



**ACME TOWNSHIP PLANNING COMMISSION MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**September 12<sup>th</sup>, 2016 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

- A. LIMITED PUBLIC COMMENT:** Members of the public may address the Commission regarding any subject of community interest during public comment periods by filling out a Public Comment Card and submitting it to the Secretary. Public comments are limited to three minutes per individual. Comments during other portions of the agenda may or may not be entertained at the moderator's discretion
- B. APPROVAL OF AGENDA:**
- C. INQUIRY AS TO CONFLICTS OF INTEREST:**
- D. CONSENT CALENDAR:** The purpose of the consent calendar is to expedite business by grouping non-controversial items together for one Commission motion without discussion. A request to remove any item for discussion later in the agenda from any member of the Commission, staff or public shall be granted.
- 1. RECEIVE AND FILE**
    - a.** Township Board Minutes 08/09/2016
  - 2. ACTION:**
    - a.** Approve Draft Planning Commission Minutes 08/08/16
- E. ITEMS REMOVED FROM THE CONSENT CALENDAR**
- 1.** \_\_\_\_\_
  - 2.** \_\_\_\_\_
- F. CORRESPONDENCE:**
- 1.** East Bay Township – Master Plan Amendment
  - 2.** Short-Term Rentals – Tim Smith
- G. PUBLIC HEARINGS:**
- H. OLD BUSINESS:**
- 1.** Zoning Ordinance Amendment 037 – Planned Development
  - 2.** Short Term Rentals
  - 3.** Zoning Ordinance Review Subcommittee
- I. NEW BUSINESS:**
- 1.** Site Plan Review – SPR 2016-02 Chase Bank at Grand Traverse Town Center
  - 2.** Planning Commission Elections
- J. PUBLIC COMMENT & OTHER PC BUSINESS**
- 1.** Zoning Administrator Report – Shawn Winter
  - 2.** Planning Consultant Report – John Iacoangeli
  - 3.** Township Board Report – Doug White
  - 4.** Parks & Trails Committee Report – Marcie Timmins

**ADJOURN:**





**APPROVED 10/10/2016**

**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
September 12<sup>th</sup>, 2016 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:01pm**

**Members present:** D. Rosa, D. White, T. Forgette, S. Feringa, K. Wentzloff, M. Timmons  
**Members excused:** J. Jessup  
**Staff present:** S. Winter, Zoning Administrator  
J. Jocks, Legal Counsel

**A. LIMITED PUBLIC COMMENT:** Opened at 7:01pm

Pat Buck, 7369 Deepwater Point Road, agreed with J. Jocks opinion (review memo attached to agenda) that short term rentals are not an allowed use in residential areas.

Joel Safronoff, 7206 Peaceful Valley Road, spoke to short term rentals and since last meeting encountered four instances and thinks township should send letter to all residents indicating they are not an allowed use.

Wally Olson, 7373 Deepwater Point Road, spoke to short term rentals. Relatively ok until this year but now renters have taken over beaches and spreading out to other private property and getting out of hand. Never know who your next “neighbor” will be

John Martin, 908 S. Belmont Ave, Watseka, IL, spoke to advocate short term rentals. Believes residential and short-term rental use can co-exist but owners of rentals need to take pride and be accountable for issues. Indicated a conditional use permit may work.

Mary B. “Bonnie” Smith, 7280 Deepwater Point Road, spoke to short term rentals and asked if this would be a zoning change in the residential area. Residential areas are not zoned for short term rentals. Feels renters do not follow regulations in place and make it feel like a hotel area. Concerned about safety.

Beth Young, 7380 Deepwater Point Road, spoke to short rentals and concern for safety, traffic and the overall disrespect short term renters showing for local laws and ordinances. Built their home in this area many years ago without concern for any of that.

Irene Stuart, 7402 Deepwater Point Road, spoke to short term rentals and the lack of responsibility from absentee landlords. Moved here from downtown Traverse City to get away from the issues of renters. Homeowners do not want to be watchdogs. Worry about short term rentals affecting home pricing. This area is residential, not commercial

Public comment closed at 7:19pm

**B. APPROVAL OF AGENDA:** Motion by Rosa to approve agenda, support by Timmis. Motion carried unanimously.

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.



**C. INQUIRY AS TO CONFLICTS OF INTEREST:** S. Feringa recused himself from New Business Item I.1

Wentzloff addressed PC regarding questions asked last meeting of a possible conflict of interest due to her professional occupation as a Realtor as it applies to Short Term rental discussions. She did not feel there was a conflict of interest. PC and counsel agreed

**D. CONSENT CALENDAR:**

**1. RECEIVE AND FILE**

- a.** Township Board Minutes 08/09/2016

**2. ACTION:**

- a.** Approve Draft Planning Commission Minutes 08/08/16

Motion by White to approve Draft Planning Commission Minutes 08/08/16, support by Forgette. Motion carried unanimously.

**E. ITEMS REMOVED FROM THE CONSENT CALENDAR**

- 1. None**

- 2. \_\_\_\_\_**

**F. CORRESPONDENCE:**

- 1. East Bay Township – Master Plan Amendment** - Winter provided summary of correspondence from East Bay Township regarding their Master Plan Amendment (attached to agenda)
- 2. Short-Term Rentals – Tim Smith.** Winter explained letter from T. Smith favoring short term rentals (attached to agenda)

**G. PUBLIC HEARINGS:** None

**H. OLD BUSINESS:**

**1. Zoning Ordinance Amendment 037 – Planned Development**

Winter summarized amendment changes since last meeting as it was tabled. Based on comment by County Planning suggesting the 10% wetland or less requirement for a density transfer may prevent sensitive lands from being protected, Jocks provided alternative language to the item under 19.6(c)(1). PC discussed whether attached map was necessary or it wasn't referenced properly in item 19.6(c)(5). Recommended change in map reference from Township Zoning Map to "Dwelling Unit Transfer Map".

Motion by Timmins to incorporate the changes to §19.6(c)(1) as presented with the change of the map reference as discussed above and to recommend approval of Zoning Ordinance Amendment 037 Planned Development to the Township Board. Support by Rosa. Motion passed unanimously

**2. Short Term Rentals**

Jocks provided summary of memo regarding his review on whether short term rentals are allowed in R-1, R-2, and R-3 Districts for Acme Township. After review of the zoning ordinance and related law, it was his opinion that short term rentals are not an allowed use in R-1, R-2 and R-3 Districts for Acme Township. (complete memo attached to agenda). Discussion among PC occurred.

Winter provided PC with his recommendation moving forward. Consensus to have Zoning Administrator go to the next board meeting, share counsel memo and have board begin the public input process per the PC's request.



### **3. Zoning Ordinance Review Subcommittee**

Winter and Wentzloff went over J. Iacoangeli memo to form sub committees to help the process of zoning ordinance review. These have proven helpful in the past based on the amount of work that needs to be accomplished. The committee would consist of three members of the PC, zoning administrator, and the township planner. Appointments to committees to occur after PC elections.

## **I. NEW BUSINESS:**

### **1. Site Plan Review – SPR 2016-02 Chase Bank at Grand Traverse Town Center**

Tim Meseck, of the Architects Partnership on behalf of Chase Bank, provided the PC with an overview and summary of the proposed Chase Bank at GTCC. The proposal is to develop a 1.5 acre outlot providing a new 3000 sq ft. full service branch bank that meets their core requirement needs. Designed as a single tenant, single use facility, they feel the proposed design fulfills the need for both the current scenario of primarily vehicular traffic and the future mixed use residential areas of the development. They felt the proposal is consistent with the master plan and will compliment all future uses. They understand the original approvals of the SUP and how that might affect Chase's submittal,

Winter said the Beckert & Raeder review and subsequently his concurring memo is not related to the use of the site as a bank, The issues with the site plan as submitted is the application does not meet the requirements of the Special Use Permit that governs development at the GTTC. The submitted design is inconsistent with the requirements that call for a mixed-use pedestrian oriented development. Inconsistencies include 1) not a mixed use building, 2) lack of pedestrian friendly access with more 70 feet between road and the entrance, 3) no parking along the street, 4) no sidewalk isolation from road and quantity of curb cuts. The planning commission recognizes that the market has changed since 2004 when it was originally approved and supports exploring an amendment to the conceptual plan to reflect those changes. The PC has asked the developer on two occasions for this update with no response. Until an amendment is approved, site plan reviews must abide by the standards, procedures and supporting documents approved through Special Use Permit 2004-11P. So either the proposed site plan needs to meet the requirements of the SUP, or an amendment must be made to the current SUP to better reflect current market conditions.

Discussions by PC members were in general agreement with Beckert & Raeder and the Zoning Administrator recommendations as they are bound by the conditions of the SUP. Specific items mentioned were changes to parking making it more mixed use friendly, orientation of building to make it more pedestrian friendly, eliminating some curb cuts and provide a more "downtown feel". PC members provided applicant with suggested changes to site plan as presented to be more inline with SUP requirements. Chase representatives recognized the PC requirement to abide by the SUP and asked how they can bridge the gap between the existing condition and the GTTC SUP and proceed further. Winter indicated revising site plan based on comments and suggestions to meet the SUP requirements, or for them to go back to developer to look at a possible amendment to the SUP to address changes in the market. PC and applicant agreed to continue the conversations and address components outlined in the Beckert & Raeder and the Zoning Administrator memos as well as work with developer.

Motion by Timmins to table Site Plan Review (SPR) 2016-02 Chase Bank at the Grand Traverse Town Center until site plan is revised to meet the recommendations of staff to meet the current SUP requirements, or there is a revision of the existing SUP by GTTC. Support by Rosa. Motion passed unanimously.

### **2. Planning Commission Elections**

Planning commission elections were held and positions accepted for the next year through roll call vote as follows:

Planning Commission Chair:	Karly Wentzloff
Planning Commission Vice-Chair:	Steve Feringa
Planning Commission Secretary:	Trae Forgette



At this time Wentzloff appointed the following PC members to upcoming committees

*Site Plan Review* Includes PC Chair, Zoning Administrator, and Planner. and a PC member designee -

Designee: S. Feringa; Alternate - M. Timmins

*Zoning Ordinance Rewrite* - D. Rosa; T. Forgette, K. Wentzloff

Jocks reviewed Acme Township Planning Commission Bylaws as adopted and amended. Suggestion was made to change wording in Section 4.0 based on recent changes to the number of PC members from 5 to "majority". Suggested sentence to say, " These rules may be amended by a majority vote of commission members"

Motion by Timmins to change wording in the Commission Bylaws in Section 4.0 as referenced above, support by White. Motion passed unanimously.

## **J. PUBLIC COMMENT & OTHER PC BUSINESS**

Opened at 9:20pm

Pat Partridge, 3907 Bay Valley Dr, spoke to short term rentals and pets. As a veterinarian, she would recommend not allowing large breed animals for safety concerns.

Deb Safronoff, 7206 Peaceful Valley Road spoke to short term rentals. Questioned why a public forum on short term rentals was needed when the ordinance indicates they are not allowed in residential district. Feringa indicated that forum would allow PC to review other zoning areas and short term rental use (ie Agriculture district).

Pat Buck, 7369 Deepwater Point Road, asked if Township Board is going to start enforcement of short term rentals in residential areas. Winter provided a summary of the enforcement process.

John Martin, 908 S. Belmont Avenue, Watseka, IL, spoke to short term rentals. Sees that a few bad apples ruining it for everyone.

Joel Safronoff, 7206 Peaceful Valley Road, asked what was needed for zoning administrator to start enforcement. Winter indicated that he would need for the properties utilizing short term rentals to be identified.

Closed at 9:31pm.

Wentzloff informed PC members that J. Jessup has resigned from the PC. Upcoming citizen planner classes were discussed.

1. Zoning Administrator Report – Shawn Winter provided PC with brief summary (attached to agenda)
2. Planning Consultant Report – John Iacoangeli - None
3. Township Board Report – Doug White - Yuba boat ramp coming along nicely. Road leading to it may need repairs.
4. Parks & Trails Committee Report – Marcie Timmins

**ADJOURN:** Motion to adjourn by Timmons, support by Feringa. Motion passed unanimously. Meeting adjourned at 9:41pm.

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.





# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

To: Acme Township Planning Commission  
 From: Shawn Winter, Zoning Administrator  
 CC: Jeff Jocks, Counsel; John Iacoangeli, Planning Consultant  
 Date: September 6, 2016  
 Re: September 12, 2016 Planning Commission Packet Summary

- 
- A. LIMITED PUBLIC COMMENT**
1. **Open:** \_\_\_\_\_ **Close:** \_\_\_\_\_
- 
- B. APPROVAL OF AGENDA**
1. **Motion by:** \_\_\_\_\_ **Support:** \_\_\_\_\_
- 
- C. INQUIRY AS TO CONFLICTS OF INTEREST**
1. **Name:** \_\_\_\_\_ **Item:** \_\_\_\_\_  
 2. **Name:** \_\_\_\_\_ **Item:** \_\_\_\_\_
- 
- D. CONSENT CALENDAR:**
1. **RECEIVE AND FILE:**  
 a. Draft Township Board Minutes 08/09/16
2. **ACTION:**  
 a. Approve Draft Planning Commission Minutes 08/08/16
- 
- E. ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR**
1. \_\_\_\_\_  
 2. \_\_\_\_\_
- 
- F. CORRESPONDENCE:**
1. **East Bay Township – Master Plan Amendment**
- We received a letter from East Bay stating their intent to amend their Master Plan's Future Land Use Plan.
  - Those interested in participating may contact their office at the number/email provided in the letter.
2. **Tim Smith – Short Term Rentals**
- Mr. Smith submitted his letter of support for Short Term Rentals. His letter was received right before our August PC meeting.
  - He currently operates a short term rental on Shaw Rd.
- 
- G. PUBLIC HEARINGS:**
1. **None**
- 
- H. OLD BUSINESS:**
-



**1. Zoning Ordinance Amendment 037 – Planned Development**

- This item was
- The County Planning Commission reviewed the proposed amendment and suggested that the 10% wetland or less requirement for a density transfer may prevent sensitive lands from being protected.
- Counsel has provided alternative language to the item under §19.6(c)(1)
- Suggested Motion:
  - *Motion to incorporate the changes to §19.6(c)(1) as presented and to recommend approval of Zoning Ordinance Amendment 037 Planned Development to the Township Board.*
  - Motion:\_\_\_\_\_ Support:\_\_\_\_\_

**2. Short-Term Rentals**

- Jeff Jocks, Township Attorney, has provided his legal opinion regarding whether the Zoning Ordinance allows short term rentals. That document is included in the packet.
- I presented three options at the last meeting; 1) a complete prohibition on short-term rentals, 2) allow short-term rentals to occur as is, in an unregulated manner, or 3) allow short-term rentals to occur in a regulated manner.
- Option 2 was identified as not viable at the August PC meeting.
- That leaves Options 1 and 3. Based on Counsel's interpretation, Option 1 represents the status quo of what is/is not allowed under the current Zoning Ordinance. If Option 1 is chosen, then the discussion shifts to enforcement, and how to identify violators and issue notices.
- As was noted by the PC members in August, there's always another side to a story. PC members heard from a number of individuals who spoke against short-term rentals.
- This is a situation that I feel merits a significant opportunity for public input. My recommendation is to hold a public forum where interested citizens can come to voice their opinion toward short-term rentals, both for and against, and complete a survey that will allow the Township to gather quantifiable data on the subject.
- This may require a joint effort between the Board and the PC. If the public input yields substantial support for short-term rentals, the Township may consider allowing them through a regulatory structure (i.e. license), which would be a police power under the purview of the Board. If that ends up being the case, the PC may need to begin the process of amending the Zoning Ordinance to reflect that allowed, albeit regulated use.

**3. Zoning Ordinance Review Subcommittee**

- Last month we discussed creating a Zoning Ordinance Review Committee to expedite the rewrite process. This item was tabled until the September meeting due to a low number of Commissioners present.
- John Iacoangeli has included a memo in the packet outlining how the subcommittee would work. These subcommittees have been successful in the past and based on the amount of work associated with the rewrite is necessary at this time.
- Keep in mind that due to the approval of Zoning Ordinance Amendment 039 – Article VIII: Site Plan Review, we'll also need Commissioners to serve on the Administrative Review Committee.

**I. NEW BUSINESS:**

**1. Site Plan Review (SPR) 2016-02 – Chase Bank at the Grand Traverse Town Center**

- The Chase Bank Site Plan Review Packet, submitted by the The Architects Partnership, includes the following items:
  1. Site Plan Review Memo, *John Iacoangeli, Beckett & Raeder Planning Consultant*
  2. Zoning Memo, *Shawn Winter, Acme Township Zoning Administrator*
  3. Site Plan Review Application



4. Escrow Policy Acknowledgement
  5. Application Fee Receipt
  6. Letter of Authorization, *Steve Schooler, JR Anderson*
  7. Application Narrative, *The Architects Partnership*
  8. Sewer Availability Confirmation, *GT County Department of Public Works*
  9. Sheriff's Review, *GT County Sheriff's Department*
  10. Preliminary Soil Review, *GT County Soil and Sedimentation Control Department*
  11. Water Availability Confirmation, *Joe Huhn, GTB of Ottawa and Chippewa Indians*
  12. Fire Review, *GT Metro Fire Department*
  13. Architectural Site Plan, *The Architects Partnership*
  14. Exterior Elevations I, *The Architects Partnership*
  15. Exterior Elevations II, *The Architects Partnership*
  16. Architectural Floor Plan, *The Architects Partnership*
  17. Landscaping Plan, *The Architects Partnership*
  18. Photometric Plan – All On, *The Architects Partnership*
  19. Photometric Plan – Parking Off, *The Architects Partnership*
  20. Civil Plan – Coversheet (C1.1), *The Architects Partnership*
  21. Civil Plan – Existing Conditions/Demo Plan (C2.1), *The Architects Partnership*
  22. Civil Plan – Proposed Site Plan (C3.1), *The Architects Partnership*
  23. Civil Plan – Details (C4.1), *The Architects Partnership*
- John Iacoangeli's review memo notes that the submitted application does not meet the requirements of the Special Use Permit that governs development at the Grand Traverse Town Center (VGT) in terms of the character and design of the site plan.
  - This is a concern John Iacoangeli, Counsel, Chair Wentzloff and I have discussed internally and with the Developers and Applicant on numerous occasions. Despite conveying the site plan's inconsistencies with the SUP, the Applicant chose to move forward with the Site Plan Review process rather than amend their plans.
  - The requirements, standards and procedures in the SUP are what the PC must follow when reviewing and approving projects. The PC does not have authority to operate or approve outside those requirements. Since this design is so out of step with the design guidelines prescribed for the Town Center, John Iacoangeli has recommended sending the application back to Applicant for revisions before conducting a full scale site plan review. Doing so would simply be a waste of Applicant's money. As such, I have instructed Gosling Czubak to hold off on the storm water review for the same reason.
  - Included in the packet is my memo supporting John Iacoangeli's position and recommendation. The memo further outlines the ways in which the submitted site plan deviates from the approved design guidelines for the Town Center
  - Suggested Motion:
    - *Motion to send the Chase Bank site plan application back to the Applicant to revise the plan for compliance with the requirements of the Special Use Permit governing development at the Grand Traverse Town Center.*
  - **Motion:**\_\_\_\_\_ **Support:**\_\_\_\_\_

## 2. Planning Commission Elections

- Annual election of Officers is to take place following the format on Counsel's attached memo.
- Appointments for the Administrative Review Committee (Site Plan Review) shall be conducted at this time, per the Ordinance.
- Counsel should clarify whether or not the Administrative Review Committee will require an amendment to the PC By-Laws, or if it will be treated as a typical subcommittee. A copy of the By-Laws has been included in the packet.



**J. PUBLIC COMMENT & OTHER PC BUSINESS:**

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**1. Public Comment:**

• **Open:**

**Close:**

**2. Zoning Administrator Report: Shawn Winter**

• **Permits**

➤ **Land Use Permits (since June 13) – 6**

- 2016-31 Accessory
- 2016-32 Commercial (Wild Wild West Tobacco)
- 2016-33 Accessory
- 2016-34 New Home
- 2016-35 Accessory
- 2016-36 New Home

➤ **Sign Permits – 2**

- 2016-16 Permanent, AAA Self Storage
- 2016-17 Temporary, McDonald's

- **Zoning Ordinance Amendment 039 – Article VIII: Site Plan** Review was approved and adopted by the Board at their August 9, 2016 meeting.
- **Police Power Ordinance 2016-02 – Mobile Food Vending** was approved and adopted by the Board at their August 9, 2016 meeting.
- **Zoning Ordinance Amendment 042 – §6.6.4 Land Use Table in the US-31/M-72 Business District** went before the Grand Traverse County Planning Commission on August 16, 2016. The item was pulled from the consent calendar and discussion followed regarding the definitions of certain uses. The County PC did vote unanimously to approve the Township's proposed changes. The County Review form and minutes will be provided once they become available. The PC's (Acme's) motion was to recommend approval of this amendment to the Board. It will appear on their October agenda.
- **Zoning Ordinance Amendment 043 – Land Use Regulations** is currently being edited to include the expanded uses in the B-4 and AG Districts allowed through previous amendments, table layout is being modified for better readability, definitions are being compiled, and a regulatory plan for by-right uses with additional provisions is being created. I recommend this amendment, along with the one for Article IX: Special Uses NOT be adopted independently, but as part of the overall document review and adoption.
- **Michigan Association of Planning's 2016 Annual Conference** will be held Oct. 26 – Oct. 28 in Kalamazoo. I have a complete list of sessions and events if anyone is interested in attending. The itinerary may also be found online at:

[http://www.planningmi.org/downloads/2016\\_map\\_planning\\_michigan\\_registration\\_brochure.pdf](http://www.planningmi.org/downloads/2016_map_planning_michigan_registration_brochure.pdf)

**3. Planning Consultant Report: John Iacoangeli**

**4. Township Board Report: Doug White**

**5. Parks & Trails Committee Report: Marcie Timmins**





**ACME TOWNSHIP BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, August 9, 2016, 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:00 p.m.**

**Members present:** J. Aukerman, C. Dye, A. Jenema, G.LaPointe, P. Scott, J. Zollinger

**Members excused:** D. White

**Staff present:** N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

Jim Redman, 4656 Arthur Ct, President of the Sweetwater Evening Garden Club, stated that there will be a Blue Star Memorial dedication on Saturday, October 22, 2016, at 2:00 pm. This is a tribute to the Armed Forces. Redman thanked Zollinger for the help in preparing to do this.

C. Abernethy, 4313 Westridge Dr, expressed appreciation for the newly expanded Bunker Hill boat launch but stated she was concerned about the safety of the boat trailers getting in and out. Jet skiers not always courteous of others.

M. Gill, 4313 Westridge Dr, read a letter into the record which is attached to the minutes.

**B. APPROVAL OF AGENDA:**

Zollinger asked to ask to Old Business #2 Repaving of Yuba Road

**Motion by Aukerman, seconded by Jenema to approve the agenda with the addition to Old Business.**  
**Motion carried by unanimous vote.**

**C. APPROVAL OF BOARD MINUTES 07/05/16**

**Motion by LaPointe, seconded by Dye to approve the 07/05/16 Board minutes as presented.**  
**Motion carried by unanimous vote.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**E. REPORTS:**

**1. Clerk – Dye**

Dye stated that recent primary election was down in voter turnout. The annual township audit will begin Monday, August 15, 2016.

**2. Parks – Henkel Received and filed**

Zollinger stated that Henkel will be retiring at the end of September. Board will look into options for replacing Henkel.

**3. Legal Counsel – Received and filed**

**4. Sherriff – Received and filed**

**5. County – Carol Crawford – Received and filed**

**6. Roads – Marc McKeller – No report**

**F. SPECIAL PRESENTATIONS/DISCUSSIONS:**

**1. Metro Fire proposed 2017 budget timeline – Parker**

Parker presented the Metro 2017 to the Board. It is proposed to be 2.35 mils for Metro Fire. A public hearing and final approval will be in September.



**2. Acme Trails presentation – Kushman/Winter**

Presentation is attached to the minutes

**PUBLIC COMMENTS:**

G.Hermach , 4154 Williamston Ct, would like to see the completion of the gap in the Tart Trails. Bike riding on Bunker Hill east of David St is not safe. There are not any shoulders, the road is in terrible condition and the posted speed limit is 55 mph. Hermach would also like to see signs directing to the Meijer center.

L. Goldstien/J. Heiam, 3947 Havenhill Lane, offered endorsement and support of the proposed Acme connector trail.

J. Heffner, 4050 Bayberry Ln, asked when the tunnel from the Resort will be functional.

**Public comment closed at 8:13 pm**

Zollinger returned to the Board for discussion. Board will vote on Resolutions later on the agenda, to support Acme Tart Trails connector and Tart Trail to Charlevoix.

- G. CONSENT CALENDAR:** The purpose is to expedite business by grouping non-controversial items together one Board motion (roll call vote) without discussion. A request to remove any item for discussion later in the agenda from any member of the Board, staff or public shall be granted.

**1. RECEIVE AND FILE:**

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
  - Draft unapproved meeting minutes**
  - 1. Planning Commission 07/15/16**
  - 2. Parks and Trail 07/15/16**

**2. APPROVAL:**

- a. Accounts Payable Prepaid of \$7,491.57 and Current to be approved of \$242,998.75**  
**(Recommend approval: Cathy Dye, Clerk)**

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR:**

Dye asked for the Clerk's Revenue/Expenditure and Balance reports to be removed.

**Motion by Jenema, seconded by Scott to approve the Consent calendar as presented with the removal of the Clerk's Revenue/Expenditure and Balance sheets report. Motion carried by unanimous roll call vote.**

Dye wanted the Board to be aware that some items that appear on the reports this evening may change with the Audit scheduled to begin on August 15, 2016.

**Motion by LaPointe, seconded by Jenema to approve the Clerk's Revenue/Expenditure and Balance sheets As presented. Motion carried unanimously.**

**I. CORRESPONDENCE:**

- 1. Email dated 08/01/16 from Teri Gustafson regarding Tart Trails**
- 2. Email dated 08/03/16 from Ann DeVogel regarding Tart Trails**
- 3. Email dated 08/03/16 from John Robert Williams regarding Tart Trails**
- 4. Email dated 08/03/16 from Mike Dyemo regarding Tart Trails**
- 5. Email dated 08/03/16 from Jennifer Jones regarding Tart Trails**
- 6. Emails received after posting of agenda and packet**

**J. PUBLIC HEARING: Food trucks police power ordinance**

Winter stated that Ordinance 2016-02 establishes a police power ordinance regulating mobile food vending



(i.e. food trucks) in the Township. The Board received the draft language at the June 7, 2016 meeting and were asked to send any comments or concerns to Winter, for which none were received. At the July 5, 2016, Board meeting it was requested a proposed fee amount to accompany the application and permit. Based on a review of jurisdictions in the region that allow food trucks, it is proposed that the annual fee be set at \$400.00 for a calendar year, or what is remaining of one with no proration.

**Motion by Aukerman, seconded by Scott to adopt Ordinance 2016-02 regulating mobile food vending in Acme Township and to modify the Acme Township Fee Schedule with the addition of a \$400.00 mobile vending permit fee, valid for one calendar year with no proration. Motion carried unanimously.**

**K. NEW BUSINESS:**

**1. Resolution supporting development of Acme connector trail**

**Motion by LaPointe, seconded by Aukerman to approve Resolution R-2016-30 supporting the development of the Acme connector Trail. Motion carried by unanimous roll call vote.**

**2. Resolution supporting development of Traverse City to Charlevoix trails**

**Motion by Jenema, seconded by Scott to approve Resolution R-2016-31 supporting the development of the Traverse City to Charlevoix trail connecting the Tart Trail in Acme Township to the lake trail in the City of Charlevoix. Motion carried by unanimous vote.**

**3. Review of draft Zoning Ordinance amendment 039-Site Plan review-Winter**

Board presented with a memo in the proposed language for Zoning Ordinance Amendment 039 – Site Plan Review. This amendment would replace the current Site Plan review guidelines listed under Article VIII of the Zoning Ordinance. Discussion

**Motion by Jenema, seconded by LaPointe to adopt Amendment 039 to the Acme Township Zoning Ordinance with changes to Article VIII Site Plan Review as presented. Motion carried by unanimous vote.**

**4. Pre- approval of Boat Launch Invoices Molon-Supervisor**

**Motion by LaPointe, seconded by Scott to authorize Zollinger to pay for preapproved boat launch invoices for Molon when presented. Motion carried by unanimous roll call vote.**

**5. Resolution to support Acme TWP New Community /Town hall directions**

At the July Board, Trustee LaPointe, expressed concerns for the need for better facilities to conduct Township business. It was discussed the need to form a citizens group to do the proper investigation and financial support to investigate options.

**Motion by LaPointe, seconded by Scott to approve Resolution R-2016-32 supporting the formation of a committee and to provide for up to \$30,000 to investigate options which the Board can consider. Motion carried by unanimous roll call vote.**

**6. Resolution for financial budget balance-Zollinger**

**Motion by LaPointe, seconded by Aukerman to approve Resolution R-2016-33 supporting various fund moves adjustment for Saylor Park boat launch 101 to 401 and Water engineering study 101. Motion carried by unanimous roll call vote.**

**7. Appointment to Parks & Trails committee Recommendation-Supervisor**

In a memo to the Board, Zollinger, recommended Barbara Heflin to replace John DeMarsh to the Parks and Trails committee.



**Motion by LaPointe, seconded by Jenema to approve supervisor's recommendation of Barb Heflin to the Parks and Trails. Motion carried unanimously.**

**8. Approval of street names for GTTC-Supervisor**

Zollinger stated that a request for road names of "Purewater Drive" and "Springwater Place" by the Village at Grand Traverse, LLC was presented to County Equalization on 7/25/16 and were approved. We are now looking for approval from the Township Board.

**Motion by LaPointe, seconded by Dye to approve of the street names for the Village of Grand Traverse, LLC as presented. Motion carried unanimously.**

**9. Approval of wage increase for S. Winter/meeting performance standards-Zollinger**

A twelve month performance review was completed on Winter. A summary of his performance was put together along with comments provided, showing he exceeded expectations. Based on this rating it is recommended a wage increase of \$2,500.00 annually, retro to one year starting date of July 6, 2015 and a performance review 6 months from now.

**Motion by Jenema, seconded by Aukerman to approve pay increase recommendation for twelve months. Motion carried by unanimous roll call vote.**

**L. OLD BUSINESS:**

**1. Discussion on tall grass weeds commercial/residential areas**

Winter stated that the topic of creating a tall grass/weed ordinance has resurfaced this year. A draft Ordinance regulating tall grass/weed was initiated in 2014 by a Board member and the former Zoning Administrator, but never gained much traction. Discussion followed with the Board wanting Winter to look at commercial properties but not residential.

**2. Discussion on Yuba road paving in support of Sayler Park boat launch project**

Zollinger commented that with the construction of the Sayler boat launch Yuba road has suffered a lot of damage as a result. We need to repave when boat launch is completed up to Grand Traverse Road Commission standards that have been provided. Board instructed Zollinger to get one or two bids and bring to the next meeting.

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

J. Heffner, 4050 Bayberry Lane thanked the Board for the support of the Tart Trails.

Trustee, LaPointe, expressed some concerns with cemeteries and that our income does not cover all the expenses.

**ADJOURN AT 9:25 pm**





**DRAFT UNAPPROVED**

**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
August 8<sup>th</sup>, 2016 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE: 7:01pm**

**ROLL CALL:**

**PC Members Present:** D. Rosa, D. White, S. Feringa (Vice Chair)

T. Forgette (Secretary)

**PC Members Absent/Excused:** J. Jessup, K. Wentzloff, M. Timmins

**Staff Present:** S. Winter, Zoning Administrator; J. Jocks, Legal Counsel

**A. LIMITED PUBLIC COMMENT: 7:02pm**

Pat Buck, 7369 Deepwater Pt Rd. Spoke regarding the recent problems with weekly rentals. The area is zoned R-1 but the rentals bringing in multiple families; some not related at all. Wishes to see them banned

Irene/John Stuart, 7402 Deepwater Pt. Rd. Echoed sentiments above regarding weekly rentals. Encountering numerous issues with multiple people, noise all night to early in the morning, concerned about security. Not a welcome addition to the neighborhood.

Wallace/Sonya Olson, 7373 Deepwater Pt. Rd. Lived here for 48 years, with the last couple issues have grown with weekly rentals. Up all hours of the night. Security concerns. Explained situation from past where police needed to call in backup to breakup a party. Expressed that these are not your neighbors who you get to know over time. You never know who is going to be moving next to you week after week.

Joel Safronoff, 7206 Peaceful Valley Rd. Spoke to weekly rental issues. 40 year resident. Observes garbage being left out, up to 8 cars parked at a time, needing to pick up shoreline after guests leave since they don't.

Public Comment closed @ 7:11pm.

**B. APPROVAL OF AGENDA:**

Motion by White, support by Rosa, to approve the agenda with removal of the PC Elections due to the number of absentee members. Motion passed.

**C. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**D. CONSENT CALENDAR:**

Motion by Rosa, support by White, to approve the consent calendar adding the date to the Board Minutes. Motion passed.

**1. RECEIVE AND FILE**

**a.** Approved Township Board Minutes 7/15/16

**2. ACTION:**

**a.** Approve Draft Planning Commission Minutes 06/13/16

**b.** Approve Draft Planning Commission Minutes 07/11/16

**E. ITEMS REMOVED FROM THE CONSENT CALENDAR**

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.



1. \_\_\_\_\_
2. \_\_\_\_\_

**F. CORRESPONDENCE:**

1. County Planning Awards - Winter provided nomination form for annual County award nominations
2. Nathan Moore RE South Bates Rd - Winter summarized email correspondence from Mr. Moore detailing issues he wished to have addressed related to S. Bates Road. The Township Supervisor and Jim Cook from the road commission made a visit to the location to observe the behavior of road users as well as the road condition. A detailed response from the Grand Traverse Road Commission was submitted and a subsequent response from Mr. Moore. Winter indicated the area is zoned Agriculture and the road has an unposted 55 mph zone. Believes most concerns are road commission related
3. Crystal Yarlott RE Airbnb - Winter summarized a letter in favor of short-term rentals using the model of room rentals. His interpretation is the Airbnb model where one rents out a room in their home is not allowed in Acme Township based on our definition of "Family" in the Zoning Ordinance.

**G. PUBLIC HEARINGS: None**

**H. OLD BUSINESS:**

1. Zoning Ordinance Amendment 037 – Planned Development - Winter noted changes made by Counsel to address concerns GT County cited in their review regarding the specified wetland percentage that may prevent sensitive lands from being protected. Motion made by Forgette to table action on this until next month due to the number of absent commissioners. Support by White. Motion passed.
2. Zoning Ordinance Amendment 041 – Special Uses
  - a. Article V – Regulated Uses - Last month Winter asked PC members to review the land use and base zoning table list to see if any uses needed to be added or removed. He and PC members reviewed the list and discussed. Suggested changes discussed were; removing Clinics from the listed Clinics and Kennels (animal care facilities) in the Commercial zone since it is already listed under Veterinary Hospitals/Clinics use; possibly removing Golf Course and Drive-In Theatres designation as they could be covered by a PD (golf course) or outdated (drive-in); providing a definition clarification of the Computer Operations land use under Commercial; possible removal of the land use symbol "A" and change to "P" since it deals with accessory structures; possible addition of home satellite dishes to Radio and Television Antennas; possibly review the allowance of cell towers as potential use in agriculture district. A discussion on Lumber and Planing Mills and Sawmills led to possibility of listing them as separate uses. Winter suggest reviewing the identified land use district for Microbrewery, Small Distillery, and Small Winery and possibly adding to B-4 to account for scale and/or allow in other districts. He sees the conservation and preservation development uses being incorporated into the PD ordinance we are looking to adopt. Winter asked counsel if we needed further delineation of a manufactured home and mobile home. He also wondered if Boat Houses were even allowed anymore. Winter questioned whether the limitation of guest houses to the residential zones only and thought the agriculture zone may need to be looked at. This may require further discussion among the PC and Counsel. He encouraged the PC to review the list further.
  - b. Article IX – Special Uses - Winter briefly summarized. Changes made to help read better and incorporated changes from May 9 meeting. A number of outdated uses removed as well as quite a few different variations of a Planned Development with the intent that the adoption of Zoning Ordinance Amendment 037 will address in a more flexible manner. Other changes were made to clarify and strengthen the Basis for Determination. He asked



## **DRAFT UNAPPROVED**

PC about Gasoline Service Stations (9.3) since they also may be covered by Form Base Code since they are only allowed in the commercial district. A discussion on the use of the term “some historical or architectural significance” as a means of determination for a Bed and Breakfast suggested that it may be vague and need to follow set standards for the PC to make a determination. Feringa thought it should stay as is for now. A question from PC on definition of Independent Housing Facilities was explained by Counsel. Winter asked PC to further review

### **I. NEW BUSINESS:**

1. Short-Term Rentals - Winter briefly described the current problems being recently encountered from what appears to be an increase in short-term rentals in residential districts; specifically in the area of Deepwater Point. Many more complaints from current residents from activities such as loud music, excessive drinking, littering, partying, etc.. Though historically short-term rentals have been occurring for decades without many issues, he no longer believes that to be the case based on complaints this year. He is also fielding a higher number of inquiries as to whether people are allowed to rent out their homes which indicates a high demand. He feels the unregulated use of short-term rentals is creating a nuisance in communities where they exist that may jeopardize the health, safety and welfare of those communities. Currently the township does not have a prohibition on short-term rentals or an established ordinance. Airbnb, where one rents out room or portions of one's home, is not allowed based on the Township definition of “Family” in the zoning ordinance per counsel. He explained other jurisdictions have started cracking down on short-term rentals which may be driving demand in this area. He suggested three options for consideration, 1) complete prohibition; 2) continue as is, in an unregulated manner, or 3) allow short-term rentals in a regulated manner. Winter went through how this may be regulated and a discussion occurred with PC members. Most believing option 2 is not an option as they agreed this is a problem that needs to be addressed. Rosa suggested we talk to these property owners to get a feel about regulated use. White suggested looking at Milton Township and Winter suggested looking at Torch Lake Township as well. Forgette brought up the scenario where the option chosen may affect a landowner who has a neighboring property being used as a short term rental. Feringa suggested we look at this closely and we need this written in a strong enforceable manner. He also indicated that this type of use may have associated environmental and/or infrastructure impact on water and sewer. Winter and Counsel to review other ordinances in the area and get more information together for the PC with respect to how to deal with enforcement.
2. Planning Commission Elections - Removed from agenda
3. Zoning Ordinance Review Subcommittee - Winter discussed the possibility of setting up a review committee. PC discussed. Worked well for form based code and other items in the past. May need to look at budget. Winter will get back with PC chair and planner to get more information on what this might look like.

### **J. PUBLIC COMMENT & OTHER PC BUSINESS**

Public comment period started at 8:46pm

Sonya Olson, Feels that even if you license the homes, it does not protect homes from issues and their home's value. Do not feel like they can enjoy the home they own. Everyone else enjoys the property, however, they cannot. Paying lots of money to rent and they feel they can do as they please. Up all hours of night. This week, the tenant (s) brought five dogs.

John Stuart, 7402 Deepwater Pt. - Asked why we have three different residential zones for a reason if you're not going to enforce it. Winter indicated he will discuss with Counsel to gather baseline information so we can look to address.

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.



## **DRAFT UNAPPROVED**

Joel/Deb Safronoff - Brought recent example of a safety concerns. We are off water but neighboring property burning with fire ring. Winter indicated Metro fire is responsible for enforcing regulation. Feels now we have to police everything since your neighbor resident changes each and every week.

Pat Buck - Doesn't believe that near him there has never been one "family" using the short-term rentals. Currently going on their 7th group of renters for the summer.

Irene Stuart - It is like the absentee landlord. They do not feel the affect of the activity. Out of sight, out of mind. We get stuck getting dealing with all of the issues.

Wally Olson - The use of a fee or reduction of homestead exemption really will not be effective. The landowner will just increase the rental price. Whatever money lose they will recoup.

Winter recommended to those present that while the PC takes the time to review, continue to report violations of existing ordinances (garbage, open fire, trespass, noise, etc) to the township and law enforcement. PC is taking concerns seriously; it just take some time to work out our next steps with regulations.

Closed at 8:56pm.

1. Zoning Administrator Report – Shawn Winter went over the current ZA report. Had our first outside sale event. Site plan review ordinance goes to County Planning in Aug. Mobile vending and site plan review amendment goes to the board this week. Chase Bank and the Town Center interest for a possible special meeting this month for a preliminary review.
2. Planning Consultant Report – none
3. Township Board Report – White indicated the ZA report covered it. Advised the Autumn Olive thorns could be a problem.
4. Parks & Trails Committee Report – Winter summarized recent TART trail activity; two projects looking for support. Yuba Creek has had recent activities of autumn olive removal provided by the Ruffed Grouse Society. Conservancy is also going to hand treat as a follow-up soon. Big visual change and encouraged everyone to check it out.

### **ADJOURN:**

Motion by Forgette to adjourn; support by White. Motion passed. Meeting adjourned at 9:01pm



Glen Lile, Supervisor  
Susanne M. Courtade, Clerk  
Tracey Bartlett, Treasurer



Matt Courtade, Trustee  
Craig R. Goodrich, Trustee  
Bryan Marrow, Trustee  
Beth Friend, Trustee

August 9, 2016

**RE: Amendment to East Bay Township Master Plan/Future Land Use Map**

To:

City of Traverse City  
Acme Township  
Blair Township  
Garfield Township  
Paradise Township  
Union Township  
Whitewater Township  
Grand Traverse County DPW  
Grand Traverse County Planning  
Grand Traverse County Road Comm.

AT&T  
Charter Communications  
Cherryland Electric  
Consumers Energy  
DTE/MichCon  
ITC  
MDOT Railroads  
MDOT  
Metro Fire  
Traverse City Light & Power

This letter is to inform you that East Bay Charter Township is considering an amendment to its Master Plan's Future Land Use Map on a 28 acre site at the southeast corner of Hammond & Townline Roads (Parcel # 03-230-005-00 commonly known as 200 E. Hammond Road). The proposed amendment would alter the current designation of Industrial to Residential - Medium to High Density (5-8 dwelling units/acre), which allows for multiple-family dwellings (see the area outlined in orange on the enclosed map).

Please let us know if you would like to participate in formal review of this amendment. If your agency or organization is interested in reviewing the proposed amendment, the East Bay Charter Township Planning Commission welcomes your participation, review, and comment. Please let us know if you prefer electronic or paper versions of documents related to the amendment. If we do not hear from you, no further notice or communication of this proposed amendment will be provided.

If you have any questions regarding this proposed amendment, please feel free to contact the Office of Planning & Zoning at (231) 947-8681 or at [rbrown@eastbaytwp.org](mailto:rbrown@eastbaytwp.org).

Sincerely,

Richard F. Brown, Jr., AICP, CBSP  
Township Planner

Enclosure



# EB2014





## Shawn Winter

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**From:** Timothy Smith <tcsmith00@gmail.com>  
**Sent:** Monday, August 08, 2016 5:27 PM  
**To:** Shawn Winter  
**Subject:** Acme Township Planning Commission Discussion on Short Term Rentals

Acme Township Planning Commissioners:

Thank you for the opportunity to provide my input into the discussion on short term rentals in Acme Township. I have owned a home on Shaw Rd. for 8 years. For various times during this period I have rented the entire home as a vacation home rental. I typically rent our home weekly during the Summer months, and for periods of a week or less during the Spring, Autumn and Winter months.

I am very committed to making sure that when my home is rented it is not a problem for my neighbors on Shaw Rd. I regularly discuss this with my neighbors, and I reiterate that if anything ever happens for which they are concerned they should contact me immediately. In 8 years there have been 3 times when one of my neighbors contacted me, I addressed the issue immediately by contacting the renter and asking them to stop the offending behavior. I then followed up with my neighbor to let them know I addressed the issue. I believe that my neighbors appreciate this and they do not see my renting as a nuisance. In fact, some of my neighbors have contacted me directly to see if my home is available to rent to friends of theirs.

In addition to the property taxes I pay, I collect State of Michigan Use Tax on all lodging revenue, and I remit the collected Use Tax to the State of Michigan on a monthly basis. I also believe the renters of my home contribute significantly to the local economy.

Per the "Short Term Rentals" memo from Shawn Winter dated August 3, 2016, I do not believe that Option 1, "A complete prohibition on any and all short-term rentals" is the correct solution. This could have a negative impact on housing values and property tax revenue, and could have a serious impact on the local tourism economy. It could also make property less affordable to those looking to offset property ownership costs with intermittent short term rentals of their property.

As has been noted in the memo, this is likely much more of an issue in the areas of the Township that are used more for year-round residences than those that are used seasonally or as second homes.

As such, the real core issue is what can be done to make sure the occupants of the property do not become a nuisance or bother to others. I believe this is the responsibility of the property owner, and I expect that the township has an ordinance that reflects this. This property owner responsibility is true for permanent full-time residents, seasonal residents, or those renting their properties as vacation rentals. The course of action to resolve these issues should be the same in all situations. The property owner needs to made responsible for correcting the issue.

If the Township adopts Option 3, "Allow short-term rentals to occur in a regulated manner", I would certainly comply.

Thank you for your time. Please let me know if I can help contribute more to this discussion.

Sincerely,  
Timothy Smith



-----  
Timothy Smith  
650.733.6090  
[tcsmith00@gmail.com](mailto:tcsmith00@gmail.com)



**PROPOSED AMENDMENT TO ACME TOWNSHIP ZONING ORDINANCE  
AMENDMENT 037 – PLANNED DEVELOPMENT  
ARTICLE XIX**

**ARTICLE XIX: PLANNED DEVELOPMENT**

**19.1 INTENT AND PURPOSE**

- a. The Planned Development (PD) option is intended to allow, with Township approval, private or public development which is consistent with the goals and objectives of the Township Master Plan and Future Land Use Map.
- b. The development allowed under this Article shall be considered as an optional means of development only on terms agreeable to the Township.
- c. Use of the PD option will allow flexibility in the control of land development by encouraging innovation through an overall, comprehensive development plan to provide variety in design and layout; to achieve economy and efficiency in the use of land, natural resources, energy and in the provision of public services and utilities; to encourage useful open spaces suited to the needs of the parcel in question; to provide proper housing including workforce housing; and to provide employment, service and shopping opportunities suited to the needs of the residents of the Township.
- d. It is further intended the PD may be used to allow nonresidential uses of residentially zoned areas; to allow residential uses of nonresidential zoned areas; to permit densities or lot sizes which are different from the applicable district and to allow the mixing of land uses that would otherwise not be allowed; provided other community objectives are met and the resulting development would promote the public health, safety and welfare, reduce sprawl, and be consistent with the Acme Township Community Master Plan and Future Land Use Plan Map.
- e. It is further intended the development will be laid out so the various land uses and building bulk will relate to one another and to adjoining existing and planned uses in such a way that they will be compatible, with no material adverse impact of one use on another.
- f. The number of dwelling units for the PD development shall not exceed the number of dwelling units allowed under the underlying Zoning District, unless there is a density transfer approved by the Township.

**19.2 DEFINITIONS**

**Planned Development (PD):** means a specific parcel of land or several contiguous parcels of land, for which a comprehensive physical plan meeting the requirements of this Article, establishing functional use areas, density patterns, a fixed network of streets (where necessary) provisions for



public utilities, drainage and other essential services has been approved by the Township Board which has been, is being, or will be developed under the approved plan.

### 19.3 CRITERIA FOR QUALIFICATIONS

To qualify for the Planned Development option, it must be demonstrated that all of the following criteria will be met:

- a. The properties are zoned R-1, R-2, R-3, A-1, MHN, C, CF, or B-4 Districts.
- b. The use of this option shall not be for the sole purpose of avoiding the applicable zoning requirements. Any permission given for any activity, building, or use not normally allowed shall result in an improvement to the public health, safety and welfare in the area affected.
- c. The PD shall not be used where the same land use objectives can be carried out by the application of conventional zoning provisions or standards. Problems or constraints presented by applicable zoning provisions shall be identified in the PD application.
- d. The PD option may be effectuated only when the proposed land use will not materially add service and facility loads beyond those considered in the Township Master Plan, and other public agency plans, unless the proponent can prove to the sole satisfaction of the Township that such added loads will be accommodated or mitigated by the proponent as part of the PD.
- e. The PD shall not be allowed solely as a means of increasing density or as a substitute for a variance request; such objectives should be pursued through the normal zoning process by seeking a zoning change or variance.
- f. The PD must meet, as a minimum, five (5) of the following nine (9) objectives of the Township. If the PD involves a density transfer it shall include objective f(9) in addition to its five (5) objectives.
  1. To permanently preserve open space or natural features because of their exceptional characteristics, or because they can provide a permanent transition or buffer between land uses.
  2. To permanently establish land use patterns which are compatible or which will protect existing or planned uses.
  3. To accept dedication or set aside open space areas in perpetuity.
  4. To provide alternative uses for parcels which can provide transition buffers to residential areas.
  5. To promote the goals and objectives of the Township Master Plan.



6. To foster the aesthetic appearance of the Township through quality building design and site development, provide trees and landscaping beyond minimum requirements; the preservation of unique and/or historic sites or structures; and the provision of open space or other desirable features of a site beyond minimum requirements.
7. To bring about redevelopment of sites where an orderly change of use or requirements is determined to be desirable.
8. To promote the goals and objectives of the Acme Township Placemaking Plan and the US-31 and M-72 Business District zoning.
9. To promote sustainable development especially on parcels with active farmland and orchards as defined by MCL 324.36201 (h), or on parcels that contain unique cultural, historical or natural features which should be preserved.

#### 19.4 USES PERMITTED

- a. A land use plan shall be proposed for the area to be included within the PD. The land use plan shall be defined primarily by the Township Zoning Ordinance Districts that are most applicable to the various land use areas of the PD.
- b. Uses permitted and uses permitted subject to Special Use Permit approval in this Ordinance may be allowed within the districts identified on the PD plan, except that some uses may be specifically prohibited from districts designated on the PD plan. Alternatively, the Township may allow uses not permitted in the district if specifically noted on the PD plan. Conditions applicable to uses permitted subject to Special Use Permit approval shall be used as guidelines for design and layout but may be varied by the Planning Commission provided such conditions are indicated on the PD plan.

#### 19.5 HEIGHT, BULK, DENSITY AND AREA STANDARDS

The standards about height, bulk, density, and setbacks of each district shall be applicable within each district area designated on the plan except as specifically modified and noted on the PD plan.

#### 19.6 DENSITY TRANSFER

Acme Township encourages flexibility in the location and layout of development, within the overall density standards of this Ordinance. The Township therefore will permit residential density to be transferred from one parcel (the "sending parcel") to another (the "receiving parcel"), as provided below. For purposes of this Section, all sending parcel(s) and receiving parcel(s) shall be considered together as one PD parcel.

- a. All density transfers require a Special Use Permit approved by the Township Board, upon the recommendation of the Planning Commission, as part of a PD application. A Special Use Permit application for a density transfer shall be submitted and include:
  1. Signatures by the owners (or their authorized representatives) of the sending and receiving parcels.



2. A proposed development plan (subdivision and/or site plan) for the receiving parcel.
  3. Density calculations for both the sending and receiving parcels.
- b. Upon receipt of a Special Use Permit application for a density transfer the Township shall determine:
1. The number of allowable dwelling units permitted on the receiving parcel(s) based on the current zoning classification.
  2. The number of eligible dwelling units allowed to be transferred to the receiving parcel(s). The transferred dwelling units shall not increase the allowable density by more than 50%.
  3. The number of allowable dwelling units permitted on the sending parcel(s) based on the current zoning classification.
  4. The number of eligible dwelling units allowed to be transferred from the sending parcel(s).
- c. The Township Board, upon recommendation from the Planning Commission, may grant a Special Use Permit allowing the transfer to the receiving parcel(s) of some or all of the allowable residential dwelling units from the sending parcel(s) only if it finds that all of the following have been satisfied:
1. The sending parcels dwelling unit transfers are actual available dwelling units considering all limitations, including wetlands, and those units are documented.
  2. The addition of the transferred dwelling units to the receiving parcel will not increase the maximum allowable density by more than 50%.
  3. The addition of transferred dwelling units and will not adversely affect the area surrounding the receiving parcel.
  4. The density transfer will benefit the Township by protecting developable land with conservation value on the sending parcel(s).
  5. The density transfer will be consistent with the sending and receiving zones designated on the Township Zoning Map. Exception may be granted by Township Board, upon the recommendation of the Planning Commission, to allow a density transfer FROM a receiving zone TO a receiving zone, or FROM a sending zone TO a sending zone if:
    - a) The sending parcel(s) is deemed to contain unique natural, cultural, or historical features which should be preserved



b) The density transfer to the receiving parcel will not place an undue hardship or strain on the Township infrastructure

c) The density transfer is in accordance with the Intent and Purpose of this Article

6. The parcel(s) receiving the density transfer will not exceed the land development build out (buildings, parking, setbacks, open space, etc.) prescribed by the Zoning District of the property unless waived by the Planning Commission and Township Board.

7. Sending parcel(s) satisfying the requirements this section shall be executed and recorded in the office of the Grand Traverse County Register of Deeds, reducing the number of dwelling units allowed to be constructed on the sending parcel(s) by the number of dwelling units transferred. This reduction in density shall not prevent the owner(s) of the sending parcel(s) from developing the remaining allowable dwelling units under either an open space or conventional development plan, provided that all open space requirements are satisfied. The land area subject to the land transfer will remain perpetually in an undeveloped state by means of a conservation easement, plat dedication, or other legal means that runs with the land, as prescribed by the Township Zoning Ordinance, and approved by the Township.

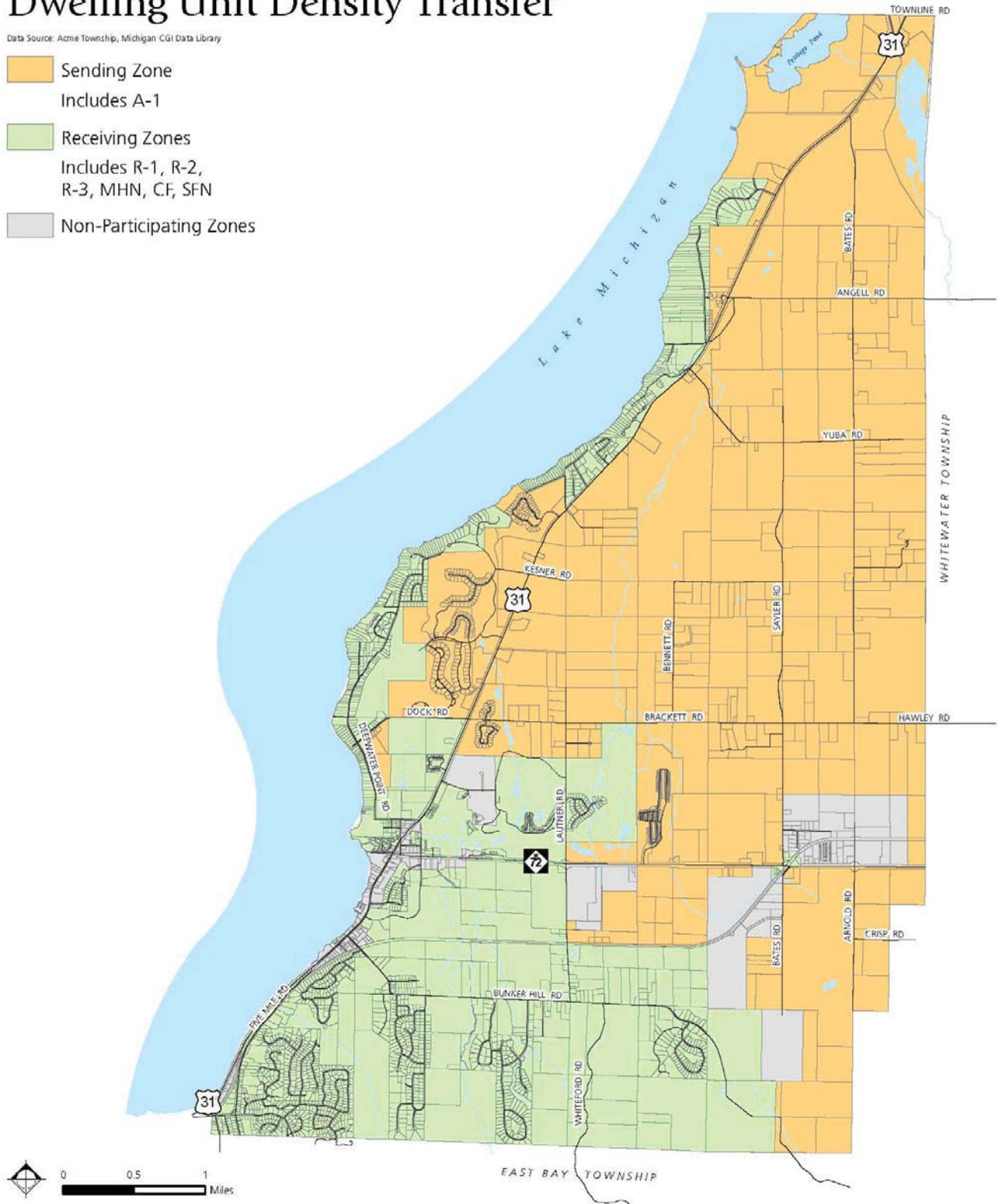


# 1 ACME TOWNSHIP

## 2 Dwelling Unit Density Transfer

3 Data Source: Acme Township, Michigan CGI Data Library

- 4
- Sending Zone  
Includes A-1
  - Receiving Zones  
Includes R-1, R-2,  
R-3, MHN, CF, SFN
  - Non-Participating Zones

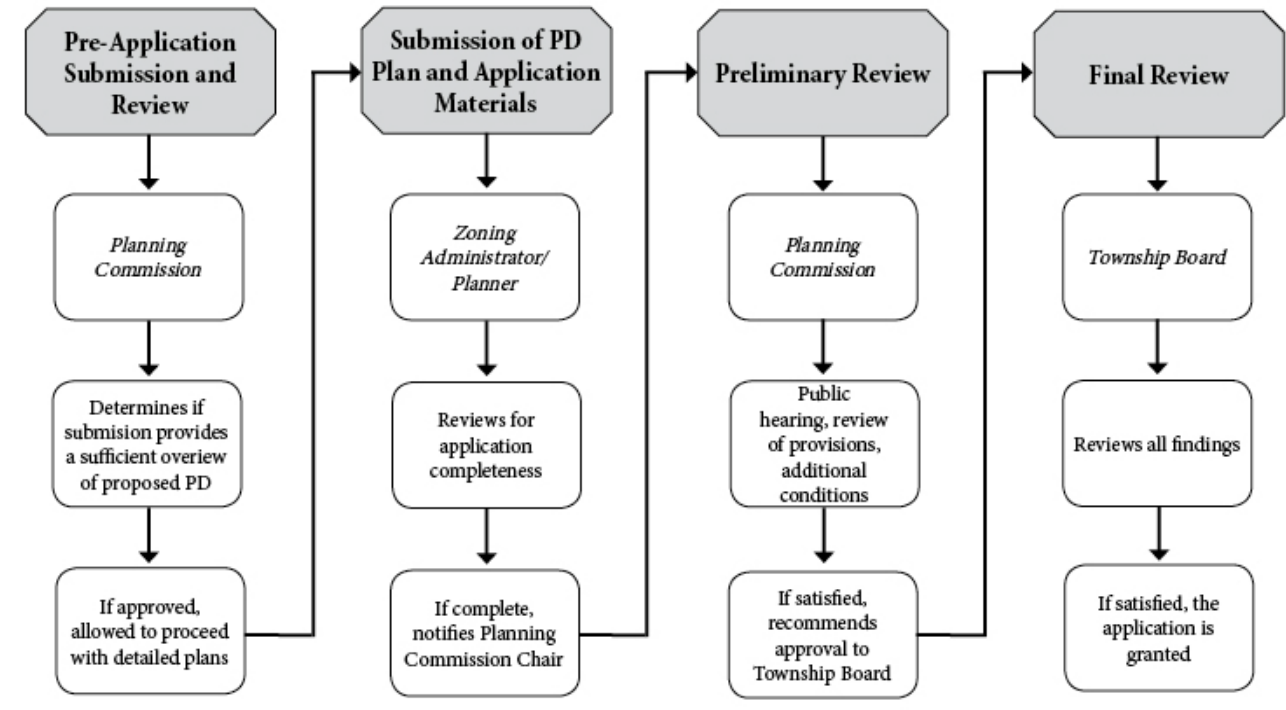




## 19.7 PLANNED DEVELOPMENT APPLICATION SUBMISSION AND REVIEW PROCEDURES

The PD application submission and review procedures follow four (4) primary steps: 1) pre-application submission and review, 2) submission of PD plan and application materials, 3) preliminary review and approval of the PD, and 4) final review and approval of the PD. This procedure is illustrated in the Figure 19.1 and elaborated upon in the following subsections. A PD plan involving a density transfer shall have the transfer approved through a Special Use Permit as outlined in Section 19.6 after the pre-application submission and review step.

**Figure 19.2:** Planned Development Application Submission and Review Process



### 19.7.1 PRE-APPLICATION SUBMISSION AND REVIEW

- a. Any person owning or controlling land in the Township may make application for consideration of a PD. Such application shall be made by presenting a request for a preliminary determination to whether a parcel qualifies for the PD option.
- b. The request shall be submitted to the Township and the submission shall include the information required below.
  1. Proof the criteria set forth in the Criteria for Qualification section above, are or will be met.
  2. A schematic land use plan containing enough detail to explain the role of open space; location of land use areas, streets providing access to the site, pedestrian and vehicular circulation within the site; dwelling unit density and types; and buildings or floor areas contemplated, as applicable.



1 3. A plan to protect natural features or preservation of open space or greenbelts.

2  
3 4. A storm water management plan incorporating low impact development (LID)  
4 water quality technologies, such as, but not limited to, rain gardens, rooftop  
5 gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and  
6 filtered storm water structures.

7  
8 5. The Planning Commission shall review the applicant's request for qualification. If  
9 approved, the applicant may then continue to prepare a PD Plan on which a final  
10 determination will be determined. An approved request for qualification is not a  
11 guarantee for final PD approval.

12  
13 c. Based on the documentation presented, the Planning Commission shall make a  
14 preliminary determination about whether a parcel(s) qualifies for the PD option under  
15 the Criteria for Qualification in Section 19. 3. If approved, the applicant may then  
16 continue to prepare a PD plan on which a final determination will be made. An approved  
17 request for qualification is not a guarantee for final PD approval.

#### 18 19 19.7.2 SUBMISSION OF PLANNED DEVELOPMENT PLAN AND APPLICATION MATERIALS

20 The application, reports, and drawings shall be filed in paper and digital format. All drawings  
21 shall be provided to the Township in AutoCad™, MicroStation, or similar site civil /  
22 architectural drawing format requested by the Planning Commission. Other graphics and  
23 exhibits, text and tabular information shall be provided in Adobe Acrobat™ "pdf" format. All  
24 drawings shall be created at a scale not smaller than one (1) inch equals one hundred (100)  
25 feet, unless otherwise approved by the Township.

26  
27 a. A proposed PD plan application shall be submitted to the Township for review that  
28 contains the following:

29  
30 1. A boundary survey of the exact acreage prepared by a registered land surveyor  
31 or civil engineer.

32  
33 2. A topographic map of the entire area at a contour interval of not more than two  
34 feet. This map shall show all major stands of trees, bodies of water, wetlands and  
35 unbuildable areas

36  
37 3. A proposed development plan showing the following, but not limited to:

38  
39 a) Land use areas represented by the Zoning Districts listed as A-1, R-1, R-2,  
40 R-3, MHN, C, CF, or B-4 of this Ordinance.

41  
42 b) Vehicular circulation including major drives and location of vehicular  
43 access including cross sections of public streets or private places.

44  
45 c) Transition treatment, including minimum building setbacks to land  
46 adjoining the PD and between different land use areas within the PD.



- d) The general location of nonresidential buildings and parking areas, estimated floor areas, building coverage and number of stories or height.
  - e) The general location of residential unit types and densities and lot sizes by area.
  - f) The general location and type of all Low Impact Development (LID) storm water management technologies.
  - g) Location of all wetlands, water and watercourses, proposed water detention areas and depth to groundwater.
  - h) The boundaries of open space areas that are to be preserved or reserved and an indication of the proposed ownership.
  - i) A schematic landscape treatment plan for open space areas, streets and border/transition areas to adjoining properties.
  - j) A preliminary grading plan, showing the extent of grading and delineating any areas, which are not to be graded or disturbed.
  - k) A public or private water distribution, storm and sanitary sewer plan.
  - l) Elevations of the proposed buildings using durable and traditional building materials shall be used. Materials such as exterior insulation finish system (EIFS), fluted concrete masonry units, concrete panels, panel brick, and scored concrete masonry unit block are not considered durable and traditional building materials.
  - m) A written statement explaining in detail the full intent of the applicant, showing dwelling units types or uses contemplated and resultant population, floor area, parking and supporting documentation, including the intended schedule of development.
- 4. A market study, traffic impact study, and /or environmental impact assessment, if requested by the Planning Commission or Board of Trustees.
  - 5. A pattern book or design guidelines manual if requested by the Planning Commission or Board of Trustees.
- b.** The Township Zoning Administrator and/or Planner will review the PD plan application for completeness. Once deemed complete, the Township Zoning Administrator and/or Planner shall notify the Planning Commission Chair who will place the application on the agenda for a preliminary review by the Planning Commission.

### 19.7.3 PRELIMINARY REVIEW AND APPROVAL OF PLANNED DEVELOPMENT

Planning Commission Review of Proposed PD Plan:



- 1 a. Upon notification from the Township Zoning Administrator and/or Planner of a complete  
2 PD plan application, the Planning Commission shall review the proposed PD plan and  
3 make a determination about the proposal's qualification for the PD option and for  
4 adherence to the following objectives and requirements:  
5  
6 1. The proposed PD adheres to the conditions for qualification of the PD option and  
7 promotes the land use goals and objectives of the Township.  
8  
9 2. All applicable provisions of this Article shall be met. If any provision of this Article  
10 shall be in conflict with the provisions of any other section of this Article, the  
11 provisions of this Section shall apply to the lands embraced within a PD area.  
12  
13 3. There will be at the time of development, an acceptable means of disposing of  
14 sanitary sewage and of supplying the development with water and the road  
15 network, storm water drainage system, and other public infrastructure and  
16 services are satisfactory.  
17  
18 b. The Planning Commission shall hold a public hearing on the PD plan and shall give notice  
19 as provided in Section 9.1.2(c).  
20  
21 c. After the public hearing and review, the Planning Commission shall report its findings and  
22 recommendations to the Township Board.  
23

#### 24 19.7.4 FINAL REVIEW AND APPROVAL OF PLANNED DEVELOPMENT

- 25  
26 a. On receiving the report and recommendation of the Planning Commission, the Board shall  
27 review all findings. If the Board shall decide to grant the application, it shall direct the  
28 Township attorney to prepare a contract setting forth the conditions on which such  
29 approval is based. Once the contract is prepared it shall be signed by the Township and  
30 the applicant.  
31  
32 b. The agreement shall become effective on execution after its approval. The agreement  
33 shall be recorded at the Grand Traverse County Register of Deeds' office.  
34  
35 c. Once an area has been included with a plan for PD and the Township Board has approved  
36 such plan, no development may take place in such area nor may any use of it be made  
37 except under such plan or under a Board-approved amendment, unless the plan is  
38 terminated.  
39  
40 d. An approved plan may be terminated by the applicant or the applicant's successors or  
41 assigns, before any development within the area involved, by filing with the Township  
42 and recording in the Grand Traverse County Register of Deeds an affidavit so stating. The  
43 approval of the plan shall terminate on such recording.  
44  
45 e. No approved plan shall be terminated after development begins except with the approval  
46 of the Board and of all parties in interest in the land.  
47



- 1           f. Within one year following execution of the PD contract by the Township Board, final plats  
2           or site plans for an area embraced within the PD must be filed as provided. If such plats  
3           or plans have not been filed within the one-year period, the right to develop under the  
4           approved plan shall be automatically terminated unless an extension is requested in  
5           writing by the applicant and authorized by the Township Board. The Township Board may  
6           authorize an extension of up to one (1) year.  
7  
8           g. The termination of a PD contract involving a density transfer shall nullify the transaction  
9           and all transferred densities shall return to the original sending parcel(s). The return of  
10          the transferred densities shall be recorded at the Grand Traverse County Register of  
11          Deeds' office.  
12

13 **19.8 SUBMISSION OF FINAL PLAT, SITE PLANS; SCHEDULE FOR COMPLETION OF PLANNED**  
14 **DEVELOPMENT**

15 Before any permits are issued for the PD, final plats or site plans and open space plans for a project  
16 area shall be submitted to the Township for review and approval by the Planning Commission,  
17 and where applicable the Township Board, of the following:  
18

- 19           a. Review and approval of site plans shall comply with Article VIII: Site Plans, as well as this  
20           Section except as otherwise modified in the approved plan. Review and approval of plats  
21           shall comply with Section 5.7 of Article V: Zoning Board of Appeals of the Township Zoning  
22           Ordinance as well as the requirements of this Section.  
23  
24           b. Before approving of any final plat or plan, the Planning Commission shall decide that:  
25  
26               1. All portions of the project area shown on the approved plan for the PD for use by  
27               the public or the residents of lands within the PD have been committed to such  
28               uses under the PD contract;  
29  
30               2. The final plats or site plans are in conformity with the approved contract and plan  
31               for the PD;  
32  
33               3. Provisions have been made under the PD contract to provide for the financing of  
34               any improvements shown on the project area plan for open spaces and common  
35               areas which are to be provided by the applicant and that maintenance of such  
36               improvements is assured under the PD contract.  
37  
38               4. If development of approved final plats or site plans is not substantially completed  
39               in three years after approval, further final submittals under the PD shall stop until  
40               the part in question is completed or cause can be shown for not completing same.  
41  
42           c. The applicant shall be required, as the PD is built, to provide the Township with "as built"  
43           drawings in both paper and digital format following the same provisions outlined in  
44           Section 19.7.  
45



1 19.9 FEES

2 Fees for review of PD plans under this Section shall be established by resolution of the Township  
3 Board.  
4

5 19.10 INTERPRETATION OF APPROVAL

6 Approval of a PD under this Section shall be considered an optional method of development and  
7 improvement of property subject to the mutual agreement of the Township and the applicant.  
8

9 19.11 AMENDMENTS TO PLANNED DEVELOPMENT PLAN

10 Proposed amendments or changes to an approved PD plan shall be presented to the Planning  
11 Commission following the same procedures for amending a Special Use Permit outlined in Section  
12 9.1.4. The Planning Commission shall decide whether the proposed modification is of such minor  
13 nature as not to violate the area and density requirements or to affect the overall character of  
14 the plan, and in such event may approve or deny the proposed amendment. If the Planning  
15 Commission decides the proposed amendment is material in nature, the Planning Commission  
16 and Township Board shall review the amendment under the provisions and procedures of this  
17 Article as they relate to final approval of the PD.



