning districts. Including this near the front of a sign article is recommended, because it puts folks on notice that a particular sign is prohibited before they go through too much of the article.

The text below builds on what was discussed at the Planning Commission meeting in March 2024. If it is acceptable to the Planning Commission, it can be prepared in ordinance form.

Text with a green background are new types of signs that do not appear to be explicitly prohibited in the current sign article.

The following signs are prohibited, unless otherwise specifically permitted in this Ordinance.

ABANDONED SIGNS; *[Include description here or in definition section.]*

ADD-ON SIGNS. Signs that are attached as an appendage to another sign or sign support structure;

AIR-ACTIVATED SIGNS. Signs that are inflated by air or use airflow to induce movement;

ANIMATED OR MOVING SIGNS. Signs that move, contain visible moving parts, or simulate movement, including, but not limited to, spinners, streamers, balloons, scrolling text, and spotlights, but excluding flags and official signs.

BANNER SIGNS; *[Include description here or in definition section.]*

CERTAIN TYPES OF ILLUMINATION. Signs with the following types of illumination:

TEMPORARY SIGNS. Illumination of any type of temporary sign;

TRAFFIC HAZARDS. Illumination that could distract motorists or otherwise create a traffic hazard; or

GLARE AND UNSHIELDED ILLUMINATION. Use of glaring, undiffused luminaires, or visible bare bulbs, including neon or light emitting diodes;

CLEAR-VISION ZONE. Signs taller than thirty (30) inches within the clear-vision zone;

CONFUSING SIGNS. Signs that have the appearance of an official sign or use text or graphics used on an official sign that may confuse motorists;

FEATHER SIGNS. Signs made of flexible material attached to a pole on one side with the intent of allowing the sign to move with the wind;

FLASHING SIGNS. Signs that contain flashing, blinking, or strobe lights or has the appearance of lighting associated with emergency vehicle lighting, traffic signals, or official signs;

FESTOONS; *[Include description here or in definition section.]*

FURNITURE SIGNS. Signs attached to or painted on a bench, table, or other outdoor furniture;

OBSTRUCTION OF SAFE ACCESS. Signs that obstruct free ingress or egress to or from a required door, window, fire escape, driveway, or other required access route;

OBSTRUCTION OF SAFE VISION. Signs that obstruct or interfere with an official sign, signal, or device, or obstruct or interfere with a motorist's vision of approaching, merging, or intersecting vehicles even when consistent with setback or other location standards of this Ordinance;

POLE SIGNS; *[Include description here or in definition section.]*

PORTABLE SIGNS; *[Include description here or in definition section.]*

PROJECTOR-IMAGE SIGNS. Signs that are displayed by light from a projector or similar source;

RIGHT-OF-WAY SIGNS. Signs, other than official signs, that are located in, encroach on, project into, or overhang a right-of-way, unless specifically permitted by the road agency;

ROOF SIGNS. Signs that are mounted on or project above or beyond the roof or parapet wall;

SEARCHLIGHTS. Searchlights or spotlights used to draw attention to a location or event;

SNIPES SIGNS. Signs that are attached to utility poles, light poles, or trees within rights-of-way or other public spaces;

STATE HIGHWAY. Signs subject to the Highway Advertising Act (MCL 252.301 et seq) with faces that are visible from an interstate highway, freeway, or primary highway that are in violation of that Act or do not have a valid annual permit;

UNSAFE SIGNS. Signs that are structurally unsafe or constructed in violation of the Building Code;

VEHICLE SIGNS; *[Include description here or in definition section.]*

OTHER SIGNS. Any other signs not expressly permitted by this Ordinance.

### Signs Requiring or Not Requiring a Permit

§15.04 Signs Allowed without a Permit define a number of sign types that currently do not require a permit. Many of the listed sign types are content based; some of the listed sign types would no longer be considered a sign.

This section includes the list of signs not requiring a permit and some specific standards for those sign types. A cleaner organization would be for this section to provide an enumerated list and include specific sign standards in another section.

The current list is examined below. Discussion on this will examine whether or not a permit should be necessary and what specific standards may be appropriate.

Sign Article Amendment  
Zoning Text Amendment  
June 17, 2024

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Address signs- This sign type is content based. Addressing is required in building code, so it would be possible to exclude addresses from the definition of signs.

