

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
Thursday, January 27, 2022  
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH  
ONLINE PARTICIPATION OPTIONS**

Call to Order  
Pledge of Allegiance  
Members Present/Members Absent  
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
  - a. Approval of January 13, 2022 Regular Meeting Minutes
  - b. December 2021 Sheriff Report
  - c. January 19, 2022 MHOG Agenda/Minutes
  - d. January 19, 2022 HAFA Agenda/Minutes
- 3) Howell Storage Preliminary Site Plan (Bring back from November 18, 2021 Packet)
- 4) Toratola Lane Asphalt Change
- 5) 2022 Meeting Schedule
- 6) Howell Public Schools 2022 Summer Tax Collection Agreement
- 7) Marion Township Employee Handbook
- 8) State of Michigan Charter Township
- 9) Township Hall Expansion (Bring back from the October 14, 2021 Packet)
- 10) Tamarack Place PUD Agreement

Correspondence and Updates  
Livingston County Updates  
Tax Tribunal Report  
HomeTown

Call to the Public  
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, February 3, 2021.

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 13, 2022

DRAFT

**MEMBERS PRESENT:** Bob Hanvey, Dan Lowe, Les Andersen, Greg Durbin, Scott Lloyd, Tammy Beal, and Sandy Donovan

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Attorney John Gormley

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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:33 pm. The meeting was also available to attend online.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

Jean Root, 723 E. Davis Rd., shared her concerns with a lack of quorum at the recent ZBA meeting.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda. Tammy Beal seconded. **Motion carried.**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Sandy Donovan seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Motion carried 7-0.**

**HOWELL STORAGE PRELIMINARY SITE PLAN**

Jim Abraham was present to discuss this project. The Planning Commission made recommendations and the revisions will be submitted at the next Planning Commission meeting. Dan Lowe is concerned about the lack of water retention on this site. Mr. Abraham said that retention is in the plan, and the Drain Commission has approved. He will send the township the specifications. There was discussion that this request (to not pave) should be taken to the Zoning Board of Appeals, not the township board. No action was taken at this time.

**MiSIGNAL BROADBAND**

Josh Rowe from MiSignal was present regarding the proposal for fiber optic service in the township. After discussion, Les Andersen motioned to postpone action on this item until the February 10, 2022 board meeting. Greg Durbin seconded. **Motion carried.**

**BURNHAM & FLOWER PROPERTY & LIABILITY INSURANCE**

Les Andersen motioned to adopt a resolution to accept the proposal from Burnham & Flower for the Michigan Township Participating Plan Property & Casualty Dividend Program with the added casualty and terrorism coverage. Tammy Beal seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**



## HEALTH INSURANCE PA #152 OPT-OUT RESOLUTION

Tammy Beal motioned to adopt a resolution to approve the opting out of the 2011 Public Act 152, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Lloyd, Durbin, Lowe, Hanvey, Donovan—all yes. **Resolution passed 7-0.**

## 2022 POVERTY EXEMPTION GUIDELINES

Les Andersen motioned to adopt a resolution to approve the Poverty Exemption Policy and Guidelines for 2022 Income and Asset Tests, as presented. Scott Lloyd seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 7-0.**

## BOARD OF REVIEW LETTER APPEALS

Tammy Beal motioned to adopt a resolution to allow residents to file letter appeals to the Board of Review for 2022. Scott Lloyd seconded. Roll call vote: Donovan, Beal, Andersen, Lowe, Hanvey, Lloyd, Durbin—all yes. **Resolution passed 7-0.**

## MARION TOWNSHIP EMPLOYEE HANDBOOK

Tammy Beal presented updates to the employee handbook. For the section on COVID, the attorney suggested that the township follow the Livingston County Health Department guidelines. Tammy Beal motioned to revise the handbook updates and bring back to the next meeting. Bob Hanvey seconded. **Motion carried.**

## TOWNSHIP HALL EXPANSION

Les Andersen motioned to have Tammy Beal, Scott Lloyd, and Sandy Donovan meet with Spicer to discuss other options. Tammy Beal seconded. **Motion carried.**

## CEMETERY EXPANSION

Greg Durbin said a representative from Inch Monuments will make a presentation at the February 24 meeting. Les Andersen suggested raising the price for cemetery plots.

## TAMARACK PLACE PUD AGREEMENT

The attorney said the change made was acceptable. A copy of the final PUD agreement will be presented at the next meeting.

## CRYSTAL WOOD TREES

The attorney suggested that the township should have approval from the three HOA's on the location of trees.

## ZBA REPORT

Dan Lowe reported that the January 3 ZBA meeting had to be postponed due to a lack of a quorum. The case will be heard at the February meeting.

## CORRESPONDENCE & UPDATES

Dan Lowe thanked Rick Haslock for installing the berm on Lucy Road.

Les Andersen asked if there is a time limit allowed on "work orders" for vehicles sitting outside of repair facilities.

## CALL TO THE PUBLIC

No response.

**MOTORSPORTS GATEWAY (CLOSED SESSION)**

At 9:20 pm, Sandy Donovan motioned to go into a closed session to discuss the written legal opinion of our attorney, per MCL 15.268(h) on this issue of an outstanding special assessment and the proposed racetrack. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Motion carried 7-0.**

Motion by Sandy Donovan to come out of the closed session at 10:34 pm, seconded by Greg Durbin. **Motion carried 7-0.**

**ADJOURNMENT**

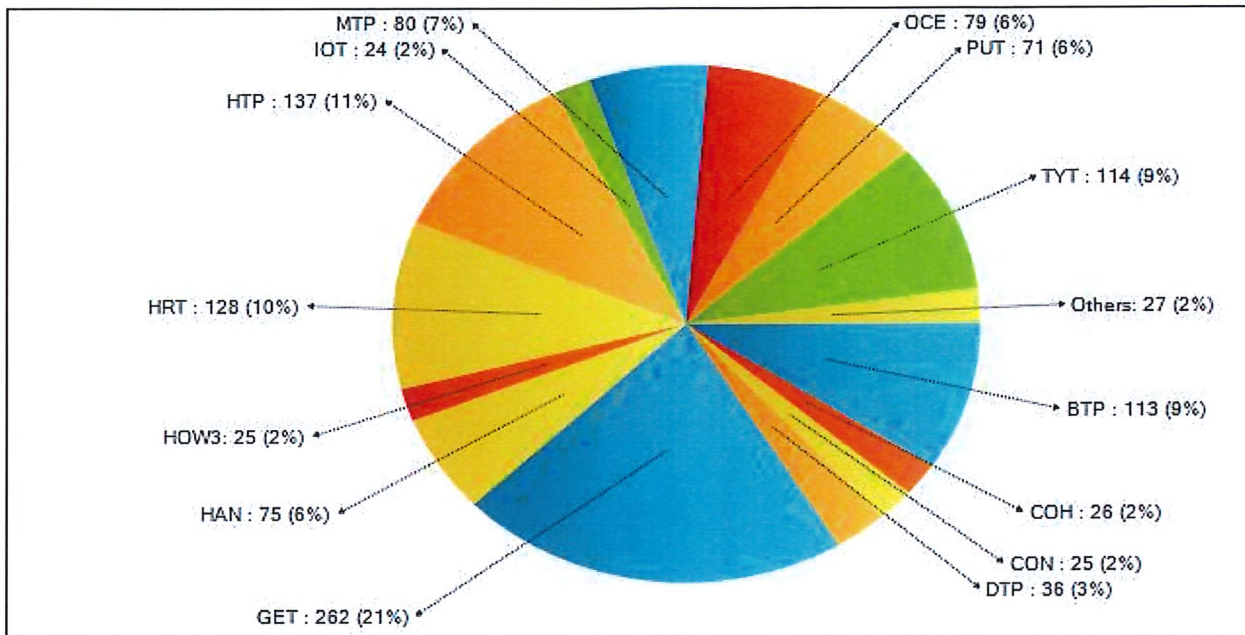
Les Andersen motioned to adjourn at 10:36 pm, seconded by Sandy Donovan. **Motion carried 7-0.**

Submitted by: S. Longstreet

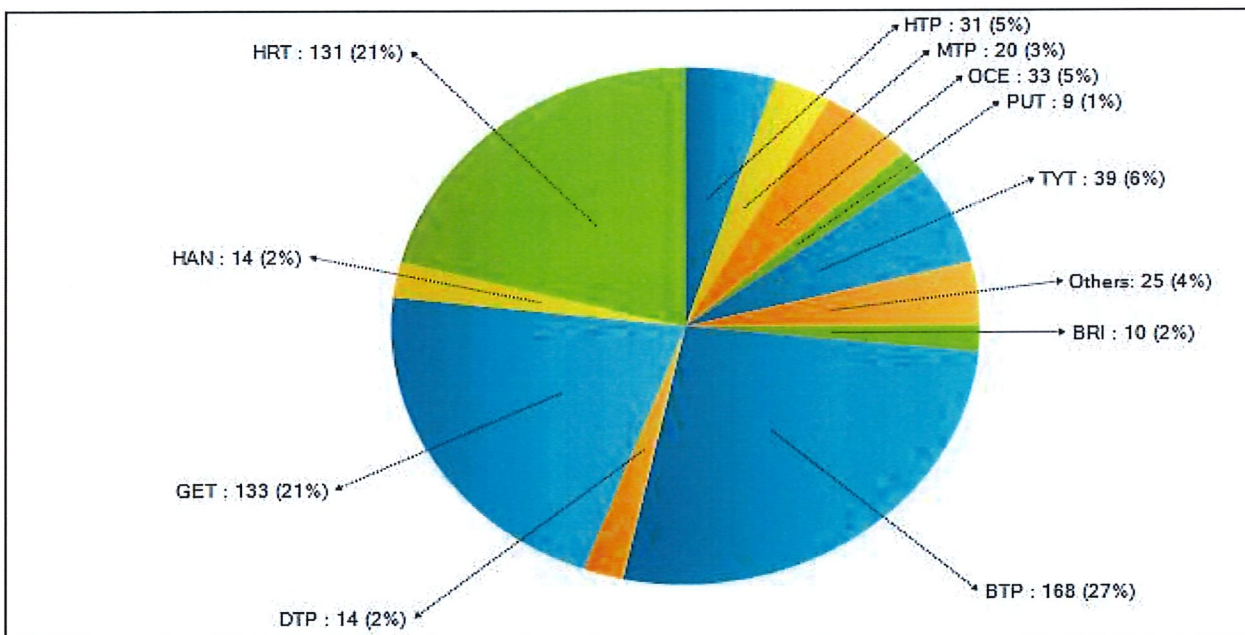
\_\_\_\_\_  
Tammy L. Beal, Township Clerk      Date

\_\_\_\_\_  
Robert W. Hanvey, Township Supervisor      Date

LIVINGSTON COUNTY SHERIFF'S OFFICE  
DECEMBER 2021 CALLS FOR SERVICE



MICHIGAN STATE POLICE  
DECEMBER 2021 CALLS FOR SERVICE



**LIVINGSTON COUNTY SHERIFF'S OFFICE  
MARION TOWNSHIP DECEMBER 2021**

Nature	# Events
911 HANG UP	2
ABANDONED VEHICLE	3
ALARM	3
ANIMAL COMPLAINT	3
ASSAULT IN PROGRESS	1
ASSIST EMS	3
ASSIST OTHER AGENCY	2
BURGLARY IN PROGRESS	2
CHILD OR ADULT ABUSE/NEGLECT	1
CITIZEN ASSIST	7
CIVIL COMPLAINT	1
DOMESTIC PHYSICAL IN PROGRESS	1
DOMESTIC VERBAL	1
FRAUD	4
HIT AND RUN ACCIDENT	1
INTIMIDATION THREATS HARASSMEN	2
LARC IN PROGRESS	1
LARCENY	2
MDOP	1
OVERDOSE/INGESTION	1
PATROL INFORMATION	4
PDA	14
PERSONAL INJURY ACCIDENT	1
PIREF (REFUSE EMS)	1
ROAD RUNOFF	2
SUICIDAL SUBJECT	2
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	2
TRESSPASSING, LOITERING	1
UNATTENDED DEATH PRI 3/INVEST	2
UNKNOWN ACCIDENT	3
VEH UDAA REPORT	1
VIN INSPECTION	1
WAR ATT/SEARCH	1
WEAPONS OFFENSE	1
<b>TOTAL:</b>	<b>80</b>

<u>TOWNSHIP</u>	<u>NUMBER OF CALLS</u>		<u>RESPONSE TIME</u>		<u>NUMBER OF CALLS</u>		<u>RESPONSE TIME</u>	
	<u>3:00PM - 11:00PM</u>	<u>3:00PM - 11:00PM</u>	<u>3:00PM - 11:00PM</u>	<u>3:00PM - 11:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>TOTAL</u>
BRIGHTON	42	16:18	71	25:50				113
COHOCTAH	15	21:41	12	30:08				27
CONWAY	11	41:41	14	49:20				25
DEERFIELD	11	22:34	25	28:29				36
GENOA	101	21:55	161	19:35				262
HANDY	28	22:28	47	31:51				75
HARTLAND	43	24:30	85	26:23				128
HOWELL	58	18:27	79	17:43				137
IOSCO	12	22:27	12	31:45				24
MARION	31	27:01	49	17:39				80
OCEOLA	30	18:13	49	18:51				79
PUTNAM	33	20:50	38	27:18				71
TYRONE	65	17:48	49	31:32				114

# MARION TOWNSHIP

<u>MONTH</u>	<u>CALLS FOR SERVICE</u>	<u>TICKETS WRITTEN</u>	<u>ARRESTS</u>
JANUARY	71	10	1
FEBRUARY	72	9	6
MARCH	78	18	2
APRIL	57	7	1
MAY	75	16	1
JUNE	110	12	3
JULY	91	13	2
AUGUST	85	11	3
SEPTEMBER	71	8	1
OCTOBER	87	19	2
NOVEMBER	98	12	4
DECEMBER	80	11	2
YTD TOTALS:	975	146	28

## MHOG Water Authority Meeting January 19, 2022 at 5:00 PM

### AGENDA

1. Approval of the Minutes of December 15, 2021
2. Call to Public
3. Reports
  - Staff Reports: (Greg Tatara)
  - Treasurer (Robin Hunt)
  - Engineer (Gary Markstrom)
  - CPA (Ken Palka)
4. New Business
  - Correspondence
5. Old Business
6. Adjournment

# Marion Howell Oceola Genoa

WATER AUTHORITY

## MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on December 15, 2021 at 5:00 PM. Members present were Bamber, Coddington, Rogers, Hanvey, Hunt, Lowe, Counts and Schuhmacher.

The meeting was called to order by Chairman Hanvey.

A motion was made by Schuhmacher to approve the minutes of the November 17, 2021 meeting. The motion was seconded by Coddington and carried.

A call to the public was held.

A motion was made by Schuhmacher to approve the 5-year Capital Improvement Plan. The motion was seconded by Counts and carried.

A motion was made by Schuhmacher to approve General Fund checks # 9000 through 9333 and PR 704-711, totaling \$193,627.00. The motion was seconded by Counts and carried.

A motion was made by Coddington to approve check # 1081 from the Capital Reserve Replacement Fund for \$1,920.00. The motion seconded by Schuhmacher and carried.

A motion was made by Coddington to approve check # 1007 for \$293,035.00, from Capital Reserve Replacement Fund. The motion was seconded by Schuhmacher and carried.

A motion was made by Coddington to approve check # 1025 from Connection Fees for \$3,980.00. The motion was seconded by Schuhmacher and carried.

A motion was made by Schuhmacher to enter closed session to discuss a legal issue. The motion was supported by Coddington and unanimously carried.

A motion was made to come out of closed session by Schuhmacher and supported by Coddington. The motion passed on a unanimous vote.

A motion was made by Schuhmacher to adjourn. The motion was seconded by Hunt and carried.

William J. Bamber, Secretary



# Marion, Howell, Ocala, and Genoa Sewer and Water Authority

## System Operational Report



For

January 19th, 2022



## MHOG Utility Department

2911 Dorr Road  
Brighton, MI 48116  
810-227-5225  
[www.mhog.org](http://www.mhog.org)

January 14, 2022

Marion, Howell, Oceola, and Genoa Sewer and Water Authority  
1577 North Latson Road  
Howell, MI 48843

**Subject: M.H.O.G. – January 2022 Board Report**

Dear Board Members;

The MHOG System operated well over the past month. The front cover photograph is a picture of our Vactor Truck assisting in a water break on Grand River after a significant portion of bank suddenly caved in. Fortunately, the truck was pulled out without incident or damage. Following is a summary of the major activity since the December 2021 meeting.

- New Development continues to keep us busy. In the past month, we performed the following with regard to new development projects:
  1. We reviewed a new plan set for Highland Knolls and Bethel Green on Highland Knolls, which will be located west of Latson Road and North of M-59. This development creates some challenges for looping the water main due to elevation change and depth of existing water main.
  2. We inspected and made field changes for the connection to the watermain on Oak Grove Road for the Union at Oak Grove. We worked over the holidays to make sure this connection was completed, bac-t tested, and filled in prior to new years due to proximity to the road. In addition, we reviewed the revised plans with regard to water main layout.
  3. We held a pre-con for LACASA building on Tooley Road.
  4. We performed a punch list walk through for Birkenstock Mini Storage.
  
- Following are letter to Chestnut Crossing regarding terminating the storm drainage, we have worked with the County and LCRC to come up with a solution. The County Drain Commissioner has drafted a 425 Agreement to make the outlet a public drain, paid entirely by the development. We plan to present this as a potential viable solution to the drainage problem.
  
- On Friday December 17 at 5pm, 123.Net was boring fiber optic and caused a water leak in the farm field located on the south side of Grand River between Dorr and Hughes Road. Due to the volume that was leaking, we decided to wait until Saturday morning to perform the repair so we could have daylight. The repair was difficult due to the depth, volume of water



leaking, and weather conditions. In the report, we have provided pictures of our MISS DIG marks, the repair, and an invoice submitted to 123.Net to reimburse MHOG for the repairs.

- Over the past month, we have been able to get MMRMA, our insurance company, to get a contractor to repair the Trans West well house from the fire this past August. They had an engineer come in and determine that the trusses could be repaired rather than replaced. ICON construction has started the repairs. We are hopeful everything will be completed by February. We have included a couple of pictures of the progress.
- For each of the Township's reference and meter sales, included in the report is a copy of the 2022-meter price sheet. Meter prices have not risen that sharply. A copy of the sheet has already been provided to each township.
- The Deputy report highlights the December production data as well other maintenance activities performed over the past month. In addition, it includes a quote to replace the pump motor for Well #2.
- We have quite a bit of information in the budget section as we look at the financial statements and audits for the past fiscal year, the budget to actual for 2 months for the current fiscal year, and begin to look at the DPW Budget for FY2023, which begins April 1, 2022. Following is a brief summary of each item:
  1. Maner Costerisan was in the office performing the audit for FY-2022. They will be at the February meeting to present the audit findings. However, prior to the audit, Ken Palka prepared the financial statements for the previous fiscal year. Presented in the report is a summary of key financial indicators for MHOG. In summary, we continue to grow our fund balances, income and customer base. This is important, as based on new development we will have to construct the cross-country water main in Marion Township.
  2. Also presented in the report is the budget to actual for the first two months of MHOG's current fiscal year. The only item over budget is legal fees which we did not anticipate due to the Chestnut Crossing and Padnos legal matters.
  3. We have provided a copy of Section 5.7 from the intergovernmental Operations agreement. We have been approached to consider operation of Howell Township's wastewater system as part of our overall operations. For this addition, each existing system must approve adding an additional system.
  4. Also, as required in the operations agreement, we have prepared updated allocation percentage tables. We have updated these tables based on changes to the systems. We have prepared an allocation percentage table with and without the addition of Howell Township operations.

5. In addition, we have prepared a first draft of the DPW Budget for fiscal year 2023, again presenting the budget with and without Howell Operations. A few key highlights include:
  - Increase in the vehicle loan repayment amount. Currently, we have approximately \$160,000 in vehicle loans (internal loan from fund). We also have \$80,000 in our reserve fund. In addition, we have 5 vehicles to replace this year, which we have ordered, but we do not have invoices for, or know the state prices yet. Therefore, to insure the loan is paid back and we can purchase the necessary replacement vehicles, we want to increase that payback amount.
  - Secondly, we are looking at larger than normal salary increases. We had a wage study performed by a compensation firm, and found the we have to increase our wages to keep pace with the market conditions we have currently. This results in increases to many other line items such as overtime, retirement, and taxes. Also presented in the budgets is a look at the impact on annual fees to the systems, with and without Howell Township operations.
6. Finally, as back-up, we have prepared a summary memo regarding labor market conditions as well as compensation philosophy regarding the proposed salary increases to employees.

We look forward to discussing the contents of the report in detail with the Board at the regular meeting on January 19, 2022.

Sincerely,



Greg Tatara  
Utility Director

# HOWELL AREA FIRE AUTHORITY

## AGENDA

**Date:** January 19, 2022

**Time:** 6:00 PM

### Board members

Bill Bamber, Ocoela Twp, Chairman  
Mike Coddington, Howell Twp., Vice Chairman  
Mark Fosdick, Cohoctah Twp., Secretary  
Robert Hanvey, Marion Twp., Member

Bob Ellis, City of Howell, Member  
Ron Hicks, Fire Chief  
Laura Walker, Asst. Sec./Treasurer

### WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board. If you wish to address the Board, you will be recognized by the Chairman.

### Agenda Items

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Meeting called to order at 6:00pm

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Pledge of Allegiance

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Approve the minutes of the regular meeting of December 15, 2021

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Call to public (Items not on the agenda)

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Discussion/Approval Resolution 01-22 A resolution to exempt the Howell Area Fire Authority from the requirements of Public Act 152 for the next succeeding year

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Discussion/Approval Proposed Union Contract

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Chief's Comments

- MMRMA Refund
- Update on Full-Time Firefighter positions

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Approve Payment of Bills and Payroll in the amount of \$197,089.69

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New Business

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Old Business

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Closed Session

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Adjournment

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## HOWELL AREA FIRE AUTHORITY

December 15, 2021 – 6:00 pm

Oceola Township Hall – 1577 N. Latson Rd. Howell, MI 48843

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### **Board Members Present:**

Chairman Bill Bamber, Vice Chairman Mike Coddington, Member Bob Hanvey, Member Bob Ellis, Secretary Mark Fosdick, Attorney Kevin Gentry, Fire Chief Ron Hicks, Asst. Sec/Treas. Laura Walker

**Also Present:** Deputy Chief/Fire Marshal Jamil Czubenko, Deputy Chief Brian Anderson, Ken Palka (PHPCPA)

Chairman Bill Bamber called the meeting to order at 6:01 pm

**Approve the minutes of the regular meeting of November 17, 2021:** MOTION by Mr. Fosdick, SUPPORT by Mr. Hanvey to approve the minutes of the regular meeting of November 17, 2021. MOTION CARRIED UNANIMOUSLY.

**Call to Public:** No Response

**Discussion/Approval 2020/2021 Annual Audit Presentation, Ken Palka:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to approve the 2020/2021 Annual Audit and send it to the state. MOTION CARRIED UNANIMOUSLY.

**Discussion/Approval to purchase new Kenwood Radios:** MOTION by Mr. Fosdick, SUPPORT by Mr. Hanvey to approve the purchase of 3 new portable radios and 1 mobile radio from Digicom. MOTION CARRIED UNANIMOUSLY.

**Discussion/Approval to hire two additional full-time positions and provide evening coverage:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to add two 40-hour positions and two positions for evening coverage for Friday and Saturday.

**Approve payment of November Bills and Payroll:** MOTION by Mr. Coddington, SUPPORT by Mr. Ellis to authorize payment of Bills and Payroll in the amount of \$307,473.02. MOTION CARRIED UNANIMOUSLY.

**Approve minutes of the closed session meeting of November 17, 2021:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick approve the minutes of the closed session meeting of November 17, 2021.

**Adjourn:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:26pm. MOTION CARRIED UNANIMOUSLY.

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HAFA Mtg. Minutes  
March 17, 2021  
Page 2

Respectfully Submitted: \_\_\_\_\_  
Laura Walker, Asst. Secretary/Treasurer

Approved By: \_\_\_\_\_  
Mark Fosdick, Secretary

*[Faint, illegible text]*

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## MONTHLY UPDATE TO THE BOARD

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**TO:** HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS  
**FROM:** RON HICKS, FIRE CHIEF  
**SUBJECT:** MONTHLY HAFD REPORT FOR DECEMBER 2021  
**DATE:** JANUARY 19, 2022

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During the month of December, the HAFD responded to a total of 195 calls for service. There were 144 calls in December of 2020. The total year-to-date runs for 2021 is 2,039. Last year's total at the end of December was 1,734.

Some of the more significant events for the month included:

On December 3rd Howell Firefighters/members of the Haz-mat team were requested by Green Oak Fire Department to assist with an incident involving a 55gal drum of Bromic Acid that fell off a truck. The drum was up righted, overpacked and turned over to an environmental company.

On December 10th, Howell Firefighters were dispatched to a reported sprinkler activation in a commercial building in the 3700 block of W. Grand River in Howell Township. Upon arrival crews reported smoke showing from a rear main door of the building, upon entry crews located the fire in a paint booth. The fire was contained by the suppression system, crews extinguished the fire and found several embers burning in the exhaust duct system.

On December 20th Howell Firefighters were dispatched to a reported vehicle crash in the 4800 block of Crandall Rd in Howell Township. Upon arrival crews found (2) vehicles involved in a T-bone crash with one driver requiring extrication.

On December 22<sup>nd</sup> Howell Firefighters were dispatched for a reported garage fire in a condominium in the 3000 block of Kneeland Circle in Howell Township. Upon Arrival crews reported heavy fire coming from the garage and extending into the 2<sup>nd</sup> story of an adjacent condo. The fire was brought under control quickly in both the garage and the condo. The fire is under investigation by the Insurance Company.

Training for the month of December consisted of team building exercises and station training.

**Next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday January 19th, 2021, at 6:00 pm.**

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# Howell Area Fire Department

## Fire Marshal Division

1211 W Grand River Ave, Howell, MI 48843

office: 517-546-0560 fax: 517-546-6011

[firemarshal@howellfire.net](mailto:firemarshal@howellfire.net)

**DATE:** January 12, 2022  
**TO:** Chief Hicks  
Fire Authority Board  
**FROM:** Jamil Czubenko, Deputy Chief/Fire Marshal  
**REF:** December 2021 Month End

The month of December 2021 was busy in the Fire Marshal Division.

The FMD participated in emergency responses and department training throughout the month.

The FD continues to share our safety messages and keeping our customers informed. Our Facebook page has 4,253 current followers and reached an average of 361 people who saw any of our posts at least once during December. Our Instagram currently has 692 followers where similar messages and images are shared to promote our Department.

The FMD has been involved with new and proposed projects for vacant property and existing buildings throughout our jurisdiction. Proposals and plans for projects continue to be submitted for review and comment.

Our Smoke Detector Program visited 4 homes, where we either evaluated or installed new equipment.

Happy New Year! January 2022 brings us more planning for future building projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2021-2028	551 - Assist police or other governmental agency	12/26/2021	3401 KNEELAND CIR	BR20,STA20
2021-2029	311 - Medical assist, assist EMS crew	12/26/2021	3401 KNEELAND CIR	BR20,STA20
2021-2031	611 - Dispatched & cancelled en route	12/26/2021	3003 W GRAND RIVER	STA20
2021-2035	551 - Assist police or other governmental agency	12/27/2021	476 N BURKHART RD	BR20,C-2
2021-2038	311 - Medical assist, assist EMS crew	12/27/2021	1095 WILLOW LN	BR20,CH20,STA20
2021-2039	311 - Medical assist, assist EMS crew	12/28/2021	3003 W GRAND RIVER	BR20,C-202,STA20
2021-2043	324 - Motor vehicle accident with no injuries.	12/28/2021	1335 W I96	C-2,C-202,EN21,STA20
2021-2044	322 - Motor vehicle accident with injuries	12/28/2021	135 E I96	C-202
2021-2050	111 - Building fire	12/30/2021	3195 FISHER RD	BR24,CH20,CH24,EN21,EN22,EN23,EN24,STA20,TA22
2021-2056	551 - Assist police or other governmental agency	12/31/2021	500 HENDERSON RD	BR20,STA20

Total # Incidents for HOWELL TWP:

41

ZONE: MARION - MARION Twp				
2021-1863	611 - Dispatched & cancelled en route	12/01/2021	1044 ELK RUN	STA20
2021-1865	551 - Assist police or other governmental agency	12/01/2021	4238 NORTON RD	C-202,EN20
2021-1868	622 - No incident found on arrival at dispatch address	12/01/2021	665 FOXFIRE DR	BR20,STA20
2021-1877	611 - Dispatched & cancelled en route	12/04/2021	2839 JEWELL RD	BR20,CPT23,STA20,STA23
2021-1900	114 - Chimney or flue fire, confined to chimney or flue	12/08/2021	5731 CEDAR LAKE RD	BR23,BR24,C-202,CH24,EN20,EN22,EN23,EN24,FM2,STA20
2021-1902	311 - Medical assist, assist EMS crew	12/08/2021	865 MASON RD	BR20,C-202,FM2,STA20
2021-1912	311 - Medical assist, assist EMS crew	12/09/2021	1172 PEAVY RD	BR20,STA20
2021-1922	611 - Dispatched & cancelled en route	12/11/2021	711 COUNTY FARM RD	BR20,STA20
2021-1923	444 - Power line down	12/11/2021	2588 PINCKNEY RD	BR20,BR23,STA20
2021-1925	445 - Arcing, shorted electrical equipment	12/11/2021	3299 SANITORIUM RD	BR20,STA20
2021-1931	445 - Arcing, shorted electrical equipment	12/11/2021	3720 NORTON RD	STA20
2021-1933	444 - Power line down	12/11/2021	3705 HIGH HILLCREST DR	BR23,STA20
2021-1938	444 - Power line down	12/11/2021	4872 PINCKNEY RD	BR23,CH23,STA20
2021-1945	550 - Public service assistance, other	12/11/2021	1193 PORTSMOUTH DR	EN20,STA20
2021-1946	445 - Arcing, shorted electrical equipment	12/11/2021	1 PEAVY RD	BR20,FM2
2021-1948	600 - Good intent call, other	12/11/2021	2722 W COON LAKE RD	BR23,CH23
2021-1955	611 - Dispatched & cancelled en route	12/12/2021	4237 RURIK DR	C-202
2021-1957	311 - Medical assist, assist EMS crew	12/12/2021	2889 RUBBINS RD	BR21,BR23,CH23,STA20
2021-1962	553 - Public service	12/13/2021	4709 PARKER DR	BR20,STA20,STA23
2021-1965	311 - Medical assist, assist EMS crew	12/13/2021	2578 CEDAR LAKE RD	BR23,STA23
2021-1977	551 - Assist police or other governmental agency	12/14/2021	1236 YORK AVE	BR20,STA20
2021-1981	140 - Natural vegetation fire, other	12/15/2021	2160 PINCKNEY RD	BR23,C-202,EN20,EN23,STA20
2021-1982	611 - Dispatched & cancelled en route	12/15/2021	882 SPIREA	BR20,STA20

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2021-2003	551 - Assist police or other governmental agency	12/20/2021	994 YARROW	BR20
2021-2007	311 - Medical assist, assist EMS crew	12/21/2021	991 RIVER LINE DR	BR20,STA20
2021-2008	745 - Alarm system activation, no fire - unintentional	12/21/2021	205 FRANCIS RD	EN20,STA20
2021-2020	311 - Medical assist, assist EMS crew	12/24/2021	3332 CEDAR LAKE RD	BR23,CH23,STA20,STA23
2021-2032	551 - Assist police or other governmental agency	12/26/2021	2274 SEXTON RD	BR23,CPT23,STA20,STA23
2021-2034	600 - Good intent call, other	12/27/2021	1333 E I96	EN21,STA20
2021-2040	611 - Dispatched & cancelled en route	12/28/2021	3590 JESSE DR	BR23,STA23
2021-2042	311 - Medical assist, assist EMS crew	12/28/2021	5215 PINCKNEY RD	BR23,C-2,STA20,STA23
2021-2045	324 - Motor vehicle accident with no injuries.	12/28/2021	1369 W I96	C-2,EN21,STA20
2021-2046	611 - Dispatched & cancelled en route	12/28/2021	2199 PINCKNEY RD	STA20
2021-2049	551 - Assist police or other governmental agency	12/29/2021	994 YARROW	BR23,STA20
2021-2051	311 - Medical assist, assist EMS crew	12/30/2021	1140 N ALSTOTT DR	BR20
2021-2057	551 - Assist police or other governmental agency	12/31/2021	969 INDIAN CREEK DR	BR20,STA20
2021-2060	111 - Building fire	12/31/2021	3922 WINTERWOOD DR	BR23,BR24,C-202,CH20,CH24,EN21,EN22,EN23,EN24,FM2,R20,STA20,STA23,TA22

Total # Incidents for MARION:

37

ZONE: OCEOLA - OCEOLA Twp				
2021-1866	551 - Assist police or other governmental agency	12/01/2021	307 BRYCE CT	BR22
2021-1876	551 - Assist police or other governmental agency	12/04/2021	1564 MYRICA LN	BR20,BR22,STA22
2021-1878	311 - Medical assist, assist EMS crew	12/04/2021	110 LAKESHORE POINTE DR	BR20,BR22,STA22
2021-1879	551 - Assist police or other governmental agency	12/04/2021	78 SHOREWOOD LN	BR22,STA22
2021-1885	600 - Good intent call, other	12/05/2021	3999 N LATSON RD	BR22,STA22
2021-1890	311 - Medical assist, assist EMS crew	12/06/2021	1569 MYRICA LN	BR22,STA22
2021-1891	600 - Good intent call, other	12/06/2021	3999 GOLF CLUB RD	BR20,CPT22,FM2,STA22
2021-1894	550 - Public service assistance, other	12/07/2021	5491 GREEN RD	BR22,STA22
2021-1903	631 - Authorized controlled burning	12/08/2021	1549 EAGER RD	EN21
2021-1914	551 - Assist police or other governmental agency	12/10/2021	1475 ARGENTINE RD	BR22,STA22
2021-1936	444 - Power line down	12/11/2021	2379 E HIGHLAND RD	CH22,STA22
2021-1941	611 - Dispatched & cancelled en route	12/11/2021	1 E HIGHLAND RD	STA20
2021-1942	445 - Arcing, shorted electrical equipment	12/11/2021	E HIGHLAND RD	BR20
2021-1944	444 - Power line down	12/11/2021	2249 E HIGHLAND RD	BR22,C-202
2021-1951	444 - Power line down	12/11/2021	5757 CURDY RD	BR22,CPT22,STA22
2021-1952	611 - Dispatched & cancelled en route	12/11/2021	4473 MACK RD	STA22
2021-1953	445 - Arcing, shorted electrical equipment	12/12/2021	4473 MACK RD	BR22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



emergencyreporting.com  
Doc Id: 380  
Page # 6 of 7

MEMO

To: Marion Township Board  
From: Bob Hanvey  
Subject: Howell Storage Preliminary Site Plan  
Date: January 27, 2022

Attached are excerpts from meetings that involved Howell Storage. Although there was some discussion regarding paving the entire facility there was no clear decision.

I reviewed the zoning ordinance and the development standards and I can find no requirement that the entire area be paved.

There is some further work to be done regarding drainage.

I recommend that the Board pass a motion similar to this:

Motion to approve the Preliminary Site Plan for Howell Storage Expansion SPR#02-21 contingent on the recalculation and revision of the stormwater management capacity referenced in LCDC review email dated 10/11/2021 and all requirements from the Carlisle/Wortman review letter dated 10/07/2021, Spicer review letter dated 10/05/2021, Howell Fire Authority review letter dated 10/11/2021 and with no requirement to asphalt the storage area.

**NEW BUSINESS**

**PRE-APPLICATION MEETING FOR HOWELL STORAGE**

Jim Abraham discussed his pre-application for Howell Storage. He discussed the larger communities that are moving in down the road and believes there is a definite need for storage facilities. Currently they are working with two separate ideas.

Method #1 - Temporary or movable storage units. These are large metal containers that are brought in on a truck. There is no foundation, no utility connection and they are movable. The overall build time can be as little as a few hours.

Method #2 New conventional self-storage buildings. These are metal buildings that are typically on a concrete, monolithic slab. These buildings can also be cold storage or climate controlled.

One type of moveable unit is made out of plastic. They use these types of units in Sterling Heights. These do not have a foundation. The colors can be similar to the existing building, so they blend in easily. Jim is asking for the commissioners to call out specific locations where these units could exist within the township so in the future we have possibilities already in place for future growth and advancement. Jim would like permission to start bringing in some of these units, just to see how well they rent out.

The approximate square footage for building #1 is 4800 square feet and 2400 square feet for building #2. Jim said that he will make sure that the exterior lighting is in conformance with what the township requires. Jim said he did not put a lot of detail on this plan, but he did the best he could without hiring engineers. Jim asked if they could leave the current property laid with 21a gravel for possible expansion later on.

John Enos said that the presentation was good and that these options are very innovative and cool. John does not have an issue with this proposal. He spoke with Phil Westmoreland and said this would be a legal non-conformity. John said they would not need to pave the property right now. John said for Abraham to take a look at the setbacks because they should have at least 25 feet on the side and 40 feet in the back.

Jim Abraham explained that their business is based on indoor storage units. That is primarily what their customers are looking for. Many times, people will find alternative ways to create outdoor storage, such as campers, boats, etc.

Larry Grunn asked if people would be stacking these units on top of each other?

Abraham said these would not be stacked on top of each other like storage containers.

Jim Anderson asked how these units relate to the new language we just put together on storage containers.

John Enos said that these are different because these are going to be for commercial use. Our language is for residential use. Larry Grunn asked if these units are temporary. Larry hopes that these are priced in a way where people don't want to keep them on their property for 6 months to 1 year.

Bruce Powelson asked if these units would be climate controlled possibly for automobile storage.

Abraham said that you need approximately a 10x20 space for a vehicle. Generally, these are made out of steel and there are two entry/exit doors to the unit. That's not quite what we are looking at.

Cheryl Range explained that her daughter stored furniture in a storage unit and it ended up molding.

Abraham said that they do insulate their units, which will limit a lot of the condensation.

Cheryl Range asked about a rat wall?

Abraham said that is usually part of the building specifications and there will be a rat wall.

John Enos said that the Planning Commission seems in support of this and the expansion. John said he is ok with this too as long as Abraham can meet the setbacks.

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 13, 2021

MEMBERS PRESENT: Scott Lloyd, Sandy Donovan, Bob Hanvey, Les Andersen, and Dan Lowe

MEMBERS ABSENT: Greg Durbin, Tammy Beal

OTHERS PRESENT: John Gormley; Phil Westmoreland

\*\*\*\*\*

**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:30 pm.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves. Bob Hanvey asked the attorney whether board members attending remotely could participate in the meeting. Mr. Gormley said because the township hasn't passed an emergency order, they cannot vote, but they can observe.

**CALL TO THE PUBLIC**

Jim Abraham, the owner of Howell Storage at 1650 Pinckney Road, was present to ask for feedback from the board members on the concept he recently presented to the Planning Commission for expansion of his business. His concern is that the development standards would require him to have pavement rather than gravel, which wouldn't be financially feasible. Phil Westmoreland said that would be a policy decision for the board to make. Bob Hanvey said the development standards don't provide a procedure for granting a variance. Dan Lowe said because the storage facility has been there so long, they may be able to have just gravel. Phil Westmoreland and Dave Hamann will discuss the options for variances with regard to the development standards.

Les Andersen asked the attorney if adding items to the agenda that require a vote is allowed. Mr. Gormley said because it's the regularly-scheduled board meeting, agenda items can be added, but the general policy is to add the item to the next agenda.

Ted Cole, 1502 Peavy Road, asked about having the street name changed from Tracilee to Peavy Road on two vacant parcels his family owns. Bob Hanvey said he will follow-up with the assessor and county GIS department.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda as presented. Scott Lloyd seconded. **Motion carried.**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Scott Lloyd seconded. **Motion carried.**



For Board of  
Trustee Meeting  
11/18/2021.

Approved by: \_\_\_\_\_  
Larry Grunn, Chairperson

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

**MARION TOWNSHIP PLANNING COMMISSION  
IN-PERSON / VIRTUAL MEETING MINUTES  
OCTOBER 26, 2021 / 7:30PM**

**MEMBERS PRESENT:**

**LARRY GRUNN** – CHAIRPERSON *(In-Person)*  
**JAMES ANDERSON** – VICE CHAIR *(In-Person)*  
**CHERYL RANGE** – SECRETARY *(In-Person)*  
**BOB HANVEY** – *(In-Person)*  
**BRUCE POWELSON** – *(In-Person)*

**OTHERS PRESENT:**

**DAVE HAMANN** – ZONING ADMINISTRATOR *(In-Person)*  
**JOHN ENOS** – CARLISLE WORTMAN *(In-Person)*

**MEMBERS ABSENT:**

NONE

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF OCTOBER 26, 2021 PLANNING COMMISSION MEETING AGENDA**

Jim Anderson made a motion to approve the agenda for the October 26, 2021 Planning Commission meeting. Bruce Powelson seconded. **MOTION CARRIED**

**APPROVAL OF SEPTEMBER 28, 2021 PLANNING COMMISSION MEETING MINUTES**

Bruce Powelson made a motion to approve the September 28, 2021 Planning Commission meeting minutes, as presented. Jim Anderson seconded. **MOTION CARRIED**

**CALL TO THE PUBLIC**

No comments were made.

**NEW BUSINESS:**

**1) SPR#02-21 HOWELL STORAGE EXPANSION 4710-02-400-010 JIM ABRAHAM**

Jim Abraham arrived to the meeting. Mr. Abraham explained that he would like to leave his parking lot gravel instead of pouring cement/concrete. Doing this would help with some of the drainage issues and will also allow for easier expansion in the future. Mr. Abraham would also like to put in some temporary storage units as well, to offer more storage options for residents. John Enos is OK with leaving the parking lot gravel, but reminded the commissioners that typically cement is the way to go. Jim Abraham also stated that he is no longer going to store campers, only storage units. He also assured the commissioners that snow plowing will not be a problem this winter and he already has a few different options in place. Jim Anderson recommended that Jim Abraham get involved with the DEQ to make sure that he will not be encroaching on any nearby wetlands. Jim Abraham also has a storm septic device that will help with rain storm overflow. There is maintenance done regularly each year to ensure proper operation. They also have a Knox-box and fire extinguishers for emergencies.

Dave Hamann reminded everyone that this is a preliminary site plan review and the commissioners will see this site plan again for a final review. John Enos stated that Phil Westmoreland from Spicer did recommend approval for this, as long as the stated issues were addressed. Bob Hanvey asked Mr. Abraham if he was asking for approval for the temporary units. Mr. Abraham said that he was asking for approval for the temporary and permanent units. John Enos stated that Mr. Abraham may have to go to the ZBA for a variance.

Cheryl Range made a motion to recommend approval to the Board of Trustees for the Howell Storage Expansion SPR# 02-21, with the issues from Spicer and Carlisle Wortman being resolved. Jim Anderson seconded. **MOTION CARRIED**

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 13, 2022

MEMBERS PRESENT: Bob Hanvey, Dan Lowe, Les Andersen, Greg Durbin, Scott Lloyd, Tammy Beal, and Sandy Donovan

MEMBERS ABSENT: None

OTHERS PRESENT: Attorney John Gormley

\*\*\*\*\*

**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:33 pm. The meeting was also available to attend online.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

Jean Root, 723 E. Davis Rd., shared her concerns about the lack of a quorum at the recent ZBA meeting.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda. Tammy Beal seconded. **Motion carried.**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Sandy Donovan seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Motion carried 7-0.**

**HOWELL STORAGE PRELIMINARY SITE PLAN**

Jim Abraham was present to discuss this project. The Planning Commission made recommendations and the revisions will be submitted at the next Planning Commission meeting. Dan Lowe is concerned about the lack of water retention on this site. Mr. Abraham said that retention is in the plan, and the Drain Commission has approved. He will send the township the specifications. There was discussion that this request (to not pave) should be taken to the Zoning Board of Appeals, not the township board. No action was taken at this time.

**MiSIGNAL BROADBAND**

Josh Rowe from MiSignal was present regarding the proposal for fiber optic service in the township. After discussion, Les Andersen motioned to postpone action on this item until the February 10, 2022 board meeting. Greg Durbin seconded. **Motion carried.**

**BURNHAM & FLOWER PROPERTY & LIABILITY INSURANCE**

Les Andersen motioned to adopt a resolution to accept the proposal from Burnham & Flower for the Michigan Township Participating Plan Property & Casualty Dividend Program with the added casualty and terrorism coverage. Tammy Beal seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**



**MARION TOWNSHIP**  
**2877 W. COON LAKE ROAD**  
**HOWELL, MI 48843**  
**Phone 517-546-1588**  
**Fax 517-546-6622**

***TRANSMITTAL***

**TO:** Board of Trustees

**DATE** November 18, 2021

**PROJECT** **Preliminary Site Plan**  
Howell Storage Expansion  
SPR#02-21

**VIA** Hand Delivery

WE ARE SENDING:  Herewith  Under Separate Cover

**THE FOLLOWING:**

- Site Plan review for SPR#02-21 Howell Storage 10/18/2021
- Carlisle/Wortman Review letter dated 10/07/2021
- Spicer review letter dated 10/05/2021
- LCDC review email dated 10/11/2021
- HFA review letter dated 10/11/2021
- Planning Commission Minutes from October 26, 2021 meeting

FOR YOUR:  approval/ denial  as requested  
 other  review & comment

**REMARKS:**

The attached Site Plan for SPR#02-21 Howell Storage Expansion is for Preliminary Site Plan review only! This information is for **Review and approval**. Let me know if you have any questions.

FROM: Dave Hamann, Zoning Administrator

Copy: file

For Board of  
Trustee Meeting  
11/18/2021.

Approved by: \_\_\_\_\_  
Larry Grunn, Chairperson

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

**MARION TOWNSHIP PLANNING COMMISSION  
IN-PERSON / VIRTUAL MEETING MINUTES  
OCTOBER 26, 2021 / 7:30PM**

**DRAFT**

**MEMBERS PRESENT:**

LARRY GRUNN – CHAIRPERSON *(In-Person)*  
JAMES ANDERSON – VICE CHAIR *(In-Person)*  
CHERYL RANGE – SECRETARY *(In-Person)*  
BOB HANVEY – *(In-Person)*  
BRUCE POWELSON – *(In-Person)*

**OTHERS PRESENT:**

DAVE HAMANN – ZONING ADMINISTRATOR *(In-Person)*  
JOHN ENOS – CARLISLE WORTMAN *(In-Person)*

**MEMBERS ABSENT:**

NONE

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF OCTOBER 26, 2021 PLANNING COMMISSION MEETING AGENDA**

Jim Anderson made a motion to approve the agenda for the October 26, 2021 Planning Commission meeting. Bruce Powelson seconded. **MOTION CARRIED**

**APPROVAL OF SEPTEMBER 28, 2021 PLANNING COMMISSION MEETING MINUTES**

Bruce Powelson made a motion to approve the September 28, 2021 Planning Commission meeting minutes, as presented. Jim Anderson seconded. **MOTION CARRIED**

**CALL TO THE PUBLIC**

No comments were made.

**NEW BUSINESS:**

**1) SPR#02-21 HOWELL STORAGE EXPANSION 4710-02-400-010 JIM ABRAHAM**

Jim Abraham arrived to the meeting. Mr. Abraham explained that he would like to leave his parking lot gravel instead of pouring cement/concrete. Doing this would help with some of the drainage issues and will also allow for easier expansion in the future. Mr. Abraham would also like to put in some temporary storage units as well, to offer more storage options for residents. John Enos is OK with leaving the parking lot gravel, but reminded the commissioners that typically cement is the way to go. Jim Abraham also stated that he is no longer going to store campers, only storage units. He also assured the commissioners that snow plowing will not be a problem this winter and he already has a few different options in place. Jim Anderson recommended that Jim Abraham get involved with the DEQ to make sure that he will not be encroaching on any nearby wetlands. Jim Abraham also has a storm septic device that will help with rain storm overflow. There is maintenance done regularly each year to ensure proper operation. They also have a Knox-box and fire extinguishers for emergencies. Dave Hamann reminded everyone that this is a preliminary site plan review and the commissioners will see this site plan again for a final review. John Enos stated that Phil Westmoreland from Spicer did recommend approval for this, as long as the stated issues were addressed. Bob Hanvey asked Mr. Abraham if he was asking for approval for the temporary units. Mr. Abraham said that he was asking for approval for the temporary and permanent units. John Enos stated that Mr. Abraham may have to go to the ZBA for a variance.

Cheryl Range made a motion to recommend approval to the Board of Trustees for the Howell Storage Expansion SPR# 02-21, with the issues from Spicer and Carlisle Wortman being resolved. Jim Anderson seconded. **MOTION CARRIED**

SPR ~~Abraham~~  
02-21

**MARION TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW**

RECEIVED  
SEP 13 2021

MARION TOWNSHIP

Date: 9/13/21  
Parcel I.D. Number: 4710-02-400-010

Property Owner(s) Name (Print or Type):  
Jim Abraham  
Mailing Address (Print or Type):  
1650 Pinckney Rd Howell, MI  
City, State, ZIP (Print or Type): 48843  
248 343-8855  
Phone (Print or Type):

Applicant(s) Name (Print or Type):  
Jim Abraham  
Mailing Address (Print or Type):  
1650 Pinckney Rd. Howell MI  
City, State, ZIP (Print or Type): 48843  
248 343-8855  
Phone (Print or Type):

Name of Proposed Development: Howell Storage Expansion  
Location of Proposed Development (address): 1650 Pinckney Rd. Howell MI  
48843  
N E S/W Side of Pinckney Rd. Road between  
Francis Rd. and I-96 Roads

- The property owner(s) must sign this application. In lieu of the owner(s) signature on this application, the owner may provide a letter authorizing the applicant to act on his / her behalf. This application will not be processed until authorized by the property owner and/or the authorized applicant.

Brief Description of the Proposed Development and / or Project (Land Use):  
Expansion and improvement of self-storage Facility  
I hereby grant permission for members of the Planning Commission, Zoning Administrator or their appointed designee to enter the above-described property for the purpose of gathering information related to this application.  
Owner(s) of Record Signature: James Abraham  
Applicant(s) Signature (if other than owner):  
Date: 9/13/21

**DO NOT WRITE BELOW THIS LINE – TOWNSHIP USE ONLY**

Date Received: 9/13/ Received By: [Signature] Application Fee: \$7000 / \$5000  
ES crow

**PRELIMINARY SITE PLAN REVIEW**

**AGENCY REVIEWS AND COMMENTS FROM:**

County Road Commission: Yes \_\_\_ No \_\_\_ County Health Department: Yes \_\_\_ No \_\_\_

County Drain Commissioner: Yes \_\_\_ No \_\_\_ Fire Department: Yes \_\_\_ No \_\_\_ Other Agencies: Yes \_\_\_ No \_\_\_

Township Attorney: Yes \_\_\_ No \_\_\_ Township Engineer: Yes \_\_\_ No \_\_\_ Township Planner: Yes \_\_\_ No \_\_\_

APPROVED

APPROVED WITH CONDITIONS

DENIED

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

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

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

Date Received: \_\_\_\_\_ Received BY: \_\_\_\_\_ Application Fee: \_\_\_\_\_

**FINAL SITE PLAN REVIEW**

**AGENCY REVIEWS AND COMMENTS FROM:**

County Road Commission: Yes \_\_\_ No \_\_\_ County Health Department: Yes \_\_\_ No \_\_\_

County Drain Commissioner: Yes \_\_\_ No \_\_\_ Fire Department: Yes \_\_\_ No \_\_\_ Other Agencies: Yes \_\_\_ No \_\_\_

Township Attorney: Yes \_\_\_ No \_\_\_ Township Engineer: Yes \_\_\_ No \_\_\_ Township Planner: Yes \_\_\_ No \_\_\_

APPROVED

APPROVED WITH CONDITIONS

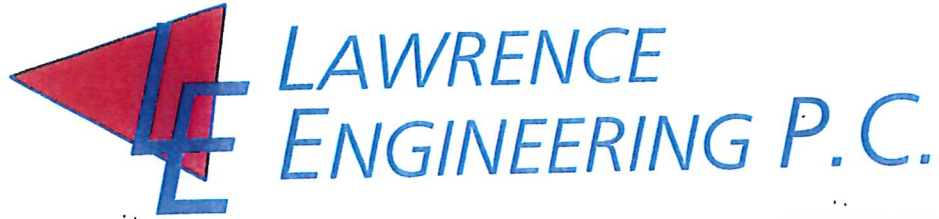
DENIED

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

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

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





CIVIL ENGINEERING • SURVEYING

October 18, 2021

Marion Township  
2877 W. Coon Lake Rd.  
Howell, MI 48843

**RE:** Howell Storage Expansion  
Site Plan Review

To Whom It May Concern

Per Spicer Group review letter dated October 5<sup>th</sup>, 2021 Lawrence Engineering P.C. offers the following:

1. Noted
2. Provided on sheet 2.
3. Location map not to scale.
4. Sheet 5
5. Noted
6. Provided
7. Noted as existing.
8. Stormceptor added to plans.
9. Noted

If you have any questions please contact me at (810)750-5280.

Sincerely,



Melissa Lawrence, P.E.  
President  
Lawrence Engineering, P.C.

Drainage Area	
Total Area (acres)	1.48
Imperviousness %	0.9

Up Stream Storage	
Storage (ac-ft)	Discharge (cfs)
0.000	0.000

Water Quality Objective	
TSS Removal (%)	80.0
Runoff Volume Capture (%)	
Oil Spill Capture Volume (Gal)	
Peak Conveyed Flow Rate (CFS)	
Water Quality Flow Rate (CFS)	

Up Stream Flow Diversion	
Max. Flow to Stormceptor (cfs)	

Design Details	
Stormceptor Inlet Invert Elev (ft)	901.50
Stormceptor Outlet Invert Elev (ft)	901.49
Stormceptor Rim Elev (ft)	909.00
Normal Water Level Elevation (ft)	901.49
Pipe Diameter (in)	12
Pipe Material	RCP - concrete
Multiple Inlets (Y/N)	No
Grate Inlet (Y/N)	No

Particle Size Distribution (PSD)		
<p>Removing the smallest fraction of particulates from runoff ensures the majority of pollutants, such as metals, hydrocarbons and nutrients are captured. The table below identifies the Particle Size Distribution (PSD) that was selected to define TSS removal for the Stormceptor design.</p>		
Roads/Hardstand		
Particle Diameter (microns)	Distribution %	Specific Gravity
0.2	0.1	2.65
22.6	9.9	2.65
99.9	40.0	2.65
340.7	40.0	2.65
1000.0	9.9	2.65
2000.0	0.1	2.65





### Stormceptor

The Stormceptor oil and sediment separator is sized to treat stormwater runoff by removing pollutants through gravity separation and flotation. Stormceptor's patented design generates positive TSS removal for each rainfall event, including large storms. Significant levels of pollutants such as heavy metals, free oils and nutrients are prevented from entering natural water resources and the re-suspension of previously captured sediment (scour) does not occur. Stormceptor provides a high level of TSS removal for small frequent storm events that represent the majority of annual rainfall volume and pollutant load. Positive treatment continues for large infrequent events, however, such events have little impact on the average annual TSS removal as they represent a small percentage of the total runoff volume and pollutant load.

### Design Methodology

Stormceptor is sized using PCSWMM for Stormceptor, a continuous simulation model based on US EPA SWMM. The program calculates hydrology using local historical rainfall data and specified site parameters. With US EPA SWMM's precision, every Stormceptor unit is designed to achieve a defined water quality objective. The TSS removal data presented follows US EPA guidelines to reduce the average annual TSS load. The Stormceptor's unit process for TSS removal is settling. The settling model calculates TSS removal by analyzing:

- Site parameters
- Continuous historical rainfall data, including duration, distribution, peaks & inter-event dry periods
- Particle size distribution, and associated settling velocities (Stokes Law, corrected for drag)
- TSS load
- Detention time of the system

Hydrology Analysis	
PCSWMM for Stormceptor calculates annual hydrology with the US EPA SWMM and local continuous historical rainfall data. Performance calculations of Stormceptor are based on the average annual removal of TSS for the selected site parameters. The Stormceptor is engineered to capture sediment particles by treating the required average annual runoff volume, ensuring positive removal efficiency is maintained during each rainfall event, and preventing negative removal efficiency (scour). Smaller recurring storms account for the majority of rainfall events and average annual runoff volume, as observed in the historical rainfall data analyses presented in this section.	

Rainfall Station			
State/Province	Michigan	Total Number of Rainfall Events	7364
Rainfall Station Name	DETROIT METRO AP	Total Rainfall (in)	1452.9
Station ID #	2103	Average Annual Rainfall (in)	30.9
Coordinates	42°13'53"N, 83°19'51"W	Total Evaporation (in)	2.0
Elevation (ft)	631	Total Infiltration (in)	1420.0
Years of Rainfall Data	47	Total Rainfall that is Runoff (in)	30.9

Notes	
<ul style="list-style-type: none"> <li>• Stormceptor performance estimates are based on simulations using PCSWMM for Stormceptor, which uses the EPA Rainfall and Runoff modules.</li> <li>• Design estimates listed are only representative of specific project requirements based on total suspended solids (TSS) removal defined by the selected PSD, and based on stable site conditions only, after construction is completed.</li> <li>• For submerged applications or sites specific to spill control, please contact your local Stormceptor representative for further design assistance.</li> </ul>	



## Detailed Stormceptor Sizing Report – Howell Storage

Project Information & Location			
Project Name	Howell Storage	Project Number	39268
City		State/ Province	Michigan
Country	United States of America	Date	10/15/2021
Designer Information		EOR Information (optional)	
Name	Bryan Bridenstine	Name	
Company	Lawrence Engineering, P.C.	Company	
Phone #	810-750-5280	Phone #	
Email	bbridenstine@sbcglobal.net	Email	

### Stormwater Treatment Recommendation

The recommended Stormceptor Model(s) which achieve or exceed the user defined water quality objective for each site within the project are listed in the below Sizing Summary table.

Site Name	
Recommended Stormceptor Model	STC 450i
Target TSS Removal (%)	80.0
TSS Removal (%) Provided	99
PSD	Roads/Hardstand
Rainfall Station	DETROIT METRO AP

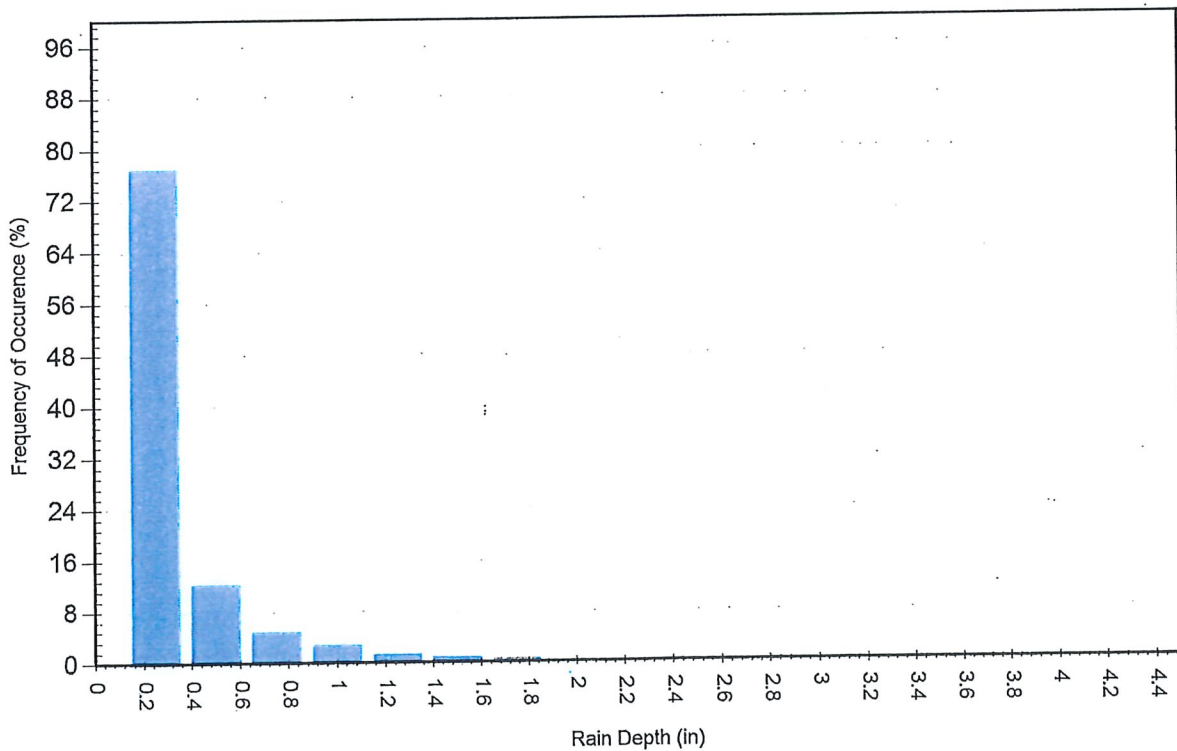
The recommended Stormceptor model achieves the water quality objectives based on the selected inputs, historical rainfall records and selected particle size distribution.

Stormceptor Sizing Summary	
Stormceptor Model	% TSS Removal Provided
STC 450i	99
STC 900	100
STC 1200	100
STC 1800	100
STC 2400	100
STC 3600	100
STC 4800	100
STC 6000	100
STC 7200	100
STC 11000	100
STC 13000	100
STC 16000	100



Rainfall Event Analysis				
Rainfall Depth (in)	No. of Events	Percentage of Total Events (%)	Total Volume (in)	Percentage of Annual Volume (%)
0.25	5660	76.9	374	25.8
0.50	903	12.3	326	22.4
0.75	352	4.8	217	14.9
1.00	209	2.8	181	12.4
1.25	98	1.3	108	7.5
1.50	61	0.8	83	5.7
1.75	34	0.5	55	3.8
2.00	12	0.2	22	1.5
2.25	17	0.2	36	2.5
2.50	4	0.1	9	0.6
2.75	5	0.1	13	0.9
3.00	3	0.0	8	0.6
3.25	4	0.1	12	0.8
3.50	0	0.0	0	0.0
3.75	2	0.0	7	0.5
4.00	0	0.0	0	0.0
4.25	0	0.0	0	0.0

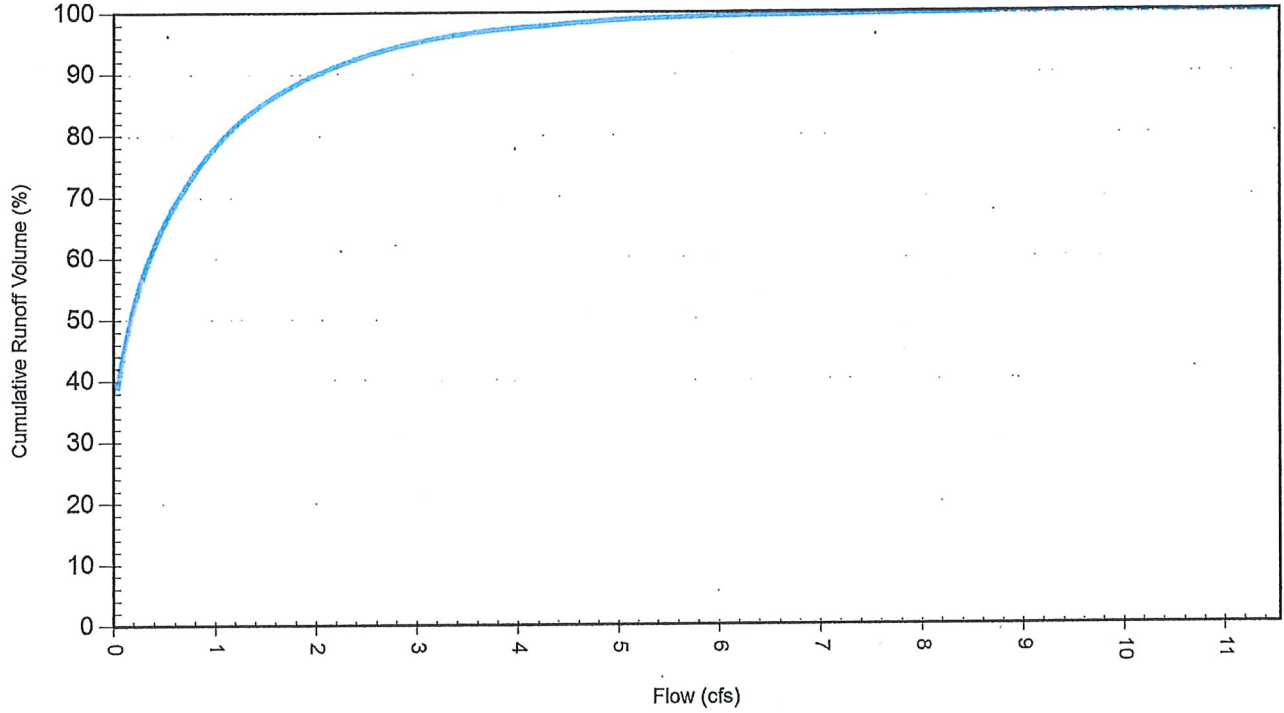
**Frequency of Occurrence by Rainfall Depths**



For Stormceptor Specifications and Drawings Please Visit:  
<https://www.conteches.com/technical-guides/search?filter=1WBC005EYX>

### Cumulative Runoff Volume by Runoff Rate

For area: 1.48(ac), imperviousness: 0.9%, rainfall station: DETROIT METRO AP



Cumulative Runoff Volume by Runoff Rate			
Runoff Rate (cfs)	Runoff Volume (ft <sup>3</sup> )	Volume Over (ft <sup>3</sup> )	Cumulative Runoff Volume (%)
0.035	65516	102049	39.1
0.141	80893	86678	48.3
0.318	98146	69434	58.6
0.565	113938	53650	68.0
0.883	127350	40243	76.0
1.271	138720	28878	82.8
1.730	147285	20315	87.9
2.260	153782	13810	91.8
2.860	158922	8662	94.8
3.531	162233	5350	96.8
4.273	164262	3322	98.0
5.085	165668	1916	98.9
5.968	166567	1018	99.4
6.922	166912	673	99.6
7.946	167218	366	99.8
9.041	167547	37	100.0
10.206	167584	0	100.0
11.442	167584	0	100.0



Site Name		
<b>Site Details</b>		
<b>Drainage Area</b>		
Total Area (acres)		1.48
Imperviousness %		0.9
<b>Surface Characteristics</b>		
Width (ft)		508.00
Slope %		2
Impervious Depression Storage (in)		0.02
Pervious Depression Storage (in)		0.2
Impervious Manning's n		0.015
Pervious Manning's n		0.25
<b>Maintenance Frequency</b>		
Maintenance Frequency (months) >		12
<b>Infiltration Parameters</b>		
Horton's equation is used to estimate infiltration		
Max. Infiltration Rate (in/hr)		2.44
Min. Infiltration Rate (in/hr)		0.4
Decay Rate (1/sec)		0.00055
Regeneration Rate (1/sec)		0.01
<b>Evaporation</b>		
Daily Evaporation Rate (in/day)		0.1
<b>Dry Weather Flow</b>		
Dry Weather Flow (cfs)		0
<b>Winter Months</b>		
Winter Infiltration		0
<b>TSS Loading Parameters</b>		
TSS Loading Function		
<b>Buildup/Wash-off Parameters</b>		
Target Event Mean Conc. (EMC) mg/L		
Exponential Buildup Power		
Exponential Washoff Exponent		
<b>TSS Availability Parameters</b>		
Availability Constant A		
Availability Factor B		
Availability Exponent C		
Min. Particle Size Affected by Availability (micron)		



# Stormceptor® -----STC

## Stormceptor® STC

Stormceptor STC is the recognized leader in stormwater treatment, offering a range of versatile treatment systems that effectively remove pollutants from stormwater and snowmelt runoff. Stormceptor is flexibly designed to protect waterways from hazardous material spills and stormwater pollution, including suspended sediment, free oils, and other pollutants that attach to particles, no matter how fierce the storm.

Stormceptor's scour prevention technology ensures pollutants are captured and contained during all rainfall events.

### Ideal uses

- Sediment (TSS) removal
- Spill control
- Debris and small floatables capture
- Pretreatment for filtration, detention/retention systems, ponds, wetlands, Low Impact Development (LID), green infrastructure, and water-sensitive urban design

### Proven performance

With more than 20 years of industry experience, Stormceptor has been performance tested and verified by some of the most stringent technology evaluation programs in North America.

- NJCAT
- Washington ECOLOGY
- EN858 Class 2



Learn More:

[www.ContechES.com/stormceptor](http://www.ContechES.com/stormceptor)

FEATURE	BENEFIT
Patented scour prevention technology	Superior pollutant removal and retention
Can take the place of a conventional junction or inlet structure	Eliminates the need for additional structures
Minimal drop between inlet and outlet	Site flexibility
Multiple inlets can connect to a single unit	Design flexibility
3rd party tested and verified performance (Sediment & Oil)	Eliminates the need for a separate bypass structure

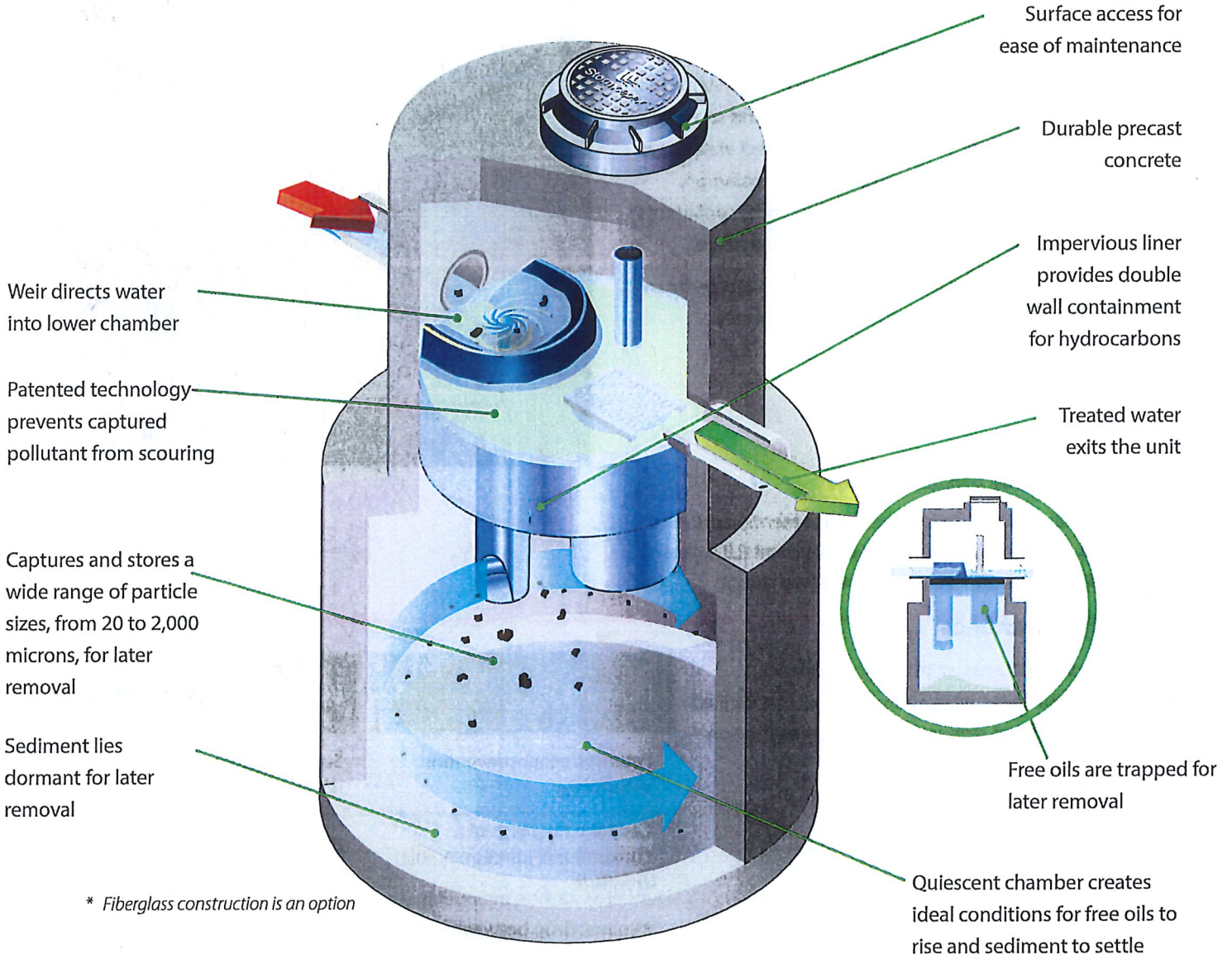
With over 40,000 units operating worldwide, Stormceptor performs and protects every day, in every storm.

