1. CALL TO ORDER
2. INVOCATION AND PLEDGE
3. CITIZEN OF THE MONTH
4. PROCLAMATIONS
   A. National Recovery Month
   B. Suicide Prevention Month
5. APPROVAL OF BILLS
6. PUBLIC COMMENT (3 minutes or less) *Board does not respond during public comment
7. APPROVAL OF AGENDA
8. CONSENT AGENDA
   A. Minutes - Joint Workshop, July 29, 2021
   B. Minutes - Regular Meeting, August 2, 2021
   C. Employee Flu Shot Program
   D. 2021-2023 RCOC Annual Permit Applications
   E. Bond Matured, Sales and Purchases for July 2021
   F. SCBA Cylinders/RIT Packs
   G. Purchase Ambulance - Fire Department
   H. CIA Bylaws Amendment
   I. Hire Safety Path & Trails Maintenance Worker
   J. Appoint Property Maintenance Hearing Officer
   K. Update Spending & Bid Limit and Capitalization Policy
9. PENDING
   A. Second Reading - PC-2021-50 Text Amendment to Zoning Ordinance #78, Assemblies
10. REPORTS
    A. Police/Fire Reports
11. PUBLIC COMMENT
12. BOARD MEMBER COMMENT
13. ADJOURNMENT

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact Penny S. Shults, Clerk, at (248) 391-0304, ext. 4001, at least seventy-two hours in advance of the meeting to request accommodations.
Charter Township of Orion  
Oakland County, Michigan

Proclamation  
National Recovery Month  
By the Supervisor of the Charter Township of Orion

Whereas substance abuse recovery is important for individual well-being and vitality, as well as for families, communities and businesses; and

Whereas, according to SAMHSA (Substance Abuse and Mental Health Services Administrative), in 2019, 9.5 million people aged 12 or older had a substance use disorder and a mental illness; and

Whereas, we will continue to educate and raise awareness of the risks and potential harm associated with prescription drug misuse; and

Whereas we believe everyone facing substance use disorders is capable of living a life in recovery; and

Whereas stigma and stereotypes associated with substance use disorders often keep people from seeking treatment that could improve their quality of life; and

Whereas substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically or functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home; and

Whereas substance use disorder recovery is a journey of healing and transformation, enabling people to live in a community of his/her choice while striving to achieve his/her full potential; and

Whereas substance use disorder recovery benefits individuals with substance use disorders by focusing on their abilities to live, work, learn, and fully participate and contribute to our society, and also enriches the culture of our community; and

Now therefore I, Chris Barnett, Supervisor of the Charter Township of Orion, along with the Oakland Community Health Network, do hereby proclaim September 2021 as National Recovery Month, and call upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our state to increasing awareness and understanding of substance use, and the need for appropriate and accessible services to promote recovery.

Chris Barnett, Supervisor  
Charter Township of Orion

Issued August 16, 2021
Proclamation

National Suicide Prevention Month

By the Supervisor of the Charter Township of Orion

Whereas, September is known as National Suicide Prevention Month and is intended to help raise awareness surrounding suicide prevention resources available in the community; and

Whereas, World Suicide Prevention Day is observed each year on September 10; and

Whereas, Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

Whereas, according to the CDC, each year more than 48,000 people die by suicide; and

Whereas, in May 2020, during the COVID-19 pandemic, ED visits for suspected suicide attempts began to increase among adolescents aged 12-17 years, especially girls; and

Whereas, organizations like the National Alliance on Mental Illness (NAMI) and National Suicide Prevention Lifeline, 800-273-TALK (825) work to help individuals in crisis and provide resources to shed light on this highly stigmatized topic; and

Whereas, every year thousands of individuals die by suicide, leaving behind friends and family members to navigate the tragedy of loss. Often feelings of shame and stigma prevent them from talking openly; and

Whereas, Oakland Community Health Network (OCHN) is committed to being a Zero Suicide organization and cultivate a network of providers who are engaged in the Zero Suicide philosophy.

Now Therefore, I, Chris Barnett, Supervisor of the Charter Township of Orion, along with the Oakland Community Health Network, hereby proclaims the month of September 2021 as National Suicide Prevention Month and calls upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our State to increasing awareness and understanding of suicide prevention, and the need for appropriate and accessible services to assist individuals in crisis.

Issued August 16, 2021

Chris Barnett, Supervisor
Charter Township of Orion
8/16/2021

INVOICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Board Bills</td>
<td>8/5/2021</td>
<td>$18,307.52</td>
</tr>
<tr>
<td>Non Board Bills</td>
<td>8/11/2021</td>
<td>$9,130.72</td>
</tr>
<tr>
<td>Board Bills</td>
<td>8/16/2021</td>
<td>$307,171.09</td>
</tr>
</tbody>
</table>

**Total Invoices** $334,609.33

**Total Invoice Disbursements** $334,609.33

PAYROLL

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>8/4/2021</td>
<td>$230,272.25</td>
</tr>
<tr>
<td>Longevity Pay</td>
<td>8/10/2021</td>
<td>$8,350.16</td>
</tr>
<tr>
<td>Retro Payment</td>
<td>8/12/2021</td>
<td>$15,551.78</td>
</tr>
<tr>
<td>FICA Expenses</td>
<td></td>
<td>$19,371.86</td>
</tr>
<tr>
<td>Benefit Expenses</td>
<td></td>
<td>$144,329.35</td>
</tr>
</tbody>
</table>

**Total Payroll Disbursements** $417,875.40

**Grand Total Disbursements** $752,484.73

Due to the conversion to the Pooled Cash Fund, total disbursements include refunds from deposits, bonds & escrows which are not expenses to the township. The payroll check register shows deductions that are not expenses to the township.

Prepared by Melissa Bardecki
The Charter Township of Orion held a Special Joint Meeting with the Board of Trustees, Planning Commission, Zoning Board of Appeals, and the Corridor Improvement Authority on Thursday, July 29, 2021, at 12:04 p.m. at the Orion Community Center, 1335 Joslyn Road, Lake Orion, Michigan 48360.

**BOARD OF TRUSTEES MEMBERS PRESENT:**
Chris Barnett, Supervisor
Kim Urbanowski, Trustee/BOT Rep. to PC
Penny Shults, Clerk
Brian Birney, Trustee
Donni Steele, Treasurer
Julia Dalrymple, Trustee
Mike Flood, Trustee/BOT Rep. to ZBA

**BOARD OF TRUSTEES MEMBERS ABSENT:**
None.

**PLANNING COMMISSION MEMBERS PRESENT:**
Scott Reynolds, Chairman
Kim Urbanowski, BOT Rep. to PC
Don Gross, Vice-Chairman
Joe St. Henry, Secretary
Jessica Gingell, Commissioner
Derek Brackon, Commissioner

**PLANNING COMMISSION MEMBERS ABSENT:**
Don Walker, PC Rep. to ZBA

**ZONING BOARD OF APPEALS MEMBERS PRESENT:**
Mike Flood, BOT Rep. to ZBA
Diane Dunaskiss, ZBA Member
James Kerby, Alternate

**ZONING BOARD OF APPEALS MEMBERS ABSENT:**
Dan Durham, Chairman
Tony Cook, Vice-Chairman
Don Walker, PC Rep. to ZBA

**CORRIDOR IMPROVEMENT AUTHORITY PRESENT:**
Chris Barnett, Supervisor
Donni Steele, Treasurer
JoAnn Van Tassel, CIA Secretary
Dan Dewey

**CORRIDOR IMPROVEMENT AUTHORITY ABSENT:**
H. Scott Bicknell
Bill Krausmann
Jeff Schmitz

**CONSULTANTS PRESENT:**
Dan Kelly (Attorney) of The Kelly Firm, PLC
Brittney Ellis (Attorney) of The Kelly Firm, PLC
Rod Arroyo (Township Planner) of Giffels Webster
Mark Landis (Township Engineer) with OHM
Gary Roberts, (Economic Development) of Strategic Communications Solutions

**OTHERS PRESENT:**
Tammy Girling, Planning & Zoning Director
David Goodloe, Building Official
Lynn Harrison, Planning & Zoning Coordinator
Al Dajisley, Ordinance Enforcement Officer
CALL TO ORDER AND INTRODUCTIONS
Supervisor Barnett called the joint special meeting to order at 12:04 p.m. Supervisor Barnett thanked the staff and volunteer members that were present. Supervisor Barnett asked everyone in attendance to introduce themselves.

NEW BUSINESS
Township Planner Arroyo gave an update on the Master Plan status.

PERFORMANCE GUARANTEES
Supervisor Barnett pointed out that developers have inquired about accepting bonds instead of Letter of Credits or cash for required guarantees. He also mentioned that the Township currently requires a Performance Guarantee of fifty (50) percent of the total cost to build.

Engineer Landis weighed in. He commented on some of the problems that have occurred in the City of Auburn Hills.

Planning and Zoning Director Girling commented that developers are warned up front about the Performance Guarantee amount and that it has to be in the form of an Irrevocable Letter of Credit or cash. Obtaining that fee is what often slows down or stalls a development.

Township Planner Arroyo explained accepting bonds are sometimes unstable. Planner Arroyo suggested doing some research to come up with specific bonding companies that are “strong”.

Supervisor Barnett commented that he is hearing from developers that our policy is really strict.

CIA Secretary Van Tassel suggested that if developers are offered the option of submitting a bond to cover their guarantees, that they be given bond company options the Township has researched and are okay with.

Gary Roberts concurred with CIA Secretary Van Tassel’s suggestion.

Planning and Zoning Director Girling asked Township Attorney Kelly if we can treat one developer different than another? Attorney Kelly replied, yes.

Supervisor Barnett commented that he doesn’t want to be the most lenient and suggested looking into what other communities are doing.

Building Official Goodloe stated that having a guarantee is a good tool to make sure things get done.

It was decided to form an ADHOC committee to research this topic. Tony Kerby, Derek Brackon, Gary Roberts, Chris Barnett and Scott Reynolds volunteered to be on the committee with assistance from the Kelly Firm and OHM. Scott Reynolds would head up the committee.

FENCES
Planning and Zoning Director Girling explained the issue regarding fences and them being allowed on someone’s property line if the fence is 4-ft. tall or having to meet district setbacks if the fence is 6-ft tall. The result being many cases are going to the ZBA to deter from 6-ft. fences having to meet property setbacks. The issue was discussed recently at the Planning Commission.
Trustee Flood said he was not opposed to keeping the current language but to put some “teeth” in it. He suggested that the Township possibly require a homeowner to get a survey and to come up with some specific criteria a homeowner has to comply with such as putting the nice side facing out, that it has to be gated, etc.

Planning & Zoning Director Girling said that whatever criteria is agreed upon has to be in the Ordinance to alleviate the number of cases that go to the ZBA.

Planning Commission Chairman Reynolds detailed the Planning Commission discussions and agreed with supplementing the Ordinance. He also suggested that being we are in the process of updating the Master Plan, it would be a good time to “look at the bigger picture”. Chairman Reynolds proposed the process that if neighbors can come to an agreement, then there is no need for a survey.

Planning & Zoning Director Girling asked the question, what happens if two neighbors choose to both put up 6-ft. fences each adhering to a 10-ft. setback? They then would have a large strip of land between the two.

Ordinance Enforcement Officer Daisley stated that he gets complaints from residents about the grass.

CIA Secretary Van Tassel explained that the problem is putting a fence anywhere on the property and not knowing exactly where the property line actually is. She suggested a stake survey should be required for both 4-ft. and 6-ft. fences.

Township Clerk Shults said there must be a reason why there are so many requests for fences. She advised that’s the problem that needs to be addressed.

Commissioner Brackon suggested giving the ZBA the authority to grant “group variances” such as for the resent request presented by residents of the Keatington subdivision on Baldwin Road.

Township Attorney Kelly weighed in and stated that it has to be done through the Ordinance and each case has to be heard individually as a granted variance stays with the property.

Building Official Goodloe suggested increasing the fee to appear before the ZBA.

Township Planner Arroyo also suggested addressing this in the Master Plan by allowing or not allowing fences in certain corridors.

Trustee Flood proposed that we look at a moratorium.

ZBA Member Kerby gave the statistic that the ZBA approves 80% of all cases that come to them – they should only be approving 20%.

Chairman Reynolds again encouraged addressing this within the Master Plan – obtain the Township’s idea of how certain corridors should look; to come up with a vision.

It was decided to form another ADHOC committee to discuss this issue. JoAnn Van Tassel, Al Daisley, Kirk Larson, David Goodloe, Mike Flood and Joe St. Henry volunteered. Ms. Van Tassel agreed to head up the committee.

**BROWN ROAD INNOVATION ZONE (BIZ)**

Planning & Zoning Director Girling explained the difference between principle uses and ancillary uses with regards to this zoning district. Currently developers cannot have an ancillary use without a principal use on a property. Director Girling noted that the original intent was to fill in the “bowling alley” lots along this corridor. She questioned whether or not to require the ancillary use or principle use first.
Director Girling suggested that maybe this can be a discussion by the Planning Commission based on the development as to provide more flexibility.

**TREE SURVEYS**
With regards to tree surveys, the Ordinance is not clear on this and should possibly be addressed with a text amendment. It was suggested to wait until the Master Plan is done.

It was suggested that a tree survey be required when a developer proposes building out the entire site.

Building Official Goodloe suggested sending the issue to the ZBA for an interpretation.

Planning & Zoning Director Girling proposed that someone looks at a site prior to the pre-application meeting to need a tree survey and then propose a plan. Perhaps the applicant could pay a fee for an arborist to determine if landmark trees exist.

Township Planner Arroyo concurred that there are a lot of issues with the way the Ordinance is written as it relates to this topic.

Director Girling asked if it would be appropriate to start looking at this language?

Planner Arroyo said, yes, to start setting some direction.

Dan Dewey stated that we can use his property as a test case.

**BOARDBOOK**
Planning & Zoning Director Girling asked if everybody likes Boardbook or should we start looking at some other meeting packet software?

Supervisor Barnett commented that when he conducts Township Board meetings, he actually downloads the packet from book into a PDF which is easier to use. He suggested looking for training opportunities.

**TOWNSHIP EMAILS**
Supervisor Barnett strongly encouraged everyone to check their Township emails on a regular basis. Be sure to read them. If anyone has questions or concerns about accessing their Township email, to contact David Raftery. Dave is now the Township’s full-time IT/AV technician.

Chief Assistant Timko noted that everyone with a Township email or Township issued device needs to take the online IT training course.

**EDUCATION & TRAINING**
Supervisor Barnett stated that hopefully everyone feels equipped enough when it comes to education and training - if not, to please reach out. He gave a list of associated Township organizations that offer free classes or classes for a minimal fee such as MTA, MML, Oakland County, MAP, MSU etc. He wants to make sure that there are plenty of opportunities for additional education and training. If there is a class or training opportunity that someone wants to take, please let someone know.

Township Clerk Shults suggested a follow-up email to this meeting with a list of available websites.

**TRAINING**
Township Attorney Kelly explained his Power Point presentation regarding meeting decorum. He went in-depth about various topics including public hearings, motions, conditional approvals, ex-parte conversations and bylaws.
Attorney Kelly clarified the difference between a public hearing and a public meeting. He made it clear what Board or Committee Members cannot do during public meetings.

Attorney Kelly presented tips for a successful public hearing, a procedure on how to pass and amend a motion and what information should be included in a motion.

Attorney Kelly briefly went over the Open Meetings Act and what is an ex-parte contact.

OPEN DISCUSSION/FUTURE MEETING TOPICS

TREE SURVEYS
Supervisor Barnett suggested adding this topic to a future Planning Commission meeting.

ADJOURNMENT
The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Courtney Keisman
PC/ZBA Clerk
Charter Township of Orion
1. **CALL TO ORDER.** The Charter Township of Orion Board of Trustees held a regular meeting on Monday, August 2, 2021 at Orion Center, 1335 Joslyn Road, Lake Orion, MI 48360.

**BOARD MEMBERS PRESENT:** Chris Barnett, Penny Shults, Donni Steele, Brian Birney, Julia Dalrymple, Mike Flood and Kim Urbanowski

**BOARD MEMBERS ABSENT:** None

**OTHERS PRESENT:**
- David Stullner
- JoAnn VanTassel

2. **INVOCATION AND PLEDGE.** Clerk Penny Shults gave the invocation, followed by the Pledge of Allegiance.

3. **PRESENTATION.** Presentation was given by Trustee Birney for the OOSL Wolves that are undefeated.

4. **RESOLUTION from Oakland Community Health Network re: Mental Health Services.** Supervisor Barnett read a resolution from Oakland Community Health Network re: Mental Health Services.

5. **APPROVAL OF BILLS.** Moved by Treasurer Steele, seconded by Trustee Flood to authorize payment of bills in the amount of $792,705.61 and payrolls in the amount of $237,101.03, for a total disbursement of funds in the amount of $1,029,806.64, as presented.

   **AYES:** Dalrymple, Flood, Urbanowski, Barnett, Shults, Steele, Birney
   **ABSENT:** None
   **NAYS:** None

   **MOTION CARRIED**

6. **PUBLIC COMMENT.** (3 minutes or less) *Board does not respond during public comment. Public comment was heard.


   Moved by Clerk Shults, seconded by Trustee Flood to approve the agenda, as amended.

   **MOTION CARRIED**

8. **CONSENT AGENDA.**

   **A.** Minutes – Public Hearing Esys Automation, July 19, 2021. Approve, as presented.

   **B.** Minutes – Public Hearing Bunny Run Lake Water Quality Control SAD #2, July 19, 2021. Approve, as presented.

D. Committee Appointments – Construction Board of Appeals. Appoint Jim Cummings, Scott Reynolds, Bob Smith, and Erik Lessel to the Construction Board of Appeals, with a term expiring 2023.

E. Committee Resignation & Appointment – Environmental Resource Committee. Move Samantha Bell from the Alternate position to the Voting Member on the Environmental Resources Committee for a term expiring 12-31-2022, and post the vacant alternate position.

F. SMART Municipal Credit Card Contract for 2022. Approve the 2021 SMART Municipal Credit contract and authorize the Supervisor to sign it with the understanding that the funds will be used to help fund the Township’s participation in NOTA, which will reduce the amount needed from the General Fund.

G. Update Teamsters Local 214 Technical Unit Job Descriptions. Approve the updated Teamster Local 214 Technical Unit Job Descriptions, as presented.


I. Hire Accounts Payable/Payroll Administrator. Hire Melissa Bardecki as Accounts Payable/Payroll Administrator, a level 7 technical unit position at a starting rate of $24.58 per hour, full-time, 40 hours a week, full benefits, effective 8-3-2021; and authorize posting/advertising the resulting vacancy for a full-time Clerk III – Voter Registration.

J. Hire Facilities Supervisor. Hire Tyler Light as Facilities Supervisor, annual salary $58,000, full-time, 40 hours a week, full benefits, effective 8-9-2021, contingent upon passing all required pre-employment tests and background checks.


L. Establish Salary and Non-Union Pay Ranges and Set Pay Rates. Approve the proposed pay ranges and pay rates for Salary and Non-Union positions, effective July 29, 2021.

M. Purchase Replacement Laptops – Elections. Replace the current election laptops with 16 new Dell laptops, at a cost not to exceed $12,337.92.

N. Treasurers 2nd Quarter Report. Receive and file Treasurer’s report, as presented.

O. Request to Waive Rental Fees at Wildwood – Lake Orion Lions Club. Approve waiving the Wildwood Rental fee of $75.00 for Lake Orion Lions Fundraising event Friday, August 13, 3032, due to their non-profit organization status.
Moved by Clerk Shults, seconded by Trustee Flood to approve the Consent Agenda, as amended.  
AYES:  Barnett, Shults, Steele, Birney, Dalrymple, Flood, Urbanowski  
ABSENT:  None  
NAYS:  None  
MOTION CARRIED

9. PENDING BUSINESS.

A. First Reading – PC-2021-55 Lava Mountain Location Rezone Request. Moved by Clerk Shults, seconded by Trustee Urbanowski, to declare that the Orion Township Board of Trustees held and approved the first reading on August 2, 2021, for PC-2021-55, Lava Mountain location rezone, a request to rezone 1472, 1480, and 1488 S. Lapeer Rd. (parcel 09-14-100-074) from restricted business (RB) to general business (GB) and direct the Clerk to advertise for second reading and possible adoption on September 7, 2021.  
AYES:  Shults, Steele, Birney, Dalrymple, Flood, Urbanowski, Barnett  
ABSENT:  None  
NAYS:  None  
MOTION CARRIED

B. Second Reading PC-2021-49 M-24 Rezone. Moved by Clerk Shults, seconded by Trustee Flood, to declare that the Orion Township Board of Trustees held and approved the second reading on August 2, 2021, for PC-2021-49, M-24 rezone request, a request to rezone 2410 S. Lapeer Rd. (parcel 09-23-301-005) and vacant parcels 09-23-301-012 & 09-23-301-013 (both south of 2410 S. Lapeer Rd.) from office professional (OP) to multiple family-2 (RM-2) for the reasons given in the recommendation of approval by the Planning Commission on June 16, 2021.  
AYES:  Steele, Birney, Dalrymple, Flood, Urbanowski, Barnett, Shults  
ABSENT:  None  
NAYS:  None  
MOTION CARRIED

C. Request for Special Sheriff Deputy Service. Moved by Trustee Flood, seconded by Clerk Shults, to approve the request for special deputy sheriff services on August 13, 2021, per the established fees.  
AYES:  Dalrymple, Flood, Urbanowski, Barnett, Shults, Steele, Birney  
ABSENT:  None  
NAYS:  None  
MOTION CARRIED

10. REPORTS.

A. Police/Fire Reports. Moved by Trustee Birney, seconded by Clerk Shults, to receive and file the reports, as presented.  
MOTION CARRIED

B. Municipal Complex, July 2021 Executive Report. Moved by Trustee Flood, seconded by Trustee Urbanowski, to receive and file the municipal complex, July 2021 executive report, as presented.  
MOTION CARRIED

C. Oakland County 2020 Financial Summary. Moved by Clerk Shults, seconded by Trustee Birney, to receive and file the Oakland County 2020 Financial Summary, as presented.  
MOTION CARRIED
D. Building Department Report. Moved by Trustee Flood, seconded by Trustee Dalrymple, to receive and file the building department report, as presented. MOTION CARRIED

11. PUBLIC COMMENT. Public Comment was not heard.

12. BOARD MEMBER COMMENTS. Board member comments were heard.

13. ADJOURNMENT. Moved by Trustee Flood, seconded by Trustee Birney to adjourn. MOTION CARRIED The meeting was adjourned at 8:03 p.m.
To: Board of Trustees  
From: Chris Barnett, Supervisor  
Meeting Date: August 16, 2021  
Memo Date: August 9, 2021  
Subject: Employee Flu Shot Program  

REQUESTS
St. Joseph Mercy Oakland is scheduled to come to Orion Township on September 22, 2021 to conduct the annual flu shot clinic for Township employees. The cost is $25 per injection, with the Township paying the cost for any employee who wishes to receive the shot. This rate is the same as last year. Last year 33 employees participated, for a total cost of $825.00.