Business affiliation signs- This sign type is content based. It would no longer be considered a sign because it would not be clearly legible from off-site.

Directional signs- This sign type is content based. An argument can be made that advancement of certain intents and purposes, such as public safety and facilitating the safe movement of traffic warrants, continued inclusion of this sign type.

Garage sale signs- This sign type is content based. It would be preferable to instead describe it as a temporary sign or a sign accessory to a garage sale.

Gas station pump signs- This sign type would no longer be considered a sign because it is not clearly legible from off-site.

Historical marker- Although this sign type is content based, it is defined and regulated in the GOVERNOR JOHN B. SWAINSON MICHIGAN HISTORICAL MARKERS ACT (PA 10 of 1955). They could be excluded from the definition of sign.

Incidental signs- This sign type is content based. It is likely that it would no longer be considered signs because it would not be clearly legible from off-site.

Integral signs- This sign type is content based.

Open house signs- This sign type is content based. It would be preferable to instead describe it as a temporary sign or a sign accessory to an open house.

Owner tenant signs- This sign type is content based. It would be preferable to instead consider it a permanent wall sign, which would generally require permit review and approval.

Parking lot signs- This sign type is content based. If a sign in parking lots is based on the manual on uniform traffic control devices, it is not considered a sign. If there is an interest in allowing for such devices in parking lots that are beyond what is otherwise allowed, standards could be adopted as a type of accessory structure.

Public signs- This sign type is not content based.

Public notice signs- This sign type is content based. It would be preferable to instead consider it as a temporary sign or a sign accessory to the listed activities.

Real estate signs- This sign type is content based. It would be preferable to instead consider it as a temporary sign.

Real estate signs, off-site- This sign type is content based. It would be preferable to instead consider it as a temporary sign.

Regulatory, directional, and street signs. This sign type is no longer considered a sign because they are covered under the manual on uniform traffic control devices.

Rental office directional signs. This sign type is content based. If the sign is within an apartment or condominium development, it would not be considered a sign because it would not be clearly legible from off-site.

Political signs- This sign type is content based. An argument could be made that allowing extra protections for political speech is desirable, but doing so comes with some increased risk. It is also possible to consider them as temporary signs.

Vehicle signage- This sign type is no longer considered a sign, as described here.

Warning signs- This sign type is no longer considered a sign. It is either covered by a state act or would not be clearly legible from off-site.

Wayfinding signs- This sign type is content based. It would be preferable to instead consider it as a temporary sign or an off-site temporary sign accessory to an event.

Accessory use construction- This sign type is content based. It would be preferable to instead consider it as a temporary sign or sign accessory to a service being provided to the site.

#### **AREAS FOR DISCUSSION AND GUIDANCE**

Please review the rest of the current sign article and be prepared to discuss general organization and some specific standards, as time allows at the Planning Commission meeting.

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-Zach Michels  
*Quality Zoning*  
*Dexter, MI*

MEMO

To: Planning Commission

From: Bob Hanvey

Date: June 25, 2024

Subject: Usage of the word "LOT" in the Marion Township Zoning Ordinance.

The attached document has definitions that are used in assessing. They are from two different sources that are not entirely consistent. In our ordinance, there are several articles that should be clearer and more consistent.

Below, for reference, are other definitions and Zoning Ordinance sections

In the "Sign Amendment Language/Report" submitted by Zach, he uses only the word "Lot" and avoids parcel, tract, and plot. I think that works with our Zoning Ordinance definition of "Lot."

So, the question is: "Do we want to fix our ordinance?"

#### From State of Michigan Land Division Act

"Parcel" means a continuous area or acreage of land which can be described as provided for in this act.

"Tract" means 2 or more parcels that share a common property line and are under the same ownership.

"Lot" means a measured portion of a parcel or tract of land, which is described and fixed in a recorded plat.

"Plat" means a map or chart of a subdivision of land.

#### From Marion Township Land Division Ordinance:

Parent parcel or parent tract: A parcel or tract, respectively, lawfully in existence on the effective date of the amendatory act, March 31, 1997.

Parcel: A continuous area or acreage of land that can be described as provided for in the Act.

Tract: Two or more parcels that share a common property line and are under the same ownership.

