



**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
April 11, 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. CORRESPONDENCE:**
 - 1. VGT letter requesting to rescind the minor amendment to SUP 2004-11
- E. PUBLIC HEARINGS:**
 - 1. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales
- F. OLD BUSINESS:**
 - 1. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales
 - 2. Zoning Ordinance Amendment 037 – Article XIX: Planned Development
 - 3. Zoning Ordinance Amendment 039 – Article VIII: Site Plan Review
- G. NEW BUSINESS:**
 - 1. Zoning Ordinance Amendment 040 – FBC Land Use Table
- H. ADMINISTRATIVE ACTION**
 - 1. Receive and file Township Board Minutes 3/1/16
 - 2. Approve draft Planning Commission Minutes 1/11/16
 - 3. Approve draft Planning Commission Minutes 3/14/16
- I. 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:



ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
April 11, 2016 7:00 p.m.

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

ROLL CALL:

Members Present: Rosa, White, Jessup, Timmins, Feringa, Forgette

Members Excused: Wentzloff, DeMarsh, Balentine

Staff Present: S. Winter, Zoning Administrator, J. Jocks, Legal Counsel (arrived at 7:14pm)

A. LIMITED PUBLIC COMMENT: None

B. APPROVAL OF AGENDA:

Motion by Timmins to approve agenda as present; support by Forgette. Motion passed unanimously

C. INQUIRY AS TO CONFLICTS OF INTEREST:

Feringa recused himself from any discussion on Item D1 correspondence

D. CORRESPONDENCE:

1. VGT letter requesting to rescind the minor amendment to SUP 2004-11. Winter read letter from Steve Schooler, agent for VGT, a formal request to rescind their SUP minor amendment that was issued in 2014 into record. The request will be reviewed and placed on the May agenda for PC review.

E. PUBLIC HEARINGS:

1. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales

Hearing opened at 7:06pm.

D. Hoxie, 6778 M-72 East – Asked question if ordinance would allow other businesses to sell items and concerned of its effect on current brick and mortar businesses. Winter indicated that the ordinance would require that the outdoor sale would be permitted if the product being sold was an extension of the business inventory. Feringa added that owner would have to pull permit for sale and would be accountable. Jessup asked if he sold apples to Meijer. He did not. Hoxie worried about a business not from around here taking business away from those vested. Hoxie felt that PC should not move forward with ordinance as proposed.

Hearing closed at 7:10pm.

F. OLD BUSINESS:

1. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales

Discussions among PC members regarding requirements of ordinance, adoption of language to protect local businesses, and the three major requirements of the ordinance. PC members thought ordinance as written was an opportunity for business to extend existing inventory to outdoor sales for short periods of time and that the intent protected local businesses as best it could. The ordinance provided Zoning Administrator the tools to effectively regulate. It was acknowledged that the ordinance could be scrutinized for loopholes. It was also noted that the ordinance could be reviewed in the future if there seemed to be problems. R. Evina, representing the Acme Business Association indicated they had reviewed the ordinance as a group and though did not think of Meijer

with its extensive inventory, he felt that its intent was good and had the best interest of the business community in mind.

Motion made by Timmins to send the proposed Zoning Ordinance Amendment 038 – Temporary Outdoor Sales to the Grand Traverse County Planning Commission for review and brought back to the Township Board for approval. Support by Rosa.

Favor – Rosa, Jessup, Feringa, Forgette, Timmins

Opposed – White

Motion passed.

2. Zoning Ordinance Amendment 037 – Article XIX: Planned Development

Winter provided a brief summary of the document. Most of the changes were minor to provide more consistent wording and correcting the numbering. Additional clarification and grammatical consistency were done throughout document. More detail was provided on the overall submission and approval process with a summary paragraph and flow chart added. More detail was also provided to clarify the density transfer component. Feringa mentioned that the PD would be another place where restrictions could be placed with respect to the allowing or not allowing of outdoor sales. He also suggested a wording change in Section 19.1, line 10 to change substantially in accord to “consistent with”. Legal counsel agreed that “consistent with” is less vague and aids in interpretation by all parties. Suggested changes to the wording were to make the PD abbreviation consistent throughout the document and change the amendment number to 037 at the top of the document. Winter added that on page 4, Item C5, when talking about exceptions and sending from receiving from receiving, there was an omission for an exception for sending from sending to sending zone, as there could be instances where it would it could be used if appropriate and approved by the Board. PC agreed that it was discussed last time and there should be allowance for that. Rosa asked about the contour interval delineation. Feringa indicated that it was relatively standard.

Motion by Timmins, to send the proposed Zoning Ordinance Amendment 037 – Planned Development with additional recommendations as discussed incorporated to the Grand Traverse County Planning Commission for review and to be brought back before the Planning Commission. Support by White. Motion passed unanimously.

3. Zoning Ordinance Amendment 039 – Article VIII: Site Plan Review

Winter provided a brief summary of the amended ordinance based on discussions last month on the strengths and weaknesses of the current ordinance. Length of time that every development takes to seek approval regardless of scale or impact was determined to be one of its weaknesses. Additionally, there have been some changes over the years in regards to site plan review methods and requirements that were not incorporated into the ordinance. Notable changes include a new section for an administrative review for uses permitted by right, form based code district, and B4 district. Notable changes include an administrative review process conducted by a committee for developments that meet certain qualifications and thresholds, improvements to the list of documents and plans needed for submission, and a table illustrating the necessary documentation as either included in narrative, site plan, or both. The administrative review process could not be used on properties that fall within 500 feet of Acme or Yuba Creek or the proposed use creates more than 500 trip ends. The administrative review committee can be called together to meet more frequently than the Planning Commission. Under approval and conditions section, the Site Plan Administrative Review Committee and/or the Planning Commission may impose reasonable conditions. Section 8.1.4 section A needs to be renumbered. Legal counsel clarified section the number of trip ends in section 8.1.2 is on a per day basis.

Motion by Timmins to set a public hearing for Zoning Ordinance Amendment 039 clarifying regulated uses and their requirements in the US-31 / M-72 Business District with the discussed changes in numeration for Section 8.1.4 and the addition of trip ends per day in Section 8.1.2 for the May 9th Planning Commission meeting. Support by White.