Each year we have employees who are unable to make it to our clinic and get their flu shot, and they have to get them elsewhere. If not covered by their insurance or FSA, they have to pay out-of-pocket. I am proposing that the Township reimburse these employees up to a maximum of $25.00 if they bring in a receipt showing that they were the recipient of the shot and proof of payment.

REASON

PROCESS

BUDGET

<table>
<thead>
<tr>
<th>Fund Name:</th>
<th>Multiple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Number:</td>
<td>Enter PO Number.</td>
</tr>
<tr>
<td>Budget Adjustment Needed:</td>
<td>☐</td>
</tr>
</tbody>
</table>

| Project/Grant Tracking? | ☐ |
| Expected Invoice Date: | 9/27/2021 |
| Reviewed by Budget Director: | ☐ |

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER/NAME</th>
<th>AMENDED BUDGET</th>
<th>AVAILABLE BALANCE</th>
<th>COST</th>
<th>REMAINING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click to enter number – Click to enter name.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

RECOMMENDATION (MOTION)
Approve paying $25.00 per shot for each employee who wishes to receive the flu vaccine.
REQUEST
Attached is the 2021-2023 Permit Event Applications from the RCOC for Municipal Community Events and Municipality Maintenance.

REASON
In order to hold various events that affect county roads (parades, block parties, etc.), the Road Commission requires the municipality to apply for a community event permit, as it expedites temporary street closure requests.

PROCESS
Should the board approve the application, it shall remain in effect from January 1, 2021 through December 31, 2023. The Road Commission does not charge the municipalities any permit fees.

RECOMMENDATION (MOTION)
Board action would be to authorize the Supervisor to sign the permit applications and have the Clerk forward it to the Road Commission for Oakland County.
November 7, 2020

SUPERVISOR CHRIS BARNETT
CHARTER TOWNSHIP OF ORION
2525 JOSLYN ROAD
LAKE ORION MI 48360

RE: 2021-2023 ANNUAL PERMIT APPLICATION
COMMUNITY EVENT

Dear Mr. Barnett:

We are once again making notification to holders of Annual Permits that it is time to make a new application for your annual community event permit. The community event permit covers parades, banners and block parties within your municipality, on roads under the jurisdiction of the Road Commission for Oakland County.

The permit will be valid for three years, from January 1, 2021 through December 31, 2023. The Road Commission does not charge municipalities any permit fees.

Should you wish to obtain this permit, please complete the enclosed application form by signing, dating and providing you contract phone number and email address. Also, please sign the blank permit form.

Please return all forms and a current insurance certificate to the Road Commission for Oakland County, Department of Customer Services, at 2420 Pontiac Lake Road, Waterford, MI 48328, so we may issue your permit in early January 2021.

Please feel free to contact me if have any question.

Very truly yours,

David Czerniakowski, Director
Department of Customer Services

DC:rr
Enclosures
BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION
MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

FOR R.C.O.C. USE ONLY
Application No. ____________________________ Date Received ____________________________
Permit E No. ____________________________ Date of Issuance ____________________________

APPLICANT: ____________________________ hereby makes
APPLICATION for a permit to CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A COUNTY ROAD within the part of the
right-of-way of road(s) ____________________________ under the jurisdiction of the Board:

VARIABLE
a detailed description of the desired facility and/or activity is required in the space provided below: (include size, length, type of facility; - if
underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed,
describe method). THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE 1. Plans, specifications and location of
facility 2. Traffic plan and detour route in cases of street closures.

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:

☐ Annual  ☑ Approach/Private Road Access  ☐ Community Event  ☐ Landscaping/Grading  ☐ Public Utility (i.e. electric, gas, telephone)
☐ Cable TV  ☐ Pathway/Sidewalk  ☐ Sanitary/Storm Sewer  ☐ Sign/Subdivision Entrance Marker  ☐ Soil Boring/Monitoring Well
☐ Other ____________________________

ANNUAL COMMUNITY EVENTS

City or Township ____________________________ Section No. ____________________________
The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and
if said application is approved, the above named applicant agrees to abide by the CONDITIONS contained on the reverse side. Since a permit will have to
be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the
SUPPLEMENTAL SPECIFICATIONS, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY

Design: ____________________________ Right-of-Way: ____________________________
Traffic: ____________________________ Maintenance: ____________________________
Planning: ____________________________ Construction: ____________________________
Subdivision: ____________________________ Permits: ____________________________

Application Fee: $ - 0 - Permit Fee: $ - 0 -
Deposit: $ - 0 -
Estimated Inspection Fee: $ - 0 -
Paint Fee: $ - 0 -
Sign Fee: $ - 0 -

Bond: $ - 0 -
(RCOC Form 75)

TOTAL FEES DUE
AT TIME OF PERMIT ISSUANCE: $ - 0 -

Proof of Insurance Required Yes ☑ No ☐
Pollution Liability Required Yes ☑ No ☐

This application is approved subject to CONDITIONS and SUPPLEMENTAL SPECIFICATIONS contained on the reverse side of this application.

APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITTAL OF CURRENT PLANS,
PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.

REFER ALL INQUIRIES TO (248) 858-4835

DEPARTMENT OF CUSTOMER SERVICES - PERMITS
2420 PONTIAC LAKE ROAD
WATERFORD, MI 48328

APPLICATION APPROVED:

By: ____________________________ Date: ____________________________

APPLICANT (PRINT OR TYPE)

SIGNATURE ____________________________ DATE ____________________________

(APRINTED/TYPED SIGNATURE & TITLE)

APPLICANT'S ADDRESS ____________________________ TELEPHONE NUMBER ____________________________

CITY ____________________________ STATE ____________________________ ZIP CODE ____________________________

18
AS A CONDITION OF THE APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

1. The application agrees to secure, or cause to be secured, a permit from the Board prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, the contractor shall secure the permit from the Board prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application which apply to them.

2. Any and all construction proposed under this application will meet all requirements of the Board, together with the Supplemental Specifications as set forth below.

3. The applicant agrees to save harmless, indemnify, defend, and represent the Board and its employees against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the creation, operation, use, or continuing existence of the structure or facility covered by the permit or for any other work done within county road right-of-way whether or not specifically authorized or in conformance with the description of activities for which the permit was issued. Applicant agrees and understands that the obligations set forth herein are binding upon their successors, transferees, assigns, sureties, and guarantors. The Applicant shall maintain insurance of a type and in an amount in conformance with the Board’s established requirements and provide certificates of insurance in a type and amount which shall assure conformance with the Board’s established requirements is currently in force for any and all facilities installed in the Board’s right of way.

4. The applicant agrees to surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant’s own expense, the facilities for which this permit is granted whenever ordered to do so by the Board because of the need for the area covered by this permit for public uses or because of a default in the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Board, the applicant agrees to reimburse the Board for its cost in doing same.

5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to otherwise impair any existing rights granted in accordance with the constitution or laws of this State.

6. The obligation to construct, operate, use and maintain the facility to the satisfaction of the Board remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the Board. The applicant is obliged to repair any damage to the road and right of way which is a result of the facility and which occurs or appears after the permit licensee is released.

7. The necessary construction zone signing for the protection of traffic shall be in accordance with the most current edition of the Michigan Manual of Uniform Traffic Control Devices, Part 6. All such devices shall be furnished, installed and maintained by the Permit Holder. All construction signage shall have black lettering on a reflective florescent orange background, unless otherwise specified. The Permit Holder shall provide any additional signs, barricades and/or lights, at the Permit Holder's expense, required to protect the general motoring public and the work zone when requested by the Road Commission.

8. ADDITIONAL CONDITIONS: As will be identified in approved permit description.

SUPPLEMENTAL SPECIFICATIONS

1. EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL: The contractor and/or the utility company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The contractor and/or utility company shall assume the full responsibility for this protection. Excavated material shall be stored in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. Soil and topsoil shall be stacked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permittee provides for, and with approval of abutting property owners, disposal at approved locations with the right-of-way. In the latter case, the material shall be leveled and trimmed in a manner approved by the Road Commission for Oakland County.

2. BACKFILLING AND COMPACTING BACKFILL: All trenches, holes, pits, and other excavations shall be filled with approved excavated earth or with MDOT Class II granular material if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to check by the Controlled Density Method (minimum 95%). Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Road Commission for Oakland County standards. Any excavation within the right of way outside traveled portion of road must be maintained until all settlement has occurred and must be restored and seeded or sodded as directed. The permit will not be released until the Road Commission is satisfied that no further settlement will occur.

3. CROSSING ROADBED BY TUNNELING, DIRECTIONAL BORE, JACK CASING AND BORE: When the pipe is installed by tunneling without cutting the existing pavement, the tunnel shall be adequately sheeted or shored to prevent the sides and top from collapsing or the pavement from settling or cracking. Directional bore shall be at least 4 diameters under the pavement or 48 inches, whichever is greater. When the pipe is installed by boring and jacking, the leading edge of the pipe must always precede the auger. The tunnel backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Tunnel and boring pits shall be at least 10 feet from the edge of the pavement unless otherwise approved.

4. CROSSING BY CUTTING GRAVEL ROADS: All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 2 above. All surplus excavated material will be disposed of as described in paragraph 1. The top 12 inches within the roadbed will be backfilled with processed road gravel (MDOT 22A or 23A). Trenches outside of the roadbed will be backfilled in accordance with paragraph 2 above.

5. CROSSING BY CUTTING PAVEMENT AND TRENCHING: When this method is approved by the Road Commission, the pavement shall be cut so that the opening is a minimum of 5 feet wide and at least 1 foot wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5 feet from patch to an existing joint. The cut shall be made by sawing to a full pavement depth. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint a minimum of 3 feet. Backfill shall be made with MDOT Class II granular material. After the backfill has been placed by control density method and thoroughly compacted, the pavement shall be replaced with a temporary surface of approved hot-mixed bituminous material and later replaced with new pavement of the original type and quality by the Permit Licensee unless other provisions are included in the permit.

6. DEPTH OF COVER MATERIAL: Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and top of the pipe.

7. TREE TRIMMING OR REMOVAL: All trees that may be affected by the proposed construction shall be shown on the plans. The plan must clearly indicate which trees are proposed to be removed, trimmed and/or tunnelled. This work, if approved, must be done in accordance with current Board standards, including advance notification of abutting property owners. Wood Disposal License Agreement(s) will be required for any tree work.

8. DISPOSAL OF GROUND WATER: Roadside drainage systems – open ditches, storm sewers, etc. – shall not be used for the disposal of water pumped from below the surface of the ground unless specifically allowed by the Road Commission. Details such as volume and frequency of discharge, erosion control, duration of use, NPDES permit and other pertinent information as may be required must be submitted with the application for such permission.

9. Any proposed operation in the right of way not covered by the above specifications, submitted with this application, shall be done in accordance with any additional specifications deemed necessary by the Board or as outlined in the Permit Rules, Specifications and Guidelines.
This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG
PHONE: (248) 647-7344

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan

by: Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to:

hereinafter referred to as the Licensee.

This is a permit to:

All construction shall be in accordance with the attached approved plan and application on file for:

as prepared by

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

This permit is granted for the period

Commencing

and ending

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan
Department of Customer Services - Permits

By:

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

By: X
1. PRECAUTIONS: During the progress of any construction undertaken within the limits of the said highway in pursuance hereof, the Licensor shall provide all barricades, signs, lights, watchmen and flagmen as may be required for the safety and convenience of the public in accordance with the Michigan Manual of Uniform Traffic Control Devices, permit attachments and/or as shall seem advisable to this Board. Traffic shall be maintained at all times unless otherwise indicated herein by special endorsement of the Board's duly authorized representative. A copy of this permit and the application therefor shall be kept on the site during the course of any construction pursuant hereof by the Licensee or his duly authorized agent.

2. ACCIDENT LIABILITY AND INDEMNIFICATION: "The said Licensee shall be liable for all damages to either persons or property or both resulting from or arising out of accidents which may occur as a result of the proposed operations in pursuance hereof. The Licensee agrees to save harmless, indemnify, represent and defend the Board and the County of Oakland from any and all claims for bodily injury or property damage or any other claim relating to or arising out of the operations, use or continued existence of the work which is the subject of this permit."

3. BONDS AND INSPECTION FEE: The Licensee shall before or at any time during operations upon demand of this Board, furnish a cash deposit and/or surety bond in such an amount as deemed necessary by this Board to cover damage to the highway. This Board may retain any portion of the cash deposited herewith which in the opinion of this Board shall be necessary to cover any expense for damage through the granting of this Permit and the cash deposit or the balance thereof shall be returned to the Licensee upon completion of the work to the satisfaction of this Board. Surety bonds shall be kept in effect by the Licensee until released by this Board. The Board may also require the deposit of an estimated inspection fee to cover the Board's cost of inspecting the work. If the inspection cost exceeds the inspection fee, the Licensee shall pay the additional cost. If the inspection fee exceeds the inspection cost the refund will be paid upon permit release.

4. HIGHWAY: All damage to drainage structures, roadbeds, trees, pavements and other highway appurtenances shall be repaired at expense of the Licensee. No portion of the pavement of any highway shall be disturbed without prior permission of this Board. Upon completion of any work within limits of the highway, restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Board Standards and Specifications.

5. EXCAVATION AND BACKFILL: Excavations shall be no larger than necessary and no closer to the pavement than necessary to carry on the work. The Licensee shall assume the full responsibility for preventing the caving, loss or settlement of foundation material supporting the pavement and all other highway installations such as sewers, culverts, etc., and shall provide and place all sheeting, shoring and bracing necessary for such protection. Backfill shall be done as soon as possible with materials and methods approved by this Board. Backfill shall be thoroughly compacted and left level in a neat condition. Compaction will be subject to check by the Controlled Density Method. Future settlements shall be repaired at the expense of the Licensee.

6. CROSSING UNDER ROADS: All crossing under roads shall be made by Tunneling or Jacking and Boring unless another method is specifically approved by this Board. When open-cut methods are approved, the road surface shall be replaced in accordance with current Board standards. All pavement removed shall be replaced with a temporary hot mixed bituminous surface immediately upon completion of the backfill. Permanent pavement replacement shall be made at a later date by this Board unless otherwise provided and all expense of same shall be charged to and paid for by the Licensee.

7. TAPPING COUNTY ROAD SEWER: Any rights granted herein to connect into any County Road sewer are revocable at the will of this Board and the Licensee expressly waives any right to claim damages or compensation in case permit therefor is revoked.

8. TREES OR SHRUBS: The Licensee must apply for and receive a forestry permit for all work involving trimming, removal or tunneling of trees or shrubs occurring within the right of way.

9. DRIVEWAYS AND STREET APPROACHES: The Licensee shall furnish all materials including culverts specified herein and shall install same in accordance with the requirements of this Board. Curb cuts for driveways are to be left one (1) inch above existing gutter grades. Curbs and driveway approaches including their radii shall not extend in front of property other than that owned or controlled by the Licensee.

10. DISPOSAL OF GROUND WATER: Road side drainage systems-open ditches, storm sewers, etc.—shall not be used for disposal of water pumped from below the surface of the ground unless specifically allowed by this Board.

11. SIGNS: All traffic control and street name signs which must be removed during construction shall be immediately reset in a temporary position at directed.

12. WORK WITHIN CORPORATE LIMITS OF CITIES, VILLAGES, OR TOWNSHIPS: The Licensee shall be responsible for securing, and shall secure, any other permits necessary or required by law from cities, villages, townships, corporations or individuals.

13. SOIL EROSION AND SEDIMENTATION CONTROL: This permit does not relieve the Licensee of any responsibility of obtaining a permit from the County Enforcing Agency in accordance with Act 347 of Michigan Public Acts of 1972.

14. VIOLATION: The violation of any conditions by the said Licensee shall constitute a revocation hereof and shall operate to suspend and annul any and all rights acquired by the said Licensee under the terms hereof.

15. REVOCATION OF PerMIT: It is to be understood that the rights granted herein are revocable at the will of this Board and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.

16. TIME LIMIT AND PROGRESS: This permit is valid for work within the right of way only during the period shown on the face hereof. If the work cannot be done during this period, this Board, at its discretion, may grant an extension of time or may reschedule the work period. The Licensee shall conduct his operation without undue hindrance to the traveling public or adjacent property owner, and shall complete the project and restoration of the highway as soon as possible within the allotted time.

17. COOPERATION WITH OTHERS: The issuance of this permit does not give the Licensee an exclusive right to work within the area covered by this permit. The Licensee shall cooperate with others and shall conduct his operations in such a fashion as to cause a minimum conflict with and/or inconvenience to others working in the area. The work of others does not relieve the Licensee of his responsibility to complete the work in accordance with the permit.

18. NOTIFICATION OF START OF WORK: The Licensee shall give notice to the Board at least two (2) working days prior to commencement of operations covered by this permit.

19. NOTIFICATION OF COMPLETION OF WORK: The Licensee shall notify the Board in writing when the work is completed and request release of the permit.

20. SUPPLEMENTAL SPECIFICATIONS: The supplemental specifications appearing on the back of the application for this permit, copy attached, and other attached supplemental specification are herein incorporated as part of this permit.

Attached Supplemental Specifications: ☐ Underground ☐ Approach
November 7, 2020

SUPERVISOR CHRIS BARNETT
CHARTER TOWNSHIP OF ORION
2525 JOSLYN ROAD
LAKE ORION MI 48360

RE: 2021-2023 ANNUAL PERMIT APPLICATION
MUNICIPALITY MAINTENANCE

Dear Mr. Barnett:

We are once again making notification to holders of annual permits that it is time to make a new application for your annual maintenance permit. The maintenance permit covers emergency repairs and maintenance operations on existing structures within your municipality, such as water mains, sidewalks, and sanitary sewers. The permit allows the municipality to forego the normal long form permitting process for routine maintenance or emergency work, requiring only advanced notice to RCOC before beginning the work. The annual permit is based on an assumption that any work performed, will be done in accordance with RCOC’s “Permit Rules, Specifications and Guidelines,” with respect to design, materials, methods, and traffic control, or as approved by RCOC. This privilege is subject to revocation if violations occur.

The permit will be valid for three years, from January 1, 2021 through December 31, 2023. The Road Commission does not charge municipalities any permit fees; however, actual inspection fees will be billed, if incurred at the end of the permit period.

Should you wish to obtain this permit, please complete the enclosed application form by signing, dating and providing you contract phone number and email address. Also, please sign the blank permit form.

Please return all forms and a current insurance certificate to the Road Commission for Oakland County, Department of Customer Services, at 2420 Pontiac Lake Road, Waterford, MI 48328, so we may issue your permit in early January 2021.

Please feel free to contact me if have any question.

Very truly yours,

[Signature]

David Czerniakowski, Director
Department of Customer Services

Enclosures
BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION
MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

APPLICANT: hereby makes

APPLICATION for a permit to CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A COUNTY ROAD within the part of the
right-of-way of road(s) VARIOUS

under the jurisdiction of the Board: a detailed description of the desired facility and/or activity is required in the space provided below: (include size, length, type of facility; - if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE. 1. Plans, specifications and location of facility. 2. Traffic plan and detour route in cases of street closures.