From Marion Township Zoning Ordinance:

Lot: Land described in a recorded plat or by metes and bounds description, occupied, or to be occupied by, a building, group of buildings, or use, having sufficient size to comply with the frontage, area, width-to-depth ratio, setbacks, yards, coverage and buildable area requirements of this Ordinance, and having its principal frontage on a public street or a private road approved by the Township. (See also Condominium Unit.)

Condominium Unit: That portion of a condominium project which is designed and intended for separate ownership and use, as described in the master deed, regardless of whether it is intended for residential, office, industrial, business, recreational, use as a time-share unit, or any other type of use. In condominium projects where a condominium unit(s) will consist of a building envelope, the term "condominium unit" shall be equivalent to the term "lot", for purposes of determining compliance with the provisions of this Ordinance pertaining to minimum lot size, minimum lot width, maximum lot coverage, and the like.

Lot of Record: A lot which is part of a subdivision, the plat of which has been recorded in the Office of the County Register of Deeds, or a tract, parcel or lot described by metes and bounds, the deed to which has been recorded by the County Register of Deeds, or a Tax Code Number has been issued, prior to the adoption or amendment of this Ordinance.

Lot, Zoning: A single tract of land, located within a single parcel, which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A zoning lot shall satisfy this Ordinance with respect to area, size, dimensions, and frontage as required in the district in which the zoning lot is located. A zoning lot therefore, may not coincide with a lot of record as filed with the County Register of Deeds, but may include one or more lots of record.

Parcel: A lot described by metes and bounds or described in a recorded plat.

Parent Parcel: An existing parcel or contiguous parcels of land under the same ownership at the time this Ordinance became effective (March 14, 1996.)

Plat: A map of a subdivision of land recorded with the Register of Deeds pursuant to the Subdivision Control Act, PA 288 of 1967, MCL 501.101 et seq., or a prior statute.

Subdivision: The division of a lot, tract, or parcel of land into five or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of sale or of building development. The meaning of the term subdivision shall not, however, apply to the partitioning or dividing of land into tracts or parcels of land of more than ten acres.

Tract: Undefined in the Zoning Ordinance.

Text in the Zoning Ordinance:

<b>Zoning districts</b>	<b>Lot Size Based on Gross Lot Area</b>	<b>Maximum Square Footage of all Accessory Structures</b>
All single family residential districts	All parcels equal to or less than 1 acre in size	1,300 square feet
All single family residential districts	All parcels that are greater than 1 acre	These sizes are based on a .030 x parcel size calculation

Heading uses the word "Lot" detail uses "parcel"

No more than one principal building may be permanently established on a single lot or parcel, unless otherwise specifically provided for elsewhere in this Ordinance as in the case of a hospital, condominium project, planned unit development or multiple-family development. More than one principal building on a lot or parcel may also be allowed in the Highway Service and/or Light Industrial Districts, subject to compliance with other applicable provisions in this Ordinance. A principal building and/or accessory building or structure may not straddle the property line of two or more lots or parcels even though under single ownership.

Ambiguous – may imply that a lot is the same as a parcel or a lot is different than a parcel.

From zoning Ordinance, Construction of Language:

The word "lot" includes the word "plot", "tract", or "parcel".

There are places where lot is used by itself and many where the phrase "lot or parcel" is used.

# Land lot

In real estate, a **Land lot** or **plot of land** is a tract or parcel of land owned or meant to be owned by some [owner\(s\)](#). A plot is essentially considered a parcel of [real property](#).

Lots can come in various sizes and shapes. To be considered a single lot, the land described as the "lot" must be contiguous. Two separate parcels are considered two lots, not one.

When the boundaries of a lot are not indicated on the lot, a [survey](#) of the lot can be made to determine where the boundaries are according to the lot descriptions or plat diagrams. Formal surveys are done by qualified [surveyors](#), who can make a diagram or map of the lot showing boundaries, dimensions, and the locations of any structures such as buildings, etc. Such surveys are also used to determine if there are any [encroachments](#) to the lot. Surveyors can sometimes place posts at the metes of a lot.