G. NEW BUSINESS:

1. Zoning Ordinance Amendment 040 – FBC Land Use Table

Winter provided summary of current Ordinance Amendment and noted where the new Form Based Code district overlay conflicts with existing regulations. This amendment defines the area in which the FBC requirements take precedence over the existing. Feringa suggested adding a legend or key for the abbreviations listed on the map for those who may not have the map in hand.

Motion by Timmins to set a public hearing for Zoning Ordinance Amendment 040 clarifying regulated uses and their requirements in the US-31 / M-72 Business District with recommended addition of a legend for the land use table for the May 9th Planning Commission meeting. Support by Jessup. Motion passed.

Rosa noted it appears a duplicated motion occurred for Amendment 039. Members agreed. Legal counsel recommended an amended motion.

Motion by Timmins to amend motion for Amendment 039 and remove statement clarifying regulated uses and their requirements in the US-31 / M-72 Business District. New amended motion to set a public hearing for Zoning Ordinance Amendment 039 Site Plan Review with the discussed changes in numeration for Section 8.1.4 and the addition of trip ends per day in Section 8.1.2 for the May 9th Planning Commission meeting. Support by Rosa. Motion passed unanimously.

H. ADMINISTRATIVE ACTION

1. Receive and file Township Board Minutes 3/1/16 – Motion by White to receive and file Township Board Minutes 3/1/16; support by Timmins. Motion passed unanimously.
2. Approve draft Planning Commission Minutes 1/11/16 – Motion by White to approve draft planning commission minutes 1/11/16; support by Jessup. Motion passed unanimously.
3. Approve draft Planning Commission Minutes 3/14/16 – Motion by Jessup to approve draft planning commission minutes 3/14/16; support by White. Motion passed unanimously.

I. PUBLIC COMMENT & OTHER PC BUSINESS – Opened at 8:12pm

Hoxie commended commission for opening meeting with Pledge of Allegiance. Congratulations to Commissioner White on dream team nomination.

Feringa congratulations to PC Chair Wentzloff on the birth of first child.

1. Zoning Administrator Report: Shawn Winter – provided summary report to PC
 - Permits issued since the March 14th PC Meeting:
 - Land Use Permits – 5
 - 2016-08: accessory structure
 - 2016-09: commercial (Chase Bank temporary location)
 - 2016-10: temporary tent
 - 2016-11: commercial (Flannery Machine, SUP Minor Amendment 2015-03)
 - 2016-12: new home
 - Sign Permits – 1
 - 2016-02: permanent (Floor Covering Brokers)
 - Next Month:
 - SUP Minor Amendment to rescind previous SUP Minor Amendment by the VGT, LLC at the Grand Traverse Town Center (re: density shift).

- Draft Police Power Ordinance for Mobile Food Vending (i.e. food trucks)
- Potential Site Plan Review for the relocation of Chase Bank branch. May need to hold a special meeting.
- FY 2016-2017 Budget
 - Asked for considerations to know about desired trainings, workshops
 - Ask how many people need to take Citizen Planner
- 2. Planning Consultant Report: John Iacoangeli – not present
- 3. Township Board Report: Doug White – Board working through budget items
- 4. Parks & Trails Committee Report: Marcie Timmins – grant applications in and true planning process will begin

ADJOURN: Motion by Timmins to adjourn; support by Forgette. Motion passed unanimously. Meeting adjourned at 8:17pm.



Memo

To: Acme Township Planning Commission
From: Shawn Winter, Zoning Administrator
CC: Jeff Jocks, John Iacoangeli
Date: April 4, 2016
Re: April 11, 2016 Planning Commission Packet Summary

Below is a summary of select items on the Planning Commission agenda. Where applicable, suggested actions have been provided. There are no development plans to review this month, however, we will continue addressing the policy issues from the previous months.

I. Correspondence:

a. VGT Letter requesting to rescind SUP Minor Amendment

- A letter was received April 1, 2016 from Steve Schooler of JR Anderson, agent for the Village of Grand Traverse, LLC. The letter serves as their request to rescind their SUP minor amendment that was issued in 2014 to shift the residential densities on the approved conceptual plan.
- This request will be reviewed and placed on the May agenda.

II. Public Hearings:

a. Zoning Ordinance Amendment 038 – §7.2.10 Temporary Outdoor Sales

- A public hearing to allow the public to comment on the proposed amendment was set at the previous meeting.
- Proof of Public Hearing Notice enclosed.

III. Old Business:

a. Zoning Ordinance Amendment 038 – §7.2.10 Temporary Outdoor Sales

- The changes suggested at the last Planning Commission meeting have been incorporated.
- There was a complete about-face at the last meeting from the previous one in reference to allowing third-party vendors from operating a temporary outdoor sale.
- The consensus was that an existing business can apply for a permit, take responsibility, and operate a temporary outside sale for the purpose of selling a third-party's inventory if its an extension of the existing store's inventory.
- **Suggested Motion:**
 - *Motion to send the proposed Zoning Ordinance Amendment 038 – Temporary Outdoor Sales {with additional recommendations incorporated} to the Grand Traverse County Planning Commission for review and to the Township Board for approval.*
 - (OR)**
 - *Motion to send the proposed Zoning Ordinance Amendment 038 – Temporary Outdoor Sales {with additional recommendations incorporated} to the Grand Traverse County Planning Commission for review and to be brought back before the Planning Commission.*

b. Zoning Ordinance Amendment 037 – Article XIX: Planned Development

- Last meeting the proposed Planned Development ordinance was discussed in great detail and depth, covering almost every aspect of the amendment.
- The recommended changes were incorporated after reviewing my notes, reading the draft minutes and listening to the audio recording. A copy tracking the changes that were made, as well as a clean copy have been included.
- A lot of the changes were minor: provide consistent wording throughout the Article, correcting Section references, and numbering of the Article similar to the rest of the Ordinance.
- There was some confusion last time on the overall submission and approval process. A summary paragraph has been added as well as a flow chart to help better understand the steps.
- The density transfer component has repeatedly come up for discussion and clarification. This section has been provided with a little more detail to help provide clarity.
- Where deemed appropriate some sections/subsections were rearranged to provide a better flow and stronger context to the aspect being discussed.
- **Suggested Motion:**
 - *Motion to send the proposed Zoning Ordinance Amendment 037 – Planned Development {with additional recommendations incorporated} to the Grand Traverse County Planning Commission for review and to the Township Board for approval.*
 - (OR)**
 - *Motion to send the proposed Zoning Ordinance Amendment 037 – Planned Development {with additional recommendations incorporated} to the Grand Traverse County Planning Commission for review and to be brought back before the Planning Commission.*