## MEMORANDUM

**TO:** Shawn Winter  
**FILE NO.** 5385.00  
**FROM:** Jeffrey L. Jocks  
**DATE:** September 8, 2016  
**RE:** Short Term Rentals

---

You have asked me to review the question of whether short term rentals are allowed in the R-1, R-2, and R-3 Districts for Acme Township. I have reviewed the Acme Township Zoning Ordinance and the related law and provide the following opinion: Short term rentals are not an allowed use in the R-1, R-2 and R-3 Districts for Acme Township.

The first step in reviewing this question is to look at whether the Zoning Ordinance expressly prohibits short term rentals in the referenced districts. After careful review, I find no express prohibition.

The second step is to determine if they are an allowed use in the referenced districts by examining the language, listed uses and definitions found in the Zoning Ordinance. Beginning with that proposition, the R-1 District's purpose is to "encourage the development of residential properties..." ZO Section 6.2.1. It's "intent is to provide for an environment of predominantly low density, one-family detached dwellings that will harmonize with the natural resource capabilities of the District. ZO Section 6.2.1.

Michigan law states that a use not expressly allowed by a zoning ordinance is prohibited. *Farmington Twp v Plyler*, 18 Mich App 225, 227; 171 NW2d 40 (1969). Thus, if the Zoning Ordinance does not allow short term rentals then it is prohibited. Here, the relevant use in the R-1 District is "Single-Family Detached Dwelling." The question then requires consideration of what a "Single-Family Detached Dwelling" is and whether an owner of a Single-Family Detached Dwelling can use the Dwelling for a short term rental.

The Zoning Ordinance defines "Dwelling" as "Any building or part thereof occupied as the home, residence or sleeping place of one or more persons either permanently or transiently..." ZO Art III. It defines "Dwelling, Single Family" as "A detached unit designed for exclusive occupancy



by a single family.” ZO Art III. Further, it defines “Dwelling Unit” as “A building or portion thereof designed exclusively for residential occupancy by one family, and having cooking facilities.” ZO Art III. Reviewing the above definitions, “Dwelling, Single Family” is most relevant and states that a Single Family Dwelling is for “exclusive occupancy by a single family.”

The Zoning Ordinance has an extensive definition of “Family.” It begins that:

Family means one individual, two unrelated individuals; or where there are more than two individuals residing in a dwelling unit, individuals classified constituting a family shall be limited to husband, wife, son, daughter, father, mother, brother, sister, grandfather, grandmother, grandson, granddaughter, aunt, uncle, stepchildren, and legally adopted children, or any combination of the above individuals living together in a single dwelling unit. ZO Art III.

So, looking first at the definition, a Single Family Dwelling cannot have more than two or more unrelated individuals. If more than two individuals reside there, they must be related by marriage, blood, or adoption.

The Zoning Ordinance goes on to add “Domestic Unit” to be considered a family so long as it is a “collective number of individuals living together...whose relationship is of a regular and permanent nature and having a distinct domestic character or a demonstrable and recognizable bond where each party is responsible for the basic material needs of the other and all are living and cooking as a single housekeeping unit.” ZO Art III. It expressly does not include a “group of individuals whose association is temporary or seasonal in character...” ZO Art III.

Based on the above definitions, it appears that a “Single-Family Detached Dwelling” may only be occupied and used by a single family in the referenced districts. Further, the single family must be residing at the dwelling and may not be temporarily vacationing.

In addition to the above, there exists a Grand Traverse District Court decision concerning short term rentals in Garfield Township. In that decision, the Court reviewed the definition of single family dwelling containing the exclusive occupancy by a single family language very similar to Acme Township’s. It concluded that short term rentals are not allowed in Garfield Township and it is my opinion that a court would make the same ruling based on Acme Township’s Zoning Ordinance.



*planning review*

**Date:** 09.06.2016

**From:** John Iacoangeli  
**To:** **Karly Wentzloff, Chairperson**  
ACME TOWNSHIP PLANNING COMMISSION  
6042 Acme Road  
Traverse City, MI 49690

**Project:** Zoning Ordinance Revisions

**Request:** Zoning Ordinance Subcommittee

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Due to the time involved in pulling together revisions for the zoning ordinance I am recommending that the Planning Commission consider the establishment of a 3-person working committee. We used this approach when the Planning Commission revised the agricultural zoning district and revamped the business districts. This approach was also used to prepare for the Board of Trustees a police power ordinance for the approval and management of special events.

I would suggest that the Committee deliver a full draft to the Planning Commission for review and comment. Due to the length of the zoning ordinance I would also recommend that the Planning Commission review be conducted at a special meeting(s) in order to focus on the proposed amendments. Once this deliberation is concluded the entire zoning ordinance would be subject to public hearing.

The Committee meetings would be held as an Open Meeting with the Zoning Administrator and Planning Consultant serving as technical staff support. I would anticipate 6 to 8 Committee meetings.



*planning review*

Date: 08.30.2016

From: John Iacoangeli  
To: Karly Wentzloff, Chairperson  
ACME TOWNSHIP PLANNING COMMISSION  
6042 Acme Road  
Traverse City, MI 49690

Project: VGT – GTTC  
Chase Bank  
SPR-2016-02

Request: Site Plan Review

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Applicant: Chase Bank  
10 South Dearborn, 15<sup>th</sup> Floor  
Chicago, IL 60603

Parcel Address: Intersection of Town Center Road and Purewater Drive  
Williamsburg, MI

Parcel Number: 201-102-001-02

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**General Description:**

The Applicant is proposing to construct a retail banking center within the Grand Traverse Town Center project. The proposed building is 3,030 square feet and a 28 car parking lot. The orientation of the building faces M-72 with the rear of the building approximately setback 70 feet from Purewater Drive.

The proposed site plan as submitted is suburban in character, focused on M-72 rather than internal to the development, and treats Purewater Drive as a service drive rather than an interior vehicular and pedestrian street. The proposed site plan has three curb cuts with a building surrounded by asphalt and a fire service drive. The character of the site plan does not resemble many of the discussion items noted at the May 25, 2016 preliminary review meeting or a conference call held on July 22, 2016.

As noted in the October 21, 2004 SUP, the subject property known as the Grand Traverse Towne Center is supposed to be developed as a mixed use development with a variety of land use types accessible by vehicular and pedestrian traffic. The SUP states;

*The Village at Grand Traverse shall contain a mixture of uses consisting generally of those uses described in the Density and Land Use Table, which generally includes retail uses (approximately 775,000 square feet); an area for civic uses to be developed by others (approximately 40,000 square feet); mixed use (approximately 228 units, and 365,000 square feet); a hotel use (approximately 250 units, and 225,000 square feet); and residential uses of various kinds, including single-family*



*housing, row houses, townhouses, senior housing, and multiple-family housing (with a total of approximately 796 units).<sup>1</sup>*

Another provision within the SUP referenced the Township Master Plan. The 1999 Acme Township Master Plan, as amended, in 2009 states:

*Town Center*

*The objective of the mixed-use Town Center district is to build a network of shops as well as service, civic and cultural facilities and residential neighborhoods in a concentrated area that is user-friendly to the Township resident, the general consumer and the visitor alike. In addition, the concentration of retail, service and other activities is intended to help prevent commercial sprawl in the Township, and protect existing residential properties from traffic and concomitant noise and other invasive issues related to commercial activity. It is envisioned that the various parcels of land in this district would be developed in an integrated way, in effect, creating a specific district for a town center in Acme Township.*

*This district is intended to be accessed from the major trunk lines and county roads in ways that stress public safety and welfare, and internally the district shall have a logical, safe street network for motor and non-motor vehicles as well as a safe walkway system for pedestrians. This district encourages a walk-able and bike-able community as much as possible and use of public transportation. Generous landscaping along the perimeter of the Town Center and within the district will enhance the well-designed residential neighborhoods, which accommodate all income and age groups, and which may include complexes for senior housing, affordable housing for young families, apartment housing above retail establishments in the core shopping area, as well as single-family detached, duplex and townhouse dwellings. The core shopping area will provide a variety of retail, general service and personal service establishments, office complexes as well as smaller convenience stores. This district intends to have a diverse mix of commercial and residential land uses within walking range of each other that will be complemented by public gathering spots and a possible arts pavilion for outdoor concerts and exhibits.*

*Acme Township plans for a town center with a small-town, mixed-use character. This vision is discussed extensively in the Town Center amendment of the Master Plan. Any development in the Town Center area should comport with the Town Center section of the Master Plan.<sup>2</sup> (underline added)*

The 2014 Acme Township Master Plan embraces the concept of the Town Center advanced in the 1999 Master Plan and states:

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<sup>1</sup> October 21, 2004 Special Use Permit; page 3

<sup>2</sup> Acme Township Master Plan; adopted 1999, amended and restated May 18, 2009; page 57



*Town Center*

*This category of land use encourages the development of an integrated, walkable, mixed-use, high density area located in the core of the Township as envisioned in the Acme Shores Placemaking Plan. The hallmark of this future land use will be the seamless connection between public and private properties with well-designed buildings and public spaces, streetscapes, landscapes, signage, access and circulation for both motor & non-motorized traffic and pedestrians, facilities for public transportation, low impact storm water control, dark sky sensitive lighting, and other elements that reflect and add to a vibrant business district.<sup>3</sup>*

The Development Standards, prepared by the developer/applicant for the GTTC project note on page 3 of the guidelines;

*The buildings should form a continuous edge along sidewalks, making the sidewalk a comfortable and interesting public space for walking. Sidewalks and planting strips with street trees round out the public realm of the neighborhood street.<sup>4</sup>*

The site plan as submitted by Chase Bank treats the property as suburban outlier that typically occurs in a "big box" development. The characteristic of the site plan and elevations disclose:

1. The front of the building is M-72,
2. The building is set so far off the internal road that a separate fire access lane is provided. In an urban development the street would serve this function.
3. The north elevation of the building (fronting M-72) has the front door and the south elevation merely has a glass and brick façade.
4. There are no "streetscape" elements along the Purewater Drive, and
5. The site has three (3) curb cuts.

Although the site plan package is complete in terms of drawings and supporting materials it has no relationship to vision of the approved SUP, the 1999 and 2014 Township Master Plan's nor the developer/applicant's own Development Guidelines.

Prior to performing a full review of the site plan I am recommending that the site plan be returned to the Applicant for revision. It does not comply with the intent of the Special Use Permit, specifically Section 4.0 Findings in Support of Approval, nor the 1999 Acme Township Master Plan or the 2014 Acme Township Master Plan.

At this juncture I see no further need to spend time reviewing the site plan submission until the Applicant conforms to the intent of SUP; recorded November 08, 2004.

---

<sup>3</sup> Acme Township Master Plan, 2014; page 71

<sup>4</sup> Development Guidelines, part of the 2009-01P SUP approval, page 3 but found on page 949 of 1003 of SUP document.





# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

To: Acme Township Planning Commission  
From: Shawn Winter, Zoning Administrator  
CC: John Iacoangeli, Jeff Jocks  
Date: August 30, 2016  
Re: Chase Bank Site Plan Review

---

The intent of this memo is to state my support with John Iacoangeli's review of the Chase Bank project ("Applicant"), to be located at the Grand Traverse Town Center ("Development"), and subsequent recommendation to return the site plan back to the Applicant for further revision. This recommendation is not based on use; Special Use Permit 2004-11P ("SUP") allows for such a use on the Development. Rather, the recommendation to return the site plan is based on the project's character, and a submitted design that is inconsistent with the requirements of the SUP that call for a mixed-use pedestrian oriented development that promotes safe, efficient walkability while providing a "downtown" environment.

This conclusion is drawn from the Development Plan Documents included in the approved SUP<sup>1</sup> that the Township and the Village of Grand Traverse ("Developer") are required to follow when designing and approving projects. The adopted Conceptual Plan (enclosed with red oval around the site location) shows the location of the Chase Bank project as a mixed-use building. Mixed-use often times refers to the mixing of uses vertically, but can be defined to mean the mixing of uses horizontally among neighboring properties. However, p. 12 under Section III. Special Use Permit Procedure and Criteria of the *Mixed Use Planned Development Narrative for The Village at Grand Traverse* (SUP 2004-11P Document 4) specifically defines mixed-use as follows:

*"Mixed Use – 284,000 ft<sup>2</sup> of Commercial use on the first floor, with the potential for "walk up" lofts, condos, offices, hotels and interval occupancy units on subsequent floors, when the market allows. It is anticipated that for each residential unit developed, 800 ft<sup>2</sup> of mixed use density would be converted in perpetuity. Additionally, temporary ground level residential units may be utilized to fill any voids in storefront until market forces support their conversion to non-residential space."*

As such, a stand-alone bank building is not consistent with the requirements for a mixed-use building prescribed at that location as indicated in the adopted conceptual plan.

In addition to not meeting the definition of a mixed-use building, the proposed design falls short of exhibiting a pedestrian oriented design characteristic of a town center as called for throughout the SUP's Development Plan Documents. Under Section II. Background, Subsection B. Comprehensive

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<sup>1</sup> Special Use Permit (SUP) 2004-11P, including all supporting documents, may be reviewed in its entirety online at [http://www.acmetownshiparchives.info/VGT/VGT\\_SUP\\_2004-11\\_10-21-04.pdf](http://www.acmetownshiparchives.info/VGT/VGT_SUP_2004-11_10-21-04.pdf)



Development Plan, the *Mixed Use Planned Development Narrative for The Village at Grand Traverse* on p. 6 describes the “Core Area” design where:

*“... the buildings form a continuous edge along sidewalks, making the sidewalk a comfortable and interesting public space for walking.”*

The Applicant’s submitted site plan shows the Chase Bank building being placed approximately 70 feet back from the sidewalk along Purewater Drive and has the front of the building orientated towards M-72 rather than the interior of the Development. The following paragraph on the same page of the *Mixed Use Planned Development Narrative for The Village at Grand Traverse* describes the relationship of the streets and parking lots to the pedestrian experience:

*“The streets are designed with the pedestrian in mind and strike a balance between the movement of cars and the safety and comfort of pedestrians. Along “Main Street” traffic moves slowly, while parallel or diagonal parking buffering pedestrians from the street. Shared parking areas provide parking alternatives for numerous uses, rather than in individual parking lots in front of separated buildings.”*

The submitted site plan does not indicate any parking along the street to buffer pedestrians from moving vehicles along the road. The site plan also indicates a single-use parking lot that appears to serve only the Chase Bank and fails to provide an opportunity for shared parking. Furthermore, the amount of parking provided in the site plan exceeds that which is allowable. The Development is permitted to follow the provisions of the Acme Township Zoning Ordinance that was in effect in 2004, except where otherwise specified. Section 5.4 Area, Setbacks, Building Height, and Other Regulations on p. 10 of the SUP provides one such exception as it relates to parking:

*“The area and bulk requirements of the Zoning Ordinance for the particular uses within the mixed use development will be met with the following exceptions:*

- *Proposed ratio of 5 parking spaces per 1,000 square feet of retail (10 is Acme Township standard); 10 parking space per 1,000 square feet for restaurant (13.3 is Acme Township standard); and 4 parking spaces per 1,000 square feet for professional office (5 is Acme Township standard)”*

Based on this parking ratio, the proposed 3,030 square foot Chase Bank building would be limited to 15 parking spaces; the site plan shows 28.

Under Section 8.22.4 Qualifying Conditions on p. 29 of the *Mixed Use Planned Development Narrative for The Village at Grand* the Developer was required to demonstrate how the conceptual plan satisfied each of the requirements for a Mixed Use Planned Development. Item 6 relates to vehicular and pedestrian circulation:

*“(6) Vehicular and pedestrian circulation, allowing safe, convenient, un-congested and well-defined circulation within and access to the development shall be provided.*

***Condition Met – As discussed in the Character Guide and in this document, the pedestrian is given priority over the motor vehicle with the Village. This includes the isolation of walkways from drive aisles and the provision along all major streets and drives.”*** (bold emphasis provided by Developer)

This again demonstrates how the Applicant’s proposed design deviates from the approved conceptual plan. As mentioned previously, the sidewalk along Purewater Drive is not isolated from



the drive aisles, but along the roadway without any sort of buffer. Access to the Chase Bank from the multi-use trail along M-72 would require pedestrians and bicyclists to cross a parking lot and drive aisle in order to access the Chase Bank. There are also three curb cuts for the project, indicating a priority given to motor vehicles rather than pedestrians. Being that the project is located on a corner lot it would be defensible to have two curb cuts, but three is excessive and not aligned with the intent of the town center design.

Collectively, the points made thus far indicate that the proposed design of the Chase Bank project is more akin to a suburban outlot than a pedestrian oriented mixed-use town center as was approved through a special use permit for the Development. As the excerpt above referenced, the second sentence of the Introduction on p. 2 of the *Character Design Guide for The Village of Grand Traverse* (SUP 2004-11P Document 5) clearly lays out the development pattern that is to be achieved through the build out of the Town Center, and the role of pedestrian use in the design process:

*"The clear emphasis of the Village is on the pedestrian and the creation of "Downtown" for Acme Township, recognizing that the majority of township residents will rely upon motor vehicles to access the site."*

Moreover, the Developer even recognized the importance of the site plan review process in ensuring that the design guidelines submitted and approved with the SUP are upheld in order to provide cohesive relatability between projects within the Development, as demonstrated in pp. 2-3 of their *Character Design Guide for The Village of Grand Traverse*:

*"The criteria or guidelines presented herein are not intended to discourage creative design or individuality; rather, they are intended to provide the continuity and consequent image which will make this development unique and distinguishable as a special place. The design process subsequent to issuance of the Special Use Permit is therefore most important, as the intent is that individual units must relate to one another, building by building, site by site. The Township Board or its designee shall determine whether a proposal meets the intent of this guide as the project moves forward to Site Plan approval."*

These concerns with the project's design and how it relates to the requirements of the SUP were shared with the Applicant at a preliminary review meeting on May 25, 2016 and again on July 28, 2016 once the site plan application was submitted. Based on the reasons outlined above, I once again support John Iacoangeli's recommendation to send the site plan as presented back to the Applicant for revision. The standards, procedures and supporting documents of the approved SUP represent the rule book the Township needs to follow when approving site plan review applications for the Development and must be adhered to.

Moving forward, the Planning Commission recognizes that the market has changed since the SUP was originally approved and supports exploring an amendment to the conceptual plan to reflect those changes. Section 8.0 Amendments and Changes on p. 22 of the SUP addresses the process:

*"No person is authorized to amend or change this Special User Permit in any way, except upon a majority vote of the Acme Township Board of Trustees conducted at a public meeting. Development of the Applicant's property shall be governed by this Special Use Permit, as long as it remains in effect, and by the provisions of the Acme Township Zoning Ordinance and the Township Rural Zoning Act, MCL 125.271, et seq."*

This process would begin with the Developer submitting a request to amend the conceptual plan to the Planning Commission. If determined to be a major amendment, then a public hearing would need to be held. Upon recommendation of approval by the Planning Commission, the amended conceptual



plan would go before the Township Board for final approval. Doing so could potentially allow a horizontal mixing of uses throughout parts of the Development if deemed to be consistent with the intent of the SUP and the Township's Future Land Use Plan.

It's worth noting that the Planning Commission Chair has twice requested such an update, once on November 11, 2014 and again on August 6, 2015 (both letters enclosed for reference) with no response received. The closest version of an updated conceptual plan that has been submitted by the Developer was a bubble diagram presented at the March 14, 2016 Planning Commission meeting (enclosed). The diagram showed broad categories of uses allowed in specified areas of the Development, but failed to provide any level of design, or the relatibility between sites and buildings. It may be possible for the Developer to submit an updated conceptual plan for a portion of the Development, rather than the whole property. John Iacoangeli presented an example (enclosed) at the July 11, 2016 Planning Commission meeting illustrating how this might work. That example was also provided to the Developer as a possible solution. Until action is taken to amend the SUP, site plan review applications will continue being performed using the standards, procedures and supporting documents approved through Special Use Permit 2004-11P.

Enc: VGT Conceptual Plan from SUP 2004-11P  
Planning Commission Chair letter requesting updated conceptual plan dated November 11, 2014  
Planning Commission Chair letter requesting updated conceptual plan dated August 6, 2015  
Grand Traverse Town Center – Overall Land Use Conceptual Plan ("bubble diagram") dated March 1, 2016  
Beckett & Raeder Outlot Development Concept dated June, 2016





Project Location

Future connection to Grand Traverse Road  
Heavy traffic grade-separated intersection (major tunnels)  
Location between drives to be determined



Connection to Future Development



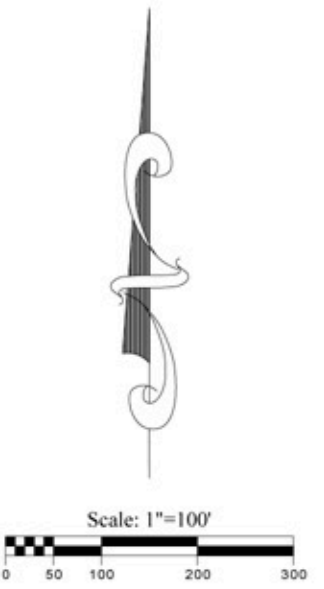
LAUTNER ROAD

100' BUILDING SETBACK  
LANDSCAPE BUFFER (50' AVERAGE)  
66' R.O.W.