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:

☐ Annual
☐ Approach/Private Road Access
☐ Cable TV
☐ Community Event
☐ Landscaping/Grading
☐ Pathway/Sidewalk
☐ Public Utility (i.e. electric, gas, telephone)
☐ Sanitary/Storm Sewer
☐ Sign/Subdivision Entrance Marker
☐ Soil Boring/Monitoring Well
☐ Watermain
☐ Other

MAINTENANCE

City or Township __________________________ Section No. ____________

The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and if said application is approved, the above named applicant agrees to abide by the CONDITIONS contained on the reverse side. Since a permit will have to be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the SUPPLEMENTAL SPECIFICATIONS, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY

Design: ___________________________ Right-of-Way: ___________________________
Traffic: ___________________________ Maintenance: ___________________________
Planning: ___________________________ Construction: ___________________________
Subdivision: ___________________________ Environmental Concerns: ___________________________

For R.C.O.C. Use Only

Application Fee: $ 0
Receipt No:
Bond: $ 0 (RCOC Form 75)

Permit Fee: $ 0
Estimated Inspection Fee
Paint Fee: $ 0
Sign Fee: $ 0

TOTAL FEES DUE AT TIME OF PERMIT ISSUANCE: $ 0
Proof of Insurance Required Yes ☐ No ☐
Pollution Liability Required Yes ☒ No ☐

This application is approved subject to CONDITIONS and SUPPLEMENTAL SPECIFICATIONS contained on the reverse side of this application. Approval of this application does not relieve applicant from meeting any applicable requirements or duties of law or other public bodies or agencies including but not limited to the Michigan Department of Natural Resources.

APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITAL OF CURRENT PLANS, PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.

REFER ALL INQUIRIES TO (248) 858-4835

DEPARTMENT OF CUSTOMER SERVICES - PERMITS
2420 PONTIAC LAKE ROAD
WATERFORD, MI 48328

APPLICATION APPROVED:

By: ___________________________ Date: ___________________________

APPLICANT (PRINT OR TYPE)

SIGNATURE ___________________________ DATE ___________________________

(PRINTED/TYPED SIGNATURE & TITLE)

APPLICANT'S ADDRESS ___________________________ TELEPHONE NUMBER ___________________________

CITY STATE ZIP CODE

Form 64A (12/08)
AS A CONDITION OF THE APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

1. The application agrees to secure, or cause to be secured, a permit from the Board prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, the contractor shall secure the permit from the Board prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application which apply to them.

2. Any and all construction proposed under this application will meet all requirements of the Board, together with the Supplemental Specifications as set forth below.

3. The applicant agrees to save harmless, indemnify, defend, and represent the Board and its employees against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the creation, operation, use, or continuing existence of the structure or facility covered by the permit or for any other work done within county road right-of-way whether or not specifically authorized or in conformance with the description of activities for which the permit was issued. Applicant agrees and understands that the obligations set forth herein are binding upon their successors, transferees, assigns, sureties, and guarantors. The Applicant shall maintain insurance of a type and in an amount in conformance with the Board’s established requirements and provide certificates of insurance in a type and amount which shall assure conformance with the Board’s established requirements is currently in force for any and all facilities installed in the Board’s right of way.

4. The applicant agrees to surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant’s own expense, the facilities for which this permit is granted whenever ordered to do so by the Board because of the need for the area covered by this permit for public uses or because of a defect in the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Board, the applicant agrees to reimburse the Board for its cost in doing same.

5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to otherwise impair any existing rights granted in accordance with the constitution or laws of this State.

6. The obligation to construct, operate, use and/or maintain the facility to the satisfaction of the Board remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the Board. The applicant is obliged to repair any damage to the road and right of way which is a result of the facility and which occurs or appears after the permit licensee is released.

7. The necessary construction zone signage for the protection of traffic shall be in accordance with the most current edition of the Michigan Manual of Uniform Traffic Control Devices, Part 6. All such devices shall be furnished, installed and maintained by the Permit Holder. All construction signage shall have black lettering on a reflective fluorescent orange background, unless otherwise specified. The Permit Holder shall provide any additional signs, barriers and/or lights, at the Permit Holder’s expense, required to protect the general motoring public and the work zone when requested by the Road Commission.

8. ADDITIONAL CONDITIONS: As will be identified in approved permit description.

SUPPLEMENTAL SPECIFICATIONS

1. EXCAVATION AND DISPOSITION OF EXCAVATED MATERIAL: The contractor and/or the utility company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The contractor and/or utility company shall assume the full responsibility for this protection. Excavated material shall be stored in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. Soil and topsoil shall be stored separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permit provides for, and with approval of abutting property owners, disposal at approved locations with the right-of-way. In the latter case, the material shall be leveled and trimmed in a manner approved by the Road Commission for Oakland County.

2. BACKFILLING AND COMPACTING BACKFILL: All trenches, holes, pits, and other excavations shall be filled with approved excavated earth or with MDOT Class II granular material if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to the Controlled Density Method (minimum 95%). Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Road Commission for Oakland County standards. Any excavation within the right of way outside traveled portion of road must be maintained until all settlement has occurred and must be restored and seeded or sodded as directed. The permit will not be released until the Road Commission is satisfied that no further settlement will occur.

3. CROSSING ROADBED BY TUNNELING, DIRECTIONAL BORE, JACK CASING AND BORE: When the pipe is installed by tunneling without cutting the existing pavement, the tunnel shall be adequately sheeted or shored to prevent the sides and top from collapsing or the pavement from settling or cracking. Directional bore shall be at least 4 diameters under the pavement or 48 inches, whichever is greater. When the pipe is installed by boring and jackin, the leading edge of the pipe must always precede the auger. The tunnel backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Tunnel and boring pits shall be at least 10 feet from the edge of the pavement unless otherwise approved.

4. CROSSING BY CUTTING GRAVEL ROADS: All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 2 above. All surplus excavated material will be disposed of as described in paragraph 1. The top 12 inches within the roadbed will be backfilled with processed road gravel (MDOT 22A or 23A). Trenches outside of the roadbed will be backfilled in accordance with paragraph 2 above.

5. CROSSING BY CUTTING PAVEMENT AND TRENCHEING: When this method is approved by the Road Commission, the pavement shall be cut so that the opening is a minimum of 5 feet wide and at least 1 foot wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5 feet from patch to an existing joint. The cut shall be made by sawing to a full pavement depth. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint a minimum of 3 feet. Backfill shall be made with MDOT Class II granular material. After the backfill has been placed by control density method and thoroughly compacted, the pavement shall be replaced with a temporary surface of approved hot-mixed bituminous material and later replaced with new pavement of the original type and quality by the Permit Licensee unless other provisions are included in the permit.

6. DEPTH OF COVER MATERIAL: Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and top of the pipe.

7. TREE TRIMMING OR REMOVAL: All trees that may be affected by the proposed construction shall be shown on the plans. The plan must clearly indicate which trees are proposed to be removed, trimmed and/or tunnelled. This work, if approved, must be done in accordance with current Board standards, including advance notification of abutting property owners. Wood Disposal License Agreement(s) will be required for any tree work.

8. DISPOSAL OF GROUND WATER: Roadside drainage systems – open ditches, storm sewers, etc. - shall not be used for the disposal of water pumped from below the surface of the ground unless specifically allowed by the Road Commission. Details such as volume and frequency of discharge, erosion control, duration of use, NPDES permit and other pertinent information as may be required must be submitted with the application for such permission.

9. Any proposed operation in the right of way not covered by the above specifications, submitted with this application, shall be done in accordance with any additional specifications deemed necessary by the Board or as outlined in the Permit Rules, Specifications and Guidelines.
BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328
REFER ALL INQUIRIES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG
PHONE: (248) 647-7344

Received of ___________________________ to be applied in accordance with the terms of below permit.

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan

__________________________________________ by: ______________________________

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to:

hereinafter referred to as the Licensee.

This is a permit to:

All construction shall be in accordance with the attached approved plan and application on file for:

as prepared by

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

This permit is granted for the period

Commencing ____________________________

and ending ____________________________

By: ________________________________

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan
Department of Customer Services - Permits

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

By: X ________________________________
CONDITIONS OF PERMIT

1. PRECAUTIONS: During the progress of any construction undertaken within the limits of the said highway in pursuance hereof, the Licensee shall provide all barricades, signs, lights, watchmen and flagmen as may be required for the safety and convenience of the public. In accordance with the Michigan Manual of Uniform Traffic Control Devices, permit attachments and/or shall be shown on this Board. Traffic shall be maintained at all times unless otherwise indicated herein by special endorsement of the Board's duly authorized representative. A copy of this permit and the application therefor shall be kept on the site during the course of any construction pursuant hereof by the Licensee or his duly authorized agent.

2. ACCIDENT LIABILITY AND INDEMNIFICATION: "The said Licensee shall be liable for all damages to either persons or property or both resulting from or arising out of accidents which may occur as a result of the proposed operations in pursuance hereof. The licensee agrees to save harmless, indemnify, represent and defend the Board and the County of Oakland from any and all claims for bodily injury or property damage or any other claim relating to or arising out of the operations, use or continued existence of the work which is the subject of this permit."

3. BONDS AND INSPECTION FEE: The Licensee shall before or at any time during operations upon demand of this Board, furnish a cash deposit and/or surety bond in such an amount as deemed necessary by this Board to cover damage to the highway. This Board may retain any portion of the cash deposited hereunder which in the opinion of this Board shall be necessary to cover any expense for damage through the granting of this Permit and the cash deposit or the balance thereof shall be returned to the Licensee upon completion of the work to the satisfaction of this Board. Surety bonds shall be kept in effect by the Licensee until released by this Board. The Board may also require the deposit of an estimated inspection fee to cover the Board's cost of inspecting the work. If the inspection cost exceeds the inspection fee, the Licensee shall pay the additional cost. If the inspection fee exceeds the inspection cost the balance will be refunded upon permit release.

4. HIGHWAY: All damage to drainage structures, roadbeds, trees, pavements and other highway appurtenances shall be repaired or replaced at expense of the Licensee. No portion of the pavement of any highway shall be disturbed without prior permission of this Board. Upon completion of any work within limits of the highways, restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Board Standards and Specifications.

5. EXCAVATION AND BACKFILL: Excavations shall be no larger than necessary and no closer to the pavement than necessary to carry on the work. The Licensee shall assume the full responsibility for preventing the curing, loss or settlement of foundation material supporting the pavement and all other highway installations such as sewers, culverts, etc., and shall provide and place all sheeting, shoring and bracing necessary for such protection. Backfilling shall be done as soon as possible with materials and methods approved by this Board. Backfill shall be thoroughly compacted and left in a neat condition. Compaction will be subject to check by the Controlled Density Method. Future settlements shall be repaired at the expense of the Licensee.

6. CROSSING UNDER ROADS: All crossing under roads shall be made by Tunneling or Jacking and Boring unless another method is specifically approved by the Board. When open-cut methods are approved, the road surface shall be replaced in accordance with current Board standards. All pavement removed shall be replaced with a temporary hot mixed bituminous surface immediately upon completion of the backfill. Permanent pavement replacement shall be made at a later date by this Board unless otherwise provided and all expense of same shall be charged to and paid for by the Licensee.

7. TAPPING COUNTY ROAD SEWER: Any rights granted herein to connect into any County Road sewer are revocable at the will of this Board and the Licensee expressly waives any right to claim damages or compensation in case permit therefor is revoked.

8. TREES OR SHRUBS: The Licensee must apply for and receive a forestry permit for all work involving trimming, removal or tunneling of trees or shrubs occurring within the right of way.

9. DRIVEWAYS AND STREET APPROACHES: The Licensee shall furnish all materials including culverts specified herein and shall install same in accordance with the requirements of this Board. Curb cuts for driveways are to be left one (1) inch above existing gutter grade. Curb cuts and driveway approaches including their radii shall not extend in front of property other than that owned or controlled by the Licensee.

10. DISPOSAL OF GROUND: WATER: Road side drainage systems-open ditches, storm sewers, etc.—shall not be used for disposal of water pumped from below the surface of the ground unless specifically allowed by this Board.

11. SIGNS: All traffic control and street name signs which must be removed during construction shall be immediately rest in a temporary position as directed.

12. WORK WITHIN CORPORATE LIMITS OF CITIES, VILLAGES, OR TOWNSHIPS: Licensee shall be responsible for securing, and shall secure, any other permits necessary or required by law from cities, villages, townships, corporations or individuals.

13. SOIL EROSION AND SEDIMENTATION CONTROL: This permit does not relieve the Licensee of any responsibility of obtaining a permit from the County Enforcing Agency in accordance with Act 347 of Michigan Public Acts of 1972.

14. VIOLATION: The violation of any conditions by the said Licensee shall constitute a revocation hereof and shall operate to suspend and annul any and all rights acquired by the said Licensee under the terms hereof.

15. REVOCATION OF PERMIT: It is to be understood that the rights granted herein are revocable at the will of this Board and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.

16. TIME LIMIT AND PROGRESS: This permit is valid for work within the right of way only during the period shown on the face hereof. If the work cannot be done within this period, this Board, at its discretion, may grant an extension of time or may reschedule the work period. The Licensee shall conduct his operation without undue hindrance to the traveling public or adjoining property owner, and shall complete the project and restoration of the highway as soon as possible within the allotted time.

17. COOPERATION WITH OTHERS: The issuance of this permit does not give the Licensee an exclusive right to work within the area covered by this permit. The Licensee shall cooperate with others and shall conduct his operations in such a fashion as to cause a minimum conflict with and/or inconvenience to others working in the area. The work of others does not relieve the Licensee of his responsibility to complete the work in accordance with the permit.

18. NOTIFICATION OF START OF WORK: The Licensee shall give notice to the Board at least two (2) working days prior to commencement of operations covered by this permit.

19. NOTIFICATION OF COMPLETION OF WORK: The Licensee shall notify the Board in writing when the work is completed and request release of the permit.

20. SUPPLEMENTAL SPECIFICATIONS: The supplemental specifications appearing on the back of the application for this permit, copy attached, and other attached supplemental specification are herein incorporated as part of this permit.

Attached Supplemental Specifications: [ ] Underground [ ] Approach
Agenda Item Summary

To: Board of Trustees
From: Donni Steele, Township Treasurer
Meeting Date: August 16, 2021
Memo Date: August 10, 2021
Subject: Matured, Called and Purchases of Securities & Bonds for Water/Sewer and General Accounts

REQUEST
Please Review. If you have any questions, or would like to receive additional and supporting documentation, please contact me anytime.

REASON
To report to the Board all called/matured and purchased securities & bonds for water, sewer and general investment funds through Robinson Capital. Attached are the statements for July 2021.

PROCESS
Robinson Capital is our Investment Advisor and they will continue to make investment purchases on our behalf—safety, liquidity and yield, in that order.

Please also review Robinson’s monthly commentary for July 2021.

RECOMMENDATION (MOTION)
Receive and File
Robinson Capital Management  
Orion Township Water & Sewer  
7-01-2021 To 7-31-2021

<table>
<thead>
<tr>
<th>CALLED/MATURED</th>
<th>Trade Date</th>
<th>Settle Date</th>
<th>Quantity</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
</table>

No matured or called bonds in July.

<table>
<thead>
<tr>
<th>PURCHASES</th>
<th>Trade Date</th>
<th>Settle Date</th>
<th>Quantity</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
</table>

No purchases were made in July.
### CALLED/MATURED

<table>
<thead>
<tr>
<th>Trade Date</th>
<th>Settle Date</th>
<th>Quantity</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/20/2021</td>
<td>7/20/2021</td>
<td>250000</td>
<td>STURGIS BNK &amp; T</td>
<td>250000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.500% Due 07-20-21</td>
<td>513.7</td>
</tr>
</tbody>
</table>

**TOTAL** $250,513.70

### PURCHASES

<table>
<thead>
<tr>
<th>Trade Date</th>
<th>Settle Date</th>
<th>Quantity</th>
<th>Security</th>
<th>Amount</th>
</tr>
</thead>
</table>

No purchases were made in July.
The Federal Reserve released a statement saying that "substantial further progress" on inflation and employment will need to occur before the Fed will tighten policy. Any future policy change by the Fed likely continues to be months away, gradual in nature and well telegraphed in advance to avoid surprising the market and investors.

Longer interest rates moved lower in July. 2-Year Treasury returns were positive in July as interest rates fell.

The University of Michigan conducts a monthly consumer survey regarding buying conditions for homes and vehicles - the higher survey score the better. Buying conditions for both have fallen to decade lows and have turned sharply lower in recent months after being propped up by COVID stimulus and a hot housing market.
Economic Comments

- **Market Review:** The Robinson Leading Economic Index reversed course in July as it was inching closer to the previous cycle’s highs. The Index remains well into expansion territory meaning that the economy is still expanding but not as fast as a month ago. The reversal was primarily the result of housing metrics continuing to creep down from all-time highs as well as some lower, but still positive, manufacturing numbers. Currently, the biggest hurdle and question mark for the economy in the near future is the progression of the Delta Coronavirus variant throughout the United States and any associated policy decisions that would influence economic activity.

- **Inflation:** We remain adamant that if long-lasting, high inflation is to occur over the next couple of years, wage inflation must at a minimum participate in the rising prices, if not lead and move before inflation. The Atlanta Fed Wage Growth Tracker (see bottom left) measures nominal wage growth of individuals across a range of occupations. Over the last 8 months, wage inflation has decreased nearly a full percentage point and sits at the bottom of the range it has been in over the last 5 years. As long as wage inflation remains tame, it is likely long term inflation follows suit. The bond market seems to agree with this sentiment as 10-Year Treasury yields fell over 20 basis points in July.

- **Employment:** July’s employment numbers were much lower than market expectations and are cause for re-evaluation for what might lay ahead for the labor market. With states shedding unemployment benefits and the summer service economy in full swing, the overwhelming job number may signify the next stage, a much slower stage, in the employment recovery. Total jobs currently sit more than 5% below Pre-Covid employment levels and if the past 4 month trend continues, it will take another year before the labor market fully recovers.

---

Robinson Combined Index (Leading Economic, Housing, Recession Models)

Source: Bloomberg, Robinson

Robinson Leading Economic Index

Source: Bloomberg, Robinson

Wage Inflation

Source: Federal Reserve Bank of Atlanta, Robinson

Total Jobs as % of Peak Employment

Source: Automatic Data Processing, Inc., Robinson

The opinions expressed in this report are based on Robinson Capital Management’s independent analysis of information obtained or derived from sources believed to be reliable. Robinson does not represent or guarantee that the information contained in this report is either accurate or complete. Under no circumstances shall Robinson have any liability to any person or entity for any loss or damage in whole or in part caused by, resulting from, or relating to, any error (negligent or otherwise) or other circumstance or contingency within or outside the control of Robinson or any directors, officers or employees. This report is for information only and is not an offer to buy or sell any security or to participate in any trading strategy. Sources include: Federal Reserve, Barclays, Bloomberg, Bank of America® Group among others. This report or any portion hereof may not be reprinted, sold, or redistributed without the written consent of Robinson Capital Management. Opinions expressed are subject to change without notice. For additional information, please contact us at:
Agenda Item Summary

To: Board of Trustees  
From: Robert Duke, EFO, Fire Chief  
Meeting Date: August 16, 2021  
Memo Date: August 10, 2021  
Subject: Fire Department: Purchase SCBA Air Bottles and RIT Packs

REQUEST
The Fire Department is requesting authorization to purchase twenty (20) SCBA air bottles and five (5) RIT packs for a total price of $41,460.00. This purchase will be made in August 2021 and has been budgeted for in the fire department capital budget – equipment funds for FY2021.

REASON
The SCBA breathing air bottles and Rapid Intervention Packs (RIT) packs that we currently use are coming to the end of their 15-year service life and must be replaced per NFA and MiOSHA standards. The plan is to purchase twenty air bottles over the next four years to replace the current bottles in service and purchase five RIT packs this year while being financially responsible and maintaining an adequate number of air bottles and maintaining life safety equipment for fire operations. We did follow the township spending and purchasing policy for competitive pricing, see attached. There are only two vendors that sell the Scott brand bottles and RIT packs that we use.

PROCESS
Fire Administration has reviewed the NFPA and MiOSHA standards as well as the operational needs of the fire department while maintaining financial responsibility to purchase these items over the next several years to limited the impact to our capital equipment budget.

The Fire Department has received $21,544.74 in insurance reimbursements (revenue) which will help cover this purchase. A budget adjustment will be needed for accounting purposes. The revenue has already been received but a budget adjustment will need to be made to formally recognize the revenue and add it to the Capital Outlay Equipment expenditure account.

This item has been reviewed by the Township Supervisor, Board Fire Liaison, and Budget and Procurement Director.

BUDGET

<table>
<thead>
<tr>
<th>Fund Name:</th>
<th>206 - Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Number:</td>
<td>Enter PO Number.</td>
</tr>
<tr>
<td>Budget Adjustment Needed:</td>
<td>☒</td>
</tr>
<tr>
<td>Project/Grant Tracking?</td>
<td>☐</td>
</tr>
<tr>
<td>Expected Invoice Date:</td>
<td>9/1/2021</td>
</tr>
<tr>
<td>Reviewed by Budget Director:</td>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER/NAME</th>
<th>AMENDED BUDGET</th>
<th>AVAILABLE BALANCE</th>
<th>COST</th>
<th>REMAINING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>206-336-977 – Capital Outlay - Equipment</td>
<td>$250,200.82</td>
<td>$23,885.16</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Add Revenues Received: $21,544.74</td>
<td></td>
<td>45,429.99</td>
<td>41,460.00</td>
<td>3,969.90</td>
</tr>
</tbody>
</table>
RECOMMENDATION (MOTION)
To approve and authorize the Fire Department to purchase twenty (20) SCBA air bottles and Five (5) Rapid Intervention Packs (RIT) from West Shore Fire, 6620 Lake Michigan Drive, Allendale, MI 49401 in the amount of $41,460.00 and authorize the Budget & Procurement Director or Controller to do a budget adjustment to add $21,544.74 to the Revenue budget and Capital Outlay - Equipment.
Date: July 30, 2021

To: Rob Duke, Fire Chief

From: John Pender
Assistant Fire Chief

Subject: S.C.B.A. Cylinder replacement/Purchase of replacement RIT packs

The Orion Fire Department purchased 50 Self Contained Breathing Apparatus (S.C.B.A) on July 1, 2009. Additionally we purchased 50 cylinders, one for each S.C.B.A. and an additional 50 spare cylinders. The additional cylinders are a requirement to have one additional cylinder per pack. S.C.B.A cylinder life span is 15 years. Due to the substantial cost of cylinders, we are requesting to start a replacement program to begin the process of replacing cylinders. I would like to recommend that the Fire Department begin with purchasing 20 cylinders in 2021. We would then purchase 25 cylinders each year through 2025. This plan would replace all cylinders before their expiration date.

This cost and plan were part of our capitol plan for this year as well as through 2025. The cost of each cylinder is $1053.00. The total cost for 20 cylinders is $21,060.00. Shipping cost are $150.00. This would be a total cost of $21,210.00. We have secured two quotes from the only two companies authorized to sell Scott products in the State of Michigan. I would recommend that we purchase from West Shore Fire. We currently use this company for parts and repairs to our units along with all air quality testing for our S.C.B.A. cylinders and air filling stations.

Rapid Intervention Team (RIT) packs are an essential piece of equipment used by firefighters to assist and rescue injured or trapped firefighters located in a structure. These teams are utilized when a firefighter needs emergency air supply when being rescued from a structure. The RIT packs are brought to the down firefighter to maintain a constant air supply while in a smoke-filled environment so that a rescue and extraction can be performed.

Our current RIT packs were placed in service in 2006. They have reached their 15-year life span and will be decertified at the end of 2021. These packs are not Scott brand, which is our current S.C.B.A. These packs are “Global Secure” which is no longer in business.

I would recommend that we purchase (5) RIT pack units along with (5) masks and (5) 60-minute cylinders to replace our current four packs. We are requesting one additional unit to be placed on Rescue 1. This would give us a RIT pack on each first out engine along with one on the heavy rescue.

The cost for each RIT pack, mask and 60-minute bottle is $4,050.00. The total cost for five complete units is $20,250.

As stated above, we have secured two quotes for this equipment from the only two authorized dealers in the State of Michigan. I would recommend we purchase from West Shore Fire.
In conclusion, I am recommending that the Orion Fire Department be authorized to purchase the following in accordance with our stated 2021 capitol plan.

Self Contained Breathing Apparatus Cylinders- (20) $21,060.00
RIT Packs with 60- minute cylinders- (5) $20,250.00
Freight- $150.00

Grand Total- $41,460.00
## QUOTATION

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>804723-01-D: SCOTT 4500 PSI CARBON CYLINDER 45 MINUTES EMPTY</td>
<td>1,053.00</td>
<td>$21,060.00</td>
</tr>
<tr>
<td>5</td>
<td>200954-02: SCOTT RIT PAK 3 (2013) 4500 PSI WITH HYBRID AV3000 MASK &amp; E-Z</td>
<td>2,850.00</td>
<td>$14,250.00</td>
</tr>
<tr>
<td>5</td>
<td>804723-01-D: SCOTT 4500 PSI CARBON CYLINDER 60 MINUTES EMPTY (RIT)</td>
<td>1,200.00</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

Subtotal: $41,310.00
Freight: $150.00

**TOTAL QUOTE:** $41,460.00
This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.
MSA SCBA Cylinder Service Life: How Long Do Cylinders Last?

Published by Liam on 18 December 2020
Any organisation that uses a Self-Contained Breathing Apparatus (SCBA) will know that it is critical to ensure that the SCBAs are well maintained, checked, serviced and discarded of once they have surpassed their expiration date, as per Australian Standards.

But exactly what is the duration of an MSA SCBA Cylinder Service Life, and how long are SCBA cylinders good for? As a major provider of the most advanced, ergonomic and modular breathing apparatus, we are here to break down information on the MSA SCBA Cylinder Service Life, how often should SCBA cylinders be replaced, whether you can get a SCBA life extension or recertification, where you can get the SCBA tested and serviced, and where you can buy one.

**When Are SCBAs Required?**

SCBAS defend users against oxygen deficiency, dust, gas, dangerous fumes, and generally poor quality of atmospheric air. Dangerous gases and fumes can be found at power plants, aboard vessels, throughout fires and in tunnels.

Therefore, SCBAs are required for people who need protecting in gas lines, firefighters, mining corporations, and any other occupations that work within confined spaces where the individual might be exposed to harmful or toxic gases, vapours and poor-quality atmospheric conditions.

At this point we should note the difference between SCBA and SCUBA. SCUBA stands for Self Contained Underwater Breathing Apparatus. SCUBA cylinders are made of different material and are subject to different inspection and testing regimes than SCBA cylinders.

https://newcastlesafetyservicing.com/scba-cylinder-life/
How Long Do SCBA Cylinders Last?

The MSA SCBA Cylinder Service Life overall is 15 years, as long as they are adequately and professionally serviced throughout their lifespan. As per the AS 2030.1-2009, gas cylinders require current inspection marks and workplaces need to fill the requirements for inspection, testing, handling and maintenance of all cylinders.

What Is an SCBA Cylinder Made Of?

SCBA and SCUBA cylinder's are made of various materials including aluminium, steel and composite (fibre wrapped aluminium). Basic SCBA feature four components; a high-pressure cylinder which is filled with compressed air, a pressure regulator, lung demand valve and mask.

Each component of the SCBAs should be serviced regularly to maintain their integrity and maximise longevity. But how often should SCBA Cylinders be replaced?

How Often Should SCBA Cylinders be Replaced?

So, how long are SCBA cylinders good for? The MSA SCBA Cylinder Service Life overall is between 15 and 30 years (depending on style of cylinder), as long as they are adequately and professionally serviced throughout their lifespan. As per AS1715:2009 and AS2030:1:2009 (incl Amendment 1) SCBA cylinders require current inspection marks and workplaces need to fill the requirements for inspection, testing, handling and maintenance of all cylinders.

In general SCBA cylinders require hydrostatic testing every 5 years, with SCUBA cylinders requiring hydrostatic testing annually.

If you are in doubt around servicing schedules of your SCBA or SCUBA cylinder, give us a call.

https://newcastlesafetyservicing.com/scba-cylinder-life/
service and hydrostatic testing being conducted every 5 years.

**SCBA Ongoing Servicing**

If you have an MSA SCBA, the aluminium liner should be continuously tested by listening to the apparatus for any air leaks. Additionally, the complete SCBA apparatus should be flow tested before every use.

**SCBA General Services | Every 12 Months:**

General servicing is essential to maintaining the optimal MSA SCBA Service Life. The following items will often be conducted in an MSA SCBA annual service:

- Functionality testing
- Clean and rinse of the entire unit including disinfectant
- Positive Pressure Test
- Any replacements conducted if/where required

**Major Services (every 5 years):**

Major servicing will improve MSA SCBA Service Life and are essential in ensuring that your organisation is maintaining required safety standards.

- Pressure and reducing valves are maintained and repaired if required
- Lung demand valve repaired
- Mask replaced
- Full function testing is undertaken and reported
- Cylinder Hydrostatic testing

**Where Can You Get Your MSA SCBA Cylinder Tested?**

At Newcastle Safety Servicing, we take great care to service, inspect, repair and certify MSA SCBA Cylinders. We work with the leading technicians in Australia to provide exceptional inspection, testing and **breathing apparatus servicing**.

Newcastle Safety Servicing conducts hydrostatic testing not just on MSA cylinders, though on all major brands. Our hydrostatic test station is accredited by SAI Global under AS2030.5:2009 (incl Amendment 1 2015) and AS2337:1:2004.

If you have a question on whether your cylinder can be tested, give the team at Newcastle Safety Servicing a
When Are SCBAs Required?

SCBAs defend users against oxygen deficiency, dust, gas, dangerous fumes, and generally poor quality of atmospheric air. SCBAs are required for people who need protecting in gas lines, firefighters, mining corporations, and any other occupations that work within confined spaces where the individual might be exposed to harmful or toxic gases, vapours and poor-quality atmospheric conditions.

How Long Does It Take to Service an SCBA or SCBA Cylinder For A Major Service?

We generally take 48 hours to complete SCBA or SCUBA hydrostatic testing.

Who Will Service the MSA SCBA Equipment?

Newcastle Safety Servicing is a team of highly experienced technicians who have been trained by various manufacturers in the maintenance and repair of all major breathing apparatus models.

You can be confident that your SCBA will be safe in our hands. The Newcastle Safety Servicing team are expertly trained and accredited technicians servicing Newcastle and NSW. All of our technicians are appropriately certified, to ensure your SCBA equipment is equipped to handle anything.

Where Can I Get the MSA SCBA Serviced?

We service clients all over NSW and we can come to you!

Our vehicles are fitted out with all the required equipment including compressors and POSI Check machines which allow our technicians to carry out the manufacturer’s annual breathing apparatus testing on-site at the time of service. This means that we can carry out 95% of your equipment servicing onsite at your convenience.

Where Can I Buy an MSA SCBA Cylinder?

https://newcastlesafetyservicing.com/scba-cylinder-life/
As well as providing leading servicing for SCBA and breathing apparatus equipment, Newcastle Safety Servicing also provide an extensive collection of SCBA and more specifically, MSA SCBA that is available online. Our self-contained breathing apparatus and SCBA cylinders can be shipped across Australia with fast and reliable delivery. Check out our range of MSA SCBA Cylinders here.

Related posts

31 May 2021
When Do You Need a Working at Heights Ticket?

25 May 2021
The Hazards Associated with Working at Height

4 May 2021
What Is the Nationally Recognised Definition of Working at Heights?

Book a Service for your Equipment or contact us for any other inquiry.
Call us at (02) 4960 1372

Quick Links
Home
Shop
Services

Service Areas
Sydney
Newcastle
Central Coast
Hunter Valley
Southern Highlands

Contact Us
Newcastle Safety Servicing
1/103 Stenhouse Drive
Cameron Park NSW, 2285
(02) 4960 1372

ABN: 21 610 209 240

https://newcastlesafetyservicing.com/scba-cylinder-life/
3M™ Scott™ Cylinders
5.5 Cylinder: The lightest and smallest cylinders used on self-contained breathing apparatus

The best way to understand the needs of Air-Pak SCBA users is to simply listen. 3M Scott Fire & Safety did just that by visiting SCBA users from across North America. The participants included fire chiefs, SCBA technicians, safety officers and firefighters. It was not exclusive to the fire service as representatives from the military, general industry and law enforcement were also included. The overwhelming attribute that users requested was a reduction in weight followed closely by a reduction in profile.

The engineers of 3M Scott Fire & Safety determined the best manner to accomplish this was to increase the pressure of the cylinders to 5500 psig, which created the new 5.5 cylinders, an "industry first." The result is a cylinder that has more than a 10% reduction in weight and profile in a traditional form familiar to SCBA users.

Another benefit to the 5.5 cylinder offering is the ease of integration into your department without the need of costly infrastructure changes. 3M Scott Fire & Safety has worked with leading truck seat and SCBA bracket manufacturers to ensure these products work with the existing products in the market. The construction continues to be an aluminum liner wrapped with layers of carbon fibers and fiberglass all sealed with a protective epoxy resin coating which makes the cylinder easier to clean. The 5.5 cylinders are available in 30', 45', 60' and 75' durations.

The overall result is a lighter Air-Pak SCBA that reduces fatigue of the wearer, increases productivity and decreases injuries.

Accessory Items:
Customs Logo
I.D. Bands

3M Scott offers its customers the ability to customize their new carbon cylinders by adding a personalized logo. This custom logo is printed on white paper, and protected by the fiberglass wrap and epoxy resin.

- Maltese cross or customer-provided graphic
- Greater visibility
- Easy to identify
- Reduces cylinders being misplaced in mutual aid scenarios
- Twenty-five cylinder minimum order
Cylinder Offerings

**Aluminum Cylinder**
- Aluminum Cylinders are built to the Department of Transportation (DOT) and Transport Canada (TC) specifications
- 2216 psig working pressure
- Rated for 30-minute duration based on NIOSH breathing rates
- Hydrostatic testing to be performed every five years
- Unlimited life expectancy

**Carbon Cylinder**
- Carbon Cylinders are built to DOT and TC specifications
- 2216, 3000, 4500 and 5500 psig working pressures
- Lightweight, composite cylinder consisting of an aluminum alloy inner shell with a total overwrap of carbon fiber, fiberglass and an epoxy resin
- Rated for 30', 45', 60' and 75' (5.5 only) durations based on NIOSH breathing rates
- Luminescent band provides greater visibility
- 75' cylinder is ideal for RIT and extended duration operations
- Hydrostatic testing to be performed every five years
- 15-year life expectancy

**ST7 Tough Cylinder**
- ST7 Tough Cylinders are built to DOT and TC specifications
- Built extremely tough and durable
- Provides added protection against abrasion and abuse
- 4500 psig working pressure
- Rated for 30', 45', and 60' durations based on NIOSH breathing rate
- Luminescent band provides greater visibility
- Hydrostatic testing to be performed every five years
- 15-year life expectancy

**30-Year Life Cylinder**
- 30-Year Life Cylinders are built to DOT specifications
- 4500 psig working pressure
- Lightweight, composite cylinder consisting of an aluminum alloy inner shell with a total overwrap of carbon fiber, fiberglass and an epoxy resin
- Rated for 30', 45', and 60' durations based on NIOSH breathing rates
- Luminescent band provides greater visibility
- Hydrostatic testing to be performed every five years
- Up to a 30-year life expectancy

Cylinder Valves
- CGA Threaded Cylinders
- ACS Cylinders
- Snap-Change Cylinders

Accessory Items:

To help prevent damage and improve durability of the cylinder, 3M Scott offers several protective solutions.

**Cylinder Sleeves**
- Protective sleeves are offered for 2216 psi, 4500 psi, and 5500 psi carbon cylinders and will accommodate multiple cylinder sizes, to include 30', 45', and 60' rated durations.
  - Constructed of a specially compounded fire retardant grade of clear, high durometer, PVC/Plastisol that meets or exceeds the flammability standards of the ASTM D-568
  - Easy to use and install over the cylinder, forming a thick barrier and watertight seal
  - Improves durability and extends cylinder life
  - NFPA 1981, 2013 compliant as an accessory for our Air-Pak X3 Pro, Air-Pak X3 SCBA and Air-Pak 75 SCBA

**Cylinder End Caps**
- Protective end caps are offered for 4500 psi carbon cylinders and will accommodate 30' and 45' rated durations.
  - Protects the crown areas of carbon cylinders
  - Easy to install and remains firmly adhered to cylinder
  - Easily removed and reused as necessary (i.e. hydrostatic testing)
  - Can be purchased individually or as a set
  - Improves durability and extends cylinder life
  - NFPA 1981, 2013 compliant as an accessory for our Air-Pak X3 Pro, Air-Pak X3 SCBA and Air-Pak 75 SCBA
## Specifications and Ordering Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Part Number</th>
<th>Pressure</th>
<th>Minutes (at 40 psi)</th>
<th>Air Capacity</th>
<th>Volume</th>
<th>Dimensions</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGA Threaded Cylinders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>804101-01</td>
<td>2216</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>517</td>
<td>20.95</td>
</tr>
<tr>
<td>Carbon-Wrapped</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>804140-01</td>
<td>2216</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>514</td>
<td>20.45</td>
</tr>
<tr>
<td></td>
<td>804124-01</td>
<td>3000</td>
<td>30</td>
<td>62</td>
<td>1756</td>
<td>521</td>
<td>20.70</td>
</tr>
<tr>
<td></td>
<td>804121-01</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>21.55</td>
</tr>
<tr>
<td></td>
<td>804122-01</td>
<td>4500</td>
<td>45</td>
<td>45</td>
<td>1274</td>
<td>418</td>
<td>21.90</td>
</tr>
<tr>
<td></td>
<td>804123-01</td>
<td>4500</td>
<td>60</td>
<td>67</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
<tr>
<td></td>
<td>200830-01</td>
<td>5500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>223</td>
<td>21.10</td>
</tr>
<tr>
<td></td>
<td>200969-01</td>
<td>5500</td>
<td>45</td>
<td>66</td>
<td>1869</td>
<td>349</td>
<td>22.22</td>
</tr>
<tr>
<td></td>
<td>200972-01</td>
<td>5500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>466</td>
<td>22.43</td>
</tr>
<tr>
<td></td>
<td>200976-01</td>
<td>5500</td>
<td>75</td>
<td>111</td>
<td>3943</td>
<td>581</td>
<td>22.41</td>
</tr>
<tr>
<td>Carbon-Wrapped Short &amp; Stubby</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>804722-01A</td>
<td>4500</td>
<td>45</td>
<td>85</td>
<td>1841</td>
<td>416</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>804721-11</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>18.40</td>
</tr>
<tr>
<td></td>
<td>804722-11</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>20.30</td>
</tr>
<tr>
<td></td>
<td>804723-11</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
<tr>
<td>Carbon-Wrapped 30-Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>804721-35</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>18.40</td>
</tr>
<tr>
<td></td>
<td>804722-35</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>20.30</td>
</tr>
<tr>
<td></td>
<td>804723-35</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
<tr>
<td>Snap-Change Cylinders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbon-Wrapped</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200128-01</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>21.50</td>
</tr>
<tr>
<td></td>
<td>200129-01</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>21.10</td>
</tr>
<tr>
<td></td>
<td>200130-01</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
<tr>
<td></td>
<td>200167-01</td>
<td>5500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>223</td>
<td>21.10</td>
</tr>
<tr>
<td></td>
<td>200970-01</td>
<td>5500</td>
<td>45</td>
<td>65</td>
<td>1869</td>
<td>349</td>
<td>22.22</td>
</tr>
<tr>
<td></td>
<td>200973-01</td>
<td>5500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>466</td>
<td>22.43</td>
</tr>
<tr>
<td></td>
<td>200976-01</td>
<td>5500</td>
<td>75</td>
<td>111</td>
<td>3943</td>
<td>581</td>
<td>22.41</td>
</tr>
<tr>
<td>Carbon-Wrapped Short &amp; Stubby</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200129-01A</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>416</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>200128-11</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>18.40</td>
</tr>
<tr>
<td></td>
<td>200129-11</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>21.50</td>
</tr>
<tr>
<td></td>
<td>200910-11</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.60</td>
</tr>
<tr>
<td>Carbon-Wrapped 30-Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200128-35</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>18.40</td>
</tr>
<tr>
<td></td>
<td>200129-35</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>21.50</td>
</tr>
<tr>
<td></td>
<td>200130-35</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
<tr>
<td>ACS Cylinders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200674-01</td>
<td>2216</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>517</td>
<td>20.95</td>
</tr>
<tr>
<td>Carbon-Wrapped</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200872-01</td>
<td>2216</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>514</td>
<td>20.45</td>
</tr>
<tr>
<td></td>
<td>200870-01</td>
<td>4500</td>
<td>30</td>
<td>45</td>
<td>1274</td>
<td>285</td>
<td>18.40</td>
</tr>
<tr>
<td></td>
<td>200871-01</td>
<td>4500</td>
<td>45</td>
<td>65</td>
<td>1841</td>
<td>418</td>
<td>20.30</td>
</tr>
<tr>
<td></td>
<td>200872-01</td>
<td>4500</td>
<td>60</td>
<td>87</td>
<td>2464</td>
<td>550</td>
<td>21.65</td>
</tr>
</tbody>
</table>

3M Scott Fire & Safety  
Personal Safety Division  
Monroe Center, P.O. Box 569  
Monroe, NC 28111  
Phone 1-800-247-7257  
Email US-3M-ScottMonroeCSR@mmm.com  
Web 3MScott.com  
H/S 7012_RevG_EN 4/19 ISO 9001 Registered.  
Please recycle. Printed in USA © 3M 2019. All rights reserved.  
3M and Scott are trademarks of 3M.
RIT-PAK FAST ATTACK

EMERGENCY AIR-SUPPLY SYSTEM
RIT-PAK FAST ATTACK
A SMALL, LIGHTWEIGHT, AND COMPACT SOLUTION FOR RAPID INTERVENTION TEAMS

When a call comes in for a structure fire with possible entrapment, or a mayday is issued for a firefighter in distress, the last thing that should be on the minds of the RIT team is the equipment needed to perform the rescue. The RIT-Pak Fast Attack is another example of Scott Safety listening to the fire services community to deliver a user-friendly and intuitive product solution that firefighters can rely on.

Scott's RIT-Pak Fast Attack offers a small, lightweight, and compact solution for rapid entry and air replenishment to a firefighter in distress. Developed with input from firefighters and RIT instructors across the country, the RIT-Pak Fast Attack provides an intuitive design enabling RIT teams to focus on locating and assessing the downed firefighter.

CARRYING DEVICE
- Hi-viz orange CORDURA® fabric makes it easier to identify the bag in low visibility conditions, while also offering improved durability to meet the rigors of the fireground.
- Two color-coded storage compartments provide separation and easy identification of low-pressure and high-pressure components.
- Tactile feel pull handles offer easy identification of low-pressure and high-pressure compartments in low visibility conditions.
- Low-pressure compartment sized to allow for facemask and mask-mounted breathing regulator to remain pre-connected for storage.
- ORALITE® reflective strips provide superior visibility in low light conditions, offer abrasion and water resistance, and are easy to clean.
- An easy-to-remove and adjustable length shoulder strap allows for convenient carrying and provides supplementary use as a pick-off strap during RIT removal.
- A fixed point carabiner on each end of the bag allows for easy attachment to the firefighter being rescued; Captive bar design ensures proper orientation of the carabiner each and every time.
- A reinforced protective bottom provides added durability and reduces friction when dragging.

PNEUMATICS
- An external pressure gauge with photo luminescent display provides continuous monitoring of air pressure remaining.
- A distinct, audible whistle alarm provides notification when the RIT-Pak Fast Attack has reached 25% remaining of the rated cylinder pressure.
- A universal high-pressure charging wand and a low-pressure hose with dual manifold offer maximum versatility for providing emergency breathing air to a firefighter in distress.
- ORALITE® reflective strips make it easier to locate the mask-mounted breathing regulator, universal high-pressure charging wand, and low-pressure hose with dual manifold in low light conditions.
- Multiple storage options for the universal high-pressure charging wand provide greater user flexibility.

FACEPIECE
- The facepiece, a modified AV-3000 with SureSeal, has a simple-to-use donning handle, making it quick and easy to strap onto a downed firefighter or victim.
FEATURES

- Color-Coded Storage Compartment
- Pressure Gauge & Whistle
- Tactile Feel "T" Pull Handle w/ Reflective Strip
- Shoulder Strap w/ Quick Adjustment Pull Handle
- Tactile Feel "Ball" Pull Handle w/ Reflective Strip
- Fixed Carabiner w/ Captive Bar
- Universal HP Charging Wand w/ Reflective Strip
- Low-Pressure Hose & Dual Manifold
- 90° Cylinder Valve
- Facepiece
- Mask-Mounted Regulator
- Low-Pressure Side
- High-Pressure Side

HIGH-PRESSURE SIDE INCLUDES:
- Cylinder Valve
- Pressure Reducer
- Universal Charging Wand

LOW-PRESSURE SIDE INCLUDES:
- Facepiece
- Regulator
- LP Hose & Manifold

BAG SPECIFICATIONS:

SMALL BAG
- Length: -22 in.
- Width: -7 in.
- Height: -7 in.
- Weight: 10.5 lbs (less cylinder)

MEDIUM BAG
- Length: -27 in.
- Width: -7 in.
- Height: -7 in.
- Weight: 10.8 lbs (less cylinder)

CYLINDER SPECIFICATIONS:

Cylinder, 4.5, 15-min
- Weight: 7.16 lbs (full)

Cylinder, 4.5, 30-min
- Weight: 11.24 lbs (full)

Cylinder, 5.5, 30-min
- Weight: 10.44 lbs (full)

Cylinder, 5.5, 45-min
- Weight: 14.15 lbs (full)
The Scott Story. Since 1932, Scott Safety has been committed to providing outstanding, reliable safety equipment to those whose lives depend on it. Thousands of safety workers, firefighters, police, civil defense and military personnel have counted on Scott for innovative product design, best exemplified by our industry-leading Air-Pak SCBA. We've built a solid reputation on our attention to detail, rigorous quality assurance and exceptional service.

RIT-PAK FAST ATTACK ORDERING INFORMATION

<table>
<thead>
<tr>
<th>RIT-Pak Fast Attack (Less Cylinder)</th>
<th>Part Number</th>
<th>Bag Size</th>
<th>Pressure (psig)</th>
<th>Carrying Bag</th>
<th>Shoulder Strap</th>
<th>6' EBSS Hose</th>
<th>5' RIC Hose</th>
<th>RIT-Pak Facepieces</th>
<th>E-Z Flo Regulator</th>
<th>Fixed Carabiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>201564-01</td>
<td>Medium</td>
<td>4500</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>201564-02</td>
<td>Medium</td>
<td>5500</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>201564-03</td>
<td>Small</td>
<td>4500</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Cylinders

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>201561-01</td>
<td>4.5, 15-min, Cylinder &amp; Valve (90°)</td>
</tr>
<tr>
<td>200870-01</td>
<td>4.5, 30-min, Cylinder &amp; Valve (90°)</td>
</tr>
<tr>
<td>201567-01</td>
<td>5.5, 30-min, Cylinder &amp; Valve (90°)</td>
</tr>
<tr>
<td>201568-01</td>
<td>5.5, 45-min, Cylinder &amp; Valve (90°)</td>
</tr>
</tbody>
</table>

Replacement Parts (Spares)

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>201558-01</td>
<td>RIT-Pak Fast Attack, Bag, Medium</td>
</tr>
<tr>
<td>201558-02</td>
<td>RIT-Pak Fast Attack, Bag, Small</td>
</tr>
<tr>
<td>201600-01</td>
<td>RIT-Pak Fast Attack, Shoulder Strap Assembly</td>
</tr>
<tr>
<td>201595-01</td>
<td>RIT-Pak Fast Attack, Facepiece</td>
</tr>
<tr>
<td>201605-01</td>
<td>RIT-Pak Fast Attack, E-Z Flo Regulator</td>
</tr>
<tr>
<td>31003648</td>
<td>RIT-Pak Fast Attack, Carabiner</td>
</tr>
</tbody>
</table>
Agenda Item Summary

To: Board of Trustees  
From: Robert Duke, EFO, Fire Chief  
Meeting Date: August 16, 2021  
Memo Date: August 10, 2021  
Subject: Fire Department: Purchase Ambulance

REQUEST

The Fire Department is requesting authorization to purchase one (1) 2021 Custom Classic Type 1 ambulance for at total delivered vehicle sales price with options of $273,163.00. This purchase will be made on September 1, 2021 and will utilize fund balance monies. Currently the Fire Department's Fund Balance is $543,673. If this purchase is approved, the remaining balance in Fund Balance will be $270,510.

REASON

Ambulances are used to provide a method of providing patient care and transportation to the hospital for definitive care. EMS transport allows for improved services to our community and is in line with the fire department capital apparatus purchase plan that was presented to the Board of Trustees.

PROCESS

A new ambulance was budgeted to be purchased in 2022. When the 2021-2023 budget was adopted, the Fire Department anticipated spending $1,113,500 in 2022 Capital Outlay (equipment & vehicle) needs. However, Fire Administration has been presented with the opportunity to purchase a new demonstrator ambulance today (in 2021) which meets/exceeds the current ambulance specification (local & state) standards based on operational use and needs of providing best practice care to our community. By purchasing now, vs. 2022, there will be an approximate savings of $14,000 which is a 5% price increase. The increase is set to take effect at years end, 2021.

MMRMA grant funding will be applied for to assist in paying some of the cost of patient movement devices in the amount of $5,900.00. This funding will be reimbursed after the ambulance is paid for by the fire department.

If approved, based on the 2021-2023 budget adoption, the new Capital Outlay (equipment & vehicle) needs for 2022 would be reduced by the purchase price of $273,163 making the anticipated Capital need for Fire in 2022 to be approximately $840,337.

This item has been reviewed by the Township Supervisor, Board Fire Liaison, and Budget and Procurement Director.
RECOMMENDATION (MOTION)
To approve and authorize the Fire Department to purchase one (1) 2021 Type 1 PL Custom ambulance from Halt Fire, Inc., 50168 Pontiac Trail, Wixom, MI 48393 in the amount of $273,163.00 and authorize the Controller or Budget & Procurement Director to make the necessary Budget Adjustment utilizing funds from Fund Balance.
REQUEST

The Fire Department is requesting authorization to purchase one (1) 2021 Custom Classic Type 1 ambulance for a total delivered vehicle sales price with options of $273,163.00. This purchase will be made on September 1, 2021 and will utilize fund balance monies. Currently the Fire Department's Fund Balance is $543,673. If this purchase is approved, the remaining balance in Fund Balance will be $270,510.

REASON

Ambulances are used to provide a method of providing patient care and transportation to the hospital for definitive care. EMS transport allows for improved services to our community and is in line with the fire department capital apparatus purchase plan that was presented to the Board of Trustees.

PROCESS

Fire Administration has been presented with the opportunity to purchase a new demonstrator ambulance which meets/exceeds our current ambulance specification (local & state) standards based on operational use and needs of providing best practice care to our community. This purchase will save approximately $14,000 which is a 5% price increase to take place at years end, 2021. MMRMA grant funding will be applied for to assist in paying some of the cost of patient movement devices in the amount of $5,900.00. This funding will be reimbursed after the ambulance is paid for by the fire department. This item has been reviewed by the Township Supervisor, Board Fire Liaison, and Budget and Procurement Director.

BUDGET

<table>
<thead>
<tr>
<th>Fund Name: 206 - Fire</th>
<th>Project/Grant Tracking?</th>
<th>Purchase Order Number: 21-0566</th>
<th>Expected Invoice Date: 9/1/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adjustment Needed: ☒</td>
<td>Reviewed by Budget Director: ☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER/NAME</th>
<th>AMENDED BUDGET</th>
<th>AVAILABLE BALANCE</th>
<th>COST</th>
<th>REMAINING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>206-336-978 – Capital Outlay - Vehicles</td>
<td>$844,897</td>
<td>$0</td>
<td>$273,163.00</td>
<td>$-273,163</td>
</tr>
</tbody>
</table>

RECOMMENDATION (MOTION)

To approve and authorize the Fire Department to purchase one (1) 2021 Type 1 PL Custom ambulance from Halt Fire, Inc., 50168 Pontiac Trail, Wixom, MI 48393 in the amount of $273,163.00 and authorize the Controller or Budget & Procurement Director to make the necessary Budget Adjustment utilizing funds from Fund Balance.
Date: August 10, 2021

To: Robert Duke, Fire Chief

From: John Pender  
Assistant Fire Chief

Subject: Purchase of Demo Ambulance

The fire department was notified that Halt Fire had received a demo ambulance to be used for the upcoming fire and EMS expo in September. This ambulance is the exact same model and has similar options as the new build ambulance that the fire department has recently ordered. This ambulance will be available for delivery the first week of October 2021.

Vehicle cost breakdown:
Cost of vehicle: $223,670.00
Power cot and load: $45,893.00
Stair Chair: $3,600.00
Total: $273,163.00

Our current ambulance in production had a total cost of $270,612.00.

I have been advised that any new ambulance purchases will have a 5% cost increase and an estimated build time of 15-18 months from time of order. If we follow our current plan of ordering an ambulance in January of 2022, we will incur a cost increase of approximately $14,000.00. This does not include any cost increases for the equipment needed to outfit the unit including power load and stretcher. This will also have the department not taking delivery until late first quarter or mid-year of 2023.

I am requesting that we explore the option of purchasing this demo unit using funds from our fund balance account.

The current 2015 ambulance is insufficient for ALS operations and was purchased as a BLS unit. This unit has had a history of maintenance issues and is deemed out of service on a regular basis. When this unit is placed out of service it causes the department to run with only two ambulances. With the purchases of the current in build ambulance and the proposed ambulance we would have a total of four (4) ambulances. The 2015 ambulance will be sold and the funds would be used to offset the cost.

In conclusion, I would recommend that the fire department request authorization to purchase the Ford F550 4x4 demo ambulance from Halt Fire for a cost not to exceed $274,000.00. This purchase will save the department over $14,000.00 in 2022 price increases. This purchase will also allow for the department to have a full ambulance fleet of four (4) units to serve the Township without waiting until mid-year 2023.
A fleet audit for ambulances and a multi-year replacement plan is in progress and will show a comprehensive plan for replacement of ambulances over the next 20 years.
### Invoice

**Halt Fire, Inc.**

50168 W. Pontiac Trail, Unit 5  
Wixom, Michigan 48393  
Phone (248) 669-0800  
Fax (248) 669-8120

<table>
<thead>
<tr>
<th>BILL TO</th>
<th></th>
</tr>
</thead>
</table>
| Orion Township  
3365 Gregory Road  
Lake Orion, Michigan 48359 |  |

<table>
<thead>
<tr>
<th>SHIP TO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>REP</th>
<th>SHIP</th>
<th>VIA</th>
<th>F.O.B.</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upon Delivery</td>
<td></td>
<td>8/9/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORION TOWNS...</td>
<td>ONE (1) PL CUSTOM CLASSIC 170 TYPE 1 ON 2021 F550 4 X4 CHASSIS</td>
<td>273,163.00</td>
<td>273,163.00</td>
<td></td>
</tr>
</tbody>
</table>

***Halt to retain until September 30, 2021 for demonstrator purposes but mileage will not exceed 5,000 miles

**Total**  
$273,163.00
Orion Township Fire Department
Ambulance Proposal

Chief Rob Duke
Assistant Chief John Pender
Captain Kyle Cameron, EMS Coordinator
Orion Township Fire Department
3365 Gregory Road
Lake Orion, MI 48359

August 9th, 2021

P.L. Custom Body and Equipment Co., Inc. and Halt Fire, Inc. are pleased to provide this proposal for your department to consider.

As you have requested, we are offering the following ambulance as described in the provided specifications and drawings: **One (1) PL Custom Classic 170 Type I Ambulance** on a 2021 Ford F-550 4x4 chassis. Pricing of the unit is **$273,163.00**. PL Custom unit #21-4155, VIN #1FDUF5HT3MEC63275. This price does include the current Ford Fleet discount based on your FIN – KW882. This is a demo unit and will be retained by Halt Fire, Inc. for demonstration purposes until September 30th, 2021. Unit will have less than 5000 miles at time final delivery to customer.

*Payment is due at time of delivery of completed unit to Orion Township Fire Department.*

Pricing for this unit includes the following, in addition to the provided proposal text:
- Stryker Power Pro Cot per specifications provided from your Stryker representative
- Stryker Power Load Cot system per specifications provided from your Stryker representative, installed by Halt Fire, Inc.
- Stryker Stair Chair per specifications provided to Halt Fire, Inc.
- Conversion of the right from upper cabinet to solid laminate doors with lock.
- Installation of Federal EQ2B siren.
- Delivery of completed unit to Orion Township.
- Graphics allowance with vendor of your choice to include rear chevron striping on the rear of the body.

Thank you for the opportunity to provide you this proposal for your consideration! If you should have any questions please contact me at any time, I will be more than happy to clarify or review this proposal with you.

Todd L. Lincoln, President
Halt Fire, Inc.
Agenda Item Summary

To: Board of Trustees
From: Chris Barnett, Township Supervisor
Meeting Date: August 16, 2021
Memo Date: August 12, 2021
Subject: CIA Bylaws Amendment.

REQUEST
The request is to approve the amendment to the CIA Bylaws, as recommended by the Corridor Improvement Authority Board.

REASON
At its August 11, 2021 Board meeting, the CIA Board recommended the attached changes to the CIA Bylaws, updating Section 4 Order of Business.

PROCESS
If approved by the Township Board of Trustees, the amendment will be made to the Bylaws and distributed to every member of the CIA Board and uploaded to the Township's website.

RECOMMENDATION (MOTION)
Approve the amendment Section4. Order of Business as recommended by the Corridor Improvement Authority Board at its August 11, 2021 regular meeting.
Proposed Amendment to the Bylaws of the Corridor Improvement Authority

Amend ARTICLE V MEETINGS, Section 4 Order of Business as follows:

Eliminate the existing Section 4 in its entirety and replace it with:

Section 4 Order of Business. The order of business at Authority Board meetings shall be as follows:

1. Call to Order/Roll Call
2. Public Comment
3. Approval of Agenda
4. ACTION – Approval of minutes of ____(date)______ meeting
5. REPORT – Development Update
6. REPORT – Baldwin Road Update (if necessary)
7. REPORT – Pocket Park Update (if necessary)
8. ACTION – (any action item as needed)
9. Open Items & Next Steps
10. Adjourn
Agenda Item Summary

To: Board of Trustees
From: Chris Barnett, Township Supervisor
Meeting Date: August 12, 2021
Memo Date: August 16, 2021
Subject: Hire Full Time Safety Path & Trails Maintenance Worker

REQUEST
To approve hiring of Tanner Cartner as a Safety Path & Trails Maintenance Worker (Full Time, 40 hours per week, Level 4, full benefits).

REASON
It is the recommendation of the Parks and Recreation Director and Township Supervisor to hire Tanner Cartner for the full time Safety Path & Trails Maintenance Worker position.

PROCESS
Interview and selection process were completed by Parks and Recreation Director, Township Supervisor and Human Resources.

RECOMMENDATION (MOTION)
Hire Tanner Cartner as Full Time Safety Path & Trails Maintenance Worker, a Level 4, Technical Union position at the starting rate of $17.48 per hour, full time, 40 hours per week, full benefits, effective September 1, 2021.
REQUESTS
The request is to appoint Scott Reynolds as the Property Maintenance Code Hearing Officer, and to set the compensation rate at $200 per case. Mr. Reynolds has previously served as the Township’s Hearing Officer.

REASON
A Property Maintenance Code Hearing Officer is necessary to assist in the process to bring homes up to code or assist in the condemnation process. Each case involves at least one site visit, meetings with the ordinance enforcement team, attorney and homeowners as well as the actual hearing. Following the hearing, the Hearing Officer is required to study the evidence and testimony and submit a formal written opinion.

PROCESS

RECOMMENDATION (MOTION)
Appoint Scott Reynolds as the Property Maintenance Hearing Office, and set the compensation rate at $200 per case, with funds coming from 249-371-705.
Agenda Item Summary

To: Board of Trustees
From: Ashley Coyle, Budget & Procurement Director
Meeting Date: August 16, 2021
Memo Date: August 11, 2021
Subject: Update Spending & Bid Policy and Capitalization Policy

REQUEST
The request is to update the Spending Limits & Bidding Policy to amend purchasing thresholds and include the capitalization threshold.

REASON
The Spending Limits & Bidding Policy was last updated in 2015, and the Fixed Assets Threshold was set in 2008 by Board action. After internal review and consultation with Township’s Financial Consultant, Woodhill, it has been determined that the current monetary thresholds should be updated to reflect the continued rise in the cost of routine operating expenditures, and reduce the time needed to make those purchases.

Currently, purchase orders are required for all purchases over $1,000, with many departments spending $1,000 on routine operating expenses. The updated policy allows departments to make routine purchases under $5,000, with elected official approval for items between $5,000 and $10,000; three written quotes and Board approval for purchases between $10,000 and $19,999; and sealed bids and Board approval for purchase of $20,000 or more.

The Fixed Assets threshold is being increased from $1,000 or a useful life of greater than one year to $5,000 or a useful life of greater than one year.

PROCESS
Following Board approval of the updated policy, BS&A Purchase Orders will be updated to reflect the new thresholds and the Policy will be disseminated to Departments.

RECOMMENDATION (MOTION)
Adopt the Spending Limits & Bid Policy as amended, effective August 17, 2021.
Whereas, the Orion Township Board of Trustees is entrusted with the wise and prudent use of Township Funds; and

Whereas, the efficient running of the Township government requires that some spending decisions be made by the three (3) full-time elected officials, namely Supervisor, Clerk, and Treasurer; and

Now Therefore Be It Resolved, that normal expenditures under $1,000 to $5,000 may be made by the Department Head responsible for the Department seeking to make the expenditure and if adequate money is in the budget; and

Be It Further Resolved, that expenditures between $1,000 to $5,000 and $5,000 to $10,000 require price quotes to be obtained by the appropriate Department Head and may be made with the approval of the full-time elected official responsible for the Department seeking to make the expenditure and if adequate money is in the budget; and

Be It Further Resolved, that all expenditures and/or contracts between $5,000 to $10,000 and $19,999 require at least two (2), preferably three (3), written quotes (except in the case of a sole source provider) to be obtained by the appropriate Department Head with the approval of the full-time elected official responsible for the Department seeking to make the expenditure and if adequate money is in the budget; and that the approval of the Township Board is required before the expenditure can be made; and

Be It Further Resolved, for procurements to be paid for with federal grant funds, the procurement standards to be applied will be the more restrictive between the Township’s existing policy, or the standards as outlined in 2 CFR Chapter 1, Chapter II, Parts 200.317-300.326; and

And Be It Further Resolved, that expenditures and/or contracts of $20,000 or more required advertising for and receiving sealed bids, and that all such bids received be opened in public at the advertised time and place and read aloud at that time, and approval of the Township Board is required before the expenditure can be made; and that this requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services, or emergency repairs. Emergency repairs are to be approved by the full-time elected official responsible for the Department.
And Be It Further Resolved, that a purchase of $5,000 or a useful life of greater than one (1) year be the threshold for capitalization of Township fixed assets.

Attachment: Guidelines – Request for Sealed Bids

Revisions

<table>
<thead>
<tr>
<th>Rev</th>
<th>Board Action Date</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>04/07/1997</td>
<td>Original Policy</td>
<td>Township Board</td>
</tr>
<tr>
<td>01</td>
<td>03/16/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>08/17/2021</td>
<td>Updates to purchasing thresholds and addition of fixed asset threshold.</td>
<td>Budget &amp; Procurement Director</td>
</tr>
</tbody>
</table>
REQUEST  
Board action on PC-2021-50

REASON  
Township Initiated Text Amendment to Zoning Ordinance #78, Assemblies.

PROCESS  
The Board of Trustees held the first reading for PC-2021-50 on July 19, 2021 and it was published in the July 28, 2021 edition of the Orion Review for second reading and possible approval/adoption on August 16, 2021.

RECOMMENDATION (MOTION)  
August 16, 2021

Move to declare that the second reading of PC-2021-50, Text Amendment to Zoning Ordinance #78, Articles 2, 5, 6, 7, 9, 11 and 14, to have been held on August 19, 2021 and to approve/adopt.
REQUEST
Board action on PC-2021-50

REASON
The Planning Commission, at their July 7, 2021 meeting, passed a motion to forward to the Board of Trustees, a recommendation to approve PC-2021-50, Text Amendment to Zoning Ordinance #78, Assemblies.

PROCESS
The Board of Trustees holds the first reading for PC-2021-50 on July 19, 2021 and directs the Clerk to advertise for the second reading and possible approval/adoption on August 16, 2021.

RECOMMENDATION (MOTION)
July 19, 2021

Move to declare that the Orion Township Board of Trustees held and approved the first reading on July 19, 2021, for PC-2021-50, Text Amendment to Zoning Ordinance #78, Articles 2, 5, 6, 7, 9, 11 and 14, and to direct the Clerk to publish for the second reading and possible approval/adoption on August 16, 2021.

August 16, 2021

Move to declare that the second reading of PC-2021-50, Text Amendment to Zoning Ordinance #78, Articles 2, 5, 6, 7, 9, 11 and 14, to have been held on August 19, 2021 and to approve/adopt.
Charter Township of Orion  
Planning & Zoning Department  
2525 Joslyn Rd., Lake Orion MI 48360  
P: (248) 391-0304 ext. 5000; Fax (248) 391-1454

TO: Charter Township of Orion Board of Trustees
FROM: Tammy Girling, Planning & Zoning Director
DATE: July 14, 2021
RE: PC-2021-50, Text Amendment to Zoning Ordinance #78, Assemblies

It came to my attention that Zoning Ordinance #78 needed to be updated regarding how the Ordinance regulated the various uses considered “Assemblies.” I worked with the Township Attorney on the proposed changes and presented it to the Planning Commission. A public hearing was held on 7/7/21 as well as deliberation at the same meeting. The following motion was passed by the Planning Commission:

Moved by Vice-Chairman Gross, seconded by Commissioner Walker, that the Planning Commission forwards a recommendation to the Township Board to approve and adopt PC-2021-50, Township initiated Text Amendment to Zoning Ordinance #78 regarding, Assemblies, Articles 5, 6, 7, 9,11, and 14 providing a repeal of conflicting ordinances and a portion thereof, in effect by replacing the designation of churches to places of worship, providing that they be special uses within Articles 5, 6, & 7, as special uses but they would be retained as permitted uses in Articles, 9, 11, & 14.

Roll call vote was as follows: Walker, yes; Gross, yes; Urbanowski, yes; St. Henry, yes; Gingell, yes; Reynolds, yes. Motion carried 6-0 (One vacancy).

Attached please find: The red-line proposed text, the Public Hearing Minutes and Regular Planning Commission minute from 7/7/21. Please do not hesitate to contact me with any questions at x 5000.
Article II  
Construction of Language & Definitions

A. A single lot of record;  
B. A portion of a lot of record;  
C. A combination of complete lots of record, or portions thereof;  
D. A piece of land described by metes and bounds; provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirements of this Ordinance.

Parking Space: An area of definite length and width designated for parking an automobile or motor vehicles, such space being exclusive of necessary drives, aisles, entrances or exits and being fully accessible for the storage or parking of permitted vehicles.

Personal Wireless Service Antennae: Antennae used to send or receive PWS signals. *(amended 08.21.97)*

Personal Wireless Service (PWS) Facilities: As initially defined by the Telecommunication Act of 1996 to include commercial mobile services, unlicensed wireless services and common carrier wireless exchange access services and intended to include telecommunications by Cellular, Personal Communication Service (PCS) or Specialized Mobile Radio (SAR) methods. *(amended 08.21.97)*

Personal Wireless Service Support Structure: A structure used to support PWS antennae. *(amended 08.21.97)*

Personal Wireless Service Tower: A freestanding structure, attached to the ground and used to support PWS antennae. *(amended 08.21.97)*

Placements of Worship – A building wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, along with all accessory buildings and uses customarily associated with such primary use.

Planned Unit Development: A planned unit development (PUD) may include such concepts as cluster development, planned development, community unit plan, planned residential development, and other terminology denoting special zoning requirements and review procedures. These requirements and procedures are intended to provide design and regulatory flexibility, so as to accomplish the objectives of this Ordinance using innovative and effective planning approaches. *(amended 04.10.86)*


Principal Use: The main use to which the premises are devoted and the main purpose for which the premises exist.

Private Road: See Street, Private.

Public Service Facilities: These include such uses and services as voting booths, pumping stations, fire halls, police stations, temporary quarters for welfare agencies, public health activities and similar uses including essential services.

Public Utility: Any person, firm, corporation, municipal department, or board, duly authorized to furnish and furnishing to the public under governmental regulations, electricity, gas, steam, communications, telegraph, transportation, water services, sewers or sewage treatment.

Recognizable and Substantial Benefit: A clear benefit, both to the ultimate users of the property in question and to the community, which would reasonably be expected to accrue, taking into consideration the reasonably foreseeable detriments of the proposed development and use(s). Such benefits may include: long-term protection or preservation of natural resources and natural features, historical features, or architectural features; or, elimination of reduction in the degree of nonconformity of a nonconforming use or structure.

Recreational Vehicle: These uses shall be defined as follows: *(added 11.15.10)*

A. Boats and Boat Trailers. Includes boats, jet skis, floats, rafts, canoes, plus the normal equipment to transport them on the highway.
<table>
<thead>
<tr>
<th><strong>LAND USE (amended 07.16.18)</strong></th>
<th><strong>Zoning District</strong></th>
<th><strong>Footnotes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P = Permitted by Right</strong></td>
<td><strong>S = Special Use</strong></td>
<td></td>
</tr>
<tr>
<td><em><em>S</em> = Special Use permitted within Lapeer Road Overlay District</em>*</td>
<td>GB</td>
<td></td>
</tr>
<tr>
<td>Home improvement/hardware store (less than 55,000 square feet)</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Large scale retail establishments (greater than 55,000 square feet)</td>
<td>S</td>
<td>F</td>
</tr>
<tr>
<td>Lumber yard</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Neighborhood convenience store (no gasoline sales)</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Pharmacy/drugstore (with or without drive-thru pharmacy)</td>
<td>P</td>
<td>A, I</td>
</tr>
<tr>
<td>Specialty food store</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Outdoor display areas</td>
<td>P</td>
<td>G</td>
</tr>
<tr>
<td>Showrooms of a plumber, electrician or building contractor</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Showrooms with on-site fabrication processing or wholesaling</td>
<td>S*</td>
<td>J</td>
</tr>
<tr>
<td><strong>General Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry cleaning/laundromats</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Hotel/motel</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Printing and publishing establishments (less than 10,000 square feet)</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Printing, copying, or shipping stores</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>General appliance repair/service</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Financial and insurance service (banks, credit unions, etc. with or without drive-thru)</td>
<td>F</td>
<td>A, I</td>
</tr>
<tr>
<td>Personal service</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Tattoo and body art/piercing establishments</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Pet grooming/daycare</td>
<td>P</td>
<td>H</td>
</tr>
<tr>
<td>Overnight boarding for pets/kennels</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Real estate/property management services</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Travel/ticket agencies</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency or extended hour medical clinics</td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td>Professional and medical offices</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Veterinary clinics and hospitals</td>
<td>P</td>
<td>H</td>
</tr>
<tr>
<td><strong>Civic and Institutional</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Educational Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools for music, dance, business or trade</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Private schools for profit</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Public service and government facilities</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Private clubs, fraternal organizations, and lodge halls, organizational meeting facilities or banquet halls, and places of worship</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Organizational meeting facilities or banquet halls</strong></td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Churches</td>
<td>S*</td>
<td>J</td>
</tr>
<tr>
<td>Public transportation facilities</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Other Uses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini-storage and warehousing</td>
<td>S*</td>
<td>J</td>
</tr>
<tr>
<td>Extended hour uses</td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td>Planned Unit Development, subject to the standards and approval requirements of Section 30.03</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Accessory Uses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor storage in accordance with Section 27.19.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Accessory outdoor uses customarily incidental to the permitted uses in this Section. Total area of the outdoor area not to exceed 25% of the area occupied by the principal use, building, or structure.</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
F. All large scale retail establishments must comply with the requirements outlined in Section 27.16 – Large Scale Retail Establishments.

G. Outdoor Display and Sales area, subject to the following (amended 07.16.18):
   1. Outdoor display and sales shall not exceed ten percent (10%) of the building or one thousand (1,000) square feet, whichever is less.
   2. Outdoor display and sales area shall adhere to all setback requirements, shall not encroach upon a parking lot, driveway, or public right-of-way, and shall maintain at least five (5) feet of clear pedestrian passage on sidewalk areas. Materials shall be displayed no closer than ten (10) feet from building entrance doors.
   3. Bulk storage or stockpiles of unpackaged mulch, soil, gravel, building supplies, or similar materials shall be prohibited. Flammable products shall be located away from structures to prevent a fire hazard.
   4. Outdoor display and sales areas shall be subject to administrative review and permitting by the Building Department.

H. Pet grooming facilities, pet daycare for small household pets or veterinary clinics, provided that:
   1. All activities are conducted within a totally enclosed building.
   2. The facility has no outdoor runs or kennels.
   3. Inside boarding facilities are confined to use during the day by animals being groomed.
   4. The applicant makes provisions to deal with pet litter and potential conflict between pets, pedestrians, and vehicular traffic. Such provisions may include locating in the end unit in a shopping center, and/or providing a grassy area or garden adjacent to the clinic for use by pets, and/or designating a special parking area close to the clinic.

I. Drive thru facilities as permitted in this Section shall be subject to the landscaping and screening wall requirements of Section 27.05

J. Uses as listed below are allowed as a special land use on parcels within the Lapeer Road Overlay District. These uses are to be complementary to the General Business zoning district, and may include such uses as:
   1. Showrooms for kitchen, bath, household fixtures, household furniture, with on-site fabrication processing or wholesaling.
   2. Mini-storage and warehousing.

3. **Churches**

Section 14.03 – Required Conditions (amended 01.30.86, 09.20.90, 02.01.16, 07.16.18, 05.04.20)

All activities and uses in this District shall comply with the following required conditions, except where an existing building is legally in nonconformance with certain conditions, or where a variance from the conditions has been legally granted by the Zoning Board of Appeals. (amended 01.30.86)

A. Site Plan Approval. The proprietor shall submit a site plan for approval pursuant to the requirements set forth in Section 30.01 of the Zoning Ordinance.

B. Minimum Parcel Size. The minimum lot area shall be twelve thousand (12,000) square feet.

C. Off-Street Parking.
1. Parking requirements shall be based upon the following schedule (amended 08.06.07):
   a. One (1) parking space per two hundred (200) square feet of gross floor area for general retail uses, personal services, banks, etc.
   b. One (1) parking space per one hundred (100) square feet of gross floor area for restaurants.
   c. One (1) parking space per three (3) seats for theatres, performing arts centers, etc.
   d. One parking space for each three (3) persons as designated in the maximum occupancy load of the building for private clubs, fraternal organizations, lodge halls, and places of worship.
   e. Parking requirements for all other uses in the GB district shall be based upon one (1) parking space per two-hundred (200) square feet of gross floor area.

2. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because of the level of current or future employment and/or the level of current or future customer traffic. (amended 01.30.86)

3. No parking area or driveway shall be closer than thirty (30) feet to the adjacent property lines when the parcel abuts residentially zoned or used property. However, when the parcel abuts commercial/office or industrially zoned property, no parking area or driveway shall be closer than twenty (20) feet to the adjacent property lines. (amended 07.06.87)

4. Driveways and parking areas shall be curbed and consist of hard surfaced concrete, blacktop or equivalent as approved by the Planning Commission.

5. All off-street parking shall conform to the standards set forth in Section 27.04 of this Ordinance.

6. The required setback for parking may be reduced in width or waived by the Planning Commission when the parcel abuts commercial/office, or industrial zoned property, and when existing off-street parking, drives, and/or structures are located within the setback area. (amended 09.16.93)

D. Landscaping.

1. A landscape plan shall be submitted to the Planning Commission for approval. The landscape plan shall specify plant materials and landscape treatment, based on the requirements of Section 27.05 of this Ordinance for such items. This landscape plan shall be part of, or accompany, the site plan.

2. A landscaped greenbelt at least twenty (20) feet in width shall be provided along the entire perimeter of a GB District, except where ingress or egress drives are located when the parcel abuts commercial/office or industrially zoned property. However, when the parcel abuts residentially used or zoned property, the landscape greenbelt shall be at least thirty (30) feet in width except where ingress or egress drives are located. (amended 07.06.87)

3. The off-street parking areas and access driveways shall be screened from view from any adjoining residential property. Such screening shall consist of earth berms, permanent walls or evergreen landscaping subject to approval of the Planning Commission.

4. All landscaping and screening shall be maintained in an attractive, litter-free, safe and healthy condition. Maintenance of all landscaping shall be of sufficient frequency to prevent overgrowth and deterioration from the original condition.

5. The landscaped greenbelt required along with the perimeter of the parcel may be reduced in width or waived by the Planning Commission when the parcel abuts commercial/office or industrially zoned property. The
### Article IX

**Office & Professional District (OP)**

<table>
<thead>
<tr>
<th>LAND USE</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P = Permitted by Right</td>
<td>S = Special Use</td>
<td></td>
</tr>
<tr>
<td>S* = Special Use permitted within Lapeer Road Overlay District</td>
<td>OP</td>
<td></td>
</tr>
<tr>
<td>Public service and government facilities</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Private clubs, fraternal organizations, <strong>and</strong> lodge halls, <strong>and</strong> places of worship</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Churches</td>
<td>S*</td>
<td>J</td>
</tr>
</tbody>
</table>

**Retail and Service**

**Automobile-Related Uses**
- Automotive retail and service facilities | S* | J |
- Automotive repair, paint and body shop, collision shop | S* | J |
- Automotive dealership, repair, service center, and used car facilities | S* | J |
- Equipment repair and sales | S* | J |

**Eating and Drinking Establishments**
- Restaurants, including drive-through restaurants | S* | J |

**General Retail**
- Retail and Service uses incidental to the primary office/research and development uses. | S |
- Showrooms for retail activities associated with fabrication, assembly processing, or wholesaling. | S* | J |

**General Service**
- Financial and insurance service (banks, credit unions - with or without drive-thru) | P |
- Real estate/property management services | P |
- Travel/ticket agencies | P |
- Pet grooming/daycare | P | B |
- Hotels/Motels | S* | J |

**Residential**
- Assisted living facilities | S | I |

**Accessory Land Uses**
- Accessory buildings and accessory uses customarily incidental to the permitted uses in this section, in accordance with Section 27.02. | P |
- Pharmacies (incidental to primary use) | P | H |
- Medical supply stores (incidental to primary use) | P | H |

**Other Uses**
- Planned Unit Development, subject to the standards and approval requirements of Section 30.03 | P |

**Prohibited Uses**
- Outdoor storage of materials, supplies, vehicles, equipment, or similar items

### Section 9.02 – Footnotes to the Use Matrix (added 02.01.16)

A. General hospitals and extended hour medical facilities, when the following conditions are met. However, hospitals for criminals or those primarily intended for the treatment of persons who are mentally ill are not permitted. *(amended 02.21.06)*

1. Hospitals shall be constructed only on sites containing at least twenty (20) acres.

2. The site shall have at least one property line abutting a major thoroughfare of at least one hundred twenty (120) feet of right-of-way, existing or proposed. All ingress and egress to the off-street parking area for
2. Automotive retail and service facilities, such as trailer hitches, car stereo, window tinting, and similar uses.

3. Automotive repair, paint and body shop, collision shop.

4. Automobile dealership, repair, service center and used car facilities.

5. Equipment repair and sales, such as recreational vehicles, lawn equipment, power tools, and construction equipment.

6. Mini-storage and warehousing.

7. Restaurants, including drive-through restaurants.

8. Churches.


10. Uses similar to the above, in accordance with Section 27.02(E), and which will not create adverse impacts to surrounding uses.

Section 9.03 – Required Conditions (amended 02.01.16, 07.16.18)

All activities and uses in this District shall comply with the following required conditions, except where an existing building is legally in nonconformance with certain conditions, or where a variance from the conditions has been legally granted by the Zoning Board of Appeals. (amended 01.30.86)

A. Site Plan Approval. The proprietor shall submit a site plan for approval pursuant to the requirements set forth in Section 30.01 of the Zoning Ordinance.

B. Minimum Parcel Size. The minimum lot area shall be twenty thousand (20,000) square feet.

C. Off-Street Parking.

1. All principal and accessory uses shall be contained within a building or combination of buildings that have a common parking lot.

2. Parking requirements shall be based upon the following schedule (amended 08.06.07):

   a. One (1) parking space per five hundred (500) square feet of gross floor area for office/research/design facilities.

   b. One (1) parking space per three hundred (300) square feet of gross floor area for general office.

   c. One (1) parking space per two hundred fifty (250) square feet of gross floor area for medical office.

   d. One parking space for each three (3) persons as designated in the maximum occupancy load of the building for Private clubs, fraternal organizations, lodge halls, and places of worship.

   d-e. Parking requirements for all other uses in the OP district shall be based upon one (1) parking space per two-hundred (200) square feet of gross floor area.

3. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because of the level of current or future employment and/or the level of current or future customer traffic. (amended 01.30.86)
be designed in accordance with Zoning Ordinance #78 Storm Water Management and Soil Erosion & Sedimentation Control Ordinance #139, and that the Township's Engineering Standards shall be submitted to the Township for further review and approval prior to construction. A detailed cost estimate for the improvements shall be submitted with the plans signed and sealed by the design engineer.

Discussion on the motion:

Chairman Reynolds stated that the only other thing on his list is if they would like to ask for the tree calculation or tree removal calculation to be added. Also, the private use of the power wash was the only other item that might have been a condition. Trustee Urbanowski thought that was already verified. Trustee Urbanowski said as far as the tree calculation, going back to 2003, she wasn't understanding what he was saying. Chairman Reynolds said that if they added a condition to the motion for the specific items, he wasn't sure if the tree calculation should have been added or not. Trustee Urbanowski replied she did not, no.

Roll call vote was as follows: Gross, yes; Urbanowski, yes; Gingell, yes; St. Henry, yes; Walker, yes; Reynolds, yes. Motion carried 6-0. (One vacancy)

B. PC-2021-50, Township Initiated Text Amendment to Zoning Ordinance #78, Assemblies.

Chairman Reynolds asked if there were any additional questions or comments?

Trustee Urbanowski stated that she hadn't been through a Special Land Use for something like this. She asked what is the reason for changing it? Planner Fazzini said that a Special Land Use is an additional step so if they have zoning in place, they still have to do the Special Land Use that is specific to each proposal so churches are usually Special Land Uses in residential areas because they are residentially zoned but they have some more impacts than a house would. So, a church, schools, similar institutions are usually Special Land Uses in residential districts. The goal of the amendment is to treat all of those places of assembly equally as they go district by district. Whether or not it is permitted by right in a commercial district or a Special Land Use in a residential district each district needs to treat all of those places of assembly equally as far as procedure. Trustee Urbanowski said that she meant specifically for Restricted Business (RB) and General Business (GB) where it was by right but changing it to Special Land Use in those two in particular. Chairman Reynolds said that this purpose he thought the forethought was to treat it all equally and it might have been taken an additional step when it was advertised. If it was advertised, they typically advertise the worst-case scenario. He stated that if they were having a major issue with this item or there is going to be a lot of what-ifs, that is when they make it a Special Land Use, they want the extra step to, not just have the public hearing component of it but require hours of operation, how are they using the outdoor spaces, versus just saying the other if it is permitted and it doesn't prompt a site plan approval then it just checks the box. It is an extra step that they have the right to just in and say this is a huge courtyard with a huge playground and it is used until 11 pm at night. They could have the condition to say it is only used until 9 pm at night. His personal opinion is they don't need to modify (RB) & (OP) in those districts. In a residential case, a church is typically allowed in a residential district by Special Land Use because it is fitting of the district but it is not just a straightforward house. They want there to be the opportunity to discuss and say how does it fit within a residential district, how are parking and lighting addressed.

Trustee Urbanowski said she understood all of that. She is saying at (OP), (GB) & (RB), it went from "P" which is permitted by right, and then they are suggesting that they use Special Land Use. Planning & Zoning Director Girling said that because she was doing this without
discussion elaborately with the Planning Commission, she wanted to make sure since she was advertising for the public hearing and it was out there for the public to look at, that she met with the extreme. They might discuss and say it has always been a use by right for all of these things, it has been no problem they want to use it as a use by right. Because they had not had the discussion, she wanted to make sure they advertised the most extreme. Trustee Urbanowski asked if it has always been permitted by, right? Chairman Reynolds replied yes. He said that Planning & Zoning Director Girling is throwing it to them to say should it still be, they could argue that it is not. Any use they can initiate a text amendment and say they have had a lot of issues with private clubs and they think that needs to go through an extra step. Chairman Reynolds said how he would look at this one is how is the proposed use work within the district itself. Since a church could be a more impactful use in a residential district, where the others it is like a tattoo parlor, things like that it might just be an eyebrow place but it could be a late night, serving cocktails doing whatever and that is why they have those extra steps. He added that they are not necessarily saying it is, so he felt that the general discussion was to hold tight on what it was before. Trustee Urbanowski said it doesn't necessarily need to go to Special Land Use for (OP), (GB), and (RB). Chairman Reynolds replied correct, that was his perspective on it, there could be others.