c. Zoning Ordinance Amendment 039 – Article VIII: Site Plan Review

- John Iacoangeli presented an overview of our current Site Plan Review process, noting its strengths and weaknesses, as well as potential areas for improvement.
- One of the weaker points in our current Site Plan Review process is the length of time that every development, regardless of scale or impact, takes to seek approval – upwards of four months at times.
- A proposed draft amendment to the Site Plan Review has been created and included (tracked changes and clean copies). Some notable changes include:
 - An administrative review process conducted by a committee for developments that meet certain qualifications and thresholds.
 - Improvements to list of documents/plans needed for submission
 - A table illustrating the necessary documentation as either included in narrative, site plan, or both.
- **Suggested Motion:**
 - *Motion to set a public hearing for Zoning Ordinance Amendment 040 clarifying regulated uses and their requirements in the US-31 / M-72 Business District for the May 9th Planning Commission meeting.*

IV. New Business

a. Zoning Ordinance Amendment 040 – §6.6.4.1 Regulated Uses (form-based code district)

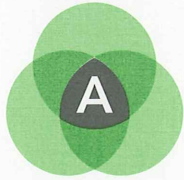
- It has been noticed that §6.6.4.1 Regulated Uses in the US-31 / M-72 Business District can conflict with the provisions for some special uses mentioned elsewhere in the Ordinance.
- This amendment intends to clarify that when a special use has additional provisions that are in conflict with the requirements within Section 6.6.5 Lot and Building Placement and Section 6.6.6 Special Provisions, that the requirements within these sections take precedence.
- All other provisions associated with those special uses will still apply.

- A copy of the original and the proposed amended sections have been included.
- **Suggested Motion:**
 - *Motion to set a public hearing for Zoning Ordinance Amendment 040 clarifying regulated uses and their requirements in the US-31 / M-72 Business District for the May 9th Planning Commission meeting.*

V. Other PC Business

a. **Zoning Administrator Report**

- Permits issued since the March 14th PC Meeting:
 - Land Use Permits – 5
 - 2016-08: accessory structure
 - 2016-09: commercial (Chase Bank temporary location)
 - 2016-10: temporary tent
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- Next Month:
 - SUP Minor Amendment to rescind previous SUP Minor Amendment by the VGT, LLC at the Grand Traverse Town Center (re: density shift).
 - Draft Police Power Ordinance for Mobile Food Vending (i.e. food trucks)
 - Potential Site Plan Review for the relocation of Chase Bank branch. May need to hold a special meeting.
- FY 2016-2017 Budget
 - Any considerations to know about? Desired trainings, workshops?
 - How many people need to take Citizen Planner?



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

April 1, 2016

Shawn Winter
Acme Township Zoning Administrator
6042 Acme Road
Williamsburg, MI 49690

Re: The Grand Traverse Town Center Development
Revoke of Minor Amendment to Site Plan 2009-01P VGT Phase I

Dear Shawn,

Village at Grand Traverse, LLC (VGT) is requesting that the minor amendment to the Special Land Use Permit that Acme Township approved 9-2014 for a density use change to accommodate a Residential project be revoked by the Planning Commission.

Applicant appreciates the consideration of this request and looks forward to working with Acme Township to create a project that benefits all persons involved. Thanks for your consideration in this Minor Amendment.

Sincerely,

Steve Schooler
Agent for the Village at Grand Traverse, LLC
3805 Edwards Road
Cincinnati, OH 45209

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231)946-2000

ORDER CONFIRMATION

Salesperson: DENISE LINGERFELT Printed at 03/22/16 10:33 by dling

Acct #: 6 Ad #: 428908 Status: N
ACME TOWNSHIP Start: 03/25/2016 Stop: 03/25/2016
CATHY DYE, CLERK Times Ord: 1 Times Run: ***
6042 ACME ROAD STDAD 3.00 X 4.10 Words: 290
WILLIAMSBURG MI 49690 Total STDAD 12.30
Class: 147 LEGALS
Rate: LEGAL Cost: 121.75
Affidavits: 1

Contact: Ad Descrpt: LEGAL NOTICE TOWNSHIP OF
Phone: (231)938-1350 Given by: EMAIL SHAWN WINTER
Fax#: (231)938-1510 Created: dling 03/22/16 10:30
Email: szollinger@acmetownship.org Last Changed: dling 03/22/16 10:33
Agency:

PUB ZONE EDT TP START INS STOP SMTWTFS
RE A 97 W 03/25/16 1 03/25/16 SMTWTFS
IN AIN 97 W 03/25/16 1 03/25/16 SMTWTFS

AUTHORIZATION

Thank you for advertising in the Record-Eagle, our related publications and online properties. If you are advertising with the Record-Eagle classifieds, your ad will begin running on the start date noted above.

Please be sure to check your ad on the first day it appears. Although we are happy to make corrections at any time, the Record-Eagle is only responsible for the first day's incorrect insertions. Also, we reserve the right to edit or reclassify your ad to better serve buyers and sellers.

No refunds or rebates will be issued if you cancel your ad prior to the stop date.

We appreciate your business.

(CONTINUED ON NEXT PAGE)

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231)946-2000

ORDER CONFIRMATION (CONTINUED)

Salesperson: DENISE LINGERFELT

Printed at 03/22/16 10:33 by dling

Acct #: 6

Ad #: 428908

Status: N

LEGAL NOTICE

TOWNSHIP OF ACME - NOTICE OF HEARING

PLEASE TAKE NOTICE that the ACME TOWNSHIP PLANNING COMMISSION will hold a public hearing at its regular meeting on Monday, April 11, 2016 at 7:00 p.m. at the Acme Township Hall, 6042 Acme Road, Williamsburg MI 49690, to consider the following amendments to the Acme Township Zoning Ordinance.

