

**BOARD OF TRUSTEES**  
Gary Wall, Supervisor  
Kim Markee, Clerk  
Steven Thomas, Treasurer  
Anthony M. Bartolotta, Trustee  
Marie Hauswirth, Trustee  
Janet L. Matsura, Trustee  
Mark Monohon, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Dave Hills  
Superintendent of Building  
Division  
Jeffrey M. Polkowski, AICP  
Superintendent of Planning &  
Zoning Division

## **MEMORANDUM**

Date: November 16, 2021  
To: Board of Trustees  
From: Jeffrey M. Polkowski, Superintendent of Planning and Zoning  
RE: General Ordinance Number 2021-004  
Business Registration

---

This proposed Code of Ordinance Text Amendment removes the Business Registration from the Township Clerk's Office and houses this registration within the Development Services Department. This would establish the Development Services Department as the review and approval authority for Business Registration licenses within the Township.

As per *Section 10-027* of the Code of Ordinance, the purpose of the Business Registration is to promote the general health, safety, and welfare of Waterford citizens by identifying business locations and operations within the Township to enhance the efficient delivery of police and fire protection; ensure compliance with building and fire safety codes; provide better efficiency and economy in furnishing public utility services within the Township; and to promote compliance with all land use ordinances.

Township Staff recommends the movement of the Business Registration program from the Clerk's Office to the Development Services Department as these goals are more aligned with the duties of the Development Services Department.

Additionally, according to *Section 4-017.3. Standards for Construction Reviews* in the Zoning Ordinance, it is the responsibility of the Development Services Department to administer Certificate of Occupancies upon the re-occupancy of an existing structure if any change of use is proposed. Historically, this responsibility has never been carried out. A Certificate of Occupancy is the written authorization of the Building Official, issued in accordance with the procedures established by the Building Official, certifying a building or structure conforms to the requirements of the approved plot plan or site plan and with all applicable sections of the Zoning Ordinance, Waterford Code of Ordinances, Buildings and Building Regulations, and Fire Prevention and Protection, and authorizes occupation and use. Township Staff feels that it is imperative that this requirement be fulfilled as soon as possible for the general health, safety, and welfare of Waterford citizens and its visitors.

Control of the Business Registration License would allow the Development Service Department to effectively "catch" the occupancy of a business to ensure that a Certificate of Occupancy, and all other associated approvals are administered. Due to the additional administration and inspection time of this registration, Staff is proposing a fee increase to \$100 that is to be included with the fee schedule change at the December 8<sup>th</sup> 2021 meeting.

### **Motions**

Should the Board want to consider adopting the proposed Code of Ordinance Text Amendment, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the December 8, 2021 meeting.

Should you have any questions please do not hesitate to reach out to this office.

**With us there are no  
boundaries**

**CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2021-004**

**BUSINESS REGISTRATION LICENSING ORDINANCE AMENDMENT**

An Ordinance to amend the Business Registration Licensing Ordinance codified in Article II in Chapter 10 of the Waterford Charter Township Code to transfer the business registration responsibility from the County Clerk to the Developmental Services Department.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

The Waterford Charter Township Code is amended by changing Subsection 10-030 to read as follows:

The Development Services Department in consultation with the Fire Chief, is hereby appointed to implement and administer the provisions of this Article.

**Section 2 of Ordinance**

The Waterford Charter Township Code is amended by changing Subsection 10-032 to read as follows:

Prior to the initiation of business operations, each business shall register by submitting the following information to the Development Services Department in the form and manner prescribed by the Development Services Department and the Fire Chief:

- (a) The legal name and form of the business entity (sole proprietor, partnership, corporation, limited liability company or other) and any assumed name under which business will be conducted.
- (b) The full names, business and residence addresses, business phone numbers, and emergency contact information of the owners, proprietors, officers, partners, managers, or members as applicable to the form of business entity, and other persons involved in the on-site supervision, management, or control of the business.
- (c) The address and phone/email contact of the business being registered;
- (d) The nature and character of the business.
- (e) List by name and quantity all hazardous materials which are expected to be used, stored, or generated on-site.
- (f) Provide a description of the fire-suppression system that will be used to protect the business.

**Section 3 of Ordinance**

The Waterford Charter Township Code is amended by changing Subsection 10-033 to read as follows:

No registration shall be issued until the required registration fee is paid and all required information is submitted. Written proof of registration for each business address will be issued by the Development Services Department to and in the legal name of the owner or operator of the business.

**Section 4 of Ordinance**

The Waterford Charter Township Code is amended by changing Subsection 10-035 to read as follows:

The Development Services Department shall maintain a database of all registered businesses, keep it current with all updated information provided by businesses, ensure that all required information is readily available for the use of other Township officials, and make the information described in Section 10-032(a) and (c) through (f) available to the public in the form and manner prescribed by the Development Services Department.

**Section 5 of Ordinance**

Should any part of this ordinance be declared invalid by a Court, it shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

**Section 6 of Ordinance**

This Ordinance shall take effect immediately upon publication.

**CERTIFICATION**

I certify that this Ordinance was adopted by the Board of Trustees of the Charter Township of Waterford at a regular meeting held on December 8, 2021.

CHARTER TOWNSHIP OF WATERFORD

December 8, 2021

By: \_\_\_\_\_  
Kim Markee, Township Clerk

Introduced: November 22, 2021

Adopted:

Published by Posting in Clerk's office and on Township website: