



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** April 8, 2024

**TOPIC** Building Inspection Services Agreement – Orion Township

### BACKGROUND BRIEF:

Administration is requesting that Village Council approve the Building Inspection Services Agreement between the Village of Lake Orion and the Charter Township of Orion. The agreement sets forth the terms and conditions for the Township to provide building permitting and inspection services for the Village, including the process for submitting building applications, payment of fees, and the Village's use of the Township's BS&A building permits and code enforcement software module. The Village still needs to clarify the Township's reference to "Comi" in the attachment to the agreement. The agreement has been reviewed and approved by the Village Attorney.

Attached is the proposed agreement for Council's consideration.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

None

### FINANCIAL IMPACT:

The agreement requires that the Village pay \$500 annually for each user that will access the Township's BS&A software. We anticipate four users, including our two code enforcement officers, planning and zoning coordinator, and the Village Manager. Annual cost would be \$2,000. The Building Department would retain all building permit and inspection fees related to its services, and the Village would retain all zoning permit fees.

### RECOMMENDED MOTION:

To approve the Building Inspection Services Agreement between the Village of Lake Orion and the Charter Township of Orion and authorize the Village Manager and Village Clerk to execute the agreement on behalf of the Village.