A calm treatment environment

**CONTECH**  
ENGINEERED SOLUTIONS

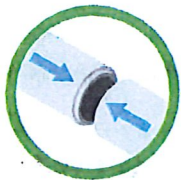


## Stormceptor® STC



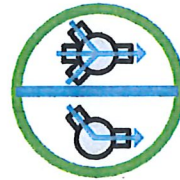
### EASY TO INSTALL

Small footprint saves time and money with limited disruption to your site.



### SEAMLESS

Minimal drop between inlet and outlet pipes makes Stormceptor ideal for retrofits and new development projects.



### FLEXIBLE

Multiple inlets can connect to a single unit. Can be used as a bend structure.



October 5, 2021

Dave Hamann, Zoning Administrator  
Marion Township  
2877 W. Coon Lake Road  
Howell, MI 48843

RE: Howell Storage Expansion  
Preliminary Review

Mr. Hamann:

We have received and reviewed the preliminary plans for Howell Storage. The property's address is 1650 Pinckney Road and is located north of Sedum Road. The plans were prepared by Lawrence Engineering P.C., dated August 30, 2021. We offer the following comments:

**General**

The existing site is currently zoned as Highway Service District (HS) and is already a developed storage facility with 15 existing storage buildings. The site plan proposes three additional storage building and an approximate 1,025 yd<sup>2</sup> of proposed gravel surface for future portable storage units.

The portable storage units on the proposed gravel surface located on the north side of the site, may violate the 25 feet side yard setback requirement.

The gross acreage of the site should be provided.

A location map is provided on the cover sheet but does not provide a scale.

A quality aerial photograph with adjacent property information and features will be required on the plans.

A legal description, easement for ingress and egress, and septic line maintenance easement is provided. The legal description closes within 0.0086 ft and the easement for ingress and egress lines crosses past 1.9708 ft. The legal description and easement should close within 0.0002 ft (1/5000 ft).

**Water Main**

No existing or proposed water services are shown. The applicant should confirm with the Fire Marshall that hydrants and suppression are still not required on this site.

**Sanitary Sewer**

There is a 50' wide septic line easement that cuts through the northeast corner of the site. The plans do not show an existing or proposed sanitary sewer. The applicant should confirm that there are no sanitary leads connecting to any restrooms.

**Storm Sewer**

There is an existing stormwater conveyance system, which routes the stormwater towards the northwest part of the site by the wetland area. The plan proposes to remove or cut, cap, and fill a portion of the existing 12" storm sewer pipe. The plan also proposes two additional manholes and pipe runs near the middle of the site.

October 5, 2021

Page 2 of 3

Two 8" HDPE pipes are shown near the east side of the site. One is labeled as existing with only one invert showing and the other not labeled as existing or proposed. Please provide the other invert elevation and clarify if the other HDPE pipe is existing or proposed.

The site does not propose a detention or retention system. The proposed stormwater management plan seems to follow the existing stormwater management plan since no significant changes to the stormwater conveyance system or grading were made. The stormwater near the south side and middle of the site will be captured by the stormwater conveyance system, the stormwater near the north side of the site will sheet flow west towards the wetland area, and the stormwater near the proposed asphalt parking area will sheet flow into the existing detention pond located southeast of the site.

A stormwater pretreatment basin or device will be required prior to the stormwater entering the wet land area.

#### **Grading and Paving**

The existing parking lot and the storage area is an aggregate surface. The plans do not show any changes to the grading except for the northwest area of the site.

An asphalt parking lot is proposed east of the storage unit entrance area and by the existing handicap parking area. The proposed parking lot is composed of 2-inches of MDOT 1100T bituminous wearing course, 2-inches of MDOT 1100L bituminous leveling course, and 8 inches of 21AA gravel. This pavement cross section meets the township's requirements.

A gravel surface area for future portable storage units is proposed and consists of 8 inches of 21AA gravel, which is acceptable. The proposed gravel surface is located near the north and southwest side of the site.

Spicer Group has consistently recommended paving sites that are commercial or industrial. An alternative option would be to pave a portion of the site, but Marion Township will have to decide the pavement requirements.

#### **Recommendation**

At this time, we recommend the plan be considered for approval, with the following conditions:

1. The portable storage area located north of the site may violate the 25 feet side yard setback requirement.
2. Please provide the gross acreage of the site.
3. Please provide a scale for the location map.
4. Please add a quality aerial photograph with adjacent property information and features to the plans.
5. Legal descriptions and easements should close within 0.0002 ft (1/5000 ft)



October 5, 2021

Page 3 of 3

6. Please provide the missing invert elevation for the existing 8" HDPE pipe.
7. Please specify if the other HDPE pipe is existing or proposed.
8. A pretreatment will be required prior to the stormwater entering the wet land area.
9. Marion Township will have to decide on the pavement requirements for the site.

If you have any questions or require any additional information, please contact our office.

Sincerely,



**Brian Han, EIT**  
Design Engineer I  
Phone: (708) 846-3470  
Mailto: [Brian.Han@spicergroup.com](mailto:Brian.Han@spicergroup.com)



**Philip A. Westmoreland, P.E.**  
Senior Project Manager  
Phone: (517) 375-9449  
Mailto: [Philaw@spicergroup.com](mailto:Philaw@spicergroup.com)

**SPICER GROUP, INC.**  
125 Helle Dr, Suite 2  
Dundee, MI 48131

CC: Ken Recker, Livingston County Chief Deputy Drain Commissioner  
Lawrence Engineering  
Jim Abraham, Owner



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: October 7, 2021

**Site Plan Amendment  
For  
Marion Township, Michigan**

**Applicant:** Jim Abraham  
**Project Name:** Howell Storage Addition  
**Location:** 1650 Pinckney Road  
**Zoning:** HS Highway Service  
**Action Requested:** Site Plan Approval

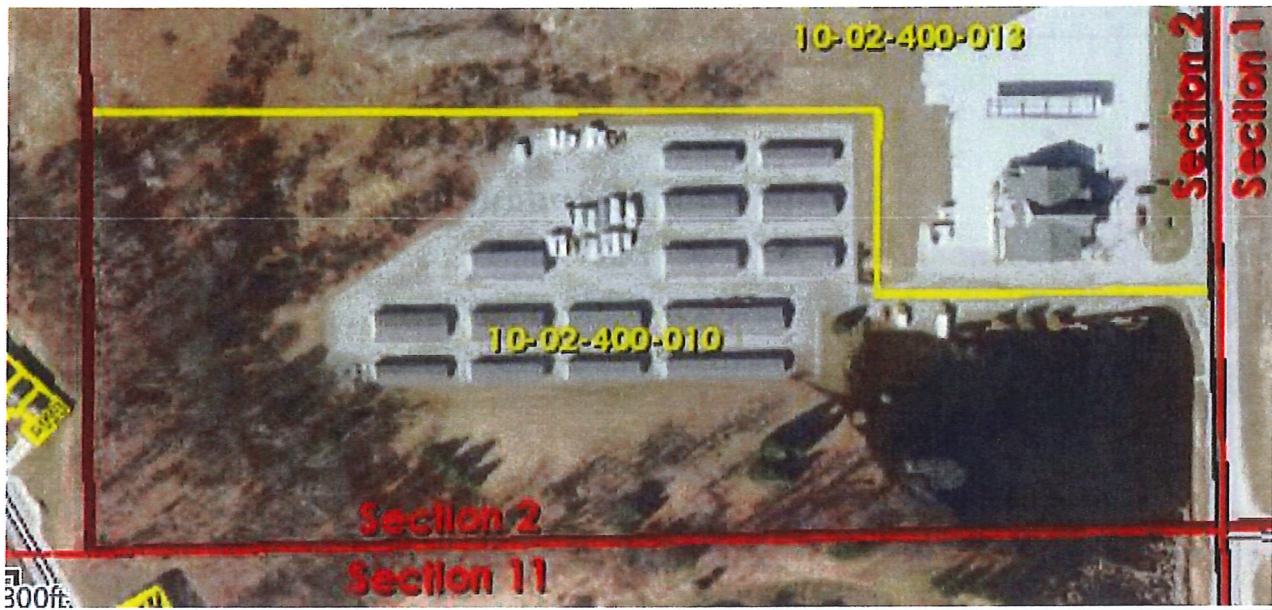
**PROJECT AND SITE DESCRIPTION**

The applicant is requesting an amendment for the construction of additional storage units and within the existing 12.27-acre Howell mini-storage facility at 1650 Pinckney Road just west of the Mugg and Bopp's facility. The business currently has fifteen (15) units, and the request is to install an additional three (3) units. This area has been used for the outdoor storage of RV's and boats. Will the site continue to have area for boat and RV storage? A proposed gravel surface is proposed for future portable storage units. This should be clarified. The surface for the storage units will continue to be aggregate rather than the preferred asphalt. In addition, the applicant is requesting to construct a paved parking area near the entrance consisting of eleven (11) spaces and one (1) ADA space.

The site plan provides good detail in regard to engineering, lighting, location and types of units to be installed.

**Items to be addressed:** 1.) Clarify "proposed future portable storage units"2.) Provide site acreage on site plan. 3) Clarify RV and boat storage areas.

### Location



### **PARKING AND CIRCULATION**

Several new parking spaces, twelve (12) are proposed on site. These spaces will be asphalt. We question the need for so many spaces especially in light of the use. Storage units may contain large bulky items and the idea is for vehicles to pull up to the unit itself. Is there another proposed use for these spaces such as U-Haul or other commercial venture? The Fire Department should review and approve access as well as internal circulation and their ability to access all units.

**Items to be Addressed:** 1.) Clarify need for twelve (12) parking spaces. 2.) Review and approval by Fire Department.

### **ESSENTIAL FACILITIES AND SERVICES**

No public water or sewer is shown on the plan. However, a public septic easement does bisect the parcel. Because the project plans to expand hard surface storm water is shown on the plan.

**Items to be Addressed:** 1.) Review and approval of infrastructure needs by Township engineer. 2.) Confirm need for Livingston County Drain approval.

## **RECOMMENDATIONS**

We would recommend approval of the proposed site plan conditional upon the following items being addressed to the satisfaction of the Planning Commission.

- 1.) Clarify "proposed future portable storage units"
- 2.) Provide site acreage on site plan.
- 3) Clarify RV and boat storage areas.
- 4.) Clarify need for twelve (12) parking spaces.
- 5.) Review and approval by Fire Department.
- 6.) Review and approval of infrastructure needs by Township engineer.
- 7.) Confirm need for Livingston County Drain approval.

## Dave Hamann

---

**From:** Ken Recker <KRecker@livgov.com>  
**Sent:** Monday, October 11, 2021 12:27 PM  
**To:** Dave Hamann  
**Cc:** Han, Brian  
**Subject:** RE: [EXT] RE: REQUEST review for Howell Storage EXPANSION

Dave,

Thanks for the reminder on this, my apologies for not getting to it before I left town for vacation. I did discuss the site plan briefly with Brian from Spicer earlier in October.

I would suggest that some form of stormwater management be provided for the proposed improvements. Although a large portion of the site consists of a historic use, the drainage outlet (our Marion No. 5 Drain) is restricted in it's capacity, and the recent changes to the D-19 corridor along the property frontage will increase the stress on the County Drain system. I could not tell from the plan information provided if stormwater management is proposed.

I will be back in the office on Thursday. Have a great afternoon!

Kenneth E. Recker, II, P.E.  
Chief Deputy Drain Commissioner

---

**From:** Dave Hamann <za@mariontownship.com>  
**Sent:** Monday, October 11, 2021 11:34 AM  
**To:** Ken Recker <KRecker@livgov.com>; Jamil Czubenko <jczubenko@howellfire.net>; Aaron Aumock <AAumock@livgov.com>  
**Subject:** [EXT] RE: REQUEST review for Howell Storage EXPANSION

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

---

I am finalizing the packet for this project to send to the Planning Commission and would like to know if any of you have a review for this applicant!

Thank you,  
Dave...

---

**From:** Dave Hamann <za@mariontownship.com>  
**Sent:** Wednesday, September 15, 2021 12:32 PM  
**To:** Ken Recker (KRecker@livgov.com) <KRecker@livgov.com>; Jamil Czubenko <jczubenko@howellfire.net>; AAumock@co.livingston.mi.us; khiller@livingstonroads.org  
**Subject:** FW: REQUEST review for Howell Storage EXPANSION

Attached please find a site plan for the expansion of the Howell Storage Facility at 1650 Pinckney road for you review and comment. I would like to ask for all responses with or without review letters by October 7, 2021. Please let me know if you have any questions with this project!

Dave Hamann  
Zoning Administrator  
Marion Township  
2877 W. Coon Lake Road

Howell, MI 48843  
Phone (517) 546-1588  
[za@mariontownship.com](mailto:za@mariontownship.com)





## Howell Area Fire Department Fire Marshal Division

1211 W Grand River Ave Howell, MI 48843

office: 517-546-0560 fax: 517-546-6011

[firemarshal@howellfire.net](mailto:firemarshal@howellfire.net)

**DATE:** October 11, 2021

**TO:** Dave Hamann  
Marion Twp Zoning Administrator

**FROM:** Jamil Czubenko, Fire Marshal

**PROJECT:** Howell Storage, Marion Twp

**REF:** Site Plan Review - **Approved w/concerns noted**

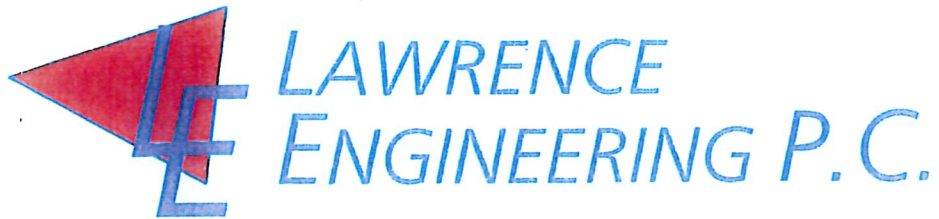
### **CONCERNS:**

I have reviewed the above listed revised site plan and find that it is satisfactory as presented as long as the **following conditions** are met:

1. Building(s) shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or main road in front of the property. These numbers shall be at least 6" high and shall contrast with their background.
2. A final inspection of the building and site shall be performed by the fire department before Certificate of Occupancy is issued.
3. **Strongly recommend** a heat/smoke detection system in the buildings.
4. Fire extinguishers are required every 150 feet of travel distance between buildings.
5. A Knox Box is required for this building and gates. Application can be obtained from the Howell Area Fire Department or on-line at [www.knoxbox.com](http://www.knoxbox.com).

Any changes in this site plan shall be submitted to the Howell Area Fire Department for additional approval. If there is anything further that you need, please feel free to give me a call.





CIVIL ENGINEERING • SURVEYING

November 3, 2021

Marion Township  
2877 W. Coon Lake Road  
Howell, MI 48843

**RE:** Howell Storage Expansion - Revision To Placement Of Temporary Storage Structures

To Whom It May Concern

Due to previous comments from the Marion Township preliminary site plan review, Howell Storage has decided to omit the expansion of the temporary storage structures within the existing gravel area along the northwest boundary of the property. Removing buildings in this area will eliminate any concerns regarding grading near the existing wetland/county drain area. The placement of the remaining temporary storage structures in the northeast area of the property have been readjusted and are now within the required property line setbacks, eliminating the need for a variance from the ZBA. Please see attached site plan with new location of the proposed portable storage units.

Sincerely,

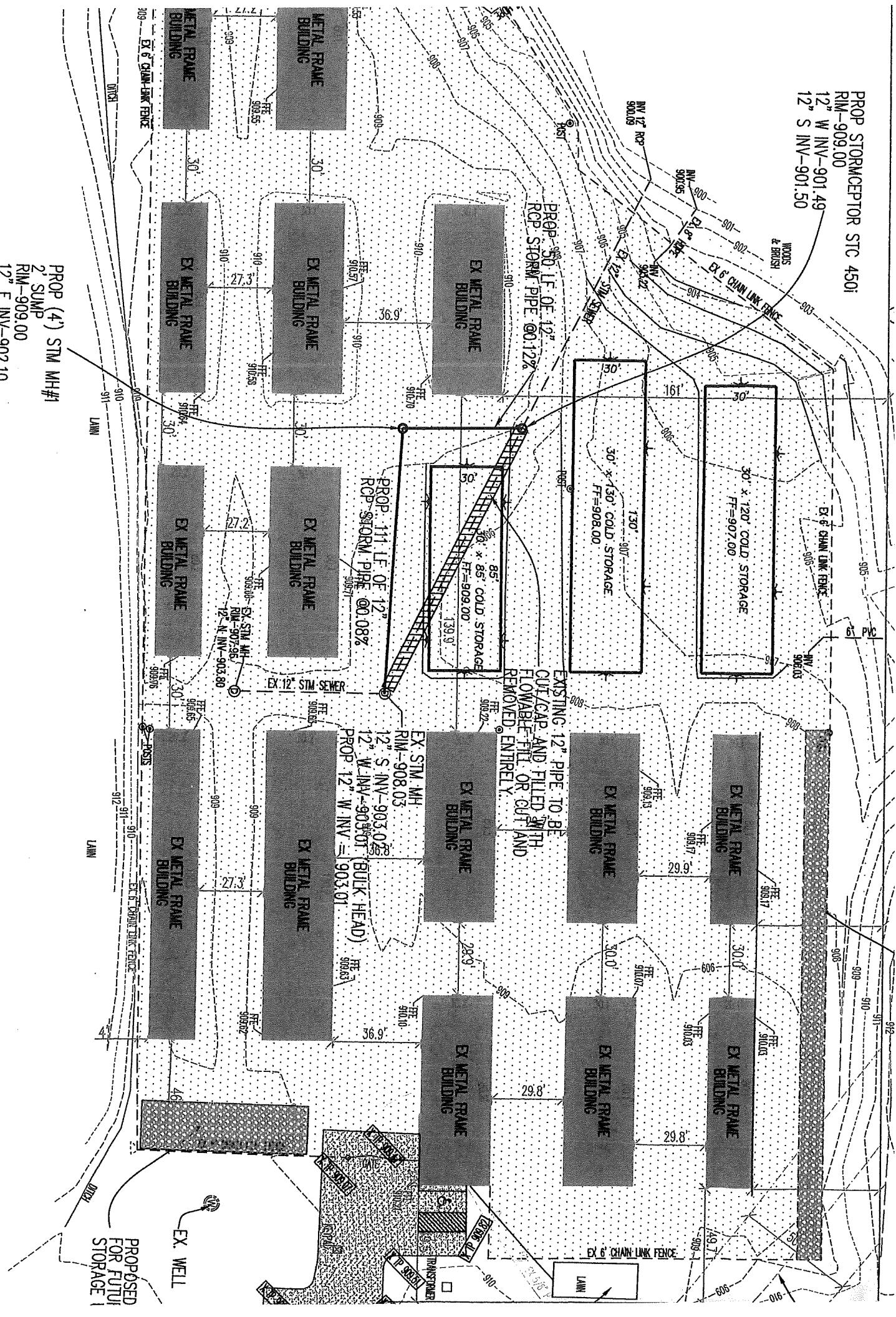


Bryan Bridenstine  
Lawrence Engineering, P.C.

PROP STORMCEPTOR STC 450!  
 RIM-909.00  
 12" W INV-901.49  
 12" S INV-901.50

PROP (4) STM MH#1  
 2' SUMP  
 RIM-909.00  
 12" E INV-902.10  
 12" N INV-902.11

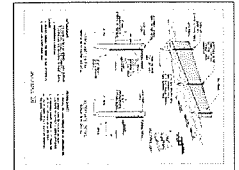
4710-02-400-010  
 1650 PINCKNEY RD  
 ZONED HS



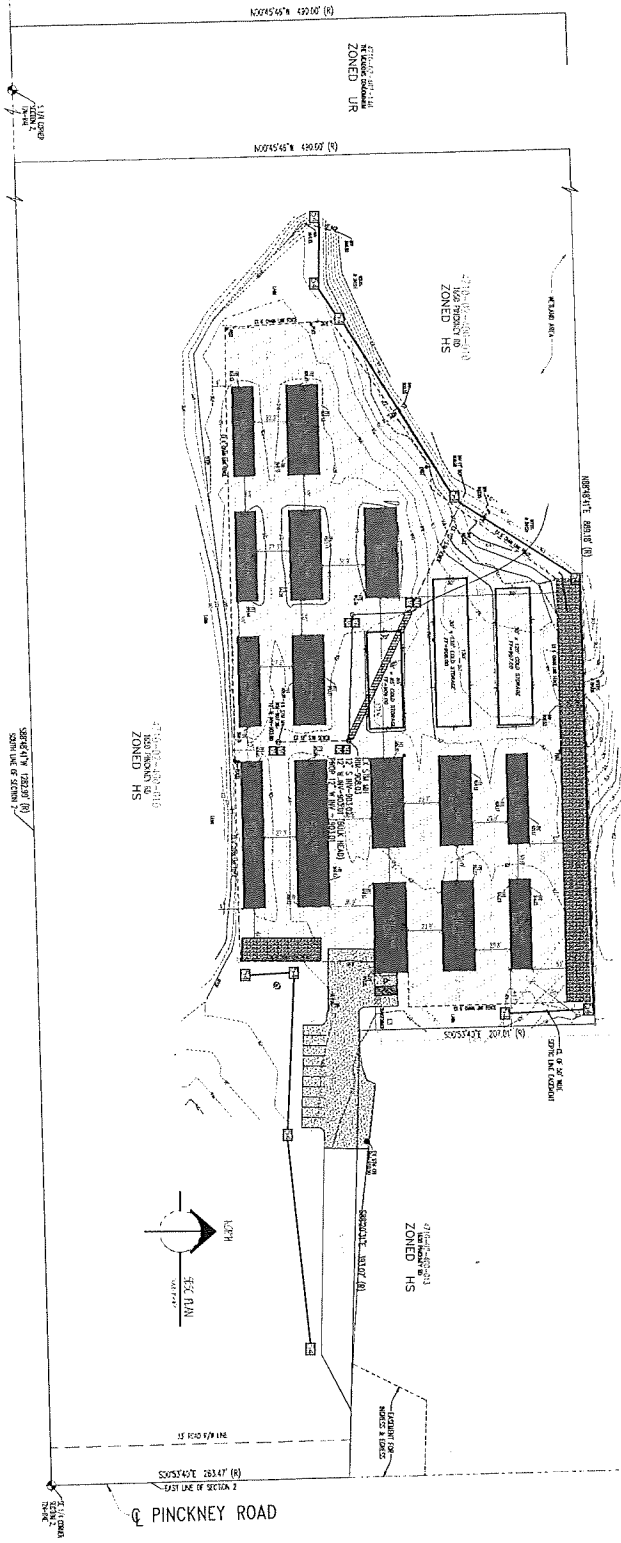








1	1/4" = 1' (Horizontal)	1/8" = 1' (Vertical)
2	1/8" = 1' (Horizontal)	1/16" = 1' (Vertical)
3	1/16" = 1' (Horizontal)	1/32" = 1' (Vertical)



1/8" = 1' (Horizontal)  
1/16" = 1' (Vertical)  
ZONED HS

1/8" = 1' (Horizontal)  
1/16" = 1' (Vertical)  
ZONED HS

**EROSION CONTROL NOTES**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE DISTRICT LOCAL ORDINANCE AND ANY LOCAL ORDINANCE.
2. 50% EROSION CONTROL SHALL BE INSTALLED BEFORE ANY GRADING BEGINS.
3. 75% EROSION CONTROL SHALL BE INSTALLED BEFORE ANY CONSTRUCTION BEGINS.