Chairman Reynolds said that the key here is in the amendment they can't just say churches anymore, places of worship have to be similar to clubs.

Trustee Urbanowski asked if the other ones for industrial will be changed, to come back to them later? Planning & Zoning Director Girling replied that it will come back during a text amendment but all it will be doing is changing the name of it.

Moved by Vice-Chairman Gross, seconded by Commissioner Walker, that the Planning Commission forwards a recommendation to the Township Board to approve and adopt PC-2021-50, Township initiated Text Amendment to Zoning Ordinance #78 regarding, Assemblies, Articles 5, 6, 7, 9,11, and 14 providing a repeal of conflicting ordinances and a portion thereof; in effect by replacing the designation of churches to places of worship, providing that they be special uses within Articles 5, 6, & 7, as special uses but they would be retained as permitted uses in Articles, 9, 11, & 14.

Roll call vote was as follows: Walker, yes; Gross, yes; Urbanowski, yes; St. Henry, yes; Gingell, yes; Reynolds, yes. Motion carried 6-0 (One vacancy).

C. Discussion on Fences

Planning & Zoning Director Girling said that she hears on a regular basis from the ZBA that they are seeing, as they see in their memo, numerous cases on fences that are taller than 4-ft. that they want to be on a property line up to 6-ft. no taller. When they have something that is going to the ZBA on a regular basis and on a regular basis with the exception of one over the last 2 ½ years the ZBA has granted. What she did was she went out and looked at other communities and she had given them those communities she was looking for a directive. She said looking at the other communities, the other communities allow 6-ft. on the property line. She had no problem formulating the actual text she just wanted to make sure they were in favor of that change. Right now, the ordinance says 4-ft. can be on the property line anything over 4-ft. up to 6-ft. must adhere to setbacks. She just wanted to know before coming up with the language and that they like that. She knew that Commissioner Walker had had articles on bushes and shrubs working as a fence and he might feel that they don't do this and he rather have her research maybe another community that uses those. She was looking for a directive on what they want her to do to go further on this.
The Charter Township of Orion Planning Commission held a Public Hearing on Wednesday, July 7, 2021, at 7:05pm at the Orion Township Community Center, 1335 Joslyn Road, Lake Orion, MI 48360.

**PLANNING COMMISSION MEMBERS PRESENT:**
- Don Walker, PC Rep to ZBA
- Kim Urbanowski, BOT Rep to PC
- Joe St. Henry, Secretary
- Scott Reynolds, Chairman
- Don Gross, Vice-Chairman
- Jessica Gingell, Commissioner

**PLANNING COMMISSION MEMBERS ABSENT:**
- Vacant Position

**CONSULTANTS PRESENT:**
- Eric Fazzini, (Township Planner) of Giffels Webster
- Eric Pietsch, (Township Planner) of Giffels Webster
- Mark Landis (Township Engineer) of OHM Advisors
- Tammy Girling, Township Planning & Zoning Director

**OTHERS PRESENT:**
- Anthony Battalia

PC-2021-50, Township Initiated Text Amendment to Zoning Ordinance #78, Assemblies, Articles 2, 5, 6, 7, 9, 11, and 14 providing for repeal of conflicting ordinance and portions thereof; and, providing an effective date.

Planning & Zoning Director Girling stated that this is a text amendment to update the ordinance in an area that needed updating. She noted that in their Boardbook she had them section by section, article by article. She said they added a definition of place of worship, she showed them where it was going to be inserted and the actual definition that they came up with.

Planning & Zoning Director Girling stated that Article V - SF, SE, SR, they are removing the word church and replacing it with a place of worship. She had originally stricken the footnote, but after talking to the attorney they are going to keep that footnote because it is within the proximity of residential it is giving parcel sizes, talking about ingress and egress, distance to the property line, and gives a standard for parking. Because within residential they normally don’t have any parking regulations because they are homes. For that use for a place of worship, they have given a standard that is based on the size of the building.

Planning & Zoning Director Girling said regarding R-1, R-2, R-3, it is similar. Removed the word church and make it a place of worship, proposing to keep the footnote but change it to exactly the same as the former, getting into sizes and restrictions.

Planning & Zoning Director Girling stated that RM-1 & RM-2, replacing church with a place of worship, keeping a footnote which is the same criteria that they have so far.

Planning & Zoning Director Girling said regarding Office Professional. They have a line item for private clubs, fraternal organizations, lodge halls, and they are placing places of worship there because that is why they need to update the ordinance they can’t treat assemblies of one type differently than another. They are moving places of worship up to be similar to private clubs, fraternal organizations, and lodge halls. She said that she had put within the advertisement that it should be a Special Land Use just be the most restrictive but it is up for discussion this evening.
Planning & Zoning Director Girling stated that the required conditions she added the criteria D, which gets into the occupancy load in calculating the parking calculations.

Planning & Zoning Director Girling said for Restricted Business is similar to where they just looked. Having the private clubs, fraternal organizations, lodge halls, places of worship, all are similar they are all allowed and up to discussion if it is Use by Right or Special Land Use. Within the Restricted Business off-street parking calculation, they have one that is related to those assemblies.

Planning & Zoning Director Girling said General Business, again, they are grouping them all together, private clubs, fraternal organizations, lodge halls, places of worship, organizational meeting facilities, and banquet halls, all in one category. Again, discussing whether it is a Use by Right or a Special Land Use and getting into the parking requirements and adding a parking requirement related to the occupancy load.

Chairman Reynolds asked if there were any members of the public that wanted to speak to the public hearing. There was none.

Chairman Reynolds asked if any of the Commissioners had anything to say during the public hearing?

Vice-Chairman Gross said just as an observation since all of the changes in the single-family districts and in the multiple districts are all the same, was there any thought of making that a general provision as opposed to, into each individual district to simplify the ordinance a little bit, or would they prefer to have them in each individual article. Planning & Zoning Director Girling said that they have a chart in every district. She had started, several times, trying to come up with what a lot of other communities have which their zoning ordinance starts with a chart. If they are looking for where a drive-thru restaurant is she doesn’t have to go through every district and find where it is allowed, they have an alphabetical listing of all uses and then at the top, they go down and find which district or districts it is allowed. So, that would take care of that, that is something that she wanted to get to but they have been busy, but that would fix that. She didn’t want to be inconsistent with how they are handling it in other places of the ordinance.

Chairman Reynolds commented that he wanted to write down places of worship, there is on page 9-7 where churches are still used. His comment is in any of the RB, OP, GB districts to where it was previously by right, he didn’t think they need to make it a Special Land Use. He would agree with it being a Special Land Use in the residential districts, but didn’t see any need to, he appreciated advertising the worst-case scenario but thought that if they just need to kind of stick it, it was just a definition change for him, so, that is how he views the ordinance change.

Chairman Reynolds closed the public hearing at 7:13 p.m.

Respectfully submitted,

Debra Walton
PC/ZBA Recording Secretary
Charter Township of Orion

Planning Commission Approval Date
# Article VI

## Single Family Residential: R-1, R-2 & R-3

<table>
<thead>
<tr>
<th>LAND USE (added 07.16.18, amended 05.04.20)</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land Use</strong></td>
<td>R-1, R-2, R-3</td>
<td></td>
</tr>
<tr>
<td>Single family detached buildings.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Agriculture &amp; farming use, including livestock and poultry raising, dairying, horticulture, forestry, sod farming, and similar agricultural enterprises or use of land or structures.</td>
<td>P</td>
<td>C, O</td>
</tr>
<tr>
<td>Mobile homes</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Planned Unit Development, subject to standards &amp; approval requirements set forth in Section 30.03.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Adult family day care homes, adult foster care family homes, child family day care homes and child foster family group homes.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Publicly owned &amp; operated municipal buildings, libraries, parks, parkways, &amp; recreational facilities.</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Public, parochial and private elementary, intermediate and/or high schools offering courses in general education.</td>
<td>S</td>
<td>D</td>
</tr>
</tbody>
</table>

### Churches Places of Worship

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemeteries</td>
<td>S</td>
<td>F</td>
</tr>
<tr>
<td>Public utility and public service facilities and uses needed to serve the immediate vicinity, including transformer stations and switchboards but excluding storage yards.</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Publicly owned swimming and/or bathing beaches, as a principal use or an accessory use.</td>
<td>S</td>
<td>G</td>
</tr>
</tbody>
</table>

### Accessory Land Uses

| Accessory buildings, structures and uses, customarily incidental to any of the special land uses listed above when located on the same property and not involving any business, profession, trade or occupation other than provided for in R-1, R-2, and R-3 Single Family Residential Districts. | S     | O         |
| A garage designed and used for the storage of not more than three (3) vehicles owned and used by the occupants of the primary residence. | P     | B         |
| Private stables          | P     | C, O      |

### Accessory buildings, structures and uses, customarily incidental to any of the principal uses, when located on the same property and not involving any business, profession, trade or occupation other than provided for in the R-1, R-2, and R-3 Single Family Residential Zoning District.

| Home occupations shall be permitted in any residential dwelling, provided that such home occupations conform to the standards set forth in Section 27.02 (B) of this Ordinance. | P     |           |
| Poultry, rabbits, sheep and goats may be kept as an accessory use on a non-commercial basis for use on the premises | S     | M         |
| Private swimming pools, except those located within a principal use | P     | N         |
2. The commercial vehicle is not a dump truck, stake truck, flatbed truck, wrecker, septic tank pumper, semi-tractor, tanker truck, well-drilling rig, welding truck, semi-trailer or any type of commercial or construction equipment. Construction equipment is further defined in Article II of this Ordinance.

3. No part of the vehicle shall exceed nine (9) feet in overall height measured from the ground, nor shall the vehicle exceed twenty-one (21) feet in length.

4. The vehicle has no exposed outside storage of lumber, tools, pipes, glass or building material.

5. The vehicle has no more than one (1) rear axle and it does not exceed a three (3) ton payload capacity.

However, the parking or storage of commercial vehicles or commercial equipment shall be allowed in any zoning district where such parking or storage is limited to vehicles or equipment engaged in the performance of a service on the adjacent or underlying property, for the period of time reasonably necessary to complete the service. Utility service vehicles, emergency service vehicles and agricultural vehicles are also exempt from these provisions.

C. Private stables shall be permitted provided that they are designed, maintained, and used in a manner that does not create a nuisance for adjoining residents or the community at large, and provided further, that the following lot area requirements are complied with:

<table>
<thead>
<tr>
<th>Number of Animals</th>
<th>Minimum Parcel Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.5 Acres</td>
</tr>
<tr>
<td>2 or more</td>
<td>1 Additional acre for each animal</td>
</tr>
</tbody>
</table>

1. Private stables shall not be closer to any property line than seventy (70) feet; provided further, that the tethering & pasturing of animals shall be confined & fenced entirely in the rear yard area & shall in no instance be closer than seventy (70) feet to any dwelling unit.

2. All manure shall be stored at least seventy (70) feet from any property line and removed from the premises once per week.

3. Animals shall be provided with a covered and enclosed shelter of adequate size to accommodate all animals kept on the premises and subject to setbacks.

D. Subject to the following conditions:

1. No building shall be closer than one hundred (100) feet to any property line when said property line abuts or is adjacent to land zoned for residential purposes.

2. Minimum site size of five (5) acres shall be required.

E. **Due to the inherent presence of single-family homes within the District, and in the interest of reducing any potential nuisance to neighboring property owners, places of worship within the District shall be subject to the following:**

1. Minimum site size of two (2) acres and a maximum of five (5) acres for a church place of worship; a minimum of five (5) acres if proposed use includes a church place of worship school.

2. All ingress to and egress from the site shall be directly onto a major thoroughfare, having an existing or planned right-of-way width of at least eighty-six (86) feet as indicated on the Township Master Plan.

3. No building shall be closer than forty (40) feet to any property line.

4. A site of at least two (2) acres shall be required. Development shall not be permitted on any part of a recorded subdivision plat.
5.4. Off-street parking shall be provided on the site in a ratio of **one space for each six (6) feet of pew length in the main sanctuary** or **one space for each three (3) persons as designated in the maximum occupancy load of the main sanctuary building. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because of the level of current and future expected traffic.**

F. Subject to the following:

1. The location of a cemetery may be permitted in any quarter section of any "R" District when the quarter section does not have more than fifty-one percent (51%) of its land area in recorded plats and the site shall consist of at least twenty-five (25) acres in size.

2. All sides of the cemetery shall be adequately screened from any residential zoning district or use by an earth berm at least six (6) feet in height or by a masonry wall at least six (6) feet in height.

3. Approval by the Planning Commission shall not be given until a satisfactory drainage plan has been approved by the Township Engineer.

4. Minimum side, front, & rear yard setback on all improvements shall be at least fifty (50) feet.

G. In allowing such use, the Planning Commission shall be guided by the following intent: Because the lakes located within the Township are small and developed residentially, it is the purpose of this Ordinance to allow public uses on the lakes but to control them in such a way that the character of residential areas will not be disturbed; to prevent overcrowding of the lake itself and to limit activities so they do not become a nuisance to residential areas. In order to carry out these intentions, the following conditions shall be met:

1. The site shall have a water frontage of not less than four hundred (400) feet.

2. A greenbelt buffer shall be provided where the site is abutting a residential district. Said buffer shall be a minimum of twenty (20) feet in width and shall be heavily planted in trees and shrubs so as to provide a full and continuous obscuring screen and to prevent unreasonable noise or annoyance to surrounding properties.

3. The beach site shall be provided with a protective fence six (6) feet in height and entry shall be provided by means of a controlled gate.

4. Activities shall be confined to swimming and boating with boats provided only by the agency operating such facility. Launching of private boats shall be prohibited.

5. The recreation facility shall be operated only during daylight hours. When not in use, the facility shall be secured in such a way as to prevent entrance.

6. The beach site shall be designed for, and its use restricted to, the number of persons who could be accommodated at any one time, based upon the following space requirements:

   a. One (1) lineal foot of water frontage for every two (2) persons.

   b. Two hundred (200) feet in depth for sunbathing and play as measured perpendicular from the water's edge.

   c. One hundred (100) additional feet in depth for picnicking.

   d. When the use is a principal use, there shall be an additional parking area depth of two hundred (200) feet and one (1) off-street parking space for each three (3) persons for which the maximum design capacity of the beach is designed.

7. The provisions of this section shall not apply to subdivision recreation parks.
<table>
<thead>
<tr>
<th>LAND USE (amended 07.16.18)</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P = Permitted by Right S = Special Use</td>
<td>RB</td>
<td></td>
</tr>
<tr>
<td><strong>Extended hour uses</strong></td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency or extended hour medical clinics</td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td>Professional and medical offices</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Veterinary clinics and hospitals</td>
<td>P</td>
<td>E</td>
</tr>
<tr>
<td><strong>Civic and Institutional</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools for music, dance, business or trade</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Private clubs, fraternal organizations, and lodge halls, and places of worship</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Accessory Land Uses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessory buildings and accessory uses customarily incidental to the permitted uses in this Section, in accordance with Section 27.02.</td>
<td>P</td>
<td>G</td>
</tr>
<tr>
<td><strong>Other Uses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Unit Development, subject to the standards and approval requirements of Section 30.03</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td><strong>Prohibited Uses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside storage of materials, supplies, vehicles, equipment or similar items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 11.02 – Footnotes to the Use Matrix** (added 02.01.16, amended 07.16.18)

A. The special use shall comply with the following required conditions, except where an existing building is legally in nonconformance with certain conditions, or where a variance from the conditions has been legally granted by the Zoning Board of Appeals.

1. **Setback.** All buildings, drive-thru canopies, or speaker boxes shall be set back no less than one hundred (100) feet from the lot line of a single-family or multi-family zoned and/or used parcel. Associated parking lots, maneuvering lanes, drive-thru lanes (if applicable) shall be set back no less than fifty (50) feet from the lot line of single-family or multi-family zoned and/or used parcels.

2. **Buffering.** All parcel perimeters which abut a single family zoned and/or used parcel shall have no less than a six (6) foot continuous buffer. The buffer may consist of a solid fence or wall, a double staggered row of evergreens and/or a combination of each.

3. **Noise.** Any noise associated with an extended hour use shall not exceed sixty (60) decibels when measured at the property line. The noise shall also not be intermittent in nature, high frequency, or that which causes vibration.

4. **Lighting.** Any operation or activity which produced glare shall not cause illumination in excess of 0.3 foot-candles when measured along the lot line of a single family zoned and/or used parcel. Between dusk and dawn the light levels shall be further reduced to 0.0 foot-candles when measured at the same property lines.

B. Restaurant with an outdoor café subject to special use conditions imposed by the Planning Commission in accordance with Section 30.02, with the exception that no site plan will be required unless requested by the Planning Commission, and subject to:

1. Seasonal use restrictions.
Article XI

Restricted Business (RB)

A. Site Plan Approval. The proprietor shall submit a site plan for approval pursuant to the requirements set forth in Section 30.01 of the Zoning Ordinance.

B. Minimum Parcel Size. The minimum lot area shall be nine-thousand (9,000) square feet.

C. Off-Street Parking.

1. All principal uses shall be contained within a building or combination of buildings that have a common parking lot.

2. Parking requirements shall be based upon the following schedule:

   a. One (1) parking space per two hundred (200) square feet of gross floor area for general retail uses, personnel services, banks, etc.

   b. One (1) parking space per one hundred (100) square feet of gross floor area for restaurants.

   b-c. One parking space for each (3) persons as designated in the maximum occupancy load of the building for private clubs, fraternal organizations, lodge halls, and places of worship.

   e-d. Parking requirements for all other uses in the RB district shall be based upon one (1) parking space per two-hundred (200) square feet of gross floor area.

3. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because of the level of current or future employment and/or the level of current or future customer traffic. (amended 01.30.86)

4. No parking area or driveway shall be closer than thirty (30) feet to the adjacent property lines when the parcel abuts residentially zoned or used property. However, when the parcel abuts commercial/office or industrially zoned property, no parking area or driveway shall be closer than twenty (20) feet to the adjacent property lines. (amended 09.14.89, 08.06.98)

5. Driveways and parking areas shall be curbed and consist of hard surfaced concrete, blacktop or equivalent as approved by the Planning Commission.

6. Off-street parking shall conform to the standards set forth in Section 27.04 of this Ordinance; provided, however, that when there are conflicts between that section and this, the provisions of this Section shall apply.

7. The required setback for parking may be reduced in width or waived by the Planning Commission when the parcel abuts commercial/office, or industrial zoned property, and when existing off-street parking, drives, and/or structures are located within the setback area. (amended 09.16.93)

D. Landscaping.

1. A landscape plan shall be submitted to the Planning Commission for approval. The landscape plan shall specify plant materials and landscape treatment, based on the requirements of Section 27.05 of this Ordinance for such items. This landscape plan shall be part of, or accompany, the site plan.

2. A landscaped greenbelt at least twenty (20) feet in width in the front and rear yards and fifteen (15) feet in width in the side yards shall be provided in the RB District, except where ingress or egress drives are located when the parcel abuts commercial/office or industrially zoned property. However, when the parcel abuts residentially used or zoned property, the landscape greenbelt shall be at least thirty (30) feet in width except where ingress or egress drives are located. (amended 09.14.89, 08.06.98)

3. The off-street parking area and driveway access to said parking area shall be screened from view from any adjoining residential property.
Section 7.00 – Preamble (amended 03.02.00)

The Multiple Family Residential Districts are intended to provide locations for a variety of residential land uses to meet the housing needs of people who cannot or choose not to live in single-family residences. These multiple family districts provide locations for garden apartments, townhouses, duplex, triplex, and quad-plex units, and in a medium-low to medium-high density context.

Multiple Family Residential Districts are typically mapped so as to provide a transition between non-residential districts and nearby single-family residential districts. These districts should have direct access onto an existing or proposed major thoroughfare.

Section 7.01 – Use Matrix (added 07.16.18)

Uses Permitted by Right shall be permitted subject to the standards and requirements set forth herein. Special Uses shall be permitted subject to the standards and requirements set forth herein and subject to the standards and approval requirements as provided for in Section 30.02. Accessory Uses shall be permitted subject to the standards and requirements set forth herein and in Section 27.02. The Planning Commission may allow uses of a similar nature to those listed below, in accordance with Section 27.02.E., provided that such uses will not create adverse impacts to surrounding areas.