Snow Storage (typical throughout)

Central Park Place

	WETLANDS		ANCHOR RETAIL
	APARTMENT BUILDINGS		HOTEL
	TOWNHOUSES		CIVIC BUILDINGS
	ROW HOUSES		MIXED USE
	SINGLE FAMILY		SENIOR HOUSING
	LIFESTYLE RETAIL		MAINTENANCE
	CLUBHOUSE		



- General Notes:**
1. Current zoning: R3 Residential
  2. Parking spaces: 9' x 18'
  3. Contours and project boundary shown as provided
  4. Width of roads in primary road network: 24'
  5. Width of secondary roads and drives in parking areas: 20' min
  6. Site to be served by offsite sanitary and wells
  7. Stormwater handling design to use Best Management Practices
  8. Aerial photograph dated May 1993
  9. Date of plan: August 13, 2004





6042 Acme Road, Williamsburg, MI 49690 Tel. 231-938-1350 Fax 231-938-1510 [www.acmetownship.org](http://www.acmetownship.org)

November 11, 2014

Mr. Steve Schooler  
JEFFREY R. ANDERSON REAL ESTATE  
Agent for the Village at Grand Traverse, LLC  
3805 Edwards Road  
Cincinnati, OH 45209

Re: The Grand Traverse Town Center Development

Dear Mr. Schooler,

At the November 10, 2014 Acme Township Planning Commission meeting the Planning Commission instructed me to send this letter regarding the Grand Traverse Town Center development and the status of the current conceptual plan that was approved in Special Land Use permit SUP 2004-11P.

Since approval of the SUP and more recently since the implementation of the Phase 1 project, SUP 2009-1P, there have been three minor amendments to the original conceptual plan which include:

- Minor Amendment #1 – remove on-street parking from the main internal road and install a four foot bike path as a temporary measure until curbs and sidewalks are installed along the main road.
- Minor Amendment #2 – revise the conceptual plan to reflect the new storm water design and require the reallocation of land uses to reflect a ratio of 58% retail to 42% residential.
- Minor Amendment #3 – reduce the number of multiple family dwellings in the southeast corner from 430 to 130 and partially waive the requirements for a New Urbanism design on this specific project area.

The Planning Commission is cognizant of changes in both the retail and residential real estate markets since the project was initially proposed over ten years ago. We are also at a juncture, as the advisory commission to the Board of Trustees, that further amendments to the plan will not be considered until the overall plan is updated to reflect the minor amendments, changes that have occurred as result of project implementation, and modifications to the broader regional real estate market. Several examples include the location and size of the storm water management system which significantly departs from the original conceptual plan and the Redwood Homes project and the reallocation of land uses affecting residential and retail acreages.

We realize the contentious atmosphere that surrounds this project but on the other hand recognize that our recently adopted community master plan acknowledges the build-out of the GTTC development as a cornerstone for our future business district. As a result, we encourage you to work with the Planning Commission on a revised plan for the overall project to reflect the changes that have been requested, approved and instituted.

If you have any questions please feel free to contact me.

Regards,

Karly Wentzloff, Chairperson  
Acme Township Planning Commission





6042 Acme Road, Williamsburg, MI 49690 Tel. 231-938-1350 Fax 231-938-1510 [www.acmetownship.org](http://www.acmetownship.org)

August 6<sup>th</sup>, 2015

Mr. Steve Schooler  
JEFFREY R. ANDERSON REAL ESTATE  
Agent for the Village at Grand Traverse, LLC  
3805 Edwards Road  
Cincinnati, OH 45209

Re: The Grand Traverse Town Center Development

Dear Mr. Schooler,

At the July 27, 2015 Acme Township Planning Commission meeting the Planning Commission instructed me to send this letter regarding the Grand Traverse Town Center development and the status of the current conceptual plan that was approved in Special Land Use permit SUP 2004-11P.

Since approval of the SUP and more recently since the implementation of the Phase 1 project, SUP 2009-1P, there have been 6 minor amendments to the SUP and Phase 1 plans. The 6<sup>th</sup> amendment, which changed the density of the southeast corner of the project from 430 to 130, carried a stipulation from the planning commission stating "4) The Applicant shall submit a revised conceptual plan to the Township which shows how the 300 dwelling units will be allocated to the balance of the Project and this plan will incorporate new urbanism best practices for new development." I am writing as a follow up to my original letter, dated November 11, 2014, as a reminder that we still are not in receipt of that revised plan.

The Planning Commission is cognizant of changes in both the retail and residential real estate markets since the project was initially proposed over ten years ago. We are also at a juncture, as the advisory commission to the Board of Trustees, that further amendments to the plan will not be considered until the overall plan is updated to reflect the minor amendments, changes that have occurred as result of project implementation, and modifications to the broader regional real estate market. Several examples include the location and size of the storm water management system which significantly departs from the original conceptual plan and the Redwood Homes project and the reallocation of land uses affecting residential and retail acreages.

We realize the contentious atmosphere that surrounds this project but on the other hand recognize that our recently adopted community master plan acknowledges the build-out of the GTTC development as a cornerstone for our future business district. As a result, we encourage you to work with the Planning Commission on a revised plan for the overall project to reflect the changes that have been requested, approved and instituted, to facilitate progress as the development moves forward.

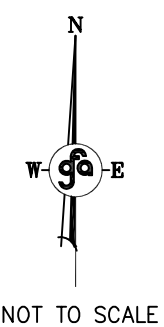
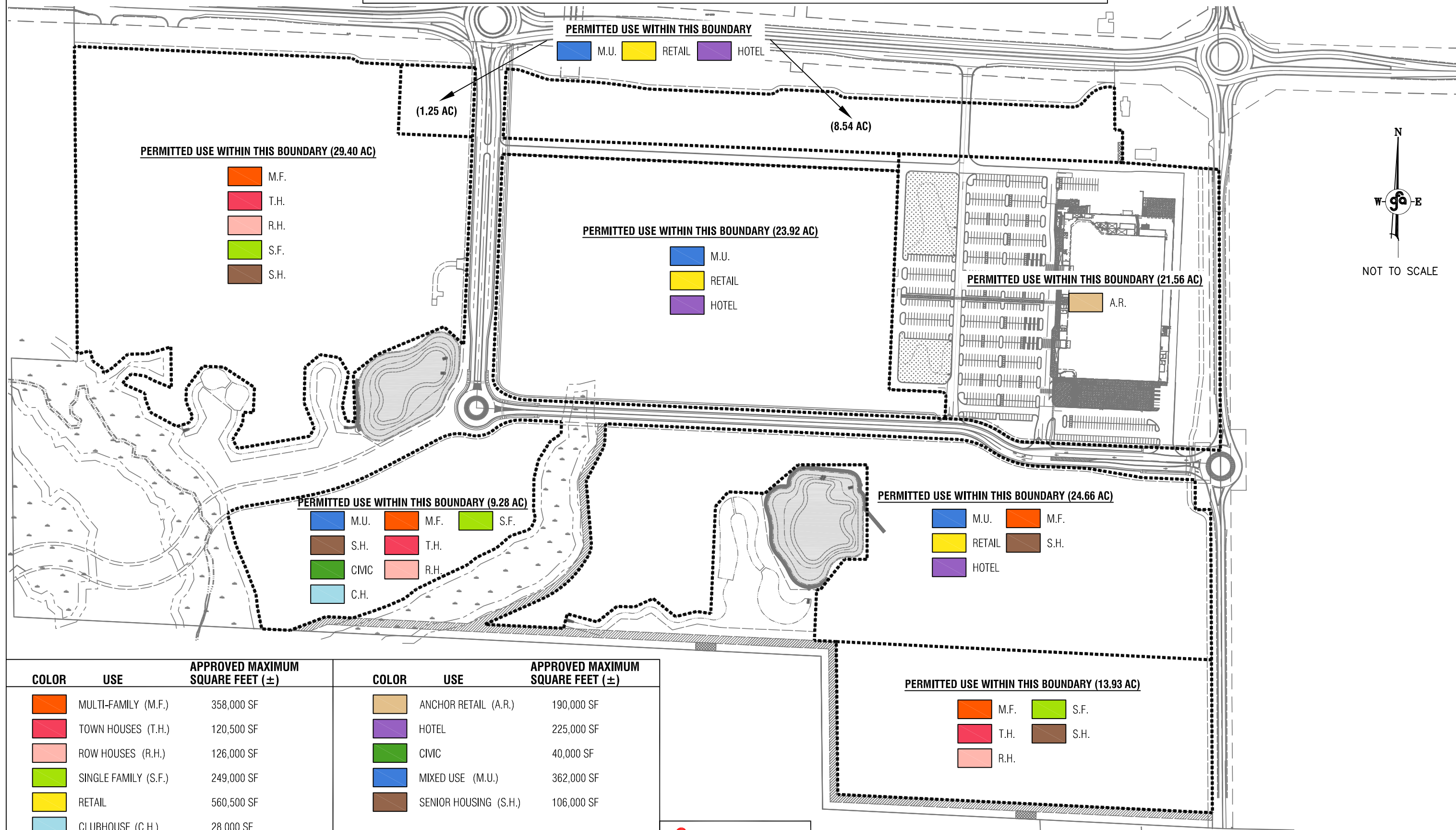
If you have any questions please feel free to contact me.

Regards,

Karly Wentzloff, Chairperson  
Acme Township Planning Commission



# Grand Traverse Town Center - Overall Land Use Conceptual Plan

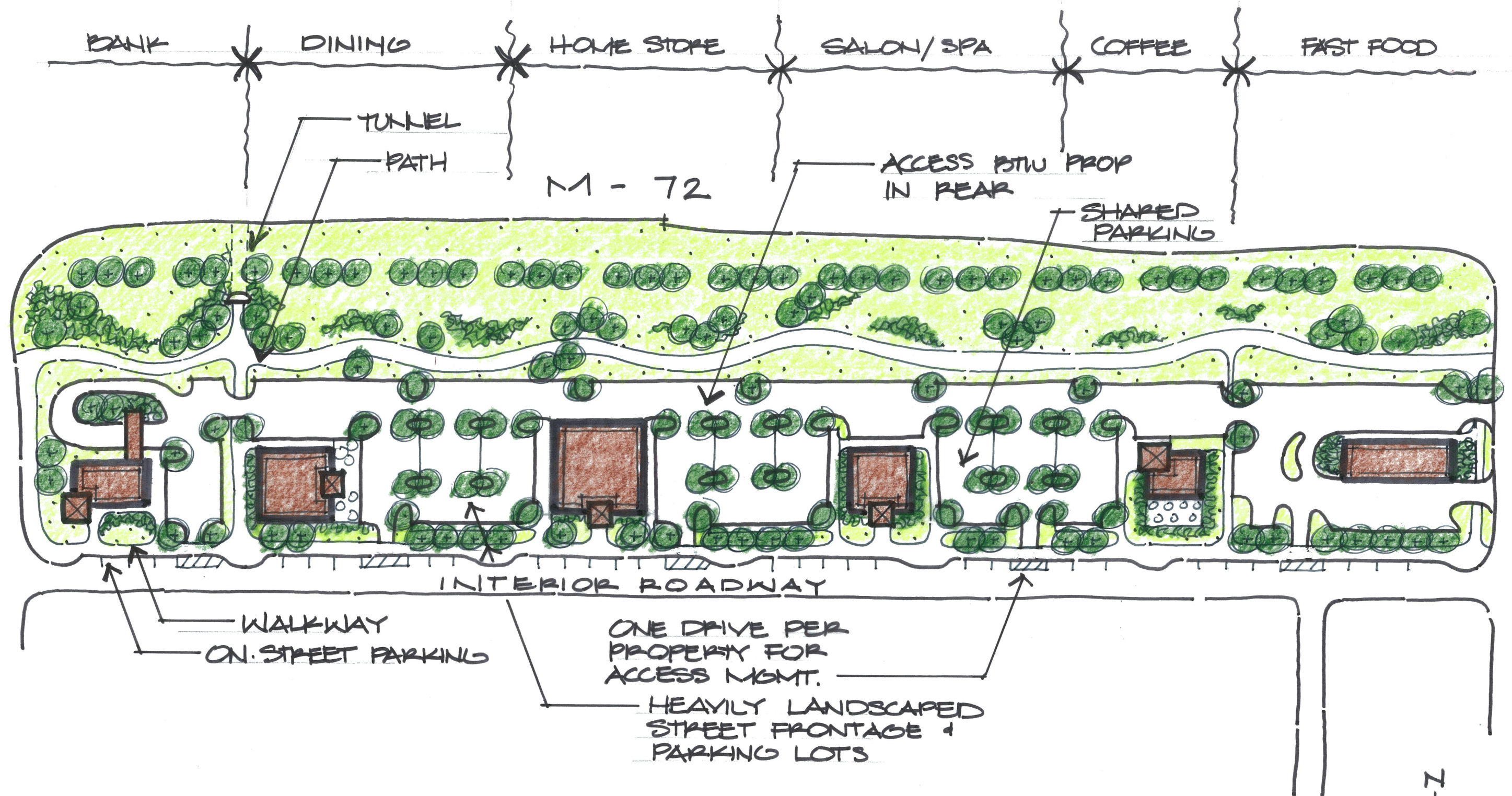


COLOR	USE	APPROVED MAXIMUM SQUARE FEET (±)
<span style="color: orange;">■</span>	MULTI-FAMILY (M.F.)	358,000 SF
<span style="color: red;">■</span>	TOWN HOUSES (T.H.)	120,500 SF
<span style="color: pink;">■</span>	ROW HOUSES (R.H.)	126,000 SF
<span style="color: green;">■</span>	SINGLE FAMILY (S.F.)	249,000 SF
<span style="color: yellow;">■</span>	RETAIL	560,500 SF
<span style="color: lightblue;">■</span>	CLUBHOUSE (C.H.)	28,000 SF

COLOR	USE	APPROVED MAXIMUM SQUARE FEET (±)
<span style="color: brown;">■</span>	ANCHOR RETAIL (A.R.)	190,000 SF
<span style="color: purple;">■</span>	HOTEL	225,000 SF
<span style="color: darkgreen;">■</span>	CIVIC	40,000 SF
<span style="color: blue;">■</span>	MIXED USE (M.U.)	362,000 SF
<span style="color: brown;">■</span>	SENIOR HOUSING (S.H.)	106,000 SF
TOTAL APPROVED MAXIMUM DENSITY		2,365,000 SF







VILLAGE AT GRAND TRAVERSE  
 OUTLOT DEVELOPMENT CONCEPT.  
 BECKETT & BAEDER, INC.  
 JUNE 2016





## Special Use Permit/Site Plan Review Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

Zoning Administrator: Shawn Winter Email: [swinter@acmetownship.org](mailto:swinter@acmetownship.org)

### Owner Information (please type or print clearly):

Name: JANE HEALY Phone: 312-325-3320

Mailing Address: 10 SOUTH DEARBORN, 15TH FLOOR

City: CHICAGO State: ILLINOIS Zip: 60603

Email Address: JANE.E.HEALY@CHASE.COM

### Applicant Information (please type or print clearly):

Name: JOSEPH WHALEN Phone: 312-583-9800 x49

Mailing Address: 122 SOUTH MICHIGAN AVENUE SUITE 1810

City: CHICAGO State: ILLINOIS Zip: 60603

Email Address: WHALEN@TAPCHICAGO.COM

### A. Property Information:

1. **Address:**

INTERSECTION OF TOWN CENTER ROAD & PUREWATER DRIVE  
(STREET NAME & ADDRESS PENDING)

2. **Parcel Number/Property Description:**

01-102-001-02

GRAND TRAVERSE TOWN CENTER - OUTLOT

3. **Current Zoning of Property:**

SPECIAL USE PERMITS (LISTED BELOW) & M-72 ZONING AMMENDMENT

4. If this project is one phase of a larger development and/or property subject to an **existing/previous Site Plan Review, Special Use Permit, or Variance, what is/are the applicable permit number(s)?**

APPLICATION NUMBER: SPR 2016-02

ORIGINAL SPECIAL USE PERMIT 2004-11P

WITH MINOR AMMENDMENTS: 2001-04P (#1), 2012-01P (#2), 2014-03P (#3), & SUP 2016-01 (#4)

5. **Provide proof of current property ownership.** If applicant is not the current property owner, also provide written permission to act as agent of, and complete contact information for the current property owner.

AN AUTHORIZATION LETTER IS INCLUDED IN THIS SUBMISSION.



**6. Proposed Use/Change to Property**

RETAIL BANKING CENTER

**7. Estimated Start and Completion Dates:**

FEBRUARY 13, 2017 - APRIL 14, 2017

**B. Application Packet Requirements: REFER TO ACME TOWNSHIP ZONING ORDINANCE AND COMPLETE ATTACHED CHECKLIST**

REQUIRED SITE PLAN & ELEVATIONS ARE INCLUDED. PER SHAWN WINTER,  
THE OPTIONAL IMPACT STATEMENT IS NOT REQUIRED FOR THIS PROJECT.

**C. Fees:** Include initial fee as required by the Acme Township Ordinance #2004-01

\$1,000 REVIEW FEE INCLUDED WITH THIS SUBMISSION.

**D. Fee Escrow Policy Acknowledgement:** Provide completed and signed form with initial escrow fee deposit.

COMPLETED FORM & CHECK (\$5,000) INCLUDED WITH THIS SUBMISSION.

**E. Affidavit:** The undersigned affirms that he/she is the ARCHITECT (owner, agent, lessee, or other interested party) involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of Acme Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Special Use Permit and Zoning Ordinance compliance.

Signed: \_\_\_\_\_



Date: JULY 22, 2016

**FOR TOWNSHIP USE ONLY**

Application Number: \_\_\_\_\_

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

Public Hearing/Meeting: \_\_\_\_\_

Date of Advertising: \_\_\_\_\_

T&A Account: \_\_\_\_\_

**NOTES:**





**Escrow Policy Acknowledgement**  
**Township of Acme, Grand Traverse County, Michigan**

6042 Acme Road, Williamsburg, MI 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

Zoning Administrator: Shawn Winter Email: [swinter@acmetownship.org](mailto:swinter@acmetownship.org)

**I have read, and agree to abide by the Acme Township policy concerning escrow fees.**

Name (please print): JOSEPH WHALEN

Signature: \_\_\_\_\_

Date: 7-22-2016

Project Name: CHASE BANK - GRAND TRAVERSE TOWN CENTER

**Person/Company responsible for account (billing purposes):**

Name: JOSEPH WHALEN

Mailing Address: 122 SOUTH MICHIGAN AVENUE SUITE 1810

City: CHICAGO State: ILLINOIS Zip Code: 60603

Phone Number: 312-583-9800 x49 Fax Number: 312-583-9890

Email Address: WHALEN@TAPCHICAGO.COM

**ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE  
REMOVED FROM AGENDAS AND NO ACTION WILL BE TAKEN.**

**NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.**





Acme Township  
6042 Acme Road  
Williamsburg, MI 49690  
(231) 938-1350

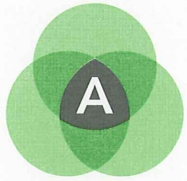
## RECEIPT

**Number:** 15483  
**Cashier:** NANCY

**Date:** 08/17/16  
**Received Of:** THE ARCHITECTS PARTNERSHIP, LTD  
**The Sum Of:** \$1000.00

CODE	DESCRIPTION	GL CREDIT	TENDER	CHECK #	AMOUNT
ZONF	ZONING FEES	101-000-608.001	Check 2012		\$1,000.00





J E F F R E Y R  
**ANDERSON**  
R E A L E S T A T E

July 14, 2016

Shawn Winter  
Acme Township  
6042 Acme road  
Williamsburg, MI 49690

RE: Grand Traverse Development – Site Plan Submittal

Dear Shawn:

This letter shall certify that The Village at Grand Traverse, L.L.C. hereby authorizes JPMorgan Chase Bank, National Association, The Architects Partnership, Ltd., or any authorized agent to submit for site plan approval for the parcel noted in the attached site plan.

Your cooperation is greatly appreciated.

Sincerely,

Steve Schooler

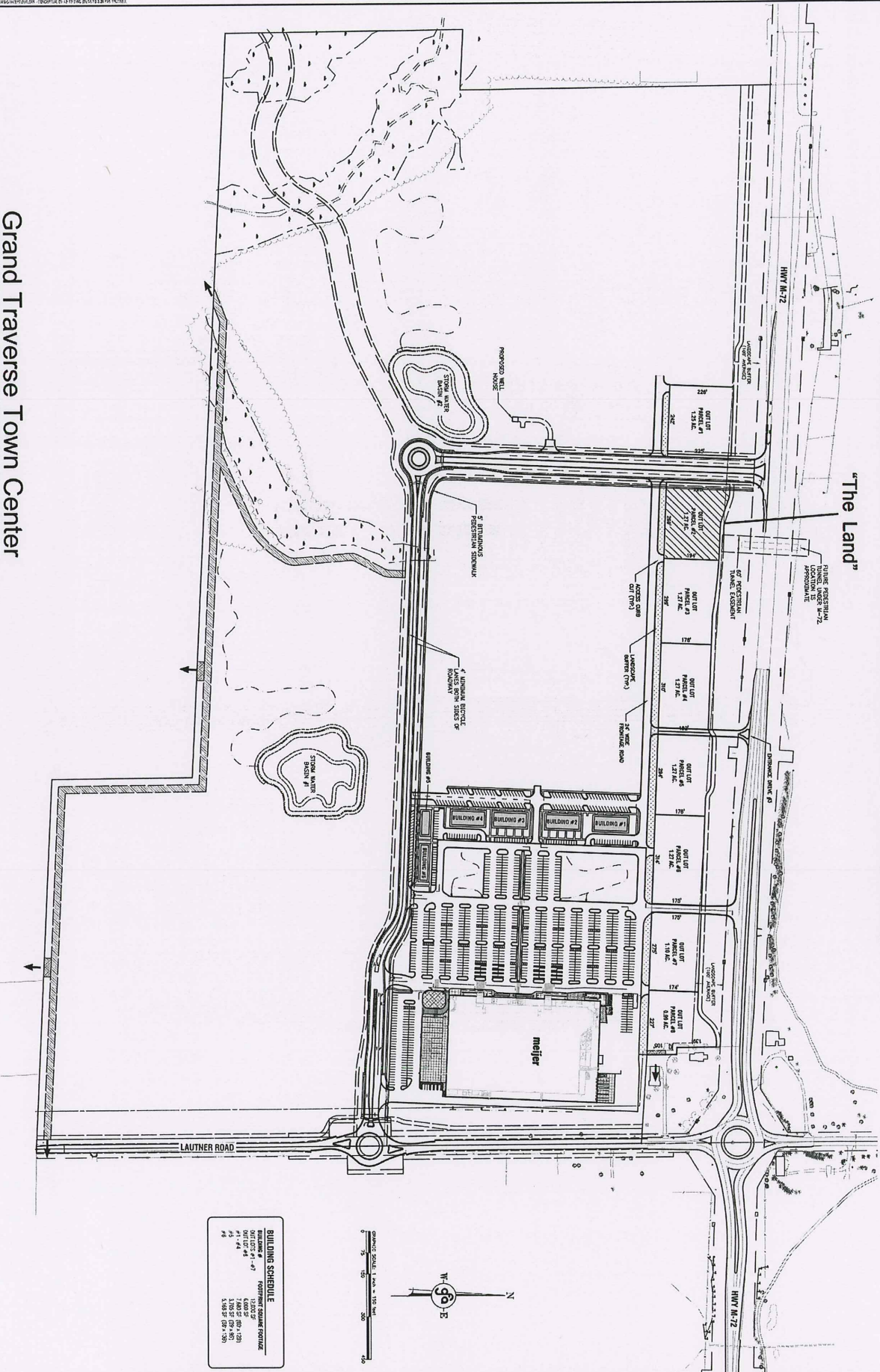
Enclosure



# Exhibit A - "The Land or Property"

"The Land"

## Grand Traverse Town Center Lease Plan



BUILDING SCHEDULE	
NO.	DESCRIPTION
1	STREET WATER BASIN #1
2	STREET WATER BASIN #2
3	STREET WATER BASIN #3
4	STREET WATER BASIN #4
5	STREET WATER BASIN #5
6	STREET WATER BASIN #6
7	STREET WATER BASIN #7
8	STREET WATER BASIN #8
9	STREET WATER BASIN #9
10	STREET WATER BASIN #10
11	STREET WATER BASIN #11
12	STREET WATER BASIN #12
13	STREET WATER BASIN #13
14	STREET WATER BASIN #14
15	STREET WATER BASIN #15
16	STREET WATER BASIN #16
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45	STREET WATER BASIN #45
46	STREET WATER BASIN #46
47	STREET WATER BASIN #47
48	STREET WATER BASIN #48
49	STREET WATER BASIN #49
50	STREET WATER BASIN #50





August 19, 2016

Shawn Winter  
Zoning Administrator  
Acme Township  
6042 Acme Road  
Williamsburg, MI 49690  
Ph: (231) 938-1350

RE: Land Use Narrative  
Chase Bank  
Grand Traverse Town Center Outparcel #2  
Acme Township

Mr. Winter,

On behalf of The Architects Partnership, Ltd and JPMorgan Chase, NA, we are submitting herewith the following information for Township review for placement onto the September 12, 2016 Plan Commission agenda. Our submittal includes the following information and is based on the Architectural Site Plan dated August 8, 2016 as prepared by The Architects Partnership, Ltd;

1. Proposed Use;

The site will be developed with a full service single story 3,030 square foot retail banking center with a remote drive-thru and associated parking for 28 vehicles. The plan includes 1 walk-up ATM located at the north face of the proposed main building as well as 2 drive-up ATMs located at the remote drive-thru.

2. Proposed Hours of Operation;

Retail Banking Center (to be confirmed with market prior to opening)  
Monday thru Friday – 9am until 6pm  
Saturday – 9am until 1pm  
Sunday – Closed

Drive-thru ATMs  
Open 24 hours a day, 7 days a week

3. Number of Employees;

6 employees

4. Anticipated Traffic Generation

Typical trip estimates for a 3,000 square foot banking center with 2 drive-thru ATM lanes are as follows;

Weekday Morning Peak Hour – 34 in, 27 out  
Weekday Evening Peak Hour – 41 in, 37 out  
Saturday Midday Peak Hour – 26 in, 22 out



5. Conformance to Requirements of the Special Use Permit

The proposed development has been designed in order to be compatible with future adjacent land uses and massing. The site takes use of the surrounding public amenities and ties them into the site design for the outparcel while still providing a safe, convenient and well defined circulation for both pedestrian and vehicular customers. Efficient circulation for pedestrians, bicyclists and vehicles co-exist through the use of sidewalk connections, bike racks and specifically located vehicular access curbcuts. Landscaping has been provided to provide buffers from surrounding public and private property and to maximize open space. The building structures have been designed to provide an overall composition and proportion that enhances the Town Center experience through the use of detailing, materials, textures and colors. The proposed building structures comply with bulk requirements as part of the Township zoning requirements. The overall site design incorporates planning elements for both current overall development site conditions as well as future site conditions and provides a use that is compatible with the overall Conceptual Land Use Plan for the development. The proposed development includes all necessary infrastructure required for the successful installation of the retail banking center.

Thank you for your time regarding this matter and if you have any questions, please do not hesitate to contact me.

Sincerely,

The Architects Partnership, Ltd.



Timothy R. Meseck, LEED AP  
Vice President





**GRAND TRAVERSE COUNTY**  
**SOIL EROSION – SEDIMENTATION CONTROL**  
**DEPARTMENT**  
400 BOARDMAN AVE.  
TRAVERSE CITY, MICHIGAN 49684  
FAX (231) 922-4636 TEL (231) 995-6042

August 1, 2016

Joseph Whalen  
122 South Michigan Ave. Suite 1810  
Chicago, Ill 60603

Jeffery R. Anderson  
3825 Edwards Rd. Suite 200  
Cincinnati, OH 45209

RE: Preliminary Review # 24208 for approval of proposed "J P Morgan Chase, N.A. Grand Traverse Town Center Branch. Proposed Out lot #2 1.19 Acres, Acme Township, Grand Traverse County, Michigan

Dear Sirs:

This office has reviewed the submitted plans prepared by Gourdie Fraser & Associates, Job Number 16005M, Received on 07-19-1016. We also field checked the parcel on July 21, 2016 and compared it to the proposed development plans.

The soils are Emmet Sandy Loams before the site grading was done for the Grand Traverse Town Center Development. After looking at the soil profile in the Soil Survey of Grand Traverse County. The profile shows that the clay content increases in the lower part of the soil profile.

Storm Water runoff will have clay particles suspended in the water for a period of time and cloudy water can be expected. The storm water from the construction site shall be treated by running the water through the existing storm water retention and treatment measures that were installed for the Grand Traverse Town Center Development. After the construction activities have been completed and the site is fully stabilized the water will not have clay particles suspended in the water.

This site will require a Soil Erosion and Sedimentation Control Permit. The site plan for the permit shall include all borrow and spoil disposal areas, and a stabilization plan developed for all disturbed areas before a permit will be issued.

A construction schedule, surety and a statement designating the entity that will be responsible for maintenance of permanent SESC measures will also be required prior to issuance of a soil erosion control permit by this office.

Based on the above comments and the Construction Notes in the submitted site plan, this office grants conceptual approval for the development as proposed. If you have any questions or concerns regarding this decision please feel free to contact me at 231-995-6041.

Respectfully,

Harold Robins  
Grand Traverse County Soil Erosion Inspector

CC: File

Jean Derenzy, Director Soil Erosion Division, Planning & Development  
Gourdie Fraser & Associates



## Joe Whalen

---

**From:** Shawn Winter <swinter@acmetownship.org>  
**Sent:** Monday, July 18, 2016 8:17 AM  
**To:** Joe Whalen  
**Cc:** John Iacoangeli  
**Subject:** RE: Chase - Acme Grand Traverse - Water Availability

Thank you Joe. This email will work fine for our review purposes.

### Shawn Winter

Zoning Administrator

Acme Township

6042 Acme Rd | Williamsburg, MI | 49690

Phone: 231.938.1350 Fax: 231.938.1510

swinter@acmetownship.org

---

**From:** Joe Whalen [mailto:whalen@tapchicago.com]  
**Sent:** Monday, July 18, 2016 8:55 AM  
**To:** Shawn Winter <swinter@acmetownship.org>  
**Subject:** FW: Chase - Acme Grand Traverse - Water Availability

Shawn,

I can submit a printout of this email if necessary, but I figured I'd just forward this info along to you. It's confirmed that we have a water connection.

### JOSEPH R WHALEN

THE ARCHITECTS PARTNERSHIP, LTD.

312-583-9800 EXT 49

---

**From:** Huhn, Joe [mailto:Joe.Huhn@gtbindians.com]  
**Sent:** Monday, July 18, 2016 7:49 AM  
**To:** Joe Whalen <whalen@tapchicago.com>  
**Subject:** RE: Chase - Acme Grand Traverse - Water Availability

Good morning Joe,

I reviewed the PDF that you had sent me and we do have water service to that location.

Have a great day.

Joe Huhn

231-499-4235

[Joe.huhn@gtbindians.com](mailto:Joe.huhn@gtbindians.com)

---

**From:** Joe Whalen [mailto:whalen@tapchicago.com]  
**Sent:** Friday, July 15, 2016 3:16 PM



**To:** Huhn, Joe

**Subject:** Chase - Acme Grand Traverse - Water Availability

Joe,

I've attached a site plan identifying the parcel which Chase is proposing to build on. Please verify that water hook up will be available to this site.

Thanks.

**JOSEPH R WHALEN**

THE ARCHITECTS PARTNERSHIP, LTD.

122 SOUTH MICHIGAN AVENUE, SUITE 1810

CHICAGO, IL 60603

P: 312-583-9800 EXT 49

F: 312-583-9890

E: [WHALEN@TAPCHICAGO.COM](mailto:WHALEN@TAPCHICAGO.COM)





**GRAND TRAVERSE COUNTY  
DEPARTMENT OF PUBLIC WORKS**

PUBLIC SERVICE BUILDING  
2650 LAFRANIER ROAD  
TRAVERSE CITY, MI 49686-8972  
(231) 995-6039 • FAX (231) 929-7226

July 19, 2016

Mr. Joseph Whalen  
The Architects Partnership, Ltd.  
122 South Michigan Avenue, Suite 1810  
Chicago, IL 60603

RE: Acme Township Availability of Sewer

Dear Mr. Whalen:

The Grand Traverse County Department of Public Works (DPW) operates the Acme Townships Sewer System and is in receipt of a site plan and request to connect to public water and sewer for a new building (bank) in the Grand Traverse Town Center Development.

Acme Township owns the sewer utilities, but does not own water utilities in this area. Water is supplied to this area through the Grand Traverse Band of Ottawa and Chippewa Indians.

Upon review of your request and an analysis of available capacity; I can confirm that there is sufficient capacity to connect and serve this new building.

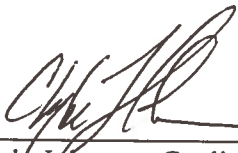
This conclusion assumes the building will be constructed as planned; i.e. a 3,000 square foot "bank". With these assumptions, the estimated sewer use is approximately 300 gallons per day or 1.5 Residential Equivalent Units (REU).

Please contact our office with any questions.

Sincerely,

  
John Divozzo  
Director

Township Engineer

  
Clyde Johnson, Gosling-Czubak

cc: Jay Zollinger, Acme Township





# GRAND TRAVERSE COUNTY SHERIFF'S OFFICE

Thomas J. Bensley, Sheriff • Nathan Alger, Undersheriff

## *Administration*

851 Woodmere Avenue, Traverse City, MI 49686-3349 • (231) 995-5000 • F AX (231) 995-5010

## *Corrections*

320 Washington Street, Traverse City, MI 49684-2583 • (231) 922-4530 • F AX (231) 922-4415

Acme Township Planning Commission  
6042 Acme Road  
Williamsburg, MI 49690

On July 11, 2016 the Grand Traverse County Sheriff's Office received a copy of a site plan related to the proposed Chase Bank branch to be constructed west of the new Meijer store located in Acme Township. I additionally spoke with Joseph Whalen of The Architects Partnership, Ltd., 122 South Michigan Avenue, Suite 1810 Chicago, IL 60603. Mr. Whalen was able to provide answers to questions I had related to the proposed project. After reviewing the site plan for traffic, safety and security concerns this Department finds the following:

- ☒ We see nothing objectionable in the submitted site plan within the areas of the responsibility of the Sheriff's Department.
- ☐ Nothing in the site plan appears pertinent to the responsibilities of the Sheriff's Department.
- ☐ There is insufficient information for our agency to comment.
- ☐ The following deficiencies or recommendations in the site plan are noted:

Referred to the Acme Township Planning Commission on:  
August 1, 2016

Sincerely,

Thomas Bensley, SHERIFF  
by;

Lt. Chris Barsheff







# GRAND TRAVERSE METRO FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 922-2077 Fax: (231) 922-4918 ~ Website: [www.gtfire.org](http://www.gtfire.org) Email: [Info@gtfire.org](mailto:Info@gtfire.org)

---

### SITE PLAN REVIEW RECORD

ID # M6055-P-1140-5704

DATE: 8/22/16

PROJECT NAME: Chase Bank

PROJECT ADDRESS: TBD

TOWNSHIP: Acme

APPLICANT NAME: Joe Whalen

APPLICANT COMPANY: The Architects Partnership

APPLICANT ADDRESS: 122 South Michigan Avenue, Suite 1810

APPLICANT CITY: Chicago STATE: IL ZIP: 60603

APPLICANT PHONE # 312-583-9800X49 FAX #

---

Reviewed By: Brian Belcher Assistant Chief/ Fire Marshal

This review is based solely on the materials submitted for review and does not encompass any outstanding information. Compliance with all applicable code provisions is required and is the responsibility of the permit holder. Items not listed on the review do not negate any requirements of the code nor the compliance with same. Inspection requests must be made a minimum of 48 hours prior to needed inspection. This plan review is based on the 2012 International Fire Code, as adopted.





# GRAND TRAVERSE METRO FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 922-4918 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtfire.org](mailto:Info@gtfire.org)

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## SITE PLAN REVIEW

ID # M6055-P-1140-5704

DATE: 8/22/16

### **1. 505.1 Address identification.**

New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

**-Provide address on the street side of the building.**

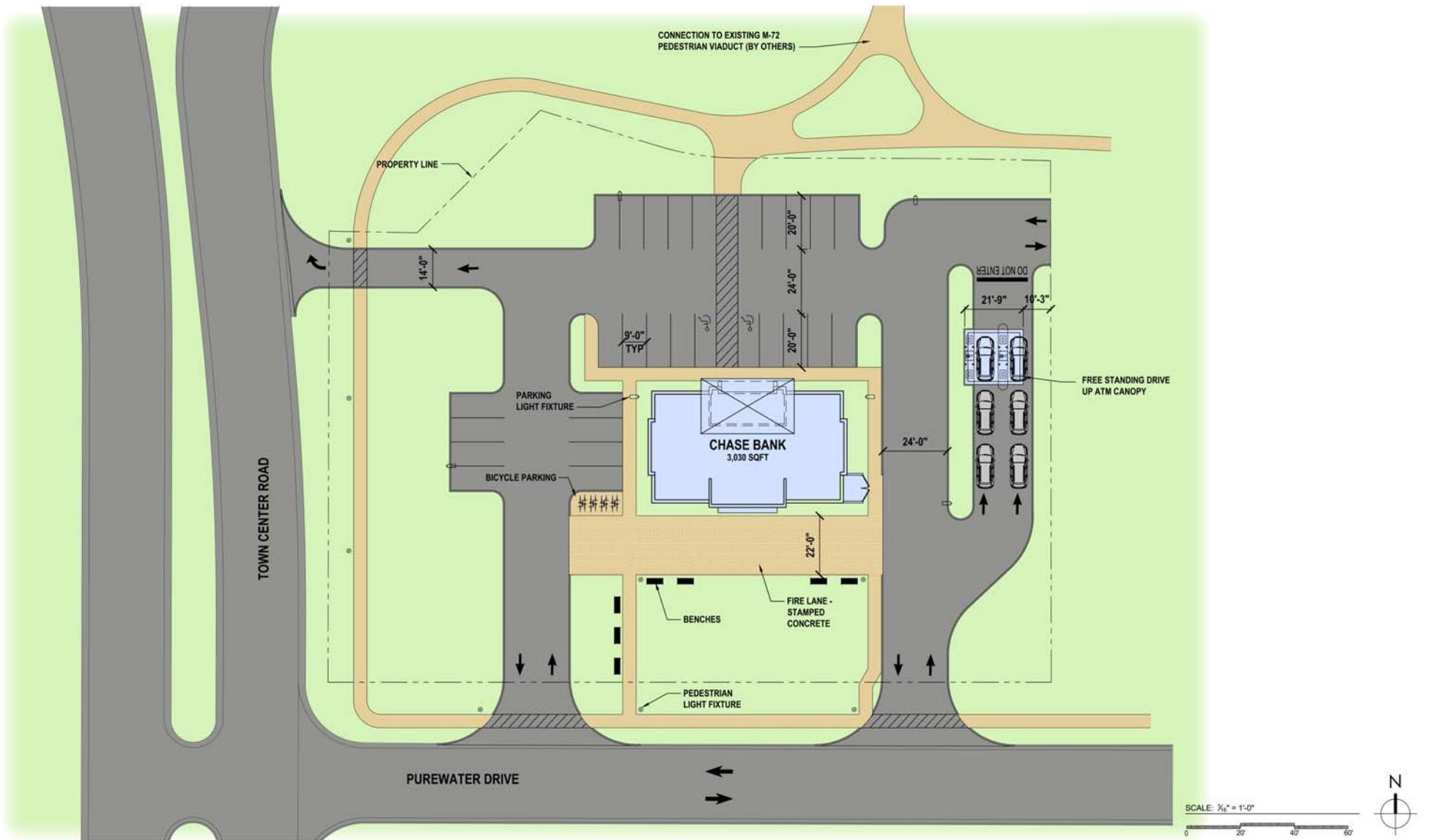
### **2. 503.3 Marking.**

Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

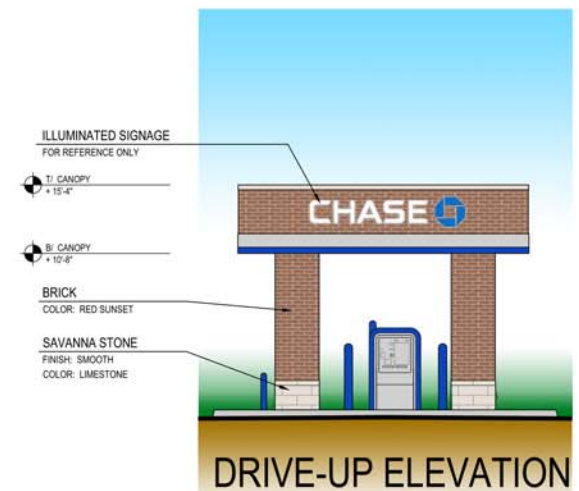
**- Provide “NO PARKING-FIRE LANE” signs in designated fire lane area and along the East side of the building.**

**This department has no objections to the site plan as submitted. The project may proceed with the township approval process.**









SCALE: 1 : 48  
 0 5 10 15





SCALE: 1 : 48

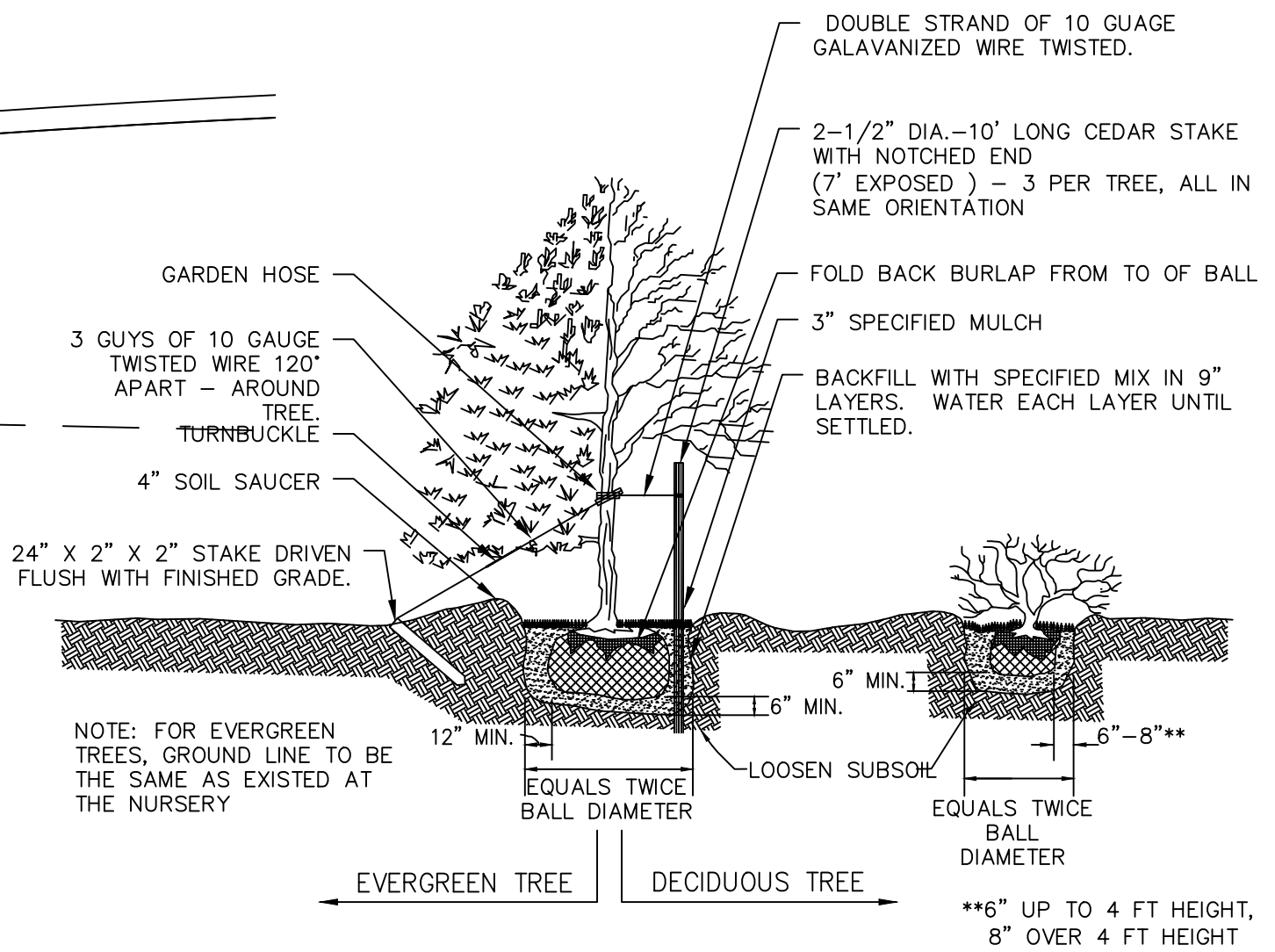
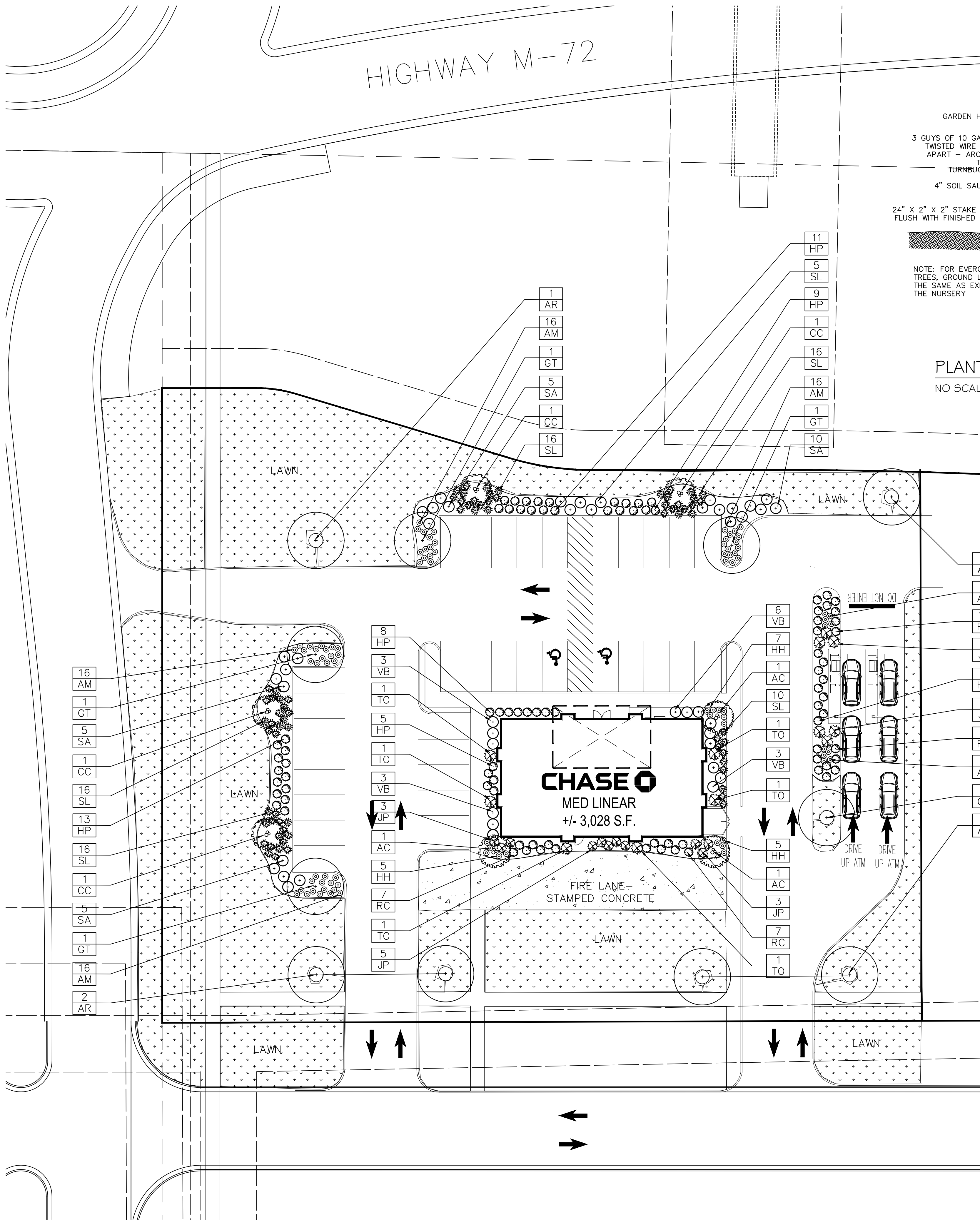




SCALE: 1 : 48







PLANTING DETAIL  
NO SCALE

PLANT LIST				
KEY	BOTANICAL & COMMON NAME	QTY	SIZE	ROOT
Major Trees				
AR	Acer f. 'Autumn Blaze'/Red Maple	6	2 1/2" cal.	B&B
GT	Gleditsia t. var. inermis 'Skyline'/Thornless Honeylocust	4	2 1/2" cal.	B&B
Minor Trees				
AC	Amelanchier x g. 'Cumulus'/Serviceberry	3	2" cal.	B&B
CC	Crataegus crus-galli v. inermis/Thornless Hawthorn	4	2" cal.	B&B
Evergreen Shrubs				
JP	Juniperus 'Pfitzeriana Compacta'/Low Juniper	17	5 gal.	Cont.
TO	Thuja o. 'Art Boe'/North Pole Arborvitae	6	6' ht.	B&B
Deciduous Shrubs				
HP	Hypericum 'Sunburst'	55	5 gal.	Cont.
RC	Rosa 'Red Carpet Rose'	32	3 gal.	Cont.
SA	Salix p. 'Nana'/Dwarf Blue Arctic Willow	25	7 gal.	Cont.
VB	Viburnum d. 'Christom'/Blue Muffin Viburnum	15	30" ht.	B&B
Groundcover				
AM	Amsonia h. 'Halfway to Arkansas'/Narrow Leaf Blue Star	74	1 gal.	Cont.
HH	Heuchera x 'Palace Purple'/Coral Bells	17	1 gal.	Cont.
SL	Sesleria autumnalis/Autumn Moor Grass	79	1 gal.	Cont.