Amendment # 038 would amend the Acme Township Zoning Ordinance to allow for Temporary Outdoor Sales under ARTICLE VII Supplementary Regulations, allowable in districts zoned C, CF, B-3 and B-4, along with properties approved as a Mixed Use Planned Development and Planned Development. The Temporary Outdoor Sales will be an extension of an existing business, not to exceed thirty (30) days per calendar year, limited to three (3) temporary sale events per calendar year, will require the applicant to obtain approval by the Township Zoning Administrator and pay a fee established by the Township Board.

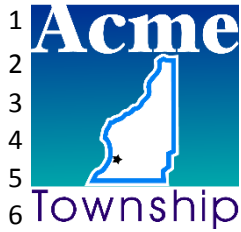
Copies of the entire proposed Amendment #038 are available for inspection at the Acme Township hall. All interested persons are invited to attend and be heard at public hearings before the Planning Commission. After each public hearing, the Planning Commission may or may not deliberate and take action. The entire Zoning Ordinance is available for inspection at the Acme Township Hall from 7:30 a.m. to 6:00 p.m. Monday through Thursday. Proposed Zoning Ordinance Amendments and the entire Zoning Ordinance are also available for inspection via the Township's website, www.acmetownship.org.

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

Written comments may be directed to:
Shawn Winter, Zoning Administrator
6042 Acme Road
Williamsburg, MI 49690
(231) 938-1350
swinter@acmetownship.org

March 25, 2016-1T

428908



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

7
8
9 **PROPOSED AMENDMENT TO ACME TOWNSHIP ZONING ORDINANCE**
10 **AMENDMENT 038– TEMPORARY OUTDOOR SALES**
11 **§§ 3.2 and 7.2.10**

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13
14
15 **§ 3.2 DEFINITIONS** will be amended to include the following:

16
17 **“Temporary Outdoor Sales:** A temporary outdoor sale is an outdoor accessory event to the
18 established business and intended to provide the business owner with the ability to sell goods or
19 products outdoors on the property for a limited time. This type of sale is typically referred to as a
20 tent sale and does not include transient sales, third-party vendors, or mobile food sales.”

21
22
23
24 **§ 7.2.10 TEMPORARY OUTDOOR SALES** will be added and will read as such:

25
26 **§ 7.2.10 TEMPORARY OUTDOOR SALES**

27 A temporary outdoor sale is an outdoor accessory event to the established business and intended to
28 provide the business owner with the ability to sell goods or products outdoors on the property for
29 a limited time. This type of sale is typically referred to as a tent sale and does not include transient
30 sales, third-party vendors, or mobile food sales.

31
32 **a. Regulations:** All temporary outdoor sales shall comply with the following regulations:

- 33 1. A temporary outdoor sale is an accessory use to the established onsite business.
- 34 2. Temporary outdoor sales are only allowed in the C, CF, B-3 and B-4 Zoning
35 Districts, and properties approved as a Mixed Use Planned Development or
36 Planned Development. Properties that have an existing Special Use Permit that
37 prohibits outdoor sales or storage shall not be allowed to conduct a temporary
38 outdoor sale.
- 39 3. The goods or products offered for sale are an extension of the inventory within
40 the established business, or as specifically identified by this Ordinance.
- 41 4. No outside or third-party vendors are allowed to operate a temporary outdoor sale.
- 42 5. All goods or products sold through a temporary outdoor sale shall be contained
43 within the designated sale area approved on the application.
- 44 6. No business shall have more than thirty (30) days of temporary outdoor sales per
45 calendar year and shall not exceed three (3) temporary outdoor sales events per
46 calendar year.
- 47 7. The location of the event area shall not impede onsite traffic circulation, barrier-
48 free parking, or emergency access.
- 49 8. Temporary signage during the time of the sale is allowed not to exceed a
50 maximum of sixteen (16) square feet. Additional temporary signage may be
51 displayed on the property in accordance with Section 7.4.6(c)(3). No balloons,

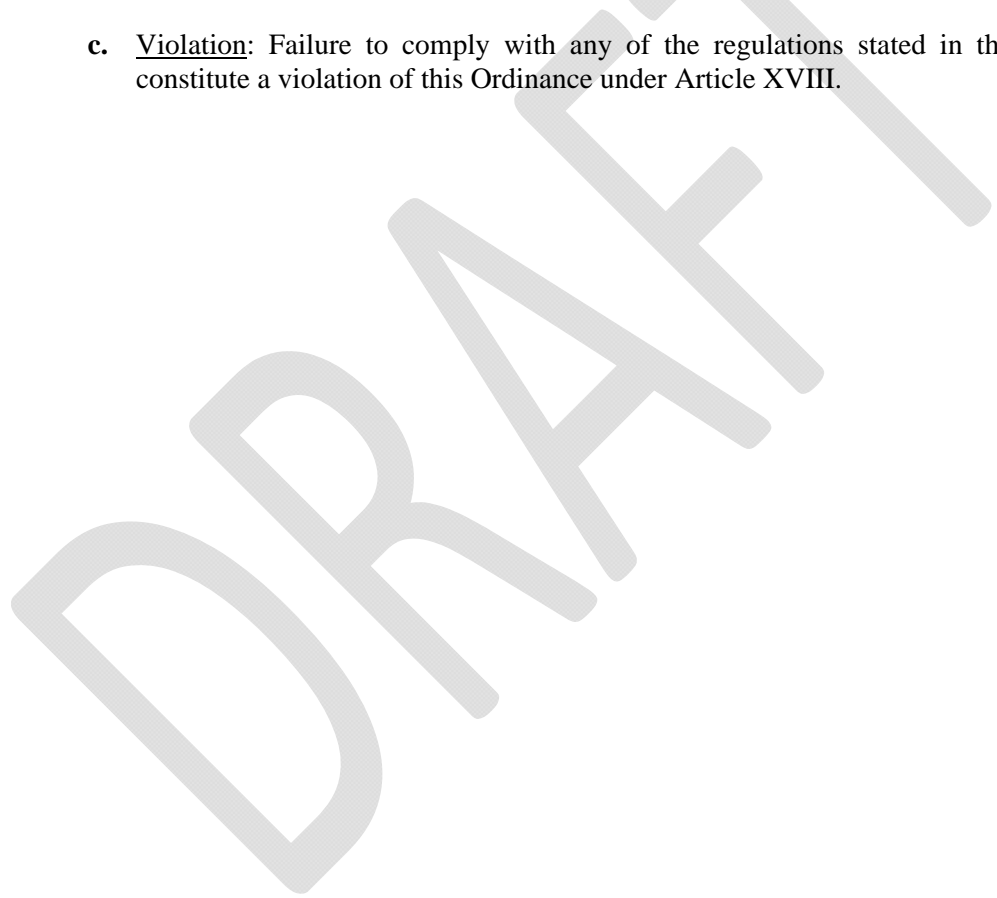
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banners, air blown devices, or other attention grabbing items are allowed to be displayed.