**GENERAL NOTES**

1. REFER TO ARCHITECTURAL DRAWING TO VERIFY BUILDING FOOTPRINTS.
2. 3" OF THE EXISTING TOPOGRAPHY TO BE MAINTAINED THROUGHOUT THE PROJECT.
3. THE EXISTING TOPOGRAPHY TO BE MAINTAINED THROUGHOUT THE PROJECT.
4. THE EXISTING TOPOGRAPHY TO BE MAINTAINED THROUGHOUT THE PROJECT.
5. THE EXISTING TOPOGRAPHY TO BE MAINTAINED THROUGHOUT THE PROJECT.

**SOIL EROSION & SEDIMENTATION CONTROL NOTES**

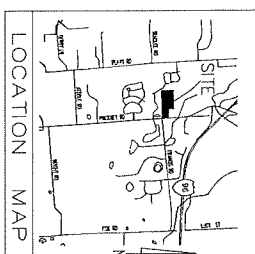
1. ALL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE DISTRICT LOCAL ORDINANCE AND ANY LOCAL ORDINANCE.
2. 50% EROSION CONTROL SHALL BE INSTALLED BEFORE ANY GRADING BEGINS.
3. 75% EROSION CONTROL SHALL BE INSTALLED BEFORE ANY CONSTRUCTION BEGINS.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
5. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.

**MAINTENANCE NOTES**

1. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
2. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
3. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
5. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE PROJECT.

**CONSTRUCTION SCHEDULE**

NO.	DESCRIPTION	START DATE	END DATE
1	Site Preparation	08/01/2021	08/15/2021
2	Foundation Work	08/15/2021	09/01/2021
3	Structural Framing	09/01/2021	09/15/2021
4	Roofing	09/15/2021	10/01/2021
5	Interior Finishes	10/01/2021	10/15/2021
6	Exterior Finishes	10/15/2021	11/01/2021
7	Final Inspection	11/01/2021	11/15/2021



PROJECT NO.	2021-012
DATE	8/30/2021
DESIGNED BY	BLB
CHECKED BY	MML

PROJECT: HOWELL STORAGE FOR JIM ABRAHAM 1650 PINCKNEY ROAD HOWELL, MI 48843 (810)694-7707

**LAWRENCE ENGINEERING P.C.**  
ENGINEERING

4344 SILVER LAKE ROAD  
LINDEN, MI 48451  
OFFICE: (810)750-5280  
FAX: (810)750-5283

SHEET TITLE: SOIL EROSION CONTROL PLAN

NO.	REVISION/ISSUE	DATE





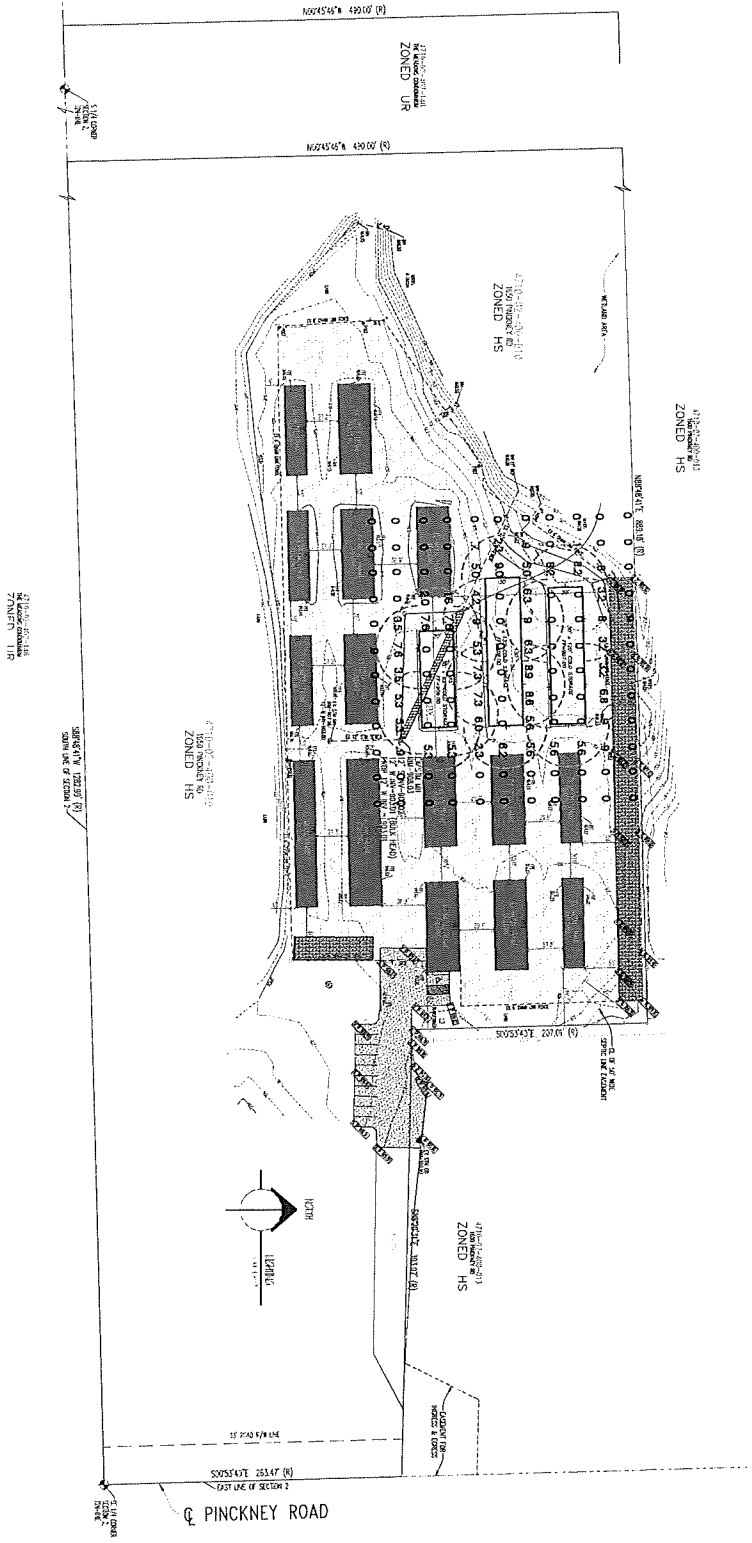
# ILLUMINANCE

TOTAL HORIZONTAL ILLUMINATION (INITIAL FOOTCANDLES)  
ON A FOOT WORKPLANE

----- 10:1 FOOT CANDLE BOUNDARY LINE  
 \* PROPOSED BUILDING LIGHT


**SITE LIGHTING**



  
 LIGHT FIXTURE TYPE:  
 4'x6' W/3M F30 1'8" W/304 LPI (FULL CUTOFF EXPOSED)  
 AVERAGE TO MINIMUM RATIO 1.5:0.1



JOB NO.	2021-012
DATE	8/30/2021
DESIGNED BY	BLB
CHECKED BY	MML
SHEET	4 OF 4

PROJECT:  
 HOWELL STORAGE  
 FOR  
 JIM ABRAHAM  
 1650 PINCKNEY ROAD  
 HOWELL, MI 48843  
 (810)694-7707


**LAWRENCE ENGINEERING P.C.**  
 ENGINEERING

4344 SILVER LAKE ROAD  
 LINDEN, MI 48451  
 OFFICE: (810)750-5280  
 FAX: (810)750-5283

SHEET TITLE:  
 LIGHTING PLAN

NO.	REVISION/ISSUE	DATE











## Generate Additional Profit From Your Idle Land

Janus International offers an innovative solution to temporary storage needs for a variety of business and home applications—**Movable Additional Storage Structures (MASS)**. And because they are movable, they can be placed in areas where you would not typically build permanent structures. These multipurpose structures can be placed in a variety of applications, including home use or outbuilding storage for businesses.

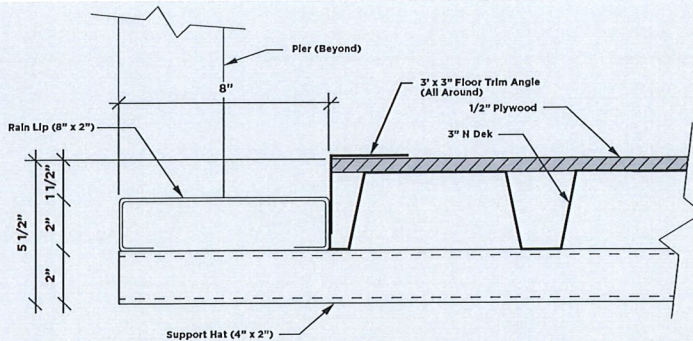
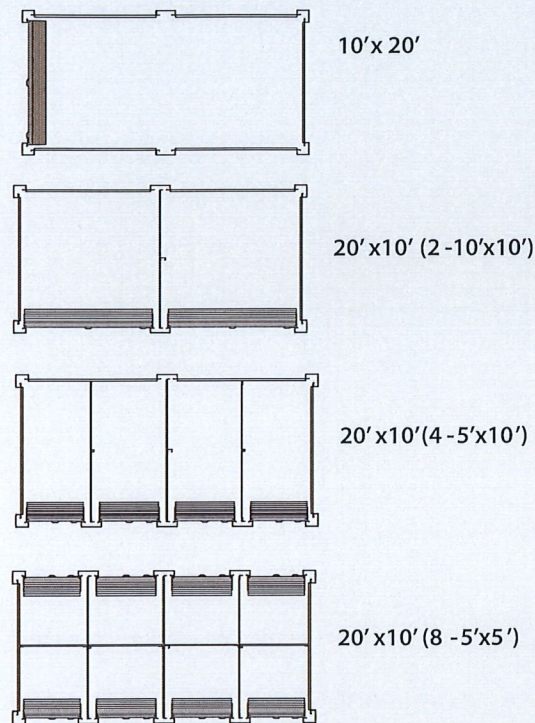


### BENEFITS:

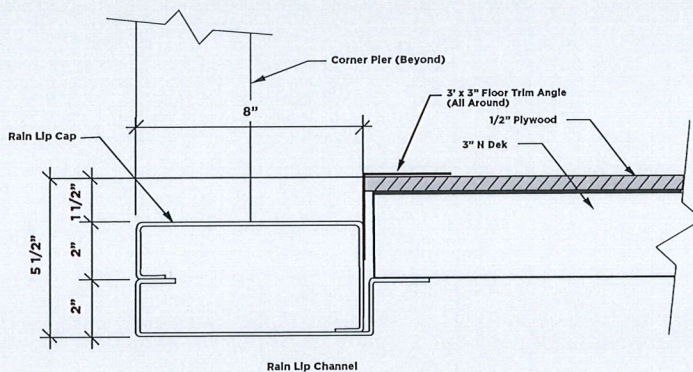
- MASS offers the same look and benefits of traditional storage
- Able to quickly generate additional income
- Easily movable by a 5,000 lb. forklift with extended forks
- Utilizes easy-to-operate roll up doors which require virtually no maintenance
- Secure and convenient for storage renters
- Built with special features to reduce moisture
- Easy to expand to accommodate growth
- Adaptable to odd-sized lots or slightly sloping land/driveways
- Standard building permits may not be required (check local ordinances)
- Economical—increased rental income with minimal investment
- Classified as equipment, MASS units can be depreciated over seven years
- Are often allowed where containers are restricted due to design and aesthetics



Various configurations available, including single units and lockers



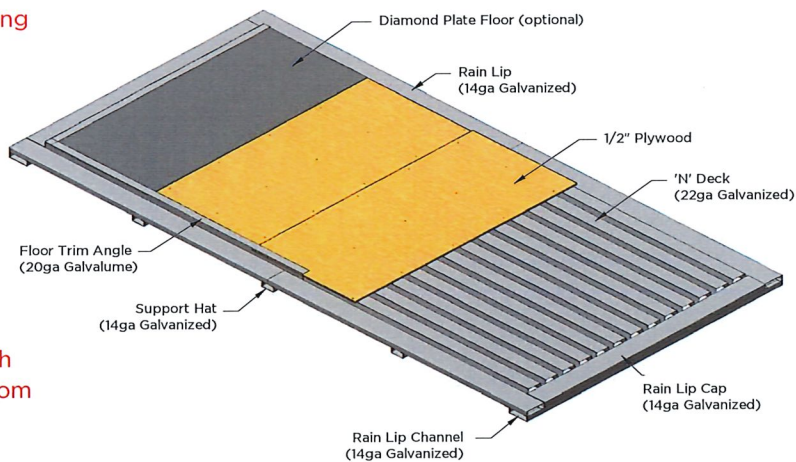
① Weather Ledge Detail (Side Wall Section)  
3" = 1'-0"



② Weather Ledge Detail (End Wall Section)  
3" = 1'-0"

## FEATURES:

- Configurable mix on a 10' x 20' or custom size platform
- Sturdy construction featuring all galvanized steel framing
- Continuous 22-gauge galvanized 'N' deck base with plywood flooring (option for diamond plate)
- 125 psf floor load
- Can be anchored to asphalt, wired for electricity
- Uses standard 26-gauge doors in 36 color options
- Standard 30 pound snow load (optional up to 50 pounds)
- Rain lip and elevated floor reduce moisture
- Roofing system is 24 gauge vertical standing seam with Drip Stop condensation barrier factory applied to bottom of roofing panels
- Skid panel outside the doors offer a non-slip entry
- Units are built close to the ground for easier access





# Micro Self-Storage System



**TBS** TRACHTE  
Building Systems

800-356-5824 • [trachte.com](http://trachte.com) • [tbs@trachte.com](mailto:tbs@trachte.com)



Trachte's new floor system is stronger and more versatile than previous designs. A 3/4" plywood is installed over a steel structure which is engineered with a 125 pound floor load. This loading conforms to all codes in North America.



The floor system is leveled by using leveling feet when installing the structure.

**For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.**





Floor Height



On the high side you will have the leveling feet screwed in completely which makes the step up roughly 6".

On the low side you will unscrew the leveling feet to make sure the unit is level. There is 6" of play in the leveling feet.



This photo illustrates the interior construction of each unit in the micro system.



The micro units can have a fake door on the end wall as shown. The Iced White micro system has Iced White trim and Sunset Orange doors.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



## Micro Self-Storage System



These units are installed in a former Walmart parking lot. The micro units are Iced White with Patriot Red doors with Royal Blue gutters and Iced White downspouts.



The micro storage units can be installed up against existing buildings. This micro system features Cream Beige units with Sunset Orange doors.  
\*This photo represents special eave trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824



## Micro Self-Storage System

Micro units allow for flexibility in adding additional rentable storage. This facility added micro units to fill in around the existing storage buildings.



This project features micro systems with loed White walls and Garnet doors. Units are placed on asphalt to expand rentable square footage of existing facility.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



## Micro Self-Storage System



These systems are positioned on the property line to maximize available space. \*This photo represents special eave trim.



This Slate Gray micro has Evergreen Green doors and trims. \*This photo represents special eave trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824





This Iced White micro has Patriot Red doors and our standard Iced White eave trim.

### Important items to consider when you are looking at buying Trachte's Micro Storage units

1. It is recommended to get city approval for the units. The city may have separate restrictions on these units.
2. The units will conform to the snow load and the floor load for your site. The units will not conform to the wind load unless the units are anchored to the ground.
  - a. To get anchoring information Trachte will need to know if the area is gravel, asphalt or concrete. We will also need to have a soil test to know the soil bearing capacity.
  - b. Trachte will not install any of the anchoring systems. This has to be hired out by a local contractor.
3. The units will also have a 6" gap of space between every unit so you will want to take this into consideration when you are taking your measurement on how many units will fit into a given area.
4. Talk to your Regional Manager about any other issues you have and Trachte will help you decide if these units are right for you.

**For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.**



# Variable Roof Pitch Self-Storage System



**1/4":12" to 1/2":12" Pitch Buildings**

**TBS** TRACHTE  
Building Systems

800-356-5824 • [trachte.com](http://trachte.com) • [tbs@trachte.com](mailto:tbs@trachte.com)



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

20' wide Iced White building with Royal Blue doors. False doors are installed on the sidewall, which prevents the ribbed panel from being shown.



30' wide Classic Beige building with Evergreen doors.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



30' wide Classic Beige building with Matte Black doors. Note: The building has rolling steps.



20' wide Classic Beige building with Cedar Red gutters and rake trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800-356-5824



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

www.trachte.com

Iced White building with  
Royal Blue doors, gutters,  
downspouts and trim.



A view of the same  
building, closer up.



For more information and details on Trachte self-storage systems,  
please contact your regional manager at 800-356-5824.



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



40' wide Classic Beige building with Iced White doors and Garnet gutters, downspouts and trim.



55' wide Classic Beige building with Evergreen doors.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



Cream Beige building with Iced White doors and trim.  
Note: The swing door on the end wall is for ADA compliance. (American Disability Act)



30' wide Cream Beige building with Garnet doors and trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



30' wide Iced White building with Evergreen doors and trim.



Classic Beige building with Evergreen doors, gutters, and trim. Note: The downspouts are Classic Beige to match the building.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

This building has the center section raised to 14' to allow taller boat/campers into the unit.

The building is Slate Gray with Garnet doors and Continental Brown trim.



The higher building section lines up with the driveway for more backing up space.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



This building, slate gray with cedar red doors and trim, features a lean to roof over smaller units. In back, the building is wider with a gable roof over taller units.



Aerial view of the site. Galvalume roofs are standard. A colored roof is available for an additional cost.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800-356-5824



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

A lean-to building with  
Garnet doors on the  
high and low sides.



A lean-to building with  
Evergreen doors only on  
the high side.



For more information and details on Trachte self-storage systems,  
please contact your regional manager at 800-356-5824.



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



This 100' wide building has a 3' wains coat of brick. The building is Classic Beige and the doors, gutters and trim are Evergreen.



This 50' wide building is Cream Beige with Iced White doors and trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800-356-5824



## Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

An unusual building that is notched out every 10' to maximize rentable square footage on a triangular lot.



200' wide building that provides a high percentage of building coverage. The building will have four hallways and the interior units will all be climate-controlled.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

**MARION TOWNSHIP**  
**2877 W. COON LAKE ROAD**  
**HOWELL, MI 48843**  
**Phone 517-546-1588**  
**Fax 517-546-6622**

***TRANSMITTAL***

**TO:** Board of Trustees

**DATE** January 25, 2022

**PROJECT** **Site Plan minor change**  
Toratola Lane Site condo private road  
Asphalt paving

**VIA** Hand Delivery

WE ARE SENDING:  Herewith  Under Separate Cover

THE FOLLOWING:

- Site Plan review for Toratola Lane minor change to asphalt date 1/13/2022
- Spicer review letter dated 1/04/2022

FOR YOUR:  approval/ denial  as requested  
 other  review & comment

REMARKS:

The attached Site Plan for Toratola minor change from gravel private road to asphalt This information is for **Review and approval.** Let me know if you have any questions.

FROM: Dave Hamann, Zoning Administrator

Copy: file





2440 W. Highland Rd. Ste 106  
Howell, MI 48843  
810.602.8884

**Client Representation Form**

Owners: Garth & Barbara Maxam

Building Company: Rod Pieron Building Co.

Property Address: 40 Acres at Dexter Pinckney & Darwin Road (Putnam Township)

Please be advised that Al Pruss from Monument Engineering Group Associated, Inc. (MEGA) represents Garth & Barbara Maxam as the company hired to assist in developing the land at the above stated location. Al Pruss also represents Rod Pieron Building Co. as an advisor to the planning and regulations involved in the future building process. He has permission to appear on our behalf and be involved in the process moving forward.

Garth I. Maxam  
Garth Maxam

Date: 11/19/2022

Barb Maxam  
Barb Maxam

Date: 11/19/2022

\_\_\_\_\_  
Nick Pieron  
Rod Pieron Building Company

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



2440 W. Highland Rd. Ste 106  
Howell, MI 48843  
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Garth I. Maxam  
Garth Maxam

Date: 11/19/2022

Barb Maxam  
Barb Maxam

Date: 11/19/2022

\_\_\_\_\_  
Nick Pieron  
Rod Pieron Building Company

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

January 4, 2022

Dave Hamann  
Marion Township  
2877 W Coon Lake  
Howell, MI 48843

RE: Toratola Lane SP 20-115  
Site Plan Review

Mr. Hamman:

Per your request, we have reviewed the request to pave Toratola Lane. The site is located approximately ½ mile west of D-19 on the north side of Triangle Lake Road. Monument Engineering Group, Inc. prepared the plans dated December 7, 2021. We offer the following comments:

### **General**

The site condominium is located on a 39.45+/- acre parcel zoned RR – Rural Residential. A vicinity map is provided at the appropriate scale. A legal description of the property is on the cover sheet and closes within acceptable tolerances. The development consists of 19 lots and most, if not all, of the homes have been completed or are currently under construction. The development was originally planned with a gravel road approximately 1,400 feet in length which terminates in a cul-de-sac. The gravel road is 30-foot wide inside a 66-foot wide private easement for ingress/egress and public utilities. A separate 12-foot wide utility easement is identified immediately outside of the 66-foot road. The existing cross section consists of 7” of MDOT 22A over 6” of compacted MDOT Class II sand

### **Roads and Paving**

The current plans reflect paving the existing gravel road with HMA. The proposed pavement section is 4” of HMA in 2 lifts over the existing aggregate material. The approach section within the LCRC ROW is 3” of HMA over 7” of 23A limestone base and 6” of Class II sand. The typical section shown on sheet C-1.0 shows cold milling HMA pavement, but this appears to be in error since there currently is no paving on the site.

The proposed pavement section presents several concerns. First, the existing 22A material has a clay content that makes it very suitable for gravel surfaces but not for paving. Typically, MDOT 21AA material is used in HMA paving applications. The clay content in the 22A material will make it section more susceptible to frost heave and premature aging of the HMA surface. The 22A material is more prone to holding moisture and doesn’t drain nearly as well as the 21AA material that is normally used. Therefore, we generally do not recommend paving over 22A aggregate, but it has been done in the past in other developments within the Township.

Also, simply adding 4” of HMA material over the existing aggregate is not enough. The edges of the pavement will need to be supported with a new gravel shoulder to prevent the edges from breaking and to provide a safe transition to vehicles. Currently, no aggregate shoulder is indicated on the plans. This will need to be added to the pavement section.



January 4, 2022

Page 2 of 3

Removing any of the existing gravel material to make space for the pavement will not be acceptable. This would reduce the aggregate material thickness and weaken the proposed pavement section. The existing gravel thickness is currently at it's recommended minimum and actually an 8" aggregate base is preferred.

Adding HMA on top of the existing aggregate material may also cause grade issues at the drive approaches. Many of these are currently paved at the existing gravel elevation and adding 4" of HMA would create a large bump at the transition. Depending on the slope of the existing driveway, this may also create drainage problems. Every drive should be analyzed to determine if the slope will be appropriate.

The typical cross section should include proposed slopes for the HMA surface and any gravel shoulders.

The vertical curves being proposed for the new road are appropriate, as are the longitudinal road slopes at the centerline of the road.