**LANDSCAPE SPECIFICATIONS:**

**SITE CONDITIONS:**

- Compliance: All work shall be in compliance with all local, state and federal codes and ordinances. Obtain all permits prior to construction.
- Locate all utilities, public and private, prior to any landscape construction operations.
- Provide all required temporary water supply from source(s) provided by the Owner.
- Protect existing utilities, paving, sidewalks, curbs, landscape, irrigation and other elements on the site from damage caused by landscape operations. Any damage caused by landscape operations shall be restored to its original condition at the Landscape Contractor's expense.
- Field verify all elevations and dimensions where applicable prior to any landscape operations. Notify Landscape Architect of any discrepancies.

**PLANT MATERIAL:**

- Refer to the Plant List for specific types and quantities of plants to be furnished. Quantities shown are for convenience only. The contractor must confirm all materials and supply sufficient materials to complete the job as drawn. Report any plant quantity discrepancies to Landscape Architect.
- Plant material must meet or exceed standards set forth in 'American Standard for Nursery Stock' guideline specification.
- Plants shall be nursery grown, not field collected, in accordance with good horticultural practices, root pruned within the last two years, and grown under climate conditions similar to those in the locality of the project for at least the last two years.
- All plant species are subject to availability. Material shortages in the landscape industry may require substitutions. All substitutions must be approved by the Landscape Architect.

**WARRANTY:**

- Warrant that all work in this section shall be free from defects of materials and workmanship for a period of one (1) year from the date of acceptance of the project.
- Warrant all plant material for a period of one (1) year beginning from the date of acceptance to be in good, healthy and flourishing condition.
- Remove and replace all plants as determined by the Landscape Architect to be unsatisfactory during initial planting installation.
- Remove dead or dying plants immediately during the warranty period. Any replacement plant material shall be warranted for an additional (12) twelve-month period.

**PLANTING OPERATIONS:**

- Soil mix backfill in all planting holes consisting of 30% compost, 20% Canadian peat and 50% screened topsoil, well blended prior to installation.
  - Mix in Mycor Plant Saver 4-7-4 from [www.planthealthcare.com](http://www.planthealthcare.com) or approved equal, in all deciduous and evergreen trees and large shrub planting holes at manufacturer's recommended rates.
  - Add Agriform 20-10-5 tablets, or approved equal, per manufacturer's recommended rates per specific sizes of large size plants.
  - Incorporate Osmocote 14-14-14 fertilizer per manufacturer's specifications, or approved equal in areas of perennials.
- Landscape Contractor is responsible for verifying amount of soil mix required.
- Roll all grades, smooth and continuous, and ensure positive drainage.
- Provide planting pits for trees and shrubs a minimum of 6" wider than the root ball or container and set on 6" min. planting soil mix.
- Set trees and shrubs in center of pits on layer of soil mix, plumb and straight and at such level that, after settlement, the crown of the tree root balls shall be 2" above the adjacent finished grade, and shrub root balls shall be at finish grade. Remove cages, lacing and burlap. When burlap and/or cage is impossible to remove, pull down from around the top of root ball and slash burlap and cut cage vertically in 8 places minimum. Brace plants rigidly in position and fill with soil mix to 1/2 the depth of the root ball, tamp firmly and water. Fill with soil mix and tamp solidly around the ball and roots to eliminate all air pockets and water again.
- No initial staking is required. However, if during the warranty period, any plant fails to maintain a straight and plumb position, furnish specified supports and install per drawings at no additional cost to the Owner. Perform staking only after review and consultation with the Landscape Architect. Plants shall stand plumb after staking.
  - Double-Staking: Double-stake trees up to 3-1/2" in caliper. Place stakes away from trunk of the tree taking care to clear roots. Orient all tree stakes in a similar direction.
- For perennials, ornamental grasses and groundcover, set plant so the crown will have the same relationship to finished grade as it was in the container.
- Thoroughly water all plants immediately after planting. Take care to not wash soil away from roots.
- Mulch all plants immediately after planting, as planting progresses using double processed pine bark, not to exceed 2" in its largest dimension, free of foreign matter, sticks, stones and clods. Spread 3" layer around all trees, shrubs, perennials and ornamental grasses, taking care to not bury branches and leaves. Keep mulch away from base of tree trunk, shrub stems and perennial crowns. Mulch all plant beds, including beds for shrubs and perennials in their entirety.
- If unwanted vegetation in the proposed lawn areas is visible, spray herbicide at least one week prior to topsoil preparation and hydroseeding.
- All lawn areas shall be hand raked to prepare topsoil for seeding. Keep final graded contours intact for proper drainage.
- All lawn areas shall be hydroseeded.
  - Seed Mix: Sun: Proportioned by weight and consisting of the following varieties to be sown at the rate of five (5) pounds per 1000 square feet or as specified by supplier: 45% Creeping Red Fescue, 25% Hard Fescue, 25% Manhattan III Perennial Ryegrass, 5% Kentucky Bluegrass.
  - Hydroseed Slurry: A slurry shall be prepared consisting of turf seed (above), fertilizer and Wood Cellulose Fiber, tinted light green in color with nontoxic dye. (Paper fibers are not acceptable.)
  - Fertilizer for Seeding or Hydroseeding Turf: Conform to specification for "Commercial Fertilizer", except that fertilizer shall contain 6-24-24 (NPK) applied at the rate of 180 pounds per acre. Incorporate in slurry, not soil.
  - Weed Killer: A broad-leaf, broad-spectrum herbicide, not a pre-emergent, appropriate to the treatment of the specific pest, applied by licensed personnel per manufacturer's recommendations.
  - Commercial Fertilizers: Complete fertilizer, uniform in composition, free flowing with elements partially derived from organic sources, and suitable for application with approved equipment.

**POST-PLANTING OPERATIONS:**

Prune, thin out and shape trees and plants in accordance with standard horticultural practice under the direct observation of the Landscape Architect. Prune to preserve the natural character of the plant and to compensate the loss of roots during transplanting. Do not prune before delivery or planting.

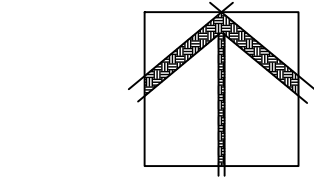
**RELATED CONSTRUCTION:**

- Berm all beds around the parking lot with a natural look from 12" to 18 high with clean, screened topsoil.
- Aluminum Edging: Install the top flush with grade in a smooth curved line as shown on plans. Install where planting bed meets lawn.

**IRRIGATION:**

- Design and install an irrigation system. The design shall be reviewed with and approved by the Owner, General Contractor & Landscape Architect prior to installation. Irrigation system shall provide water to trees, shrubs, perennials and lawn.
- Specifications:
  - Provide a sketch of the proposed system with bid entry. Bid will not be accepted without this.
  - All work to be in compliance with all local, state and federal standards.
  - All underground electrical connections are to be made with dry connectors.
  - All auto control valves are to be installed in Carson valve boxes of appropriate size, vp-10 or vb-12.
  - All control wiring is to be 14 ga single conductor, UL approved for direct bury.
  - All small/medium rotors and spray pop-ups shall be installed on poly swing pipe or poly cut-off nipples. Sleeve installation is to be included in this contract. Sleeves are to be 4" sdr-26, 160# pvc pipe. Coordinate installation with General Contractor.
  - Irrigation Contractor shall provide an as-built drawing to the Owner and Landscape Architect prior to final payment.

ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.



ANITA SILVERMAN  
LANDSCAPE ARCHITECT

231.932.1925  
330 W. 7th Street  
Traverse City, MI 49664  
asilverman@charter.net  
silvermanlandscapes.com

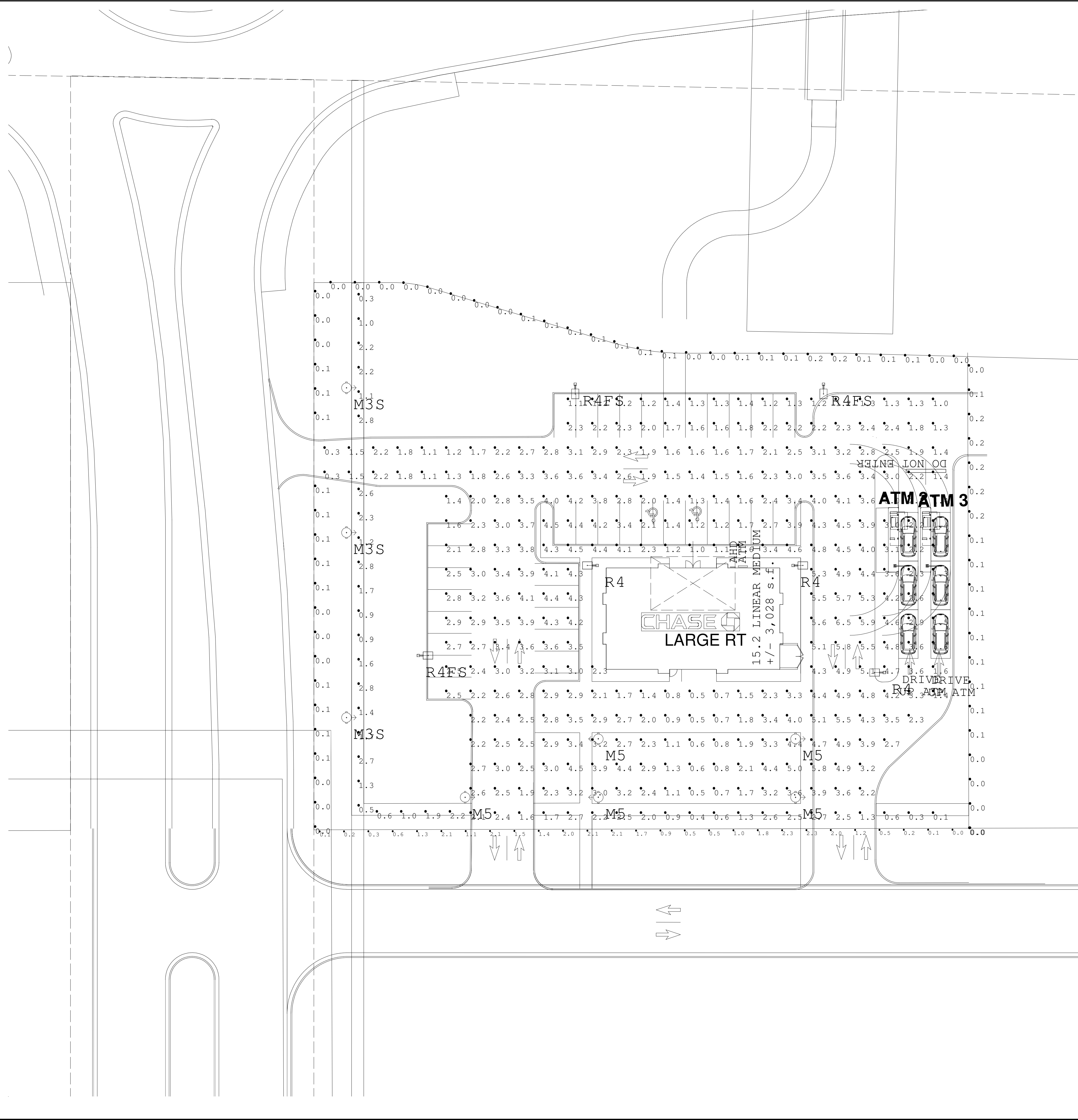
REV#	DATE	DESC	FOR SITE PLAN REVIEW
07/10/16	ACS	FOR SITE PLAN REVIEW	

PROPOSED LANDSCAPE PLAN  
**CHASE**  
ACME (M-72 & LAUTNER ROAD), GRAND TRAVERSE COUNTY, MI

PLANTING PLAN

DR.	DWG.	CREATED
ACS		07.07.16
JOB NO.	1613	
SHT	L-1	





TYPE R: 25' MOUNTING HEIGHT  
TYPE M: 12' POLE HEIGHT

Luminaire Schedule							
Scene: ALL							
Symbol	Qty	Label	Arrangement	Description	Lum. Lumens	Lum. Watts	LLF
	3	R4FS	SINGLE	RZR-IV-FT-80PLED-700mA-NW-HS	13070	173.4	0.920
	3	M3S	SINGLE	MOZ-M-III-48VLED-NW-525-HS	3803	74.9	0.920
	5	M5	SINGLE	MOZ-M-V-SQ-48VLED-NW-525	5105	74.9	0.920
	3	R4	SINGLE	RZR-IV-80PLED-700mA-NW	17644	173.4	0.920

Calculation Summary							
Scene: ALL							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING & LAWN	Illuminance	Fc	2.69	6.5	0.1	26.90	65.00
PROPERTY LINE	Illuminance	Fc	0.07	0.2	0.0	N.A.	N.A.
PROPERTY LINE SOUTH	Illuminance	Fc	1.18	2.3	0.0	N.A.	N.A.
PARKING LOT	Illuminance	Fc	3.00	6.5	1.0	3.00	6.50
PERIMETER PATHWAY	Illuminance	Fc	1.65	2.8	0.1	16.50	28.00

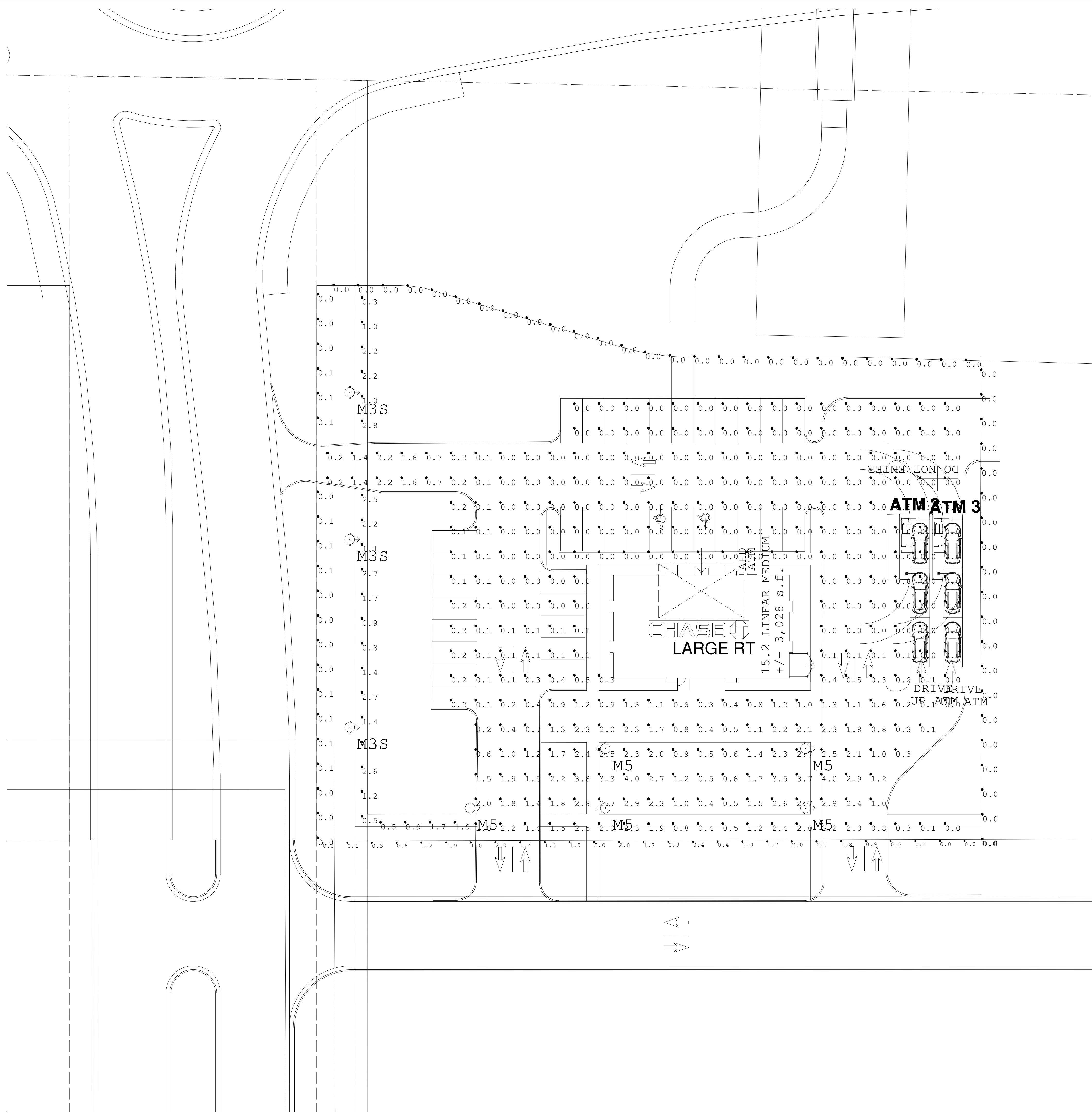
U.S. ARCHITECTURAL / SUN VALLEY LIGHTING  
660 WEST AVENUE O  
PALMDALE, CA 93551  
(661) 223-2000  
lucasp@usalgtg.com

NOTES:  
See schedule for luminaire specifications.  
Luminaire Symbols are not to scale.  
Varying the position, mounting height,  
or orientation from what is specified in this  
drawing will invalidate the calculation performed.

Drawn By: L.C.P.  
Agency: Pilipuf-Grist & Associates, Inc.  
Date: 7/21/2016  
Scale: 1" = 20'

Point-By-Point Illuminance Calculation  
(At Grade)  
CHASE - ACME GRAND TRAVERSE





TYPE R: 25' MOUNTING HEIGHT  
TYPE M: 12' POLE HEIGHT

Luminaire Schedule							
Scene: PATHWAY							
Symbol	Qty	Label	Arrangement	Description	Lum. Lumens	Lum. Watts	LLF
	3	M3S	SINGLE	MOZ-M-III-48VLED-NW-525-HS	3803	74.9	0.920
	5	M5	SINGLE	MOZ-M-V-SQ-48VLED-NW-525	5105	74.9	0.920

Calculation Summary							
Scene: PATHWAY							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING & LAWN	Illuminance	Fc	0.58	4.0	0.0	N.A.	N.A.
PROPERTY LINE	Illuminance	Fc	0.01	0.1	0.0	N.A.	N.A.
PROPERTY LINE_SOUTH	Illuminance	Fc	1.07	2.0	0.0	N.A.	N.A.
PARKING LOT	Illuminance	Fc	0.09	2.3	0.0	N.A.	N.A.
PERIMETER PATHWAY	Illuminance	Fc	1.50	2.8	0.0	N.A.	N.A.

U.S. ARCHITECTURAL / SUN VALLEY LIGHTING  
660 WEST AVENUE O  
PALMDALE, CA 93551  
(661) 223-2000  
lucasp@usalgtg.com

Drawn By: L.C.P.  
Agency: Pilipuf-Grist & Associates, Inc.  
Date: 7/21/2016  
Scale: 1" = 20'

Point-By-Point Illuminance Calculation  
(At Grade)  
CHASE - ACME GRAND TRAVERSE

Page 1 of 1

NOTES:  
See schedule for luminaire specifications.  
Luminaire Symbols are not to scale.  
Varying the position, mounting height,  
or orientation from what is specified in this  
drawing will invalidate the calculation performed.