b. Permits: All temporary outdoor sales shall require a permit issued by the Acme Township Zoning Administrator. An application for a temporary outdoor sale shall be submitted to the Acme Township Zoning Administrator no less than two (2) business days before the intended event and shall include:

1. The proposed dates of the event. The goods or products, tent, signage or other items intended for the event may not be displayed onsite outside of the approved dates.
2. A site plan drawn to scale showing the area of the outdoor sale location and signage in relation to any buildings, parking and circulation.
3. Grand Traverse Metro Fire Department approval.
4. A fee established by resolution of the Acme Township Board and published on the Acme Township Fee Schedule.

c. Violation: Failure to comply with any of the regulations stated in this Section will constitute a violation of this Ordinance under Article XVIII.



PROPOSED AMENDMENT TO ACME TOWNSHIP ZONING ORDINANCE
AMENDMENT 038 – 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 substantially in accord 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; ~~and 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 Planned ~~d~~Development 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 ~~d~~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 ~~Section~~Article, establishing functional use areas, density patterns, a fixed network of streets (where necessary)

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

3
4 **19.3 CRITERIA FOR QUALIFICATIONS**

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

7
8 a. The properties are zoned R-1, R-2, R-3, A-1, MHN, C, CF, or B-4 Districts.

9
10 ~~b. Any property that has been granted a special use permit for a Special Open Use under~~
11 ~~Section 9.16.~~

12
13 ~~c.b.~~ The use of this option shall not be for the sole purpose of avoiding the applicable zoning
14 requirements. Any permission given for any activity, ~~or~~ building, or use not normally
15 allowed shall result in an improvement to the public health, safety and welfare in the area
16 affected.

17
18 ~~d.c.~~ The PD shall not be used where the same land use objectives can be carried out by the
19 application of conventional zoning provisions or standards. Problems or constraints
20 presented by applicable zoning provisions shall be identified in the PD application.

21
22 ~~e.d.~~ The ~~Planned development~~PD option may be effectuated only when the proposed land
23 use will not materially add service and facility loads beyond those considered in the
24 Township Master Plan, and other public agency plans, unless the proponent can prove to
25 the sole satisfaction of the Township that such added loads will be accommodated or
26 mitigated by the proponent as part of the Planned ~~d~~Development.

27
28 ~~f.e.~~ The PD shall not be allowed solely as a means of increasing density or as a substitute for
29 a variance request; such objectives should be pursued through the normal zoning process
30 by seeking a zoning change or variance.

31
32 ~~g.f.~~ The Planned development must meet, as a minimum, five (5) of the following ~~nine (9)~~
33 objectives of the Township. ~~plus f (9) If the Planned Development involves a density~~
34 ~~transfer it shall include objective f(9) in addition to its five (5) objectives.-~~

- 35
36 1. To permanently preserve open space or natural features because of their
37 exceptional characteristics, or because they can provide a permanent transition
38 or buffer between land uses.
39
40 2. To permanently establish land use patterns which are compatible or which will
41 protect existing or planned uses.
42
43 3. To accept dedication or set aside open space areas in perpetuity.
44
45 4. To provide alternative uses for parcels which can provide transition buffers to
46 residential areas.
47
48 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 zZoning eOrdinance eDistricts](#) that are most applicable to the various land use areas of the PD.
- b. Uses permitted and uses permitted subject to [sSpecial 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 [sSpecial 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 [pPlanned eDevelopment](#) 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. All density transfers require Special Use Approval from the Township Board, upon recommendation from the Planning Commission as part of a PD application. A Special Use Permit application for a density transfer shall be signed by the owners (or their authorized representatives) of the sending and receiving parcels. The Special Use Permit application shall show a proposed development plan for the receiving parcel (subdivision and/or Site Plan) as well as density calculations for both the sending and receiving parcels. In reviewing an application for density transfer, the Township shall first determine the number of allowable residential dwelling units permitted on the receiving parcel including any density bonuses allowed under this Ordinance. The Township shall then determine the number of residential dwelling units available to transfer from the sending parcel(s). The Township Board, upon recommendation from the Planning Commission, may then grant a Special Use Permit allowing the transfer to the receiving parcel of some or all of the allowable residential dwelling units from the sending parcel(s). The sending parcel may not contain more than 10% wetlands. 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.
- ~~a. 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:~~

~~b. The Township Board, upon recommendation from the Planning Commission shall not approve any residential density transfer unless it finds that:~~

~~1. All requirements for the granting of a Special Use Permit have been satisfied.~~

1. The sending parcel(s) contains no more than 10% wetlands

1 2. The addition of the transferred dwelling units to the receiving parcel will not
2 increase the maximum allowable density by more than 50%.

3
4 2.3. The addition of transferred dwelling units and will not adversely affect the area
5 surrounding the receiving parcel.

6
7 3.4. The density transfer will benefit the Township by protecting developable land
8 with conservation value on the sending parcel(s).