The existing gravel surface may be contaminated with clay and topsoil from construction traffic during the home construction period. The existing material should be scarified and recompacted prior to paving if it is to be left in place.

We recommend that concrete curb be added to the radii of the Triangle Lake road approach to protect the edges of the pavement from truck turning movements. A permit and approval will be required from the Livingston County Road Commission for the approach at the intersection with Triangle Lake Road.

### **Stormwater and Grading**

The original plans showed one retention basin meeting all the needs of the development. The original retention basin, Basin A on the current plans, was large enough to accommodate 2" of rainfall over the entire site, which met the LCDC standard. Retention Basin B on the current plans was an existing low area on the original development plans and was not intended to retain any stormwater. The emergency overflow for Basin A was planned to route thru the Basin B natural drainage course. Since the retention method used on the original development doesn't factor in pervious/impervious surface amounts, and it had adequate storage for the site, the paving of the road will not require any changes to the exiting stormwater management system. The existing basin provides 99,017 cubic feet of storage and 98,951 cubic feet are required.

The existing drainage system consisting of ditches and culverts will continue to be adequate to convey runoff to the retention basin. No changes are required.

### **Recommendation**

If the Township wishes to consider approval of this project, we recommend the following conditions be placed on the approval:

1. The method of adding HMA over the exiting gravel road be clarified and appropriate changes be shown on the plans to address the road edge and drive approach deficiencies.

January 4, 2022

Page 3 of 3

2. We do not recommend paving over the existing gravel surface material. We recommend removal of this material and replacement with MDOT 21AA aggregate. We also recognize the financial difficulties this will create for the project. If the Township allows this, the developer should acknowledge the issues doing this will cause and the possibility of premature HMA surface failure.
3. We recommend concrete curb and gutter be added to the radii of the Triangle Lake Road approach.

If you have any questions or require anything further, please feel free to contact our office.

Sincerely,



**Philip A. Westmoreland, P.E.**

Principal

**SPICER GROUP, INC.**

125 Helle Drive, Suite 2

Dundee, MI 48131

Phone: (517) 375-9449

Mailto: [philaw@spicergroup.com](mailto:philaw@spicergroup.com)

CC: SGI File



# Monument Engineering Group Associates, Inc.

Developing Lifelong Relationships  
[monumentengineering.com](http://monumentengineering.com)

298 Veterans Drive, Fowlerville, MI 48836 (HQ)  
(517) 223-3512



Date January 18, 2022

Dave Hamann  
Marion Township

**RE: Toratola Lane SP 20-115  
Site Plan Review**

Dear Mr. Hamann,

Monument Engineering Group Associates, Inc. (MEGA) is in receipt of a review letter from Spicer Group regarding their review of the above-mentioned site. MEGA is proposing to do a minor site change of the road from gravel to asphalt.

MEGA offers the following responses:

#### General

- Noted

#### Roads and Paving

- Cold milling has been removed from the plans
- Aggregate shoulder has been added to the road cross section
- No existing aggregate material is being proposed to be removed
- All driveways have been analyzed for slope transitions
- The top 3" of existing material is proposed to be scarified with 3" of new material to act as the new base
- Per the Livingston County Road Commission (LCRC), curb & gutter is not to be installed
- A permit from LCRC has been applied for

#### Stormwater and Grading

- Noted

#### Recommendations

1. New material will be brought in placed and scarified over the existing material to act as a new base to pave on. The road surface will be raised +/-7" (which includes the new material and asphalt thicknesses)
2. Please see response to comment No. 1

• Fowlerville • Battle Creek • Portage •



--

3. LCRC requested that no C&G be installed

Should you have additional comments please reach out to us directly at 517-22-3-3512.

Sincerely

Monument Engineering Group Associates, Inc

Allan W Pruss, PE, PS  
President

# SITE PLAN DRAWING FOR TORATOLA LANE PAVEMENT PLANS

**LEGAL DESCRIPTION (AS PROVIDED)**  
 (PER "TORATOLA LANE CONDOMINIUM", LIVINGSTON COUNTY CONDOMINIUM SUBDIVISION  
 PLAN NO. 491)

SITUATED IN THE TOWNSHIP OF MARION, COUNTY OF LIVINGSTON AND STATE OF MICHIGAN, AND DESCRIBED AS FOLLOWS, COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 26, TOWN 2 NORTH, RANGE 4 EAST, LIVINGSTON COUNTY, MICHIGAN, AND PROCEEDING AS FOLLOWS: BEG. AT THE PLACE OF BEGINNING, THENCE S89°74'21" W 469.02 FEET ALONG THE NORTH LINE OF TRIANGLE LAKE ROAD 150 FOOT WIDE 1/2 RIGHT-OF-WAY; THENCE N00°55'39" W 180.00 FEET; THENCE N19°11'40" W 238.46 FEET; THENCE S89°74'21" W 469.02 FEET ALONG THE EAST LINE OF "SERRA GRANDE SUBDIVISION" ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 18 OF PLATS, PAGES 33 THROUGH 35, INCLUSIVE, LIVINGSTON COUNTY RECORDS; TO A FOUND MONUMENT AT THE SOUTHEAST CORNER OF "OUTLOT "B" 495.84 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 26; THENCE S89°74'21" W 316.00 FEET; THENCE S00°50'48" E 1287.55 FEET TO THE PLACE OF BEGINNING, BEING A PART OF THE SOUTHWEST 1/4 OF SECTION 36, TOWN 2 NORTH, RANGE 4 EAST, MARION TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, CONTAINING 30.92 ACRES OF LAND, MORE OR LESS.

**BEARING REFERENCE**

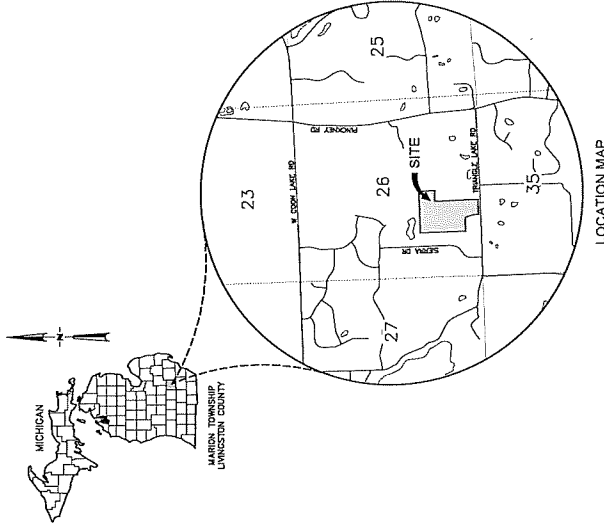
BEARINGS ARE BASED ON PROJECT COORDINATE SYSTEM;  
 MICHIGAN STATE PLANE COORDINATE SYSTEM, MACH83 (CONUS) (NAD83) (GRS80), SOUTH ZONE 2113,  
 INTERNATIONAL FEET, GROUND  
 (LAT: 42°31'28.16" N, LONG: 85°58'27.27" W, ELEV: 805', SCALE FACTOR: 1.00003817).

**DESIGN ENGINEER/SURVEYOR**

MONUMENT ENGINEERING GROUP ASSOCIATES, INC

INNOVATIVE, GEOSPATIAL &  
 ENGINEERING SOLUTIONS  
 298 VETERANS DRIVE,  
 FOWLERVILLE, MI 48836  
 ALLAN W. PRUSS, P.E., PS  
 PHONE: 517-223-3512

**CLIENT**  
 ROD PIERON BUILDING COMPANY  
 861 SPIREA  
 HOWELL, MI 48843  
 POC: ROD PIERON  
 PHONE: 810-602-8884



GENERAL	INCLUDED SHEETS	PLAN SUBMITTALS
SHEET C-19 SITE PLAN	1/13/2022	REVISION PER TOWNSHIP COMMENTS
SHEET C-10 SITE PLAN (OVERVIEW)	12/07/2021	SUBMIT TO CLIENT
SHEET C-101 EXISTING CONDITIONS PLAN		
SHEET C-102 CONSTRUCTION PLAN 20' CHASE TO 7.50'		
SHEET C-103 CONSTRUCTION PLAN 20' CHASE TO 7.50'		
SHEET C-104 ROAD PROFILES		
SHEET C-105 DRAINAGE DETAIL		
SHEET C-120 SPECIFICATIONS		

MARION TOWNSHIP, LIVINGSTON COUNTY STANDING DETAILS

**CLIENT :**

ROD PIERON  
 BUILDING CO.  
 861 SPIREA  
 HOWELL, MI 48843  
 PH: (810) 602-8884

Call WASC DEC  
 114 Evergreen Ave. E.  
 Highland  
 Grand Rapids, MI 49503  
 www.wascdec.com



Michigan Association of Professional Engineers  
**MEGA**  
 The Michigan Engineering Group Associates, Inc.  
 298 Veterans Drive,  
 Fowlerville, MI 48836  
 (517) 223-3512  
 www.megaeng.com

**COVER**  
 TORATOLA LANE  
 ROAD PAVEMENT PLANS  
 PART OF S.W. 1/4 OF SEC. 26, T. 2N., R. 4E.,  
 MARION TWP., LIVINGSTON COUNTY, MICHIGAN

DATE: 1/11/2022  
 PLAN SHEET(S)/REVISIONS  
 REVISION PER TOWNSHIP COMMENTS  
 ORIGINAL SHEET DATE: 12/7/2021  
 PROJECT NO. 20-113  
 SCALE: N/A  
 SHEET NO. G-10  
 TOTAL SHEETS: 10  
 DRAWN BY: AW  
 CHECKED BY: AW  
 DATE: 1/11/2022

ALAN W. BOHNER  
REGISTERED PROFESSIONAL ENGINEER  
NO. 10412

CLIENT :  
 ROD PERON  
 2000 W. BROADWAY  
 HONOLULU, HI 96813  
 PH: (810) 205-2884

PROJECT NO. 20-115  
 DATE 1/17/2023  
 PLAN SHEETS/REVISIONS  
 REVISION NO. 1/17/2023

TORATOIA LAKE  
 ROAD IMPROVEMENT  
 PLANS 2N, R, 4E,  
 PART OF 5M, 1/4 OF SEC. 28, 1, 2N, R, 4E,  
 MARION TWP., LIVINGSTON COUNTY, MICHIGAN

SCALE: 1" = 80'  
 DRAWN BY: M  
 CHECKED BY: M  
 DATE: 1/17/2023

DATE: 1/17/2023  
 PROJECT NO. 20-115

DATE: 1/17/2023

DATE: 1/17/2023

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DATE: 1/17/2023

**PAVEMENT LEGEND**

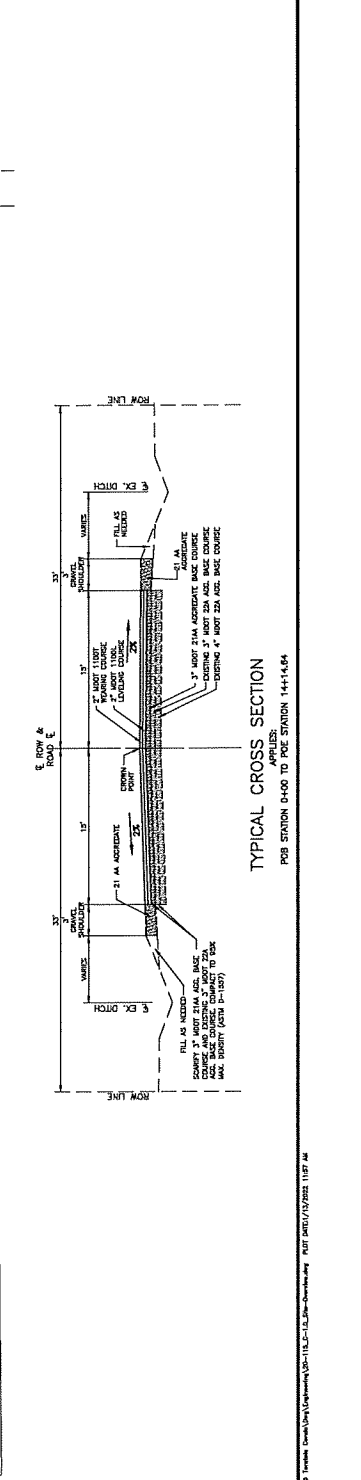
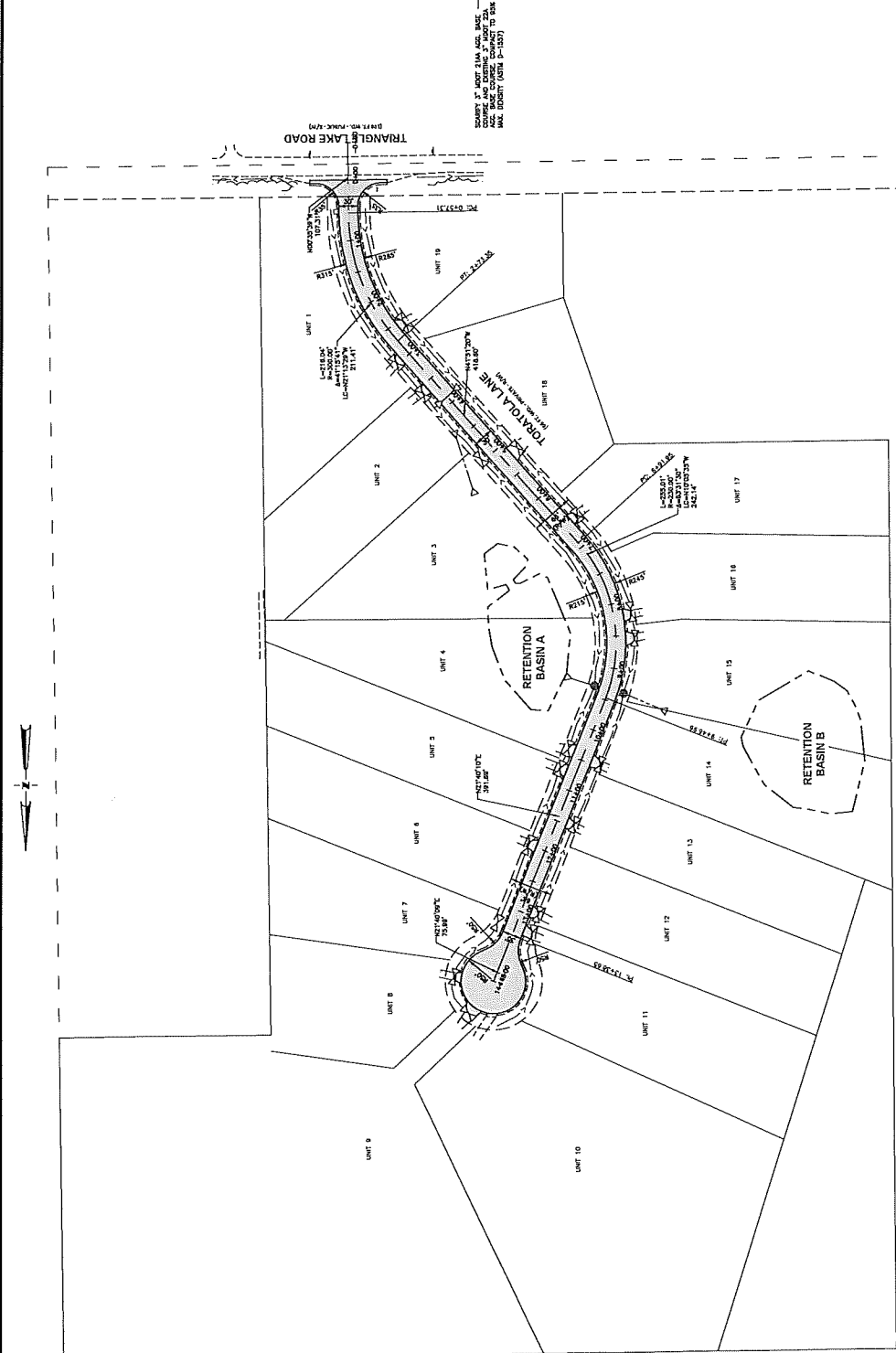
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	100\"/>

**EXISTING PAVEMENT SECTION**  
 Applies to Existing Onsite Toratoia Lake Gravel Pavement  
 1.5\"/>

**ASPHALT PAVEMENT SECTION**  
 Applies to Proposed Onsite Toratoia Lake Pavement  
 3\"/>

**ASPHALT PAVEMENT SECTION**  
 Applies to Through Lane B.C.W.  
 1.5\"/>

**GRAVEL PAVEMENT SECTION**  
 Applies to Through Lane B.C.W.  
 1.5\"/>



**TYPICAL CROSS SECTION**  
 APPLIES  
 POS STATION 0+00 TO PRE STATION 14+14.84



CLIENT:

ROD REIDON  
 10000 W. 10000 S.  
 HOWELL, MI 48843  
 PH: (510) 502-0884

CALL MISC. DIM.  
 1/4" REPRESENTS 10' ON  
 DRAWING

CONCRETE  
 ASPHALT  
 GRAVEL

SOIL BORING  
 10' ASPHALT  
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 10' GRAVEL

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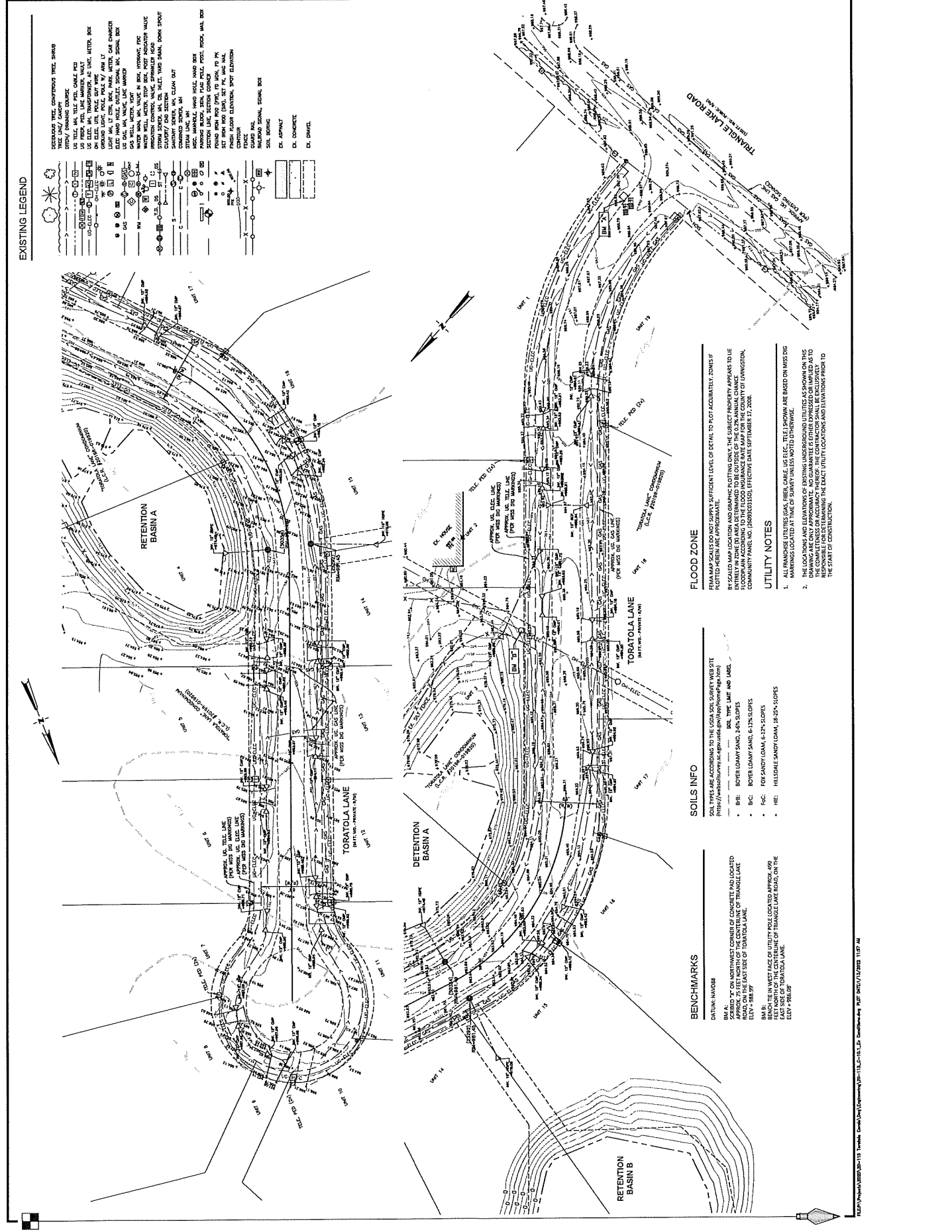
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SOILS INFO

SOIL TYPES ARE ACCORDING TO THE USGS SOIL SURVEY WEB SITE

- B1E: BROWN LOAMY SAND, 1-4% SLOPES
- B1C: BROWN LOAMY SAND, 4-12% SLOPES
- B1G: FINE SANDY CLAY, 6-12% SLOPES
- B1H: HEAVY SANDY CLAY, 18-25% SLOPES

FLOOD ZONE

1. FLOOD ZONE DATA WAS OBTAINED FROM THE STATE OF MICHIGAN'S FLOOD ZONE DATA. THE FLOOD ZONE DATA IS BASED ON HISTORIC FLOODING DATA AND IS APPROXIMATE. THE FLOOD ZONE DATA IS NOT TO BE USED FOR DESIGN PURPOSES.

2. THE LOCATION AND EXTENT OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE ACCURACY OF THE INFORMATION PROVIDED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXACT UTILITY LOCATIONS AND DEPTHS PRIOR TO THE START OF CONSTRUCTION.