PLANS PREPARED FOR  
J P MORGAN CHASE, N.A.  
GRAND TRAVERSE TO N CENTER RANCH

CLIENT AGENCY

J P MORGAN CHASE, N.A.  
10 SOUTH DEARBORN STREET, 15TH FLOOR  
CHICAGO, IL 60603  
312.325.3320



ENGINEER

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS

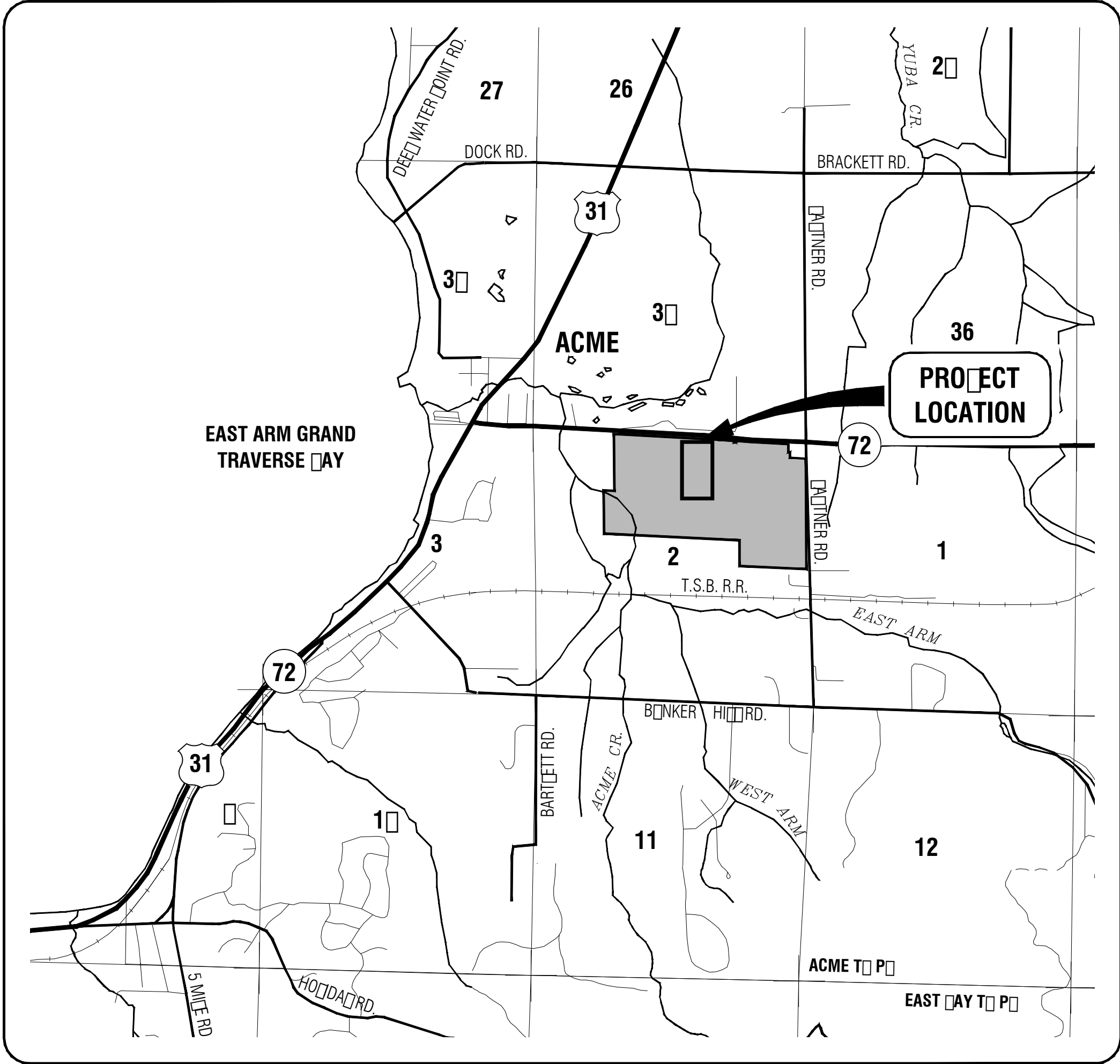
123 West Front Street  
Traverse City, MI 49684



http://gfa.tc  
231.946.5874 (p)  
231.946.3703 (f)

SHEET INDEX

- C1.1 COVER SHEET
- C2.1 EXISTING CONDITIONS AND DEMOLITION PLAN
- C3.1 PROPOSED SITE PLAN
- C4.1 DETAILS



LOCATION MAP

ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN  
SCALE: 1" = 2,000'

PUBLIC AGENCIES AND UTILITIES

PUBLIC AGENCIES

ACME TOWNSHIP  
Telephone: 231.938.1350  
GRAND TRAVERSE COUNTY DRAIN COMMISSION  
Telephone: 231.922.4807  
MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T.)  
Telephone: 231.941.1986  
GRAND TRAVERSE COUNTY ROAD COMMISSION  
Telephone: 231.922.4848  
GRAND TRAVERSE COUNTY SOIL EROSION  
SEDIMENTATION CONTROL DEPT.  
Telephone: 231.995.6042

UTILITIES AGENCIES

CHERRAND ELECTRIC COOPERATIVE  
Telephone: 231.943.8377  
CONSUMERS ENERGY  
Telephone: 231.929.6242  
TRAVERSE CITY LIGHT & POWER  
Telephone: 231.922.4942  
DTE ENERGY  
Telephone: 231.592.3244  
CHARTER COMMUNICATIONS  
Telephone: 231.929.7012  
ATT MICHIGAN  
Telephone: 231.941.2707

EMERGENCY SERVICES

EMERGENCY CALLS  
911  
EMERGENCY AMBULANCE SERVICE  
911  
POLICE AGENCIES  
EMERGENCY SERVICE: 911  
City of Traverse City: Telephone: 231.941.2300  
Grand Traverse County Sheriff: Telephone: 231.941.2225  
Michigan State Police: Telephone: 231.946.4646  
FIRE DEPARTMENTS  
EMERGENCY SERVICE: 911  
City of Traverse City: Telephone: 231.941.2340  
Grand Traverse County: Telephone: 231.941.2238  
MISS DI  
Telephone: 1.800.482.7171

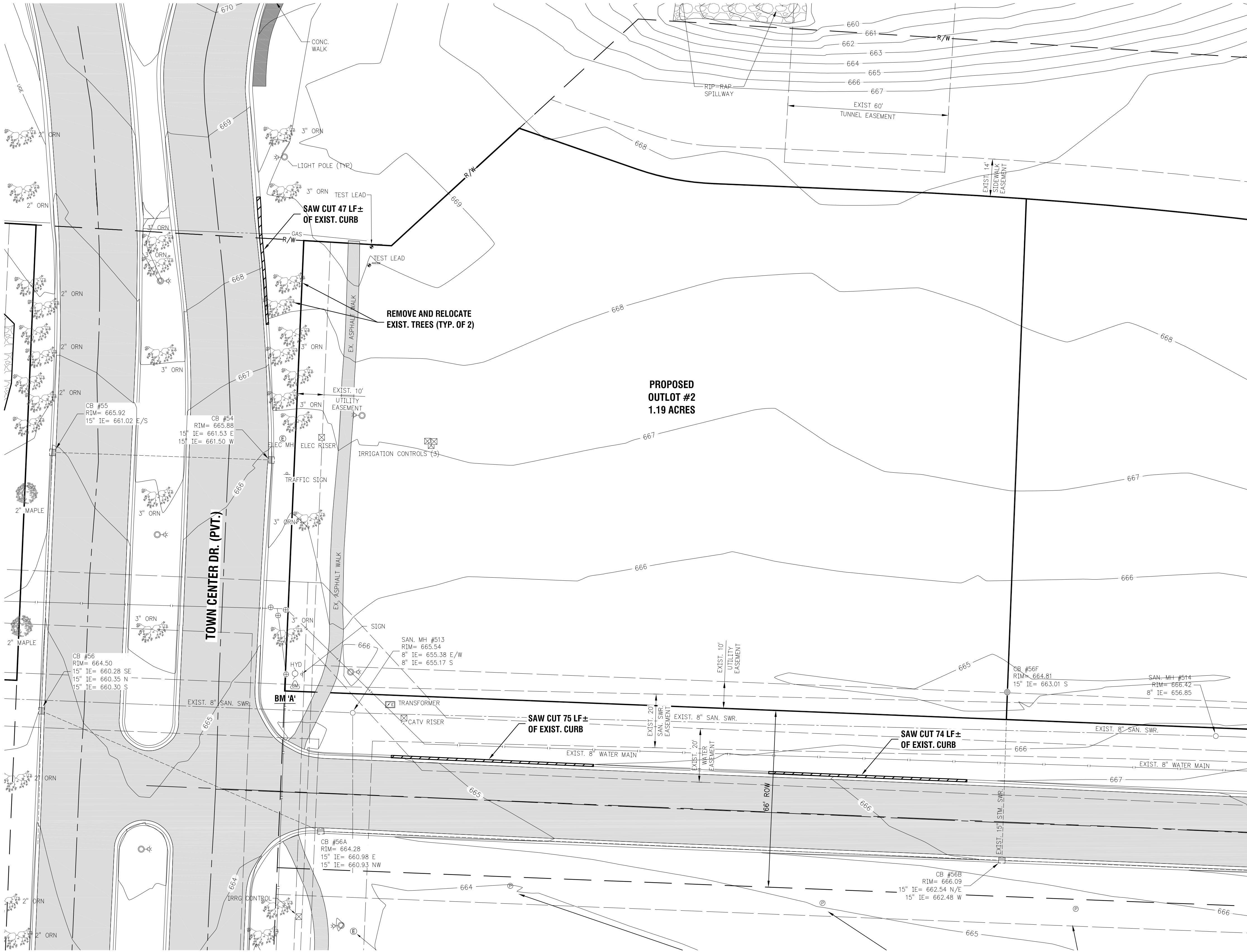


J P MORGAN CHASE, N.A.  
GRAND TRAVERSE TO N CENTER RANCH

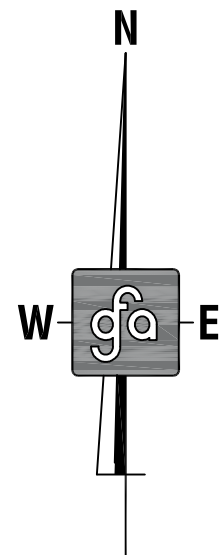
These documents are prepared in accordance with the contract terms and conditions of this project.



1: PROJECT: 16005M GRAND TRVERSE TOWN CENTER BRANCH  
2: PROJECT: 16005M GRAND TRVERSE TOWN CENTER BRANCH  
3: PROJECT: 16005M GRAND TRVERSE TOWN CENTER BRANCH



**BENCHMARKS:**  
BM 'A'  
SET 'X' IN SE FLANGE BOLT  
OF HYDRANT #4  
ELEV.= 667.57

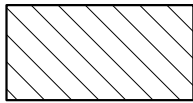


GRAPHIC SCALE: 1 inch = 20 feet  
0 10 20 40 60

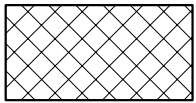
Legend

- |   |                      |       |                   |
|---|----------------------|-------|-------------------|
| ⊕ | TANK COVER           | N.    | NORTH             |
| ⊕ | ELECTRICAL PANEL     | S.    | SOUTH             |
| ⊕ | GUARD POST           | E.    | EAST              |
| ⊕ | FLAG POLE            | W.    | WEST              |
| ⊕ | FLOOD LIGHT          | °     | DEGREES           |
| ⊕ | CATCH BASIN          | '     | FEET OR MINUTES   |
| ⊕ | TEST LEAD            | "     | INCHES OR SECONDS |
| ⊕ | LIGHT POLE           | Sq.   | SQUARE            |
| ⊕ | CURB STOP            | Ft.   | FEET              |
| ⊕ | MANHOLE              | Vol.  | VOLUME            |
| ⊕ | ELEC. TRANSFORMER    | Pg.   | PAGE              |
| ⊕ | FIRE HYDRANT         | O.R.  | OFFICIAL RECORD   |
| ⊕ | MAILBOX              | Calc. | CALCULATED        |
| ⊕ | SIGN                 | Rec.  | RECORD            |
| ⊕ | UTILITY POLE         | R/W   | RIGHT OF WAY      |
| ⊕ | TELE. RISER          | C/L   | CENTERLINE        |
| ⊕ | FOUND IRON           | T     | TITLE             |
| ⊕ | FOUND MONUMENT       |       |                   |
| ⊕ | SECTION CORNER LABEL |       |                   |
| ⊕ | SOIL BORING          |       |                   |

**X** REMOVAL



DEMOLITION LIMITS



CLEARING LIMITS

General Notes

1. REMOVE ALL EXISTING BUILDING MATERIALS AND DEBRIS SHALL BE REMOVED FROM THE SITE AND ARE THE RESPONSIBILITY OF THE CONTRACTOR.

JP MORGAN CHASE, N.A.  
GRAND TRAVERSE TOWN CENTER BRANCH  
EXISTING CONDITIONS/DEMOLITION PLAN  
SECTION 2, T.27 N., R.10 W.  
ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

DRAWN BY: TERRY BOYD, P.E.  
CHECKED BY: C. BALLANCE  
DATE: 10/14/16

PROJECT NO: 16005M  
SHEET NO: C2.1

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
123 West Front Street  
Traverse City, MI 49684



http://gfa.ti  
231.946.5874 (p)  
231.946.3703 (f)

These documents are prepared in accordance with the contractual terms and conditions for this project.











## **MEMORANDUM**

**TO:** Acme Township Planning Commission  
**FILE NO.** 5385.00  
**FROM:** Jeffrey L. Jocks, OLSON, BZDOK & HOWARD, P.C.  
**DATE:** July 10, 2013  
**RE:** Officer Election Process

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The purpose of this memo is to set out the general process that this Planning Commission has used for elections of Planning Commission officers. The process is basically the same as found in Robert's Rules of Order.

1. The Chairperson states that elections for officers shall begin and that each officer shall be elected in turn.
2. The Chairperson opens nominations for the office of Chairperson.
3. Any member of the Planning Commission may nominate any other member for Chairperson.
4. Voting for Chairperson occurs in the order of nomination. The person nominated first is voted upon by roll call vote and if a majority votes in favor of that person being elected as Chairperson, then no more votes are taken. If there is not a majority in favor, then the person nominated second is voted upon, and so on until a nominee is elected by a majority. The nominee recuses him or herself from voting.
5. Steps 2 through 4 are repeated for Vice Chairperson and then for Secretary.



**Acme Township Planning Commission Bylaws**  
**Adopted December 22, 2008**  
**As Amended December 17, 2012**

The following Bylaws are adopted by the Acme Township Planning Commission (“Commission”) to facilitate the performance of its duties pursuant to the Michigan Planning Enabling Act (“MPEA”), MCL 125.3801 *et seq.* These Bylaws supersede and/or repeal any prior rules or bylaws adopted by the Commission. These Bylaws are also adopted to facilitate the duties of the Commission in its administration of the zoning ordinance pursuant to the Michigan Zoning Enabling Act, MCL 125.3101 *et seq.*

**Section 1.0: Officers**

**1.1 Selection.** At the regular meeting in July of each year, the Commission shall select from its membership a Chairperson, Vice-Chairperson, and Secretary. All officers are eligible for re-election.

**1.2 Tenure.** The Chairperson, Vice-Chairperson, and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office, or until they are removed for misfeasance, malfeasance, or nonfeasance by the Township Board.

**1.3 Duties of the Chairperson.** The Chairperson shall preside at all meetings, appoint committees and advisory committees, authorize calls for special meetings, shall execute documents in the name of the Commission, prepare an agenda of items, to be considered at each Planning Commission meeting (for the Secretary of the Planning Commission), and perform such other duties as may be ordered by the Commission.

**1.4 Duties of the Vice-Chairperson.** The Vice-Chairperson shall act in the capacity of Chairperson in their absence and in the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term, and the Commission shall select a successor to the office of Vice-Chairperson for the unexpired term. The Vice-Chairperson shall perform such duties as the Commission may determine.

**1.5 Duties of the Secretary**

- (1) Minutes.** Minutes shall be kept of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
- (2) Recordings.** All meeting and study sessions shall be recorded on tape.



- (3) **Notice of Regular Meetings.** There shall be posted, within 10 days after the first meeting of the Commission in each calendar, or fiscal, year, public notice stating the dates, times and places of its regular meetings for that year.
- (4) **Special Meetings.** The Secretary shall provide for notice to each Commission member of the time, place, and purpose of special meetings at least 48 hours prior to such meetings. If mailed, the notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address as it appears in the Township records.
- (5) **Staff Assistance.** The Secretary may be assisted by Commission staff in all tasks set out in the section as may be agreed upon from time to time between the Commission and its Staff.

**1.6 Resignation from an office.** Any officer of the Commission may resign their office at any time by giving written notice to the Commission. The Commission shall elect a replacement to complete the remainder of the officer's term.

**1.7 Resignation from the Planning Commission.** Any member may resign from the Planning Commission by submitting a letter of resignation to the Township Board.

## **Section 2.0: Meetings**

**2.1 Regular Meetings.** Commission meetings will be held each month in the Township Hall at a regular day and time set by the Planning Commission by resolution, provided there is sufficient business to come before the Planning Commission at that time. The Commission shall hold not less than four regular meetings each year. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternative meeting day in the same month.

**2.2 Special Meetings.** Special meetings shall be called at the request of the Chairperson, or by two members of the Commission.

**2.3 Study Meeting.** To facilitate the detailed study of rezoning petitions, subdivision plats and other planning matters, the Commission from time to time may hold study meetings. Such meetings shall be for information and educational purposes and shall not require a quorum unless official action is to be taken.

**2.4 Michigan Open Meetings Act.** All meetings shall be noticed and conducted in accord with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

**2.5 Quorum.** A majority of the total number of Commissioners shall constitute a quorum for the transaction of business and the taking of official action. The affirmative vote of a majority of the total Commission shall be necessary for the adoption of any part of a general development plan. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final, or official.

**2.6 Notification of intended absences.** If a Commission member is unable to attend a meeting they should notify the Secretary or the Township Manager as far in advance as possible.



**2.7 Order of Business.** The Secretary may prepare an agenda for each meeting and the order of business therein may be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Conflict of interest inquiry
- (4) Approval of Agenda
- (5) Consent calendar
- (6) Correspondence
- (7) Limited Public Comment
- (8) Preliminary Hearings
- (9) Public Hearings
- (10) Old Business
- (11) New Business
- (12) Public Comment
- (13) Adjournment

**2.8 Motions.** The name of the originator of a motion and its second shall be recorded.

**2.9 Voting.** Voting shall be by voice and shall be recorded by “yes” and “no.” Roll call votes will be recorded only upon request by a member of the Commission or upon the advice of the Township's Attorney.

**2.10 Conflict of Interest.** Members of the Commission shall avoid conflicts of interest. The Commission shall employ Acme’s Conflict of Interest Policy to determine whether such a conflict exists and how to handle it.

**2.11 Attendance.** If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency may be grounds for the Township Board to remove any member for nonperformance of duty or misconduct. The elected secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records of the Commission. The Secretary shall inform the Township Board, in writing, of any delinquencies.

### **Section 3.0: Procedure for Public Hearings.**

- (1) Chairperson announces order of hearing, as follows.
- (2) Applicant or representative presents request including reasons, information, and data supporting request.
- (3) Chairperson gives public comment rules as follows: (optional)
  - a. Please address all comments to the chair.
  - b. Please stand and give your name and address.
  - c. Please be as concise and as factual as possible.
  - d. Please be courteous and do not cheer or boo comments by others.
  - e. Everyone will have an opportunity to be heard; however, the chair may establish time limits to permit the orderly conduct of business. Second comments will not be permitted until every person has had a chance to speak for the first time.



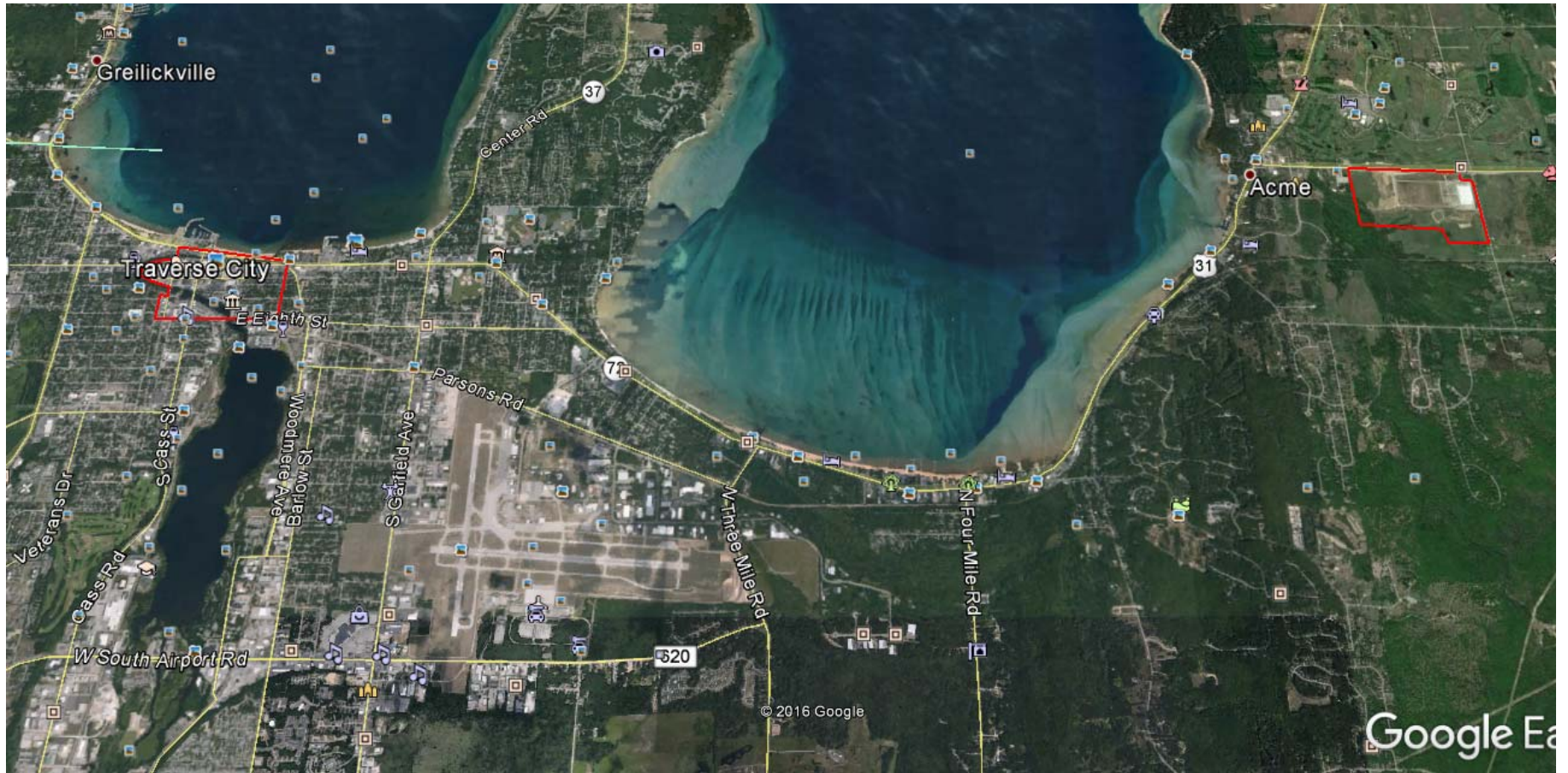
f. Remember that this hearing is being recorded as well as minutes being taken.

- (4) Chairperson opens hearing for public comments (note time.)
- (5) Chairperson closes hearing to public comments (note time.)
- (6) Questions and deliberation by Planning Commission.
- (7) Action by Planning Commission.

**Section 4.0: Amendments.** These rules may be amended by a vote of five members of the Commission.



## COMPARISON BETWEEN DOWNTOWN TRAVERSE CITY and ACME TOWNSHIP GTTC



The geographic size of downtown Traverse City (Franklin, Union, 8<sup>th</sup> to Bay) is almost the same as the GTTC property. Can Acme Township plan and build a “downtown?” Yes, if it adheres to place-based planning standards and the original SUP.