9
10 5. The density transfer will be consistent with the sending and receiving zones
11 designated on the Township Zoning Map. Exception may be granted by Township
12 Board, upon the recommendation of the Planning Commission, to allow a density
13 transfer FROM a receiving zone TO a receiving zone if:

14
15 a) The sending parcel(s) is deemed to contain unique natural, cultural, or
16 historical features which should be preserved

17
18 b) The density transfer to the receiving parcel will not place an undue
19 hardship or strain on the Township infrastructure

20
21 4-c) The density transfer is in accordance with the Intent and Purpose of this
22 Article

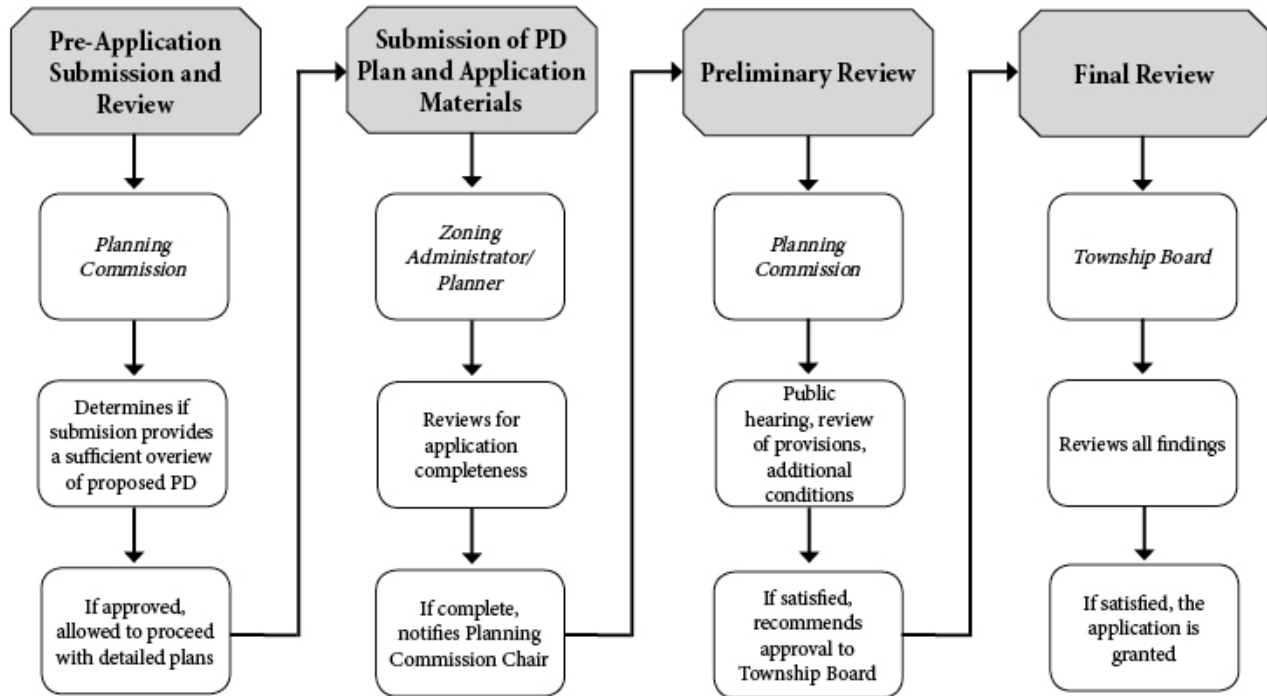
23
24 5.6. The parcel(s) receiving the density transfer will not exceed the land development
25 build out (buildings, parking, setbacks, open space, etc.) prescribed by the
26 zoning dDistrict of the property unless waived by the Planning Commission and
27 Township Board of Trustees.

28
29 6.7. Sending parcel(s) satisfying the requirements this section shall be executed and
30 recorded in the office of the Grand Traverse County Register of Deeds, reducing
31 the number of dwelling units allowed to be constructed on the sending parcel(s)
32 by the number of dwelling units transferred. This reduction in density shall not
33 prevent the owner(s) of the sending parcel(s) from developing the remaining
34 allowable dwelling units under either an open space or conventional
35 development plan, provided that all open space requirements are satisfied. The
36 land area subject to the land transfer will remain perpetually in an undeveloped
37 state by means of a conservation easement, plat dedication, or other legal means
38 that runs with the land, as prescribed by the Township zZoning eOrdinance, and
39 approved by the Township.

40 41 19.7 PLANNED DEVELOPMENT APPLICATION SUBMISSION AND REVIEW PROCEDURES

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

1 **Figure 19.1: Planned Development Application Submission and Review Process**



2
3
4 **19.719.7.1 SUBMITTAL AND REQUEST FOR QUALIFICATIONS PRE-APPLICATION SUBMISSION AND REVIEW**

5
6
7 a. Any person owning or controlling land in the Township may make application for consideration of a Planned Development. Such application shall be made by presenting a request for a preliminary determination to whether a parcel qualifies for the PD option.

8
9
10 b. ~~The~~ request shall be submitted to the Township. ~~The and the~~ submission shall include the information required below.

- 11
12
13
14 1. Proof the criteria set forth in the Criteria for Qualification section above, are or will be met.
- 15
16
17 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.
- 18
19
20
21 3. A plan to protect natural features or preservation of open space or greenbelts.
- 22
23
24 4. A storm water management plan incorporating low impact development (LID) water quality technologies, such as, but not limited to, rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and filtered storm water structures.
- 25
26
27
28

1 b.5. The Planning Commission shall review the applicant's request for qualification. If
2 approved, the applicant may then continue to prepare a PD Plan on which a final
3 determination will be determined. An approved request for qualification is not a
4 guarantee for final PD approval.

5
6 c. Based on the documentation presented, the Planning Commission shall make a
7 preliminary determination about whether a parcel(s) qualifies for the PD option under
8 the Criteria for Qualification in Section 19. 3. If approved, the applicant may then
9 continue to prepare a PD plan on which a final determination will be made. An approved
10 request for qualification is not a guarantee for final PD approval.