BENCHMARKS

DATUM: NAVD83

BM A: 2x4x6 IN. WOOD POST LOCATED AS DESCRIBED AND LOCATED APPROX. 25 FEET NORTH OF THE CENTERLINE OF TRIANGLE LAKE ROAD ON THE EAST SIDE OF TORATOLA LANE. ELEV. = 588.77

BM B: 1x4x6 IN. WOOD POST LOCATED APPROX. 400 FEET NORTH OF THE CENTERLINE OF TRIANGLE LAKE ROAD ON THE EAST SIDE OF TORATOLA LANE. ELEV. = 588.08









FIELD NO. 11  
 DRAWN BY: M. J. WILSON  
 CHECKED BY: J. P. WILSON

DATE: 1/17/2023  
 PROJECT NO. 20-115

PLAN SHEETS/NOTES  
 PART OF S.M. 1/4 OF SEC. 10  
 ROAD PAVEMENT PLANS  
 TORAYOLA LANE  
 MARION TWP., LIVINGSTON COUNTY, MICHIGAN

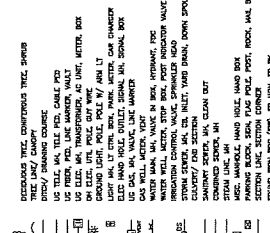
ENTRANCE DETAIL

CLIENT:  
 ROD PERON  
 BUILDING CO.  
 HOWELL, MI 48843  
 PH: (616) 502-5004

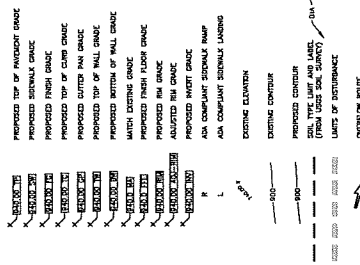
Civil Engineer  
 314 West Park Drive  
 Howell, MI 48843  
 www.michiganmga.com

Michigan Association of Professional Engineers and Surveyors  
 MICHIGAN ENGINEERS AND SURVEYORS ASSOCIATION  
 1100 WEST PARK DRIVE  
 HOWELL, MI 48843  
 (616) 502-5004  
 www.michiganmga.com

EXISTING LEGEND

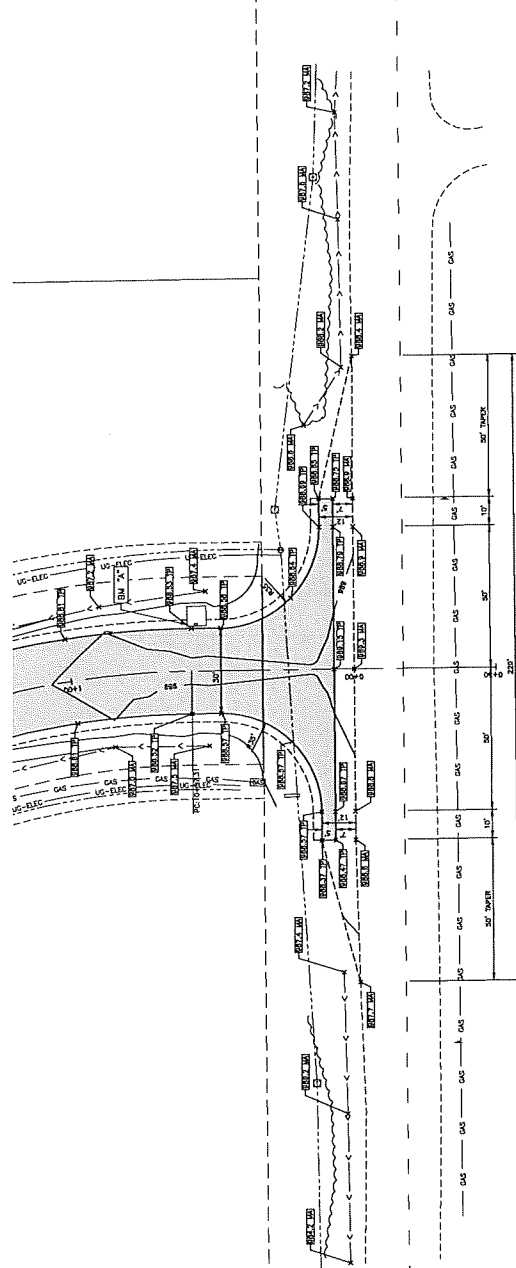


GRADING LEGEND



BENCHMARKS

BENCH MARKS  
 1100 WEST PARK DRIVE  
 HOWELL, MI 48843  
 1100 WEST PARK DRIVE  
 HOWELL, MI 48843  
 1100 WEST PARK DRIVE  
 HOWELL, MI 48843



EXISTING GRAVEL PAVING  
 COMPOUND BURNUP ESTIMATE

OVERALL	AREA (SQ)	AREA (AC)
EXISTING GRAVEL PAVING	18,200	418.0
EXISTING ASPHALT PAVING	1,200	27.5
TOTAL	19,400	445.5

PROPOSED ASPHALT PAVING  
 COMPOUND BURNUP ESTIMATE

OVERALL	AREA (SQ)	AREA (AC)
PROPOSED ASPHALT PAVING	18,200	418.0
PROPOSED ASPHALT PAVING	1,200	27.5
TOTAL	19,400	445.5

EXISTING RETENTION BASIN B  
 PROPOSED RETENTION BASIN VOLUME  
 ELEVATION AREA (SQ) VOLUME (CU) VOLUME (CU)  
 995 20,000 20,000  
 990 15,000 15,000  
 985 10,000 10,000  
 980 5,000 5,000  
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EXISTING RETENTION BASING  
 VOLUME = 155,116 CF  
 VOLUME REQUIRED = 153,014 CF  
 EXISTING VOLUME GREATER THAN  
 REQUIRED.





## MARION TOWNSHIP MEETING SCHEDULE 2022

### Board of Trustees

January 13, 2022  
February 10, 2022  
March 10, 2022  
April 14, 2022  
May 12, 2022  
June 09, 2022  
July 14, 2022  
August 11, 2022  
September 8, 2022  
October 13, 2022  
\*November 17, 2022  
\*December 15, 2022  
January 12, 2023

### Board of Trustees

January 27, 2022  
February 24, 2022  
March 24, 2022  
April 28, 2022  
May 26, 2022  
June 23, 2022  
July 28, 2022  
August 25, 2022  
September 22, 2022  
October 27, 2022  
No Meeting Thanksgiving  
No Meeting Christmas  
January 26, 2023

### Zoning Board of Appeals

January 03, 2022  
February 07, 2022  
March 07, 2022  
April 04, 2022  
May 02, 2022  
June 06, 2022  
\*July 11, 2022  
\*August 8, 2022  
\*September 12, 2022  
October 3, 2022  
\*November 14, 2022  
December 5, 2022

### Planning Commission

January 25, 2022  
February 22, 2022  
March 22, 2022  
April 26, 2022  
May 24, 2022  
June 28, 2022  
July 26, 2022  
August 23, 2022  
September 27, 2022  
October 25, 2022  
November 22, 2022  
\*December 20, 2022

**BOARD OF TRUSTEES: Second and Fourth Thursdays of each month at 7:30 p.m.**

**ZONING BOARD OF APPEALS: First Monday of each month at 7:30 p.m., if there are Agenda items.**

**PLANNING COMMISSION: Fourth Tuesday of each month at 7:30 p.m.**

**\*Meeting is scheduled on a date that is different than normally planned.**

**Tammy L. Beal, MMC  
Marion Township Clerk**

HOWELL AREA FIRE AUTHORITY

2022 BOARD MEETING SCHEDULE

All meetings of the Howell area Fire Authority Board are held at the  
Oceola Township Hall – 1577 N. Latson Rd., Howell, MI 48843 at 6:00 pm

JANUARY 19, 2022

JULY 20, 2022

FEBRUARY 16, 2022

AUGUST 17, 2022

MARCH 16, 2022

SEPTEMBER 21, 2022

APRIL 20, 2022

OCTOBER 19, 2022

MAY 18, 2022

NOVEMBER 16, 2022

JUNE 15, 2022

DECEMBER 21, 2022

# HOWELL recreation

## Board of Trustee Meeting Schedule 2022

The Howell Area Parks & Recreation Authority holds public meetings on the third Tuesday of every month at 7:00 pm unless noted.

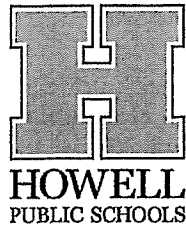
Packets for each of the meetings can be downloaded from [www.howellrecreation.org](http://www.howellrecreation.org).

### Meetings held at Oceola Community Center **1661 N. Latson Rd. Howell, MI 48843**

Tuesday,	January 18, 2022	7 pm
Tuesday,	February 15, 2022	7 pm
Tuesday,	March 15, 2022	7 pm
Tuesday,	April 19, 2022	7 pm
Tuesday,	May 17, 2022	7 pm
Tuesday,	June 14, 2022*	7 pm
Tuesday,	July 19, 2022	7 pm
Tuesday,	August 16, 2022	7 pm
Tuesday,	September 20, 2022	7 pm
Tuesday,	October 18, 2022	7 pm
Wednesday,	November 16, 2022*	7 pm
Tuesday,	December 20, 2022	7 pm

\*dates that do not fall on the third Tuesday of the month





January 10, 2022

Ms. Tammy Beal, Clerk  
Marion Township  
2877 W Coon Lake Road  
Howell, MI 48843

Re: 2022 Summer Tax Collection

Dear Ms. Beal,

Attached please find a copy of our annual summer tax collection resolution recently passed by the Board of Education. This resolution authorizes collection of the school district's taxes this next summer. Through its resolution, the Board has determined to collect 100% of the 18 mills non-homestead and 50% of the debt millage.

In past years we have paid a \$3.00 per parcel fee for this collection. The fee was paid to offset your costs that were incurred for collecting the summer school tax.

Enclosed please find an Agreement for Collection of Summer School Property Taxes. If the per parcel fee is acceptable please sign and return this form to the address at the bottom of this memo.

I can be reached at 517-548-6237 if you have any questions.

Sincerely,

Ben Engelter  
Executive Director of Finance

BE/ms

enc.

cc: Treasurer

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Howell Public Schools, with offices located at 411 N. Highlander Way, Howell, MI 48843 (hereinafter "School District") and Marion Township with offices located at 2877 W. Coon Lake Road, Howell, MI 48843 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2022.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes and 50% of the school debt property taxes as certified by the School District for levy on July 1, 2022 on property located within the Township. Interest earned on said taxes will be retained by the township.

2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than June 15, 2022 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2022.

4. The Township Treasurer shall account for and deliver summer school tax collections as follows:

a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month. At your discretion, you may elect to discontinue summer tax disbursements to Howell Public Schools in November, December, January, and March.

SCHOOL DISTRICT

Signature authorized by Board  
of Education Resolution of  
\_\_\_\_\_ (date)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

TOWNSHIP

Signature authorized by Board  
of Trustees Resolution of  
\_\_\_\_\_ (date)

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

Deleted Items are highlighted in GREY.

Added Items are highlighted in Yellow.



**MARION TOWNSHIP  
PERSONNEL POLICY  
AND  
ADMINISTRATIVE REGULATIONS  
HANDBOOK**

## **MARION TOWNSHIP POLICY HANDBOOK**

Marion Township has always emphasized that outstanding people are the key to our success. To ensure continued success, we feel it is important that all employees understand our policies and administrative regulations. This handbook will familiarize you with the various aspects of working for Marion Township. You are encouraged to use it as a valuable resource for understanding your employment with the Township. It will also be a useful reference document for all employees. If you have questions, please do not hesitate to ask your immediate supervisor or Township supervisor.

No individual, other than the Township Board, is authorized to modify or amend these policies. Further, no statement of policy set forth in the handbook is intended as a contractual commitment or obligation of the Township to any individual employee or group of employees.

### **INTRODUCTION**

The policies, practices and benefits will be reviewed for updating and may change from time to time. Therefore, you should always check to ensure that you have the most current copy of the policy book.

### **ETHICAL STANDARDS/CONFLICT OF INTEREST**

Marion Township has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromise the Township's reputation, please discuss it with your immediate supervisor or Township supervisor. The Township Board of Trustees endeavors to hire the best-qualified candidates for the position.

All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person. The following are also prohibited: Failing to report to work when scheduled, failure to be on time for work, violation of departmental rules or confidentiality, neglect of duty, reporting to work in an intoxicated condition, consumption or possession of alcohol or illegal drugs or substance (such as marijuana) on township premises while on or off duty, use of obscene language in public office areas, threatening other persons or instigating a fight, verbally abusing or physically attacking customers, residents, visitors or township personnel. Personal conduct that is obnoxious or abusive to other customers, residents or employees including gossip, rumors and statements of defamatory nature will result in further action, which may include withholding a merit increase, demotion, suspension without pay, or termination.

A public official or employee shall not solicit or accept any gift of value including money, goods, or services for the benefit of any person or organization excluding the Township. A public official or employee shall not engage in a business transaction in which they may profit from their official position or authority including benefiting financially from confidential information they obtained by reason of that position or authority. A public official or employee shall not engage in, accept employment, or render services for any private or public interest when it is in conflict with their official duties or when that employment or service may impair their judgment in actions while performing their official duties.

A public official or employee shall not participate on behalf of the township in negotiation or

execution of contracts, making loans, granting of subsidies, fixing of rates, issuance of permits and certificates, or other regulation and supervision relating to any business entity in which they have a personal interest. A public official or employee shall disclose all conflicts of interest that they discover or that have been brought to their attention in connection with the activities of the township. Voluntary work performed by family members is not perceived as a conflict of interest.

Disclosure is defined as providing a written description of the facts comprising the conflict of interest to the appropriate person be it the Board of Trustees or immediate supervisor. A resolution to the conflict of interest shall be determined by the Board of Trustees.

At the time of hiring and on an annual basis, the township will require employees and public officials to sign a policy to show their understanding of this policy.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Marion Township maintains a strong policy of equal employment opportunity. We ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, national origin, age, height, weight, or physical impairments.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, and social and recreational activities.

### Reasonable Accommodation for the Disabled

In carrying out its commitment of equal employment the Township will make reasonable accommodations for applicants, as well as employees, who can perform the essential functions of the job with or without reasonable accommodations.

### Discrimination or Harassment

Any form of discrimination or harassment is prohibited by Marion Township as well as by state and federal law. Any person engaging in such conduct may be terminated immediately.

Any employee who feels that he or she is being subjected to a form of discrimination or harassment prohibited by this policy should notify his or her immediate supervisor or the Township supervisor.

Any employee who is determined, after an investigation, to have engaged in discrimination or harassment in violation of this policy may be subject to disciplinary action, up to and including discharge.

### Sexual Harassment

The Township is committed to providing employees with a working environment that is safe, comfortable and productive. Sexual harassment in any form will not be tolerated. Simply stated, sexual harassment is any unwanted sexual attention pressed on an unwilling employee by co-workers or superiors. For purposes of this policy, sexual harassment is defined as including, but not limited to, the following acts:

1. Sexual relations, sexual contact, or the threat of sexual relations or sexual contact,



which is not freely and mutually agreeable to both parties.

2. The continual or repeated verbal abuse of a sexual nature including, but not limited to, sexually explicit statements, sexually suggestive objects or pictures, sexually degrading words used to describe the employee, or propositions of a sexual nature.
3. The threat or insinuation that lack of sexual submission will adversely affect the employee's wages, advancement, assigned duties, or other conditions that affect employment.

If you believe you are a victim of sexual harassment, deal with the problem immediately by making a written complaint to your immediate supervisor, to the Township Clerk, or to the Township Supervisor. All allegations of sexual harassment will be investigated fully, impartially, and with discretion. There will be NO retaliation against an employee who files a complaint.

Any employee who is found, after investigation, to have engaged in sexual harassment of another employee will be subject to discipline, up to and including discharge. An employee who files a false report of sexual harassment will also be subject to discipline, up to and including discharge.

### **SUPERVISION**

Personnel shall take direction from their immediate supervisor. The Township Supervisor is the immediate supervisor for the Assessors and the Zoning Administrator. The Township Clerk is the immediate supervisor of the Deputy Clerk, Receptionist and Election Workers. The Township Treasurer is the immediate supervisor of the Deputy Treasurer and the Treasurer's Assistant.

### **COMPENSATION POLICY**

#### Pay Period

For all employees, the standard pay period is monthly. Checks and automatic deposits will be available on the 10th of each month or on the last working day prior to the 10th. Pay period will cover the first through the last day of each calendar month.

For all employees working 32 hours per week, the standard workweek is Monday-Thursday, 9:00 am-5:00 pm. All employees are allowed a daily thirty (30) minute paid lunch and two fifteen (15) minute paid breaks. Customer service will be provided during these times by the appropriate staff.

#### Payroll Procedures

The normal workweek is defined in the Pay Period paragraph. All regular, non-elected employees are required to clock in and out each day to record hours worked. If hourly employees are authorized to work over 32 hours per week, they will be compensated at their normal hourly rate up to 40 hours. Hourly employees authorized to work over 40 hours in a week will be paid at 1½ times the regular rate.

Paid time off must be recorded on the standard PTO request form. Scheduled time off must be requested prior to taking time off. Unscheduled PTO must be recorded on the PTO request form when the employee returns to work.

Pay is calculated on the following basis:

Elected Officials are paid monthly in equal payments based on the annual salary approved by the board.

Non-elected regular hourly employees are paid monthly based on time recorded on time clock and PTO forms.

If an hourly employee is required to work hours other than the normal township business hours then they will be compensated at their regular rate of pay, be paid for time spent traveling and mileage. Example: Such as an MTT Hearing on a Friday that is out of town.

Appointed boards and commissions are paid as follows:

Planning Commission- \$100 per meeting as recorded by the zoning administrator and paid monthly. The chairman will receive \$150 per meeting.

Zoning Board of Appeals- \$100 per meeting as recorded by the zoning administrator and paid monthly.

Zoning Administrator will receive \$100 for attending the Planning Commission Meeting, Zoning Board of Review Meeting and \$100 per meeting when asked by the Supervisor, Clerk or Treasurer to attend the regular Board of Trustee meeting.

Board of Review--\$25 per hour for all meetings and training recorded on sign-in sheets paid monthly. Mileage will be paid up to 100 miles per class.

Howell Area Park and Recreation Authority Representative--\$175 per meeting, paid monthly.

Election Workers--pay rates set by election commission, approved by Board of Trustees. Time recorded on sign-in sheets for training and elections paid monthly.

### Overtime

Employees will be compensated for all work authorized by their immediate supervisor in excess of 40 hours per week at a rate equal to 1½ times the employee's regular rate of pay.

All authorized work in excess of sixteen (16) consecutive hours worked, or work on holidays, will be compensated at a rate equal to two (2) times the employee's regular rate of pay.

### Unpaid Furlough Days

If the workload and/or financial situation warrants, temporary unpaid furlough days may be enacted as determined by the Officers. PTO may not be taken as furlough days. Furlough days can only be changed at the request of an Official; i.e.: if the staff person is needed to come in because of an extra work load. This will not affect the benefit package.

### Date of Hire

The effective date on which an individual officially hired, as an employee of Marion Township shall be designated as that individual's "Date of Hire." This date is used to determine benefits. An employee's "Date of Hire" will remain in effect throughout an employee's continuous consecutive years of paid employment with the Township. The following shall alter an employee's date of hire:

- Authorized leaves of absence exceeding 180 days, which shall change employee's

date of hire to the date of return to his/her position.

### Seniority

Seniority is determined by years of service without more than a six-month approved leave of absence.

### Salary Increases/Raises

Employee starting salary will be that which has been established by the Board of Trustees. Merit raises will become effective July 1 of each calendar year upon review by the Board of Trustees.

### Education

Continuing education classes that will benefit the township will be paid by the township within the limits of each department's budget and must be approved by their immediate supervisor. Coverage may include class fee, mileage at the current rate, and reasonable overnight lodging. Hourly employees will be paid for only eight (8) hours per day at their regular hourly rate. ZBA and Planning Commission members are encouraged to attend in house or external training yearly, they will be paid \$80 for up to a four-hour class or \$160 for up to an 8-hour class. A class handout or report must be turned in after each class/seminar. Full time office staff are required to take one day (8 hours) of training per year that pertains to their job. Elected officials are encouraged to attend yearly educational classes to enrich their knowledge of government. If the workshop is 6 hours or more then the employee will be reimbursed \$25 for meals and incidentals for the day's expenses.

### Jury Duty

The employer shall pay the employee called for jury duty at his/her regular straight time rate, which he/she would earn if working, less an amount equal to the payment received for jury service. The employee must return to work and work any hours out of his/her scheduled workday that he/she is not actually on jury duty.

In order to receive compensation, an employee must give the employer at least two (2) days prior notice that he/she has been summoned for jury duty, and shall furnish documentation that he/she reported for or performed jury duty on the day(s) for which payment is received. The maximum payment obligation under this section is twenty (20) days each calendar year.

### Unacceptable Job Performance, Disciplinary Action

The employee's immediate supervisor will first advise an employee verbally if he or she is not performing to the acceptable standards.

If satisfactory improvements are not exhibited after a verbal warning, and within a maximum period of thirty (30) days, a written warning will be given to the employee for review and action.

If the employee's performance does not improve to an acceptable level after a written warning, further action will be taken, which may include withholding a merit increase, demotion, suspension without pay, or termination.

Use of this disciplinary procedure does not change the at-will relationship between the



Township and its employees.

### Employment of Relatives

Marion Township has no prohibition against hiring relatives. However, one general restriction has been established to help assure fair treatment of all employees.

While we accept and consider applications for full-time employment from relatives, close family members such as parents, children, spouses, or in-laws will not be hired into or transferred into positions in which they are the immediate supervisor of or are supervised by, a close family member.

### **OVERVIEW**

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules of conduct, the Township has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work
- Careful and conscientious in performance of duties
- Thoughtful and considerate of other people
- Courteous and helpful, both when dealing with customers and fellow employees

### Absenteeism and Tardiness

Marion Township expects employees to be at work on time and to observe the working hours established by the Township. An employee who will be absent from work for any reason must call the clerk's office within thirty (30) minutes of the start time of that day. If the clerk or deputy clerk is unavailable, request that whoever takes the message relay the information to the clerk's office as soon as possible. Repeated absenteeism and/or tardiness will be cause for disciplinary action up to and including termination.

All board members and commissioners should attend every scheduled meeting for which they are appointed or elected. If you need a copy of the meeting schedule, please contact the Clerk's office. However, in the event a board member or commissioner is unable to attend a meeting they should notify the Clerk's office as soon as possible so there is the presence of a quorum.

Arrangements for time-off must be made with the employee's immediate supervisor. The clerk's office shall also be notified of planned absences in advance and in accordance with the policy provisions of the leave regulations. The clerk's office must also be notified when unexpected leaves occur. Any scheduling change will be given to each employee in written form.

Force Majeure Days (An extraordinary interruption by a natural cause of the usual course of events that experience or care cannot reasonably foresee or prevent.)

It is the responsibility of the employee to determine if they can safely travel to and from work. The township will not pay them for that day of missed work, but if they feel they cannot get to work safely then PTO will be used to cover the time missed. If it is determined that the entire township offices are to be closed, the employees will be contacted via phone or text and compensated for that day's work at their regular rate of pay. Once at work if

something occurs such as inclement weather or a power failure the employees may be dismissed by the officials and will not lose that day's pay.

### Safety

Marion Township expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas.

### Substance Abuse

Marion Township will not tolerate any substance abuse on its premises. Any employee reporting to work subject to the effects of alcohol, or non-prescription drugs or **Marijuana**, or who uses alcohol, non-prescription drugs or **Marijuana**, on the premises, will be asked to leave immediately. Under these circumstances, assistance may be provided to ensure that the employee arrives home safely. Any employee who reports to work subject to the effects of alcohol, non-prescription drugs or **Marijuana**, or who uses alcohol, non-prescription drugs or **Marijuana** on the premises, may have his or her employment terminated immediately.

### Considerations for Smokers and Nonsmokers

Employees are requested to confine smoking to outside at the rear of the building. Smokers are further requested to have consideration for nonsmoking co-workers.

### Dress Code

What we wear to work is a reflection of the pride we have in our Township. To favorably impress members of the public, it is important for all employees to present a businesslike appearance. However, in case there are questions, here are some guidelines:

- Clothing should not constitute a safety hazard
- Employees should practice common sense rules of neatness, good taste and comfort
- Clothing should be appropriate relative to the employee's duties and specific job description

### Kitchen Clean Up

Staff members shall be responsible and considerate of their colleagues by cleaning up after themselves. Dishes should be washed, counters kept clean and food properly stored to prevent rodent invasions. If you make the mess, you will clean it up!

### Terminations

Employment with Marion Township is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice. All of Marion Township non-elected staff are "at will employees".

When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave of absence should be explored if the employee has a good work record and has sufficient length of service.

The employee is expected to give at least two weeks written notice before terminating employment.



## Personnel Files

Contact the Clerk if there are any changes in your:

- Home address
- Telephone number
- E-mail address
- Emergency contact
- Martial status
- Number of dependents
- Military status

You may review your personnel file by contacting the Clerk and arranging a time to do so.

## Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long-distance calls not billed to the employee may not be made without maintaining accurate records and reimbursing the Township for the cost of the call. Cell phones should be used discreetly and at a minimum so as not to interfere with regular township business.

## Solicitations and Distributions

People who do not work for the Township or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Township property.

## Protection of Township and Employee Property

Respect and protection of Township property and employee personal property is everyone's concern. If you find property missing or damaged, please report immediately.

## Release of Information

Except for records and information that we are legally required to provide to government agencies, no information about you will be released unless there is a signed authorization form from you on file, and the request is in writing.

## **BENEFITS**

The term benefits for this section refer to health insurance coverage and the pension plan.

### 1. Pension Plan-Defined Contribution Plan.

The Township will contribute 8% of individual's monthly gross wages, excluding wages earned for sitting on any boards that would also include recording secretary's earnings. The employee may also voluntarily contribute to the MERS 457 plan (after-tax compensation) or to the VOYA plan (before-tax compensation).

All contributions to the plan are vested immediately.



## 2. Health Insurance Coverage.

Employees (32+hours per week) and elected officials are eligible for health care coverage. The Township will cover 90% of the premium, the employee 10% paid on a monthly basis. The Township will pay a portion of the employees' health insurance deductible. Any elected official or employee (32+ hours per week) opting not to participate will receive a stipend of \$600 per month.