Many developers divide a large tract of land into lots as a [subdivision](#). Certain areas of the land are dedicated (given to local government for permanent upkeep) as [streets](#) and sometimes [alleys](#) for transport and access to lots. Areas between the streets are divided up into lots to be sold to future owners. The layout of the lots is [mapped](#) on a plat diagram, which is recorded with the government, typically the [county](#) recorder's office. The [blocks](#) between streets and the individual lots in each block are given an identifier, usually a number or letter.

# Plot

A small area of land that is empty except for a paved surface or similar improvement, typically all used for the same purpose or in the same state is also often called a plot.

A plot refers to a marked piece of land, usually intended for a specific purpose such as building a home, commercial building, or agricultural use. It is a defined piece of land in terms of boundaries and usage.

# Plat

A plat, on the other hand, is a more technical term used in land surveying and municipal planning. It refers to a map, drawn to scale, showing the divisions of a piece of land. It includes detailed information, such as boundaries, land size, nearby streets, and sometimes topographic data.

While a plot is a physical piece of land, a plat is a graphical representation. The plot is what you physically own or might buy, while a plat is a document that provides detailed information about the land.

# Condominium

- A condominium, or condo, is an individually owned unit in a complex or building of units.



- A condo owner owns the space inside their condo and shares ownership interest in the community property, such as the floor, stairwells, and exterior areas.
- A general requirement of ownership is monthly payments to the condominium association in charge of property upkeep.

## How a Condominium Works

Condo owners are often said to own the "air space" of a unit in a multi-unit development. This means that the condo owner's title to the property does not include the [four walls that divide their unit](#) from other units or common areas in the property. The floor, ceiling, sidewalks, stairwells, and exterior areas are all part of the common ownership of the condo—known as [limited common elements](#).

## Parcel Number

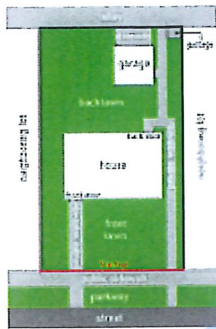
A parcel number, also known as an assessor's parcel number (APN) or property ID number, is a unique number assigned to a real property by the tax assessor of its jurisdiction. It's used for record-keeping and tax purposes, such as identifying the property on county parcel maps, assessing taxes, and determining its location. Parcel numbers may also include letters and conform to formatting standards that indicate the property's type or location on a plot map

Parcel of Real Property means [the smallest, separately segregated unit of land having an owner](#).

Is parcel the same as land?

In simplest language, [a PARCEL is a quantity of land identified for taxation purposes](#), while a LOT is a recognized subdivision of property with a written legal description that addresses permissions or constraints upon its development.

What is a parcel of land called?



In real estate, a **Land lot or plot of land** is a tract or parcel of land owned or meant to be owned by some owner(s). A plot is essentially considered a parcel of real property in some countries or immovable property (meaning practically the same thing) in other countries.

# State Tax Commission Manual

It is important to make the distinction early on that although tax descriptions and legal descriptions may be one in the same, the assessor deals with tax descriptions. Title companies and real estate agents, deal with legal descriptions. You will find the use of legal descriptions in all types of transactions, not just those involving the sale or purchase of real estate. Legal descriptions are used in deeds of conveyance, mortgages, claims of title, leases, title insurance policies, easements, etc. It should come as no surprise then that legal descriptions are also used to identify real property on assessment and tax rolls. Because legal descriptions are integral to the assessment and taxation of real property, it is important for assessing officers to be able to identify and locate parcels by their legal description.

MCL 211.25(1) states that real property may be described as follows: 1. Entire sections by section number, town and range 2. A subdivision of a section by designation of subdivision (quarter-section), section number, town and range. 25 3. A tract less than a subdivision of a section as "a distinct part of the subdivision, or in a manner as will definitely describe it". This could include either a rectangular survey or metes and bounds description of the "distinct part". 4. Recorded Plats by "reference to the plat and by the number of the lots and blocks thereof." MCL 211.25(2) states that real property shall be arranged in the following manner: 1. Acreage descriptions are to be listed "in numerical order of section beginning with section 1 of each township"; and completely listing the parcels within a survey or geographical township before the next township, if any, is entered. 2. Government Lots are to be listed numerically. 3. Private claim descriptions "if more than 1 private claim is located in the same township, the description of each claim shall be listed numerically." 4. Island descriptions listed by the number or name of island