<table>
<thead>
<tr>
<th>LAND USE (added 07.16.18)</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P = Permitted by Right</td>
<td>S = Special Use</td>
<td>RM-1</td>
</tr>
<tr>
<td>S = Special Use</td>
<td>RM-2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-family dwellings such as, but not limited to, apartments, townhouses, 2-, 3-, and 4-plex units.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Single-family detached dwellings, subject to the area and bulk requirements of the R-2 Single Family Residential District.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Agricultural &amp; farming use, including livestock &amp; poultry raising, dairying, horticulture, forestry, sod farming, and similar agricultural enterprises or uses of land or structures.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Planned Unit Development, subject to the standards and approval requirements set forth in Section 30.03.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Publicly-owned and -operated municipal buildings, libraries, parks, parkways, and recreational facilities.</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Public, parochial, and private elementary, intermediate, and/or high schools, offering courses in general education.</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Churches Places of Worship</td>
<td>S</td>
<td>C</td>
</tr>
<tr>
<td>General hospital</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>Dependent housing</td>
<td>S</td>
<td>E</td>
</tr>
<tr>
<td>Public utility buildings, telephone exchange buildings, electric transformer stations and substations, and gas regulator stations (but not including service or storage yards), when operating requirements necessitate locating within the district in order to serve the immediate vicinity.</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Assisted living facilities</td>
<td>S</td>
<td>F</td>
</tr>
<tr>
<td>Day care centers</td>
<td>S</td>
<td>G</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accessory Land Uses</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory buildings, structures, and uses customarily incidental to the principal use when they are located on the same property, and not involving any business, profession, trade, or occupation other than provided for in the Multiple Family Districts.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>General services building, containing recreational facilities and other services for use of the residents of the multi-family development.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Recreational vehicle storage area for the storage of camping trailers, boats, boat trailers, snowmobiles, and similar items.</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Farm buildings and greenhouses</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

[Table continues with more entries]

Charter Township of Orion Zoning Ordinance 78
Revised 07/26/14/21821
LAND USE (added 07.16.18)

<table>
<thead>
<tr>
<th>P = Permitted by Right</th>
<th>S = Special Use</th>
<th>Zoning District</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farms, including livestock and poultry raising, dairying, horticulture, forestry, sod farming and similar bona fide agricultural enterprises or uses of land and structure.</td>
<td></td>
<td>RM-1 RM-2</td>
<td>P</td>
</tr>
<tr>
<td>Truck gardening, involving the growing of fruits and vegetables that are intended to be distributed and sold to consumers as fresh produce.</td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Tree and shrub nurseries.</td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Agribusiness uses for sale of fruits, vegetables, eggs, etc. such as, but not limited to, farm markets and fruit and vegetable stands. Such uses shall be a part of a farm on which the product to be sold is raised or grown. Sales of all produce raised on farms which an individual operates within the Township is permitted from one location.</td>
<td></td>
<td></td>
<td>P B</td>
</tr>
<tr>
<td>Home occupations shall be permitted in any residential dwelling, provided that such home occupations conform to the standards set forth in Section 27.02 (B) of this Ordinance.</td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Outdoor Storage (in accordance with the provisions in 27.19)</td>
<td></td>
<td></td>
<td>P, S</td>
</tr>
</tbody>
</table>

Uses Not Permitted

- Facilities where activities of a commercial nature are conducted. This provision does not apply to vending machines that dispense food, drink, cigarettes, or laundry products and which are solely for the use of the residents of the development.
- Facilities for the treatment or boarding of animals of any type.

Section 7.02 – Footnotes to Use Matrix (added 07.16.18)

A. Such storage area shall be fenced, hard-surfaced, and contain at least one hundred (100) square feet of parking area per dwelling unit.

B. Subject to the following requirements:

1. The maximum floor area of any building used for agribusiness sales shall be eight hundred (800) square feet.

2. All buildings shall have a front setback of at least fifty (50) feet from the edge of the proposed road right-of-way as designated on the Township Master Plan.

3. A twenty-five (25) foot wide greenbelt shall be provided along any side lot line where the adjoining lot is used for residential purposes.

4. Adequate trash receptacles shall be provided and shall be completely obscured from view by a screen fence or wall.

5. All ingress and egress to the site shall be located at least sixty (60) feet from the intersection of any two (2) streets, measured from the proposed right-of-way lines.

6. A minimum of five (5) off-street parking spaces shall be provided and shall be laid out in such a way that they can be safely and conveniently used by the customers.

C. Due to the inherent presence of single-family homes within the District, and in the interest of reducing any potential nuisance to neighboring property owners, places of worship within the District shall be subject to the following:

1. Minimum site size of two (2) acres and a maximum of five (5) acres for a church places of worship site; a minimum of five (5) acres, if proposed use includes a church place of worship school.
2. All ingress to and egress from the site shall be directly onto a major thoroughfare, having an existing or planned right-of-way width of at least eighty-six (86) feet as indicated on the Township Master Plan.

3. No building shall be closer than forty (40) feet from any property line.

4. Off-street parking shall be provided on the site in a ratio of one space for each six (6) feet of pew length in the main sanctuary or one space for each three (3) persons as designated in the maximum occupancy load of the main sanctuary building. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because on the level of current or future expected traffic.

D. When the following conditions are met:

1. Hospitals shall be constructed only on sites containing at least twenty (20) acres.

2. The site shall have at least one property line abutting a major thoroughfare of at least one hundred twenty (120) feet of right-of-way, existing or proposed. All ingress and egress to the off-street parking area for guests, employees, staff, as well as any other users of the facilities, shall be directly from the major thoroughfare.

3. All two (2) story main or accessory buildings shall be provided with front, rear, and side yard setbacks of at least one hundred (100) feet, measured from bounding lot lines or street right-of-way lines. For every two (2) stories above two (2), the minimum yard distance shall be increased by twenty (20) feet.

4. Ambulance and delivery areas shall be obscured from residential view with a wall six (6) feet in height and constructed of the same materials as the principal building.

5. Ingress and egress to said ambulance and delivery areas shall be directly from an existing or proposed major thoroughfare of at least one hundred fifty (150) feet of right-of-way.

6. Off-street parking shall be provided on the site, at least in the amount equal to one (1) space for each hospital bed, and one (1) space for each employee and doctor on the largest working shift.

E. When the following conditions are met:

1. All dependent housing shall be constructed on parcels of at least five (5) acres.

2. Dependent housing shall be provided for in a multiple-family housing form, with central dining facilities provided as a basic service. A community center shall also be provided to support recreational and social activities.

3. The following minimum requirements shall be provided for dependent housing:

   a. Density. The number of units permitted shall be as permitted and regulated in the RM-1, Multiple Family Residential District.

   b. Minimum Usable Floor Area: One bedroom - 350 square feet Two bedroom - 450 square feet

   c. Building Heights and Setbacks. The building heights and setbacks shall be as permitted and regulated in the RM-1, Multiple Family Residential District.

   d. Off-Street Parking: Residents - 1.00 space/unit; Guest - 0.25 space/unit

   e. Maximum Coverage: Building - 30%; Parking – 15%; Parking – 15%

   f. Proposed dependent housing developments will also be evaluated in terms of their convenience and/or accessibility by residents to various commercial, office, and service facilities. Consideration shall be
### Article V  
**Single Family Residential - SF, SE & SR**

<table>
<thead>
<tr>
<th><strong>LAND USE</strong> (added 07.16.18, amended 05.04.20)</th>
<th><strong>Zoning District</strong></th>
<th><strong>Footnotes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P = Permitted by Right</strong></td>
<td><strong>S = Special Use</strong></td>
<td>SF, SE, SR</td>
</tr>
</tbody>
</table>

#### Land Use

- Single family detached dwellings. **P**
- Agriculture and farming use including livestock and poultry raising, dairying, horticulture, forestry, sod farming and similar agricultural enterprises or use of land and structure. **P** C, J
- Mobile homes **P** K
- Planned Unit Development, subject to the standards and approval requirements set forth in Section 30.03. **P**
- Adult family day care homes, adult foster care family homes, child family day care homes and child foster family group homes. **P**
- Publicly owned and operated municipal buildings, libraries, parks, parkways and recreational facilities. **S**
- Public, parochial, and private elementary, intermediate, and/or high schools offering courses in general education. **S**

#### Churches Places of Worship

- Cemeteries **S** E
- Public utility buildings, telephone exchange buildings, electric transformer stations and substations and gas regulator stations (but not including service or storage yards), when operating requirements necessitate the location of such facilities within the district in order to serve the immediate vicinity. **S**
- Convalescent homes not to exceed a height of three (3) stories **S** F
- Day care centers **S** G
- Bed and breakfasts **S** H
- Adult group day care homes, adult foster care small group homes, adult foster care large group homes, child group day care homes **S** I

#### Accessory Land Use

- Accessory buildings, structures and uses, customarily incidental to any of the principal uses, when located on the same property and not involving any business, profession, trade or occupation other than provided for in the SF, SE, or SR districts. **P** J
- A garage designed and used for the storage of not more than three (3) vehicles owned and used by the occupants of the primary residence. **P** A
- Farm buildings and greenhouses. **P** J
- Farms, including livestock and poultry raising, dairying, horticulture, forestry, sod farming and similar bona fide agricultural enterprises or use of land and structure. **P**
- Truck gardening, involving the growing of fruits and vegetables that are intended to be distributed and sold to consumers as fresh produce. **P**
- Tree and shrub nurseries. **P**
- **Within SF District only.** Agribusiness uses for sale of fruit, vegetables, eggs, etc. such as but not limited to farm markets, fruit and vegetable stands. Such uses shall be part of a farm on which the product to be sold is raised or grown. **P** B
- Private stables **P** C, J
- Home occupations shall be permitted in any residential dwelling, provided that such home occupations conform to the standards set forth in Section 27.02 (B) of this Ordinance. **P**
- Accessory buildings, structures and uses customarily incidental to any of the special land uses listed above when located on the same property and not involving any business, profession, trade or occupation other than provided for in the Suburban Farms, Suburban Estate, or Suburban Ranch Zoning District. **S** J
Article V  
Single Family Residential - SF, SE & SR

<table>
<thead>
<tr>
<th>Number of Animals</th>
<th>Minimum Parcel Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.5 Acres</td>
</tr>
<tr>
<td>2 or more</td>
<td>1 additional acre for each animal</td>
</tr>
</tbody>
</table>

1. Private stables shall not be closer to any property line than seventy (70) feet; provided further, that the tethering and pasturing of animals shall be confined and fenced entirely in the rear yard area and shall in no instance be closer than seventy (70) feet to any dwelling unit.

2. Manure shall be stored at least seventy (70) feet from any property line and removed from the premises once per week.

3. Animals shall be provided with a covered and enclosed shelter of adequate size to accommodate all animals kept on the premises and subject to setbacks.

D. **Due to the inherent presence of single-family homes within the District, and in the interest of reducing any potential nuisance to neighboring property owners, places of worship within the District shall be subject to the following:**

1. Minimum site size of two (2) acres and a maximum of five (5) acres for a **church place of worship** site; a minimum of five (5) acres if proposed use includes a **church place of worship** school.

2. All ingress and egress from the site shall be directly onto a major thoroughfare, having an existing or planned right-of-way width of at least eighty-six (86) feet as indicated on the Township Master Plan.

3. No building shall be closer than forty (40) feet to any property line.

4. A site of at least two (2) acres shall be required. Development shall not be permitted on any part of a recorded subdivision plat.

5. Off-street parking shall be provided on the site in a ratio of **one space for each six (6) feet of pew length in the main sanctuary or** one space for each three (3) persons as designated in the maximum occupancy load of the main sanctuary building. The Planning Commission may, at their discretion, modify the numerical requirements for off-street parking, based on evidence provided by the applicant that indicates that another standard would be more reasonable, because of the level of current or future expected traffic.

E. Subject to the following:

1. The minimum site area shall be not less than twenty-five (25) acres and shall not be located within two hundred (200) feet of a residential dwelling unit.

2. All sides of the cemetery shall be adequately screened from any residential zoning district or use by an earth berm at least six (6) feet in height or by a masonry wall at least six (6) feet in height.

3. Approval by the Planning Commission shall not be given until a satisfactory drainage plan has been approved by the Township Engineer.

4. Minimum side, front, and rear yard setback on all improvements shall be at least fifty (50) feet.

F. When the following conditions are met:

1. The site shall be developed to create a lot area-to-bed space ratio of at least fifteen hundred (1,500) square feet of parcel area per each one (1) bed in the convalescent home. This minimum fifteen hundred (1,500) square foot per bed requirement is over and above the principal building coverage area. However, this requirement space may contain service drives, off-street parking, loading area, yard requirements, landscaping and/or accessory uses.
21-157987 8/2/2021 9:30AM Larceny of Property

Deputies responded to 660 S Lapeer (Taco Bell) for a larceny report. A 39-year-old Oxford resident stated that he is employed by lawn service, and while working on the lawn at Taco Bell someone stole a backpack blower. At approximately 9:30am one of the employees using the Stihl backpack blower set it down and walked away, when he returned, he noticed that it was missing. All information was collected and turned over to detectives. Investigation continues.

21-158076 8/02/2021 12:31PM Attempted Fraud

Deputies responded to the Orion Substation for a fraud complaint. An 18-year-old resident stated she received a phone call from a subject identifying himself as law enforcement. The subject advised the victim that her social security numbers were used in a drug deal, and money fraud. The victim hung up the phone because she realized it was a scam.
Deputies responded to the 3300 block of Spruce Rd on a fraud report. A 54-year-old resident stated that she logged into her Credit Union account and noticed that an unknown suspect attempted to gain access into her account. The bank discovered the hack and closed the account down. The victim received a notice in the mail from Chase bank indicating an unknown suspect attempted to deposit a check into her account from a business in Brooklyn NY. The victim has no idea who could be doing this and did not give anyone permission to access her accounts. All information was collected and turned over to detectives. Investigation continues.

Deputies responded to the 800 block of Corners Ct for a subject crawling through a window. A 54-year-old resident stated that she met her ex-boyfriend at a local business. A short time later she returned home and went upstairs. Victim stated that she heard a noise downstairs and went to see what was going on. When she arrived downstairs, she noticed her ex-boyfriend, 46-year-old Oakland resident, crawling through a bathroom window. The two began to argue when the suspect forcibly grabbed her cell phone from her to prevent her from calling the police. The victim stated that she attempted to leave the residence, but the suspect was blocking the doors refusing her to leave. Based upon the victim’s statements and the evidence, the 46-year-old male was placed under arrest for Home Invasion, and domestic assault and lodged at the Oakland County Jail pending prosecutor review.

**UPDATE:** The OCPO issued arrest warrants for: Ct. 1-Home Invasion 1st Degree, Ct. 2-(Alternate to Ct. 1) Home Invasion 3rd Degree, Ct. 3-Controlled Substance-Possession, Ct. 4-Domestic Violence.

The warrants were sworn to in front of Magistrate Balian of the 52/3 District Court
The subject was arraigned and given $50,000 C/S Bond with a no contact with the victim and drug/alcohol testing.

Deputies were dispatched to the area of Lapeer and Silverbell for a report of a possible intoxicated driver. When Deputies arrived in the area, they observed a vehicle make a sudden lane change nearly causing an accident. Deputies stopped the vehicle and contacted the driver 34-year-old Macomb resident. During the Deputies investigation it was determined the driver was under the influence of alcohol. Deputies administered a PBT which yielded a result of .128 bac. The female was subsequently taken to a local hospital for a blood draw and then to the Oakland County Jail where she will be released in the morning. Criminal charges will be pending lab results.
Deputies were dispatched to the 1300 block of Clarkston Road for a 13-year-old who ran away from home. The juvenile had gotten into an argument with his parents over chores and then fled the house on a bicycle in an unknown direction. The parents stated that their son had never run away before and had no idea where he could have gone. Deputies searched the residence and nearby locations with negative results. As it began to get dark and the juvenile was still not located, the Oakland County Sheriff’s Search and Rescue Team was activated. As the team was staging their search, the mother received a phone call from the juvenile stating that he was in Rochester Hills. Rochester Hills Deputies made the location and stood by until the mother was reunited. Orion Township Deputies then met the family back at the residence for follow up.

MISSING/LOCATED INFORMATION: 13-year-old male, resident of Orion Township.

Deputies responded to 4919 Interpark Dr (Spring Hills Suite) for a welfare check. Deputies arrived and were advised by a 49-year-old Ann Arbor resident that she was assaulted by 41-year-old Oregon resident while she was in room 228. Deputies immediately went to the room to speak with the occupants. The male subject allowed deputies to enter the room, female approached the deputies and ordered them to leave the room and tried to shut the door on them. A scuffle ensued and Deputies began to handcuff the women who resisted and tried to run into another room when deputies were able to resecure the handcuffs on her. As deputies were escorting the female to the patrol units, she attempted to pull away from deputies and kicked them in the legs several times. The female was transported to OCJ pending charges.

UPDATE: The OCPO authorized a two-count warrant. The warrant was sworn to in front of Magistrate Holt of 52-3 District Court. The subject was arraigned on the charges of Assaulting/Resisting/Obstructing a Police Officer. She was given a $2,500 no 10% bond.

Deputies responded to the 80 block of Indianwood Road on the report of a runaway female juvenile. The complainant, the juvenile’s foster mother, reported that they had been at a therapy appointment when her foster child abruptly got up and left the building.
Upon arrival, deputies began to canvass the area. Video surveillance footage from the building revealed that the juvenile gained access to and then left in her foster mother’s vehicle. A “Tile” key fob that tracks the vehicle’s location was attached to the set of keys that the juvenile had taken.

Deputies and detectives from the OCSO Auto Theft Unit were able to ascertain that the vehicle was in the City of Ypsilanti through a series of location pings from the Tile device. An OCSO Auto Theft detective located the vehicle, but it was travelling in the opposite direction from them at a high rate of speed. The detective was unable to pursue the vehicle. Deputies from the Washtenaw County Sheriff’s Office located the vehicle on I-94 and pursued it. They terminated the pursuit. Deputies were later advised that the vehicle had been involved in an crash in the City of Ypsilanti and that the juvenile had been taken into custody without incident. The juvenile was lodged at the Children’s Village pending a hearing.

**VICTIM INFORMATION:** 28-year-old female, resident of Oxford Township

**JUVENILE INFORMATION:** 14-year-old female, resident of the City of Lapeer

---

21-161616  8/6/2021  9:13 PM  Missing-Located Juvenile/OCSO Aviation Unit Assist/OCSO Sheriff’s Search and Rescue Team (SSRT) Assist/OCSO Tactical Air Support Unit (TASU)

Deputies responded to the 2300 block of Gemini Drive on the report of a missing juvenile. The complainant, the juvenile’s mother, reported that her daughter had left their residence to go for a walk at around 18:00 hrs. and had not yet returned.

Upon arrival, deputies met with family members who stated that the juvenile regularly walks on the nearby trails. An attempt to ping the juvenile’s phone was made but it was not powered on. Deputies began to canvass the area.

The OCSO Aviation Unit and the OCSO TASU responded to the scene and initiated an aerial search. The OCSO SSRT responded to the scene and initiated a search. During the investigation, deputies discovered that the juvenile, along with another member of the household, had been picked up by that other member’s mother and taken to their residence in Fenton. At 23:18 hrs., the Washtenaw County Sheriff’s Office conducted a welfare check at the residence and located the juvenile. The juvenile stated to deputies that she had failed to get permission to spend the night away from home. She was reunited with her family.

**JUVENILE INFORMATION:** 12-year-old female, resident of Orion Township
Deputies responded to the 3000 block of Indianwood for a domestic assault call. A 30 year old female victim reported her 29 year old husband struck her in the face. Responding Deputies separated and interviewed both parties. Based on statements and physical evidence; The 29-year-old man was arrested and lodged at the Oakland County Jail for Domestic Assault.

**UPDATE:** The OCPO authorized a warrant for Domestic Violence. The subject was arraigned in front of a Magistrate and given a $5000.00 personal bond with the standard bond conditions, including not returning to the listed address. He is not to have contact with the victim.

Deputies responded to the 4200 block of Baldwin Rd for a Larceny complaint. A 29-year-old Pontiac resident stated that on 8/6/2021 he parked his vehicle with a trailer and made sure it was locked. Upon returning to the vehicle on 8/7/2021 he noticed the license plates on the trailer and the vehicle had been stolen. Deputies entered the plates as stolen in LEIN. All information was collected. Investigation continues.

**Everyone with information or crime tips regarding these incidents are encouraged to contact the Orion Township Sheriff’s Office Substation at 248 393-0090 for tips, or our Dispatch Center at 248 858-4911 for crimes in-progress. Tipsters can remain anonymous.**
Date: August 11, 2021

To: Orion Township Board of Trustees

From: John Pender  
Assistant Fire Chief

Subject: Fire Department Call Volume/Significant Incidents

Orion Township Call Volume  
July 28, 2021-August 11, 2021

Medical Calls- 103  
Non- Medical Calls- 22  
Total Call Volume- 125  
Year to Date- 2014  
Transports (pre-ALS)- 299  
Transports YTD- (ALS)- 362  
Transport Cost Recovery YTD- $164,127.27

Fire Department Significant Incidents
- FD was called due to a sunken boat. Boat had leaked a small amount of oil. FD assisted with clean up and removal of the boat from the water.
- Car fire in the village.
- Fire Department participated in the Big Rig Gig
- New vehicle exhaust system installed at Station # 3
John Pender

From: John Pender <jpenderotfd@gmail.com>
Sent: Monday, August 9, 2021 7:29 PM
To: John Pender
Subject: Boat

John Pender
Sent from my iPhone
John Pender

From: John Pender <jpenderotfd@gmail.com>
Sent: Friday, August 6, 2021 7:31 AM
To: John Pender
Subject: Car

John Pender
Sent from my iPhone
John Pender

From: John Pender <jpenderotfd@gmail.com>
Sent: Wednesday, August 11, 2021 7:26 AM
To: John Pender
Subject: Brg

John Pender
Sent from my iPhone