### Paid Time Off

Paid time off is determined by length of service and is accrued as follows:

Employees working 32 hours per week:

- Five years and below 96 hours per year  
(accrued at the rate of 8 hours per month)
- Starting the 5<sup>th</sup> year and 1 day, through 10 years 144 hours per year  
(accrued at the rate of 12 hours per month)
- Starting the 10<sup>th</sup> year and 1 day 192 hours per year  
(accrued at the rate of 16 hours per month)

Paid time off (PTO) may be taken at any time during the year, but should be scheduled with their immediate supervisor and then notify the Clerk's office to avoid conflicts with other employees' vacations and with busy periods of the year. Vacations will be scheduled on a first come first serve basis. A form signed by the immediate supervisor must be filed with the Clerk. Unpaid time off may be granted after PTO time is exhausted.

Any employee who gives proper notice regarding termination of his/her employment with the Township shall be entitled to his or her regular pay for any unused portion of paid time off, as of date of separation.

Any employee who is laid off or separated from the Township for reasons other than disciplinary action shall be paid accrued leave time upon approval of his/her supervisor. Unused vacation (PTO) days will be allowed to accumulate up to twelve working days. On an annual basis, accumulated PTO days in excess of twelve working days will be paid by a check issued in January with taxes withheld.

In the event of death, employee's beneficiary shall be paid his/or accumulated time.

If an employee terminates employment with the Township a two-week notice shall be given.

### Medical Leave of Absence

To qualify for a medical leave of absence, employee must be employed with the Township for at least twelve (12) months. If a full-time employee (32 hours per week) is off for an extended period of time due to a physical or mental illness, the employee may request a leave of absence not to exceed six (6) months twelve (12) weeks. Any leave of absence granted shall be considered leave time and shall be without pay except for that portion covered under accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave.

Multiple medical leave of absences shall be based on a twelve-month period. After a ~~six-month~~ **twelve (12) weeks** leave of absence, employees must work another twelve months before they are eligible for another township paid health insurance (90%) leave of absence.

To qualify for a medical leave of absence, non-elected employees must submit a physician's certificate stipulating that the employee is unable to work, the reason therefore, and an estimated return to work date. Marion Township reserves the right to require the employee to furnish additional medical certificates verifying the continued need for medical leave of absence. Said verification must be submitted within thirty (30) days of the Township's request. This does not apply to elected officials.

During an unpaid leave of absence, the Township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion (10%) for a period not to exceed ~~six (6) months~~ **twelve (12) weeks**. If a non-elected employee fails to pay their (10%) share of the monthly coverage, it will be terminated.

If a full-time (32 hours) employee is off for an extended period of time due to prolonged illness of his/her spouse or children, the employee may be granted, at his/her request, a leave of absence not to exceed ~~ninety (90) days~~ **twelve (12) weeks**, or a length of time equal to his/her accumulated leave days, whichever is greater. Such leave shall be without pay with the exception of accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave. The township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion (10%) for a period not to exceed ~~ninety (90) days~~ **twelve (12) weeks**. **If the leave is unprotected, whether from the start or because the protected leave is exhausted, the employee is no longer entitled to receive the miscellaneous medical stipend, during their unprotected absence.**

Elected officials are covered by the township's health insurance including medical leave of absence. This takes effect immediately upon start date, (90%) paid by the township and (10%) paid by the elected official. The elected official is exempt from the length of absence and is governed by separate policies.

#### COVID-19

**Marion Township officials and staff will be following the current Livingston County Health Department Isolation and Quarantine Guidelines to actively mitigate the spread of coronavirus. Employees will receive 4 days (32 hours) of paid time off per year due to Covid.**

#### Holidays

The township hall will be closed on the holidays listed below. They will be paid holidays unless they fall on a Friday or Saturday. If a holiday falls on a Sunday, the following Monday will be the paid holiday and the township hall will be closed for business. **When a holiday falls on a day of the week that results in no benefit to the employee, the lost benefit will be added the employees leave time accrual.**

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Eligible employees requested to work on a holiday will be paid for time worked plus holiday pay. This will be compensated at their regular hourly rate.

### Bereavement Leave of Absence

Employees working 32 hours shall be allowed the following leaves of absence, with pay, as bereavement leave. Bereavement leave will not be deducted from the employee's accumulated paid leave time.

- Four (4) days for the death of a spouse/significant other, child, parent, daughter-in-law or son-in-law.
- Three (3) days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two (2) days for the death of grandparents, stepparents, brother-in-law, sister-in-law, or member of the employee's immediate household.
- One (1) day for aunt or uncle.

### Worker's Disability Compensation

All injuries incurred on the job must be reported to the employee's supervisor IMMEDIATELY.

### Employee Complaint Procedure

Differences of opinion occasionally arise between individuals in an employment setting. It is in the best interest of the Township that such conflicts be resolved. Only complaints or replies to complaints, which are of extreme significance, need be in writing. Open discussion is encouraged so that employee grievances and complaints may be resolved to the satisfaction of all concerned.

Employees who submit a complaint or grievance under this procedure will not be harassed nor will any reprisals be taken. However, employees are not to disrupt or in any manner interfere with the work of any other employee.

### Procedure

1. Any employee or representatives of a group of employees (not to exceed three) having a grievance or complaint relating to his/her status or conditions of employment with the Township should first discuss the problem with the employee's immediate supervisor. (Should an employee have a grievance concerning his/her immediate supervisor, the employee should discuss the matter with the Township Supervisor).
2. If the employee feels that no satisfactory conclusion has been offered, the employee may submit a written complaint to the Supervisor giving the employee's reason for disagreement. The Township Supervisor will then make a recommendation.
3. If the employee still feels that no satisfactory conclusion has been offered, the employee may request a special meeting with the Township Supervisor and others concerned may be asked to attend to discuss the employee's written complaint in order to make a fair determination of the complaint.
4. If the employee still feels that no satisfactory conclusion has been offered, the employee may submit a written complaint to the Township Supervisor for



presentation to the Township Board at a Special Meeting for a recommendation. The employee and others concerned may be asked to attend the meeting with the Board to discuss the complaint in order to make a fair and final determination.

These procedures are not intended to create any contract between the Township and an employee concerning the procedures that will be followed in handling any employee concerns, including termination of employment.

#### Gifts and Gratuities Prohibited

No employee, officer or department head of the township shall knowingly accept any gift, frank, free ticket, pass, reduced price, or reduced rate of service, other than as generally granted to the people of the community at large not the same class or quality of goods and services, from any person, firm or corporation operating a public utility within the Township or from any person known to him or her to have secured, or to be endeavoring to secure, a contract with the Township.

Common gifts given to the entire staff during the holiday season are acceptable if they do not exceed \$100 from each gift giver.

#### Township Hall Use

The Marion Township Hall may be used by elected officials and staff at no cost two times per year. All rules and regulations apply the same as they do for the general public. Special requests must be approved by the officers.

*Please Note: All final decisions related to the personnel policy and administrative regulations will be made by the Township's Board of Trustees.*

# State of Michigan



## DEPARTMENT OF STATE

### TO ALL TO WHOM THESE PRESENTS SHALL COME:

I, Jocelyn Benson, Secretary of State of the State of Michigan and custodian of the Great Seal of the State, hereby certify that Information on file with this Department indicates that MARION TOWNSHIP, LIVINGSTON COUNTY, has a population of 2000 or more according to the most recent United States census and is therefore eligible to become a charter township under the provisions of the Charter Township Act 1947 PA 359, as amended; MCL 42.1 (et seq.).\*\*\*\*End of Certification\*\*\*\*

*IN WITNESS WHEREOF, I execute this certificate  
and affix the GREAT SEAL of the State of  
Michigan on this 16th day of December 2021.*



*Jocelyn Benson*

Secretary of State

20004437380321

This certification attests only to the authenticity of the signature of the official who signed the affixed document, the capacity in which that official acted, and where appropriate, the identity of the seal or stamp which the document bears. This certification is not intended to imply that the contents of the document are correct, nor that they have the approval of the State of Michigan.

## **NOTICE OF ELIGIBILITY TO INCORPORATE AS A CHARTER TOWNSHIP AND RIGHT TO REFERENDUM**

Official certification has been received from the Michigan Secretary of State that the township of Marion has a population of 2000 or more according to the most recent United States census and is therefore eligible to be incorporated as a charter township under the provisions of section 3a of the Charter Township Act, 1947 PA 359 concerning status as a charter township, as follows.

1. Adopt by majority vote a resolution opposed to incorporation as a charter township;
2. Adopt by majority vote a resolution of intent to approve incorporation as a charter township;
3. Adopt by majority vote a resolution to place before the electorate at the next regular or special township election the question of incorporation as a charter township.

If option 2 is adopted by the township board, the citizens of the township have the right to file a "Right to Referendum Petition". This petition must be filed within the 60 days which must lapse between passage of a resolution of the intent to incorporate and final passage of the resolution to incorporate as a charter township.

The petition shall follow, in general form, the nominating petition form as prescribed in the Michigan Election Law, and in the heading will indicate "Disagreement of Intent to Incorporate as a Charter Township". The petition must be signed by not less than 10% of the registered voters of the township based on the vote cast for all candidates for supervisor at the last election at which a supervisor was elected.

If the petition is successful, the question of incorporation will be placed on the ballot at the next general or special township election.

Tammy L. Beal, Marion Township Clerk



**THE CHARTER TOWNSHIP ACT (EXCERPT)**  
**Act 359 of 1947**

**42.3a Notice to clerk of township not incorporated as charter township; resolution of township board; notice of right to referendum; petition; signatures; submitting question of incorporation at general or special election; wording of ballot.**

Sec. 3a. (1) Within 30 days after the effective date of this 1984 amendatory act and after each regular or special federal or state census, the secretary of state shall notify the clerk of a township which is not incorporated as a charter township pursuant to this act and which has a population of 2,000 or more inhabitants, excluding the population of any incorporated village, according to the most recently made regular or special federal or state census that the township may be incorporated as the charter township of ..... under this act.

(2) After notification is received by the clerk, the township board may:

(a) Adopt, by a majority vote, a resolution opposed to incorporation.

(b) Adopt, by a majority vote, a resolution of intent to approve incorporation and if a petition of disagreement to the intent resolution relative to the incorporation is filed within 60 days before final passage of the resolution, the electors of the township have the right to a referendum on the incorporation question.

(c) Adopt, by a majority vote, a resolution to place before the electorate the question of incorporation at the next regular or special election.

(3) The clerk shall publish in a newspaper of general circulation in the township a notice of the right to referendum within 15 days after receipt of notification from the secretary of state. A second notice shall be published 7 days after the first notice.

(4) The petition under subsection (2)(b) shall be signed by not less than 10% of the number of electors of the township voting for township supervisor at the last election in which a supervisor was elected. The township clerk shall check the signatures on the petitions with those of the electors signing the petitions as they appear on the registration cards of the township. If petitions bearing the required number of signatures of electors have been filed, the clerk shall do and perform all acts required for the submission of the question of incorporation at the next general or special election. The wording of the ballot shall be in accordance with section 2.

**History:** Add. 1976, Act 90, Eff. Mar. 31, 1977;—Am. 1984, Act 361, Eff. Mar. 29, 1985.

MEMO

To: Marion Township Board

From: Bob Hanvey

Subject: Tamarack (Sunridge) PUD Amendment

Date: January 27, 2022

Attached for your review is the Second Amendment to the Sunridge PUD agreement. This version has been approved by the Township Attorney.

**SECOND AMENDMENT TO PLANNED UNIT  
DEVELOPMENT AGREEMENT  
SUNRIDGE COMMUNITY**

THIS SECOND AMENDMENT TO PLANNED UNIT DEVELOPMENT AGREEMENT (“**Amendment**”) is entered into by the **Township of Marion**, a Michigan municipal corporation (the “**Township**”), having an address of 2877 West Coon Lake Road, Howell, Michigan 48843, **Blue Sunridge LLC**, a Michigan limited liability company (“**Blue Sunridge**”), having an address of 32400 Telegraph Road, Suite 100, Bingham Farms, Michigan 48025, and the **Sunridge Condominium Homeowners Association**, a Michigan non-profit corporation (the “**Association**”), having an address of 39525 Thirteen Mile Road, Suite 250, Novi, Michigan 48377.

**RECITALS:**

A. The Township, Mitch Harris Building Company, Inc. (“**Original Developer**”), and the Association entered into a Planned Unit Agreement dated July 28, 2003, and recorded in Liber 4055, Page 723, Livingston County Records (the “**PUD Agreement**”) for the development of a three phase condominium project to be known as Sunridge Condominium. The property subject to the PUD Agreement is described on **Exhibit A** attached hereto. The project was approved by the Township Board as a Planned Unit Development under the Township’s Zoning Ordinance. Capitalized terms used in this Amendment and not otherwise defined herein shall have the meanings given to such terms in the PUD Agreement.

B. The Original Developer obtained Township approval of the site plan for the development of the Planned Unit Development (the “**Site Plan**”) and thereafter developed Phase I as Sunridge Condominium, pursuant to the Master Deed recorded in Liber 4055, Liber 626, Livingston County Records, Subdivision Plan No. 279. Sunridge Condominium is administered by the Association.

C. In 2015, Blue Sunridge requested an amendment to the PUD Agreement, which was approved and signed by the Township and thereafter Phase II of the Sunridge Condominium (a/k/a “**Marion Creek**”) was developed pursuant to the PUD Agreement, as amended, and the approved site plan for Phase II (hereinafter collectively referred to as the “**PUD Agreement**”).

D. Blue Sunridge desires to develop Phase III of the Sunridge Condominium (a/k/a “**Tamarack Place**”), and submitted a revised site plan for Phase III to the Township (the “**Revised Site Plan**”) which has been approved by the Township.

E. Based on the Township’s approval of the Revised Site Plan and the modifications agreed to by the Township on January 26, 2021, the PUD Agreement requires a Second Amendment to ensure consistency between the requirements of the PUD Agreement and development as proposed in the Revised Site Plan.



D. The parties hereto desire to amend the PUD Agreement in the manner set forth below regarding the development of Phase III of the Planned Unit Development.

Therefore, in consideration of the mutual covenants of the parties set forth below, the parties hereto agree to amend the PUD Agreement as follows:

1. **Park Amenities.** Phase III of the Sunridge Condominium shall not require the installation of any park amenities (e.g. athletic field, pavilion, playscape and parking area), as required by the PUD Agreement. In lieu thereof, Phase III shall be developed with a network of paved and natural trails throughout the open spaces, all as more particularly shown on the Revised Site Plan by Design, Inc. dated June 25, 2021, including all Plan Sheets attached thereto.

2. **Offsite Roadway Improvements.** In lieu of any offsite roadway improvements required by the PUD Agreement, Blue Sunridge shall make a voluntary payment in the amount of One Hundred Fifty Thousand (\$150,000.00) Dollars to the Township, which the Township may use for any offsite roadway improvements or otherwise, in its sole discretion (the “**Offsite Roadway Improvement Payment**”). The Offsite Roadway Improvement Payment shall be made prior, and shall be a condition precedent, to the issuance of any Land Use Permit for the first of any structures to be constructed upon the Phase III property. Upon making the Offsite Roadway Improvement Payment, Blue Sunridge, including its successors and assigns, shall be released from any and all obligations to make, or to contribute towards, any offsite roadway improvement requirements contained in the PUD Agreement. The parties acknowledge that the Offsite Roadway Improvement Payment reasonably addresses the impacts of Phase III on the road network and intersections in the vicinity of Sunridge Condominium, as required by Section 3(g) of Amendment to the PUD Agreement.

3. **Timing and Requirements for Construction of Improvements.** Phase III of the Sunridge Condominium shall be completed in a total of four (4) phases. With respect to each of the four (4) phases included within Phase III of the Sunridge Condominium, street and utility improvements for each phase shall be completed within twelve (12) months from the approval of the final site plan for such phase, or, if a final site plan is approved for multiple phases, within twelve (12) months from the commencement of construction of such phase.

4. **Construction Access.** The parties acknowledge that construction access to Phase III is currently limited to access from the south via Peavy Road and Keddle Road. The parties hereby agree that such restriction shall cease to be effective once the Peavy Road bridge replacement project has been completed (estimated completion to occur in 2023).

5. **Effect of Amendment.** Except as set forth in this Amendment, the terms and provisions of the PUD Agreement shall remain in full force and are ratified by the parties. In the event of any conflict between the terms and provisions of the PUD Agreement, as amended by this Amendment, and the provisions of the Township’s Zoning Ordinance or any other Township ordinances, rules or regulations or any amendments thereto, the provisions of the PUD Agreement, as amended by this Amendment, shall control.

6. **Authority.** Each party represents that the person executing this Amendment on behalf of such party has the requisite authority to do so and that the execution of this Amendment has been authorized by all necessary action and is therefore binding on such party.

7. **Counterparts.** This Amendment may be executed in counterparts and all such counterparts, taken together, shall constitute one and the same Amendment.

8. **Effective Date.** The Effective Date of this Amendment shall be the last date on which all of the parties hereto have executed this Agreement.

The parties have executed this Amendment to Planned Unit Development Agreement, effective as of the Effective Date provided herein.

**TOWNSHIP**

Township of Marion,  
a Michigan municipal corporation

By: \_\_\_\_\_  
Robert Hanvey

Its: Supervisor

By: \_\_\_\_\_

Its: Clerk

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Robert Hanvey, Supervisor and \_\_\_\_\_, Clerk of the Township of Marion, a Michigan municipal corporation, on behalf of the Corporation.

\_\_\_\_\_  
Notary Public  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

**BLUE SUNRIDGE**

Blue Sunridge LLC,  
a Michigan limited liability company

By: \_\_\_\_\_  
Scott R. Jacobson  
Its: Authorized Representative

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Scott Jacobson, Authorized Representative of Blue Sunridge LLC, a Michigan limited liability company, on behalf of the Company.

\_\_\_\_\_  
Notary Public  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

DRAFTED BY AND WHEN RECORDED RETURN TO:  
Bradley F. Scobel, Esq.  
Seyburn Kahn  
2000 Town Center, Suite 1500  
Southfield, Michigan 48075  
(248) 353-7620





# Liv.Co UPDATE

Monthly News from the  
Livingston County Commissioners



December 2021

## Livingston County Board of Commissioners



District 1 - Martin Smith

District 2 - Carol Sue Reader

District 3 - Wes Nakagiri  
*(Board Chairman)*

District 4 - Douglas G. Helzerman

District 5 - Jay R. Drick

District 6 - Mitchell Zajac

District 7 - Carol S. Griffith  
*(Board Vice-Chairwoman)*

District 8 - Jerome Gross

District 9 - Brenda Plank

*"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside, and recreate in Livingston County."*

## The Board Adopts The 2022 Livingston County Budget

The Board of Commissioners approved the 2022 Fiscal Year Budget on December 13th. The General Fund budget comprises \$53.6 million of a \$102.4 million total budget. Just over \$792,000 in capital improvements is planned for 2022 and \$650,000 is appropriated for an additional payment to MERS for the County's pension plan. Livingston County will continue to operate with the lowest County millage rate in the state and the County's AAA bond rating was reaffirmed by Moody's. Only 3% of all counties in the United States have earned this designation! The County will enter 2022 on solid financial footing and we will continue to act prudently on behalf of our citizens. The creation of the County budget is truly a collaborative effort. Thank you to all the County employees that worked hard to assist in the creation of a balanced and responsible 2022 budget.

## Final Call For Broadband Survey Responses

The County's Resident Broadband Survey is only open for two more weeks and we need your help to improve our number of resident responses. "Our broadband survey is still open and we continue to receive helpful planning responses from our residents and businesses. We have been very successful so far, but the more responses we get, the greater the accuracy for future planning phases," said Chief Information Officer Kristoffer Tobbe. We hope to receive as many resident responses as possible to ensure we have a clear picture of service in our area. Some areas that would benefit from additional resident responses include Cohoctah, Deerfield, Conway, Putnam, Marion, and Hamburg Townships. Municipalities and local organizations in these areas can make a large impact by encouraging their residents to participate. The survey is open until January 1, 2022 at <https://www.merit.edu/livgov/>. All organizations are welcome to use the materials at <https://www.livgov.com/communications/Pages/Resident-Broadband-Survey.aspx> to spread the word about the survey. Thank you to all of our local partners who have so consistently shared this message. Your help is deeply appreciated and has definitely contributed to the County's high response rate, which is setting records. Over 4,500 households in our community have taken the survey, which made the responses the County received statistically significant earlier on in the survey timeline than expected.

## Monthly Meetings

All meetings are in-person, but have a Zoom participation option.

- Via Zoom (on-line meetings):  
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>
- Via the Zoom app - **join a meeting**,  
meeting number: **399 700 0062**  
Enter the password: **LCBOC**  
(ensure there are no spaces before or after the password)
- Dial by your location: +1 929 205 6099  
Meeting ID: **399 700 0062**  
Password: **886752**

12/20/2021 - Infrastructure and  
Development & Public Safety  
Meeting at 5:30 PM

12/22/2021 - Finance Committee  
Meeting at 7:30 AM

12/27/2021 - Full Board Meeting at  
5:30 PM



## Resolutions Passed by the Board of Commissioners

- The Courts will be submitting an application for the 2022 Coronavirus Emergency Supplemental Funding Grant, which is administered by the Michigan State Police, in the amount of \$150,000.
- The Airport's grant agreement with the Michigan Department of Transportation under the FAA 2021 CRRSAA Act has been approved. The Airport will receive \$23,000 from the grant for operation expenses.
- The Health Department's agreement with The Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental health related services has been approved. EGLE will reimburse the Health Department \$138,063 for the covered services.
- EMS will be utilizing the MITN contract with Boundtree Medical for medical supplies for an amount not to exceed \$153,000 for 2022.
- EMS will also utilize contracts with Henry Schein, McKesson Medical-Surgical, and Medline Industries to purchase medical supplies.
- A contract for janitorial, maintenance, and lawn care for Community Mental Health at a cost of \$8,018.42 a month has been approved.
- The Adult Drug Court and Veterans Treatment Court have both accepted \$50,000 through the Bureau of Justice Assistance Grant for operation and expansion costs.
- The Board of Commissioners have reauthorized temporary COVID-19 leave benefits for eligible County employees in 2022. The leave grants up to fourteen calendar days of leave. The benefits will automatically terminate on December 31, 2022, or upon action by the Board of Commissioners, whatever date is soonest.
- Livingston County has retained the law firm of Cohl, Stoker & Toskey as civil counsel for the County and its various departments since 1980. A contract amendment with the law firm has been authorized for a fixed fee increase of 4%.
- Renovations to the Historical Courthouse will be made as the County Clerk's Election Division will utilize a workspace in the ground floor. The renovations will result in increased workflow productivity and security for Elections. Facility Services and the County Clerk have worked in conjunction to design a highly functioning and secure space to be completed utilizing existing contracts for construction services and furniture through John Stewart General Contractors and MarxModa. Facility Services and County Clerk Elections Division would like to move forward with the project to renovate the space at a cost not to exceed \$110,299 which includes a 10% contingency.
- Livingston County has adopted the Municipal Employee's Retirement System of Michigan Define Contribution Retirement Plan to be applicable to all eligible non-union employees hired on or after January 1, 2022. The County will contribute 4% of MERS includable wages for the Plan Year. If a Participant contributes a percentage of includable wages for the Plan Year, the Employer shall make a matching contribution of up to 4% of includable wages for the Plan Year on behalf of that Participant.
- The removal and replacement of the foam agent used in the foam fire suppression system in EMS' hanger will be completed soon. The estimated cost of the repairs is \$39,900 and will be billed to The University of Michigan per the current lease agreement.
- Jason Schrock has been appointed to the Livingston County Planning Commission with a term expiring October 31, 2024.
- The Board of Commissioners have granted a property easement to the City of Howell for the purpose of constructing restroom facilities. The property is located at the corner of Clinton Street and Court Street in downtown Howell. The City of Howell will be responsible for all construction cost associated with the project as well as ongoing maintenance to the facility.