**Parcel Identification Numbers** (PIN) help to easily and readily identify descriptions which have been plotted on the tax map. Each separately assessed description is assigned a number whether the description constitutes one lot, three lots, or a fraction of a lot. These numbers are used for filing and locating assessment record cards, tax bills, receipts, assessment change notices, and so forth. The parcel identification number also appears in the assessment and tax roll opposite the description of each parcel when used in addition to the legal tax roll description. Parcel identification numbers prove valuable in locating parcels rapidly, especially for many taxpayers who cannot locate their property by description, but can identify their property by looking on a tax map, from which their property identification number can be obtained; thus, allowing them to locate any other type of property tax record associated with that number quickly. Parcel numbers are a supplement to the narrative descriptions and not a substitute for legal tax roll descriptions, except as provided for by Public Act 101 of 1965 which provides for a system of real estate index numbers, which upon written approval from the State Tax Commission, may be used in lieu of the narrative descriptions on assessment rolls, tax rolls and tax statements.

**MARION TOWNSHIP FEE SCHEDULE**

\*\*\*\*\*Certain permits require separate checks, please call ahead for breakdown amounts before writing checks\*\*\*\*\*

**PLATTED SUBDIVISION APPLICATION AND  
SITE CONDO APPLICATION**

\$1500 fee and \$5000\* initial escrow deposit plus additional cost. These costs include, but are not limited to, engineering, legal fees and any additional fees incurred by the township in relation to this request. The remainder of the deposit will be refunded.

**SPECIAL USE REQUEST**

\$500 fee and \$2000 escrow\* for residential and \$3000 escrow\* for commercial. These costs include, but are not limited to, engineering, legal fees, and any additional costs incurred by the township in relation to this request.

**SITE PLAN REVIEW  
(COMMERCIAL AND INDUSTRIAL)**

\$1000 fee plus \$5000 escrow\*. These costs include, but are not limited to, engineering, legal fees, and any additional costs incurred by the township in relation to this request.

**ZONING BOARD OF APPEALS**

\$400 fee for Single Family Residential (Additional Professional Consultant Fees may apply)  
\$1000 fee for all others (Professional Consultant Fees may apply)

**NEW PRIVATE ROAD HEARING  
(Pre-existing, non-conforming, private roads-  
\$1000 escrow deposit; \$0-fee)**

\$500 fee and \$3000 initial escrow\* deposit plus all township costs. These include, but are not limited to, engineering, legal fees, and any additional costs incurred by the township in relation to this request.

**PLANNED UNIT DEVELOPMENT (PUD)  
OPEN SPACE DEVELOPMENT**

\$2000 fee and \$10000 initial escrow\* deposit to cover all township costs. These include but are not limited to, engineering, legal fees, and any additional costs incurred by the township in relation to this request.

**REZONING/ZONING AMENDMENT  
APPLICATION**

\$500 fee and \$3,000 initial escrow\* deposit to cover all township costs. These costs include, but are not limited to, engineering, legal fees, and any additional costs incurred by the township in direct relation to this request.

**LAND SPLITS**

\$75 each application  
\$25 each resulting parcel (example: 1 split into 2 parcels = \$125)

**LAND USE PERMITS**

Principal dwelling	\$75
Accessory structures	\$50
Sign (on-site)	\$50
Commercial/Industrial	\$150 per unit (accessory structures included)
Multi-family dev.	\$75 per unit
Approved site plans	\$200 Land Balancing Infrastructure
Additional inspections	\$75 each (Additional Professional Consultant Fees may apply)
Razing of a Building	\$50 Residential All others \$100

**TEMP. DWELLING PERFORMANCE GUARANTEE**

\$75 Review Fee & \$3000 cash in escrow until temporary dwelling is removed

**KENNEL INSPECTION**

\$25

**SPECIAL MEETINGS  
ZONING BOARD OF APPEALS  
PLANNING COMMISSION**

\$400  
\$500 in addition to application fee

**ZONING ORDINANCES**

\$35 for book; \$15 for electronic version

**COMPREHENSIVE PLAN**

\$40 for book; \$15 for electronic version

**PLAT BOOKS (payable to Livingston County 4H)**

\$25

**COPY FEES**

Five pages or less free; six pages & above .10 cents per page

**HALL & GAZEBO RENTAL**

\$200 (\$100 refundable)

**GRAVE PURCHASE  
GRAVE OPENING  
HEADSTONE FOUNDATIONS**

\$500 Resident - 1000 Non-resident - Transfer fee of \$100 if not immediate family  
\$450 Adult - \$150 Infant - \$150 Cremains  
.30 Cents per square inch

All fees are non-refundable. Applicant is responsible for all additional costs incurred by the township in relation to applicant's request.  
\*Projects with escrow accounts that reach ¼ of the initial deposit will be placed on hold until the escrow is brought back to the original amount.  
Final approvals subject to complete payment of all fees. Amendments to approved site plans will be charged half of the original fee & half of the listed escrow amount shall be required.

**APPLICANT EXAMPLE #1**

DATE RANGE: 01/01/2018 - ONGOING

CHECK DATE	CHECK NUMBER	PAYEE / VENDOR	MEMO	PAYMENTS FROM APPLICANT	CHARGES	BALANCE
1/10/2018	50634		PAYMENT FROM APPLICANT / DEPOSIT - Site Plan Review	\$5,000.00		\$5,000.00
2/5/2018	50851		PAYMENT FROM APPLICANT / DEPOSIT - Escrow fee	\$3,000.00		\$8,000.00
2/28/2018	1320	Carlisle/Wortman Associates, Inc	Preliminary Site Plan Review		\$237.50	\$7,762.50
3/5/2018	1321	Spicer Group Inc	Preliminary Site Plan Review		\$2,075.75	\$5,686.75
4/3/2018	1322	Carlisle/Wortman Associates, Inc	Preliminary Site Plan Review		\$170.00	\$5,516.75
4/3/2018	1323	Spicer Group Inc	Preliminary Site Plan Review		\$1,000.00	\$4,516.75
5/10/2018	1326	Spicer Group Inc	Preliminary Site Plan Review		\$625.00	\$3,891.75
5/17/2018	1329	Carlisle/Wortman Associates, Inc	Preliminary Site Plan Review		\$425.00	\$3,466.75
6/5/2018	1330	Spicer Group Inc	Preliminary Site Plan Review		\$1,437.50	\$2,029.25
7/2/2018	1333	Spicer Group Inc	Preliminary Site Plan Review		\$1,034.00	\$995.25
9/18/2018	1344	Livingston County Register of Deeds	RECORDING DEED		\$30.00	\$965.25
10/2/2018	1346	MICHAEL J. KEHOE, P.C.	Review and Revised Special Use Conditions		\$102.00	\$863.25
11/2/2018	1348	Spicer Group Inc	Site Plan Review		\$782.00	\$81.25
11/27/2018	1350	Spicer Group Inc	Site Plan Review		\$1,054.00	-\$972.75
12/18/2018	1351	Spicer Group Inc	Site Plan Review	\$972.75	\$480.25	-\$1,453.00
12/20/2018	1006		PAYMENT FROM APPLICANT / DEPOSIT	\$480.25		-\$480.25
4/29/2019	1018		PAYMENT FROM APPLICANT / DEPOSIT			\$0.00
				<b>TOTAL COST FOR ESCROW PROJECT:</b>	<b>\$9,453.00</b>	
6/26/2019	1024		PAYMENT FROM APPLICANT / DEPOSIT - Amendments to Existing Site Plan	\$5,000.00		\$5,000.00
7/17/2019	1365	Spicer Group Inc	Site Plan AMMENDMENT Review		\$970.50	\$4,029.50
8/21/2019	1366	Spicer Group Inc	Site Plan AMMENDMENT Review		\$271.25	\$3,758.25
2/4/2021	1409	*REIMBURSE Marlon Twp. - General Fund	*SITE PLAN REVIEW FEE TAKEN FROM LEFTOVER ESCROW MONEY		*\$500.00	\$3,258.25
3/25/2021	1414	Carlisle/Wortman Associates, Inc	Site Plan AMMENDMENT Review		\$217.50	\$3,040.75
4/30/2024	1459	QUALITY ZONING - ZACHARY MICHELS	Site Plan AMMENDMENT Review - APRIL 2024		\$675.00	\$2,365.75
5/9/2024	1461	Spicer Group Inc	Site Plan AMMENDMENT Review - APRIL 2024		\$2,302.50	-\$124.00
6/3/2024	1462	QUALITY ZONING - ZACHARY MICHELS	Site Plan AMMENDMENT Review - MAY 2024		\$175.00	-\$299.00

MORE CHARGES STILL TO COME.....

**TOTAL COST FOR ESCROW PROJECT - AMMENDMENT:** \$4,611.75  
 (\*\$500 SITE PLAN REVIEW FEE IS NOT INCLUDED IN TOTAL COST FOR PROJECT.)

SITE CONDOS

**APPLICANT EXAMPLE #2**

DATE RANGE: 01/01/2018 - 06/01/2023

CHECK DATE	CHECK NUMBER	PAYEE / VENDOR	MEMO	PAYMENTS FROM APPLICANT	CHARGES	BALANCE
1/10/2018	9017		PAYMENT FROM APPLICANT / DEPOSIT	\$3,000.00		\$3,000.00
3/5/2018	1321	Spicer Group Inc	Site Plan Review		\$2,742.75	\$257.25
7/10/2018	9225		PAYMENT FROM APPLICANT / DEPOSIT - Site Plan Review	\$4,743.00		\$5,000.25
8/14/2018	1341	Carlisle/Wortman Associates, Inc	Site Plan Review		\$25.00	\$4,975.25
8/14/2018	1341	Carlisle/Wortman Associates, Inc	Site Plan Review		\$212.50	\$4,762.75
8/27/2018	1342	Spicer Group Inc	Site Plan Review		\$1,948.75	\$2,814.00
2/28/2019	1352	Spicer Group Inc	Site Plan Review		\$1,339.50	\$1,474.50
2/28/2019	1353	Carlisle/Wortman Associates, Inc	Site Plan Review		\$170.00	\$1,304.50
3/5/2019	1354	MICHAEL J. KEHOE, P.C.	Site Plan Review		\$467.00	\$837.50
3/20/2019	1355	Carlisle/Wortman Associates, Inc	Site Plan Review		\$170.00	\$667.50
3/25/2019	1357	Spicer Group Inc	Site Plan Review		\$1,551.00	-\$883.50
4/10/2019	1358	MICHAEL J. KEHOE, P.C.	Site Plan Review		\$268.00	-\$1,151.50
4/22/2019	9233		PAYMENT FROM APPLICANT / DEPOSIT	\$1,151.50		\$0.00
8/21/2019	1366	Spicer Group Inc	Site Plan Review		\$97.50	-\$97.50
10/8/2019	9196		PAYMENT FROM APPLICANT / DEPOSIT	\$397.50		\$300.00
10/28/2019	1369	Spicer Group Inc	Site Plan Review		\$195.00	\$105.00
				<b>TOTAL COST FOR ESCROW PROJECT:</b>	<b>\$9,187.00</b>	
10/11/2021	9214		PAYMENT FROM APPLICANT / DEPOSIT - Amendments to Existing Site Plan	\$500.00		\$605.00
2/7/2022	1429	Spicer Group Inc	Site Plan Review - AMMENDMENT		\$1,427.50	-\$822.50
3/2/2022	1431	Spicer Group Inc	Site Plan Review - AMMENDMENT		\$662.00	-\$1,484.50
5/22/2023	9101		PAYMENT FROM APPLICANT / DEPOSIT - Amendments to Existing Site Plan	\$1,484.50		\$0.00
				<b>TOTAL COST FOR ESCROW PROJECT - AMMENDMENT:</b>	<b>\$2,089.50</b>	

STORAGE UNIT FACILITY

**APPLICANT EXAMPLE #3**

DATE RANGE: 09/01/2021 - 02/01/2024

CHECK DATE	CHECK NUMBER	PAYEE / VENDOR	MEMO	PAYMENTS FROM APPLICANT	CHARGES	BALANCE
9/20/2021	1122		PAYMENT FROM APPLICANT / DEPOSIT	\$2,500.00		\$2,500.00
11/1/2021	1425	Spicer Group Inc	Site Plan Review		\$967.25	\$1,532.75
12/6/2021	1426	Spicer Group Inc	Site Plan Review		\$740.00	\$792.75
1/25/2022	1428	Carlisle/Wortman Associates, Inc	Site Plan Review		\$315.00	\$477.75
6/15/2022	1440	Carlisle/Wortman Associates, Inc	Site Plan Review		\$115.00	\$362.75
6/22/2022	1441	Spicer Group Inc	Site Plan Review		\$512.00	-\$149.25
8/31/2022	1444	Spicer Group Inc	Site Plan Review - Inspection		\$155.50	-\$304.75
4/25/2023			PAYMENT FROM APPLICANT / DEPOSIT	\$304.75		\$0.00

**TOTAL COST FOR ESCROW PROJECT: \$2,804.75**

4/25/2023			PAYMENT FROM APPLICANT / DEPOSIT - Amendments to Existing Site Plan	\$1,000.00		\$1,000.00
6/26/2023	1452	Spicer Group Inc	Site Plan Amendment Review		\$470.00	\$530.00
1/29/2024	1456	Spicer Group Inc	Site Plan Amendment Review		\$705.00	-\$175.00

**TOTAL COST FOR ESCROW PROJECT - AMMENDMENT: \$1,175.00**

LANDSCAPING BUSINESS

APPLICANT EXAMPLE #4

DATE RANGE: 07/01/2015 - 06/01/2020

CHECK DATE	CHECK NUMBER	PAYEE / VENDOR	MEMO	PAYMENTS FROM/TO APPLICANT	CHARGES	BALANCE
7/8/2015			PAYMENT FROM APPLICANT / DEPOSIT	\$5,000.00		\$5,000.00
8/17/2015	1263	Carlisle/Wortman Associates, Inc	Site Plan Review		\$340.00	\$4,660.00
8/20/2015	1264	Evergreen Outdoor Inc.	Refund Applicant Remaining Escrow Funds	\$4,660.00		\$0.00
2/3/2016	1272	Spicer Group Inc	Site Plan Review		\$700.00	-\$700.00
2/23/2016	5593		PAYMENT FROM APPLICANT / DEPOSIT	\$700.00		\$0.00
<b>TOTAL COST FOR ESCROW PROJECT:</b>					<b>\$1,040.00</b>	
10/8/2019	114		PAYMENT FROM APPLICANT / DEPOSIT - Ammendments to Existing Site Plan	\$2,500.00		\$2,500.00
11/20/2019	1370	Carlisle/Wortman Associates, Inc	Site Plan Review - Ammendment		\$212.50	\$2,287.50
5/26/2020	1381	SS Realestate Holdings-Evergreen	Refund Applicant Remaining Escrow Funds	\$2,287.50		\$0.00
<b>TOTAL COST FOR ESCROW PROJECT AMMENDMENTS:</b>					<b>\$212.50</b>	



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APPLICANT EXAMPLE #5

DATE RANGE: 11/01/2019 - 07/01/2022

CHECK DATE	CHECK NUMBER	PAYEE / VENDOR	MEMO	PAYMENTS FROM APPLICANT	CHARGES	BALANCE
11/7/2019	4120		PAYMENT FROM APPLICANT / DEPOSIT	\$5,000.00		\$5,000.00
12/18/2019	1373	Carlisle/Wortman Associates, Inc	SITE PLAN REVIEW		\$280.00	\$4,720.00
1/8/2020	1375	Spicer Group Inc	SITE PLAN REVIEW		\$1,872.25	\$2,847.75
11/4/2020	1395	LoRea Topsoil & Aggregate	Refund Applicant Remaining Escrow Funds	\$2,847.75		\$0.00
<b>TOTAL COST FOR ESCROW PROJECT:</b>					<b>\$2,152.25</b>	
3/24/2022	11840		PAYMENT FROM APPLICANT / DEPOSIT	\$2,500.00		\$2,500.00
5/12/2022	1435	Marion Township - General Fund	Site Plan Review - AMMENDMENT		\$105.00	\$2,395.00
5/26/2022	1438	Spicer Group Inc	Site Plan Review - AMMENDMENT		\$1,363.50	\$1,031.50
6/15/2022	1440	Carlisle/Wortman Associates, Inc	Site Plan Review - AMMENDMENT		\$115.00	\$916.50
<b>TOTAL COST FOR ESCROW PROJECT AMMENDMENT:</b>					<b>\$1,583.50</b>	