11
12 ~~c. Based on the documentation presented, the Planning Commission shall make a preliminary~~
13 ~~determination about whether a parcel qualifies for the PD option under the Criteria for~~
14 ~~Qualification. The submittal must include:~~

15
16 ~~1. Proof the criteria set forth in the Criteria for Qualification section above, are or will be~~
17 ~~met.~~

18
19 ~~2. A schematic land use plan containing enough detail to explain the role of open space;~~
20 ~~location of land use areas, streets providing access to the site, pedestrian and vehicular~~
21 ~~circulation within the site; dwelling unit density and types; and buildings or floor areas~~
22 ~~contemplated, as applicable.~~

23
24 ~~3. A plan to protect natural features or preservation of open space or greenbelts.~~

25
26 ~~4. A storm water management plan incorporating low impact development (LID) water~~
27 ~~quality technologies, such as, but not limited to, rain gardens, rooftop gardens, vegetated~~
28 ~~swales, cisterns, permeable pavers, porous pavement, and filtered storm water~~
29 ~~structures.~~

30
31 ~~5. The Planning Commission shall review the applicant's request for qualification. If~~
32 ~~approved, the applicant may then continue to prepare a PD Plan on which a final~~
33 ~~determination will be determined.~~

34
35 **19.819.7.2 SUBMITTAL SUBMISSION OF PLANNED DEVELOPMENT PLAN AND APPLICATION**
36 **MATERIALS**

37 The application, reports, and drawings shall be filed in paper and digital format. All drawings
38 shall be provided to the Township in ~~the most recent release of~~ AutoCad™, MicroStation, or
39 similar site civil / architectural drawing format requested by the Planning Commission. Other
40 graphics and exhibits, text and tabular information shall be provided in Adobe Acrobat™ "pdf"
41 format. All drawings shall be created at a scale not smaller than one (1) inch equals one
42 hundred (100) feet, unless otherwise approved by the Township.

43
44 a. Submittal of A Proposed PD Pplan application shall be submitted to the Township for
45 review that contains. An application shall be made to the Township for review and
46 recommendation by the Planning Commission of the following:

47 a-

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1. A boundary survey of the exact acreage prepared by a registered land surveyor or civil engineer ~~(scale not smaller than one inch equals one hundred (100) feet or less if approved by the Township).~~
2. A topographic map of the entire area at a contour interval of not more than two feet. This map shall show all major stands of trees, bodies of water, wetlands and unbuildable areas ~~(scale: not smaller than one inch equals one hundred (100) feet) or less if approved by the Township).~~
3. A proposed development plan showing the following, but not limited to: at a scale no smaller than one inch equals one hundred (100) feet or less if approved by the Township, including, but not limited to the following:
 - a) Land use areas represented by the zoning districts listed as A-1, R-1, R-2, R-3, ~~B1S, B-2, B-3~~ MHN, C, CF, and-or B-4 of this Ordinance.
 - b) Vehicular circulation including major drives and location of vehicular access including cross sections of public streets or private places.
 - c) Transition treatment, including minimum building setbacks to land 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.
 - e)f) The general location and type of all Low Impact Development (LID) storm water management technologies.
 - f)g) Location of all wetlands, water and watercourses, proposed water detention areas and depth to groundwater.
 - g)h) The boundaries of open space areas that are to be preserved or reserved and an indication of the proposed ownership.
 - h)i) A schematic landscape treatment plan for open space areas, streets and border/transition areas to adjoining properties.
 - i)j) A preliminary grading plan, showing the extent of grading and delineating any areas, which are not to be graded or disturbed.
 - j)k) A public or private water distribution, storm and sanitary sewer plan.
 - k)l) Elevations of the proposed buildings using durable and traditional building materials shall be used. Materials such as exterior insulation

1 finish system (EIFS), fluted concrete masonry units, concrete panels,
2 panel brick, and scored concrete masonry unit block are not considered
3 durable and traditional building materials.

4
5 ~~4)m~~A written statement explaining in detail the full intent of the applicant,
6 showing dwelling units types or uses contemplated and resultant
7 population, floor area, parking and supporting documentation, including
8 the intended schedule of development.

9
10 4. A market study, traffic impact study, and /or environmental impact assessment,
11 if requested by the Planning Commission or Board of Trustees.

12
13 5. A pattern book or design guidelines manual if requested by the Planning
14 Commission or Board of Trustees.

15
16 5.b. The Township Zoning Administrator and/or Planner will review the PD plan application
17 for completeness. Once deemed complete, the Township Zoning Administrator and/or
18 Planner shall notify the Planning Commission Chair who will place the application on the
19 agenda for a preliminary review by the Planning Commission.

20
21 **19.919.7.3 PRELIMINARY REVIEW AND APPROVAL OF PLANNED DEVELOPMENT**

22 Planning Commission Review of Proposed PD Plan:

23
24 ~~a.~~ ~~The Planning Commission shall hold a public hearing on the PD plan and shall give notice~~
25 ~~as provided in Section 9.1.2 (c).~~

26
27 ~~b.a.~~ ~~After the public hearing, the Planning Commission shall report its findings and~~
28 ~~recommendation to the Board. Upon notification from the Township Zoning~~
29 ~~Administrator and/or Planner of a complete PD plan application, ~~the~~ the Planning~~
30 ~~Commission shall review the proposed PD plan and make a determination about the~~
31 ~~proposal's qualification for the PD option and for adherence to the following objectives~~
32 ~~and requirements:~~

33
34 1. The proposed PD adheres to the conditions for qualification of the PD option and
35 promotes the land use goals and objectives of the Township.

36
37 2. All applicable provisions of this Article shall be met. If any provision of this Article
38 shall be in conflict with the provisions of any other section of this Article, the
39 provisions of this Section shall apply to the lands embraced within a PD area.

40
41 3. There will be at the time of development, an acceptable means of disposing of
42 sanitary sewage and of supplying the development with water and the road
43 network, storm water drainage system, and other public infrastructure and
44 services are satisfactory.

45
46 b. The Planning Commission shall hold a public hearing on the PD plan and shall give notice
47 as provided in Section 9.1.2(c).

1 [3-c. After the public hearing and review, the Planning Commission shall report its findings and](#)
2 [recommendations to the Township Board.](#)

3
4 **19.1019.7.4 FINAL REVIEW AND APPROVAL OF PLANNED DEVELOPMENT**

- 5
6 a. On receiving the report and recommendation of the Planning Commission, the Board shall
7 review all findings. If the Board shall decide to grant the application, it shall direct the
8 Township attorney to prepare a contract setting forth the conditions on which such
9 approval is based. Once the contract is prepared it shall be signed by the Township and
10 the applicant.
- 11
12 b. The agreement shall become effective on execution after its approval. The agreement
13 shall be recorded at the Grand Traverse County Register of Deeds' office.
- 14
15 c. Once an area has been included with a plan for PD and the [Township](#) Board has approved
16 such plan, no development may take place in such area nor may any use of it be made
17 except under such plan or under a Board-approved amendment, unless the plan is
18 terminated.
- 19
20 d. An approved plan may be terminated by the applicant or the applicant's successors or
21 assigns, before any development within the area involved, by filing with the Township
22 and recording in the [Grand Traverse County Register of Deeds records](#) an affidavit so
23 stating. The approval of the plan shall terminate on such recording.
- 24
25 e. No approved plan shall be terminated after development begins except with the approval
26 of the Board and of all parties in interest in the land.
- 27
28 [f.](#) Within one year following ~~approval~~ [execution](#) of the PD contract by the [Township](#) Board,
29 final plats or site plans for an area embraced within the PD must be filed as provided. If
30 such plats or plans have not been filed within the one-year period, the right to develop
31 under the approved plan ~~may shall be~~ [automatically terminated by the Township unless](#)
32 [an extension is requested in writing by the applicant and authorized by the Township](#)
33 [Board. The Township Board may authorize an extension of up to one \(1\) year.](#)
- 34
35 [f.g.](#) [The termination of a PD contract involving a density transfer shall nullify the transaction](#)
36 [and all transferred densities shall return to the original sending parcel\(s\). The return of](#)
37 [the transferred densities shall be recorded at the Grand Traverse County Register of](#)
38 [Deeds' office.](#)

39
40 **19.1119.8 SUBMISSION OF FINAL PLAT, SITE PLANS; SCHEDULE FOR COMPLETION OF PLANNED**
41 **DEVELOPMENT**

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

- 45
46 a. Review and approval of site plans shall comply with Article VIII; Site Plans, as well as this
47 Section except as otherwise modified in the approved plan. Review and approval of plats

1 shall comply with Section 5.7 of Article V: [Zoning Board of Appeals](#) of the Township [Zoning](#)
2 Ordinance as well as the requirements of this Section.

3
4 **b.** Before approving of any final plat or plan, the Planning Commission shall decide that:

- 5
6 1. All portions of the project area shown on the approved plan for the PD for use by
7 the public or the residents of lands within the PD have been committed to such
8 uses under the PD contract;
- 9
10 2. The final plats or site plans are in conformity with the approved contract and plan
11 for the PD;
- 12
13 3. Provisions have been made under the PD contract to provide for the financing of
14 any improvements shown on the project area plan for open spaces and common
15 areas which are to be provided by the applicant and that maintenance of such
16 improvements is assured under the PD contract.
- 17
18 4. If development of approved final plats or site plans is not substantially completed
19 in three years after approval, further final submittals under the PD shall stop until
20 the part in question is completed or cause can be shown for not completing same.

21
22 **c.** The applicant shall be required, as the planned development is built, to provide the
23 Township with “as built” drawings in both paper and digital format [following the same](#)
24 [provisions outlined in Section 19.7.](#)

25
26 **19.1219.9FEES**

27 Fees for review of PD plans under this Section shall be established by resolution of the Township
28 Board.

29
30 **19.1319.10INTERPRETATION OF APPROVAL**

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

33
34 **19.1419.11AMENDMENTS TO PLANNED DEVELOPMENT PLAN**

35 Proposed amendments or changes to an approved PD plan shall be presented to the Planning
36 Commission [following the same procedures for amending a Special Use Permit outlined in Section](#)
37 [9.1.4.](#) The Planning Commission shall decide whether the proposed modification is of such minor
38 nature as not to violate the area and density requirements or to affect the overall character of
39 the plan, and in such event may approve or deny the proposed amendment. If the Planning
40 Commission decides the proposed amendment is material in nature, the Planning Commission
41 and Township Board shall review the amendment under the provisions and procedures of this
42 [Chapter/Article](#) as they relate to final approval of the Planned Development.

1 public utilities, drainage and other essential services has been approved by the Township Board
2 which has been, is being, or will be developed under the approved plan.
3

4 **19.3 CRITERIA FOR QUALIFICATIONS**

5 To qualify for the Planned Development option, it must be demonstrated that all of the following
6 criteria will be met:
7

- 8 a. The properties are zoned R-1, R-2, R-3, A-1, MHN, C, CF, or B-4 Districts.
9
- 10 b. The use of this option shall not be for the sole purpose of avoiding the applicable zoning
11 requirements. Any permission given for any activity, building, or use not normally allowed
12 shall result in an improvement to the public health, safety and welfare in the area
13 affected.
14
- 15 c. The PD shall not be used where the same land use objectives can be carried out by the
16 application of conventional zoning provisions or standards. Problems or constraints
17 presented by applicable zoning provisions shall be identified in the PD application.
18
- 19 d. The PD option may be effectuated only when the proposed land use will not materially
20 add service and facility loads beyond those considered in the Township Master Plan, and
21 other public agency plans, unless the proponent can prove to the sole satisfaction of the
22 Township that such added loads will be accommodated or mitigated by the proponent as
23 part of the Planned Development.
24
- 25 e. The PD shall not be allowed solely as a means of increasing density or as a substitute for
26 a variance request; such objectives should be pursued through the normal zoning process
27 by seeking a zoning change or variance.
28
- 29 f. The Planned development must meet, as a minimum, five (5) of the following nine (9)
30 objectives of the Township. If the Planned Development involves a density transfer it shall
31 include objective f(9) in addition to its five (5) objectives.
32
 - 33 1. To permanently preserve open space or natural features because of their
34 exceptional characteristics, or because they can provide a permanent transition
35 or buffer between land uses.
36
 - 37 2. To permanently establish land use patterns which are compatible or which will
38 protect existing or planned uses.
39
 - 40 3. To accept dedication or set aside open space areas in perpetuity.
41
 - 42 4. To provide alternative uses for parcels which can provide transition buffers to
43 residential areas.
44
 - 45 5. To promote the goals and objectives of the Township Master Plan.
46
 - 47

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 Planned Development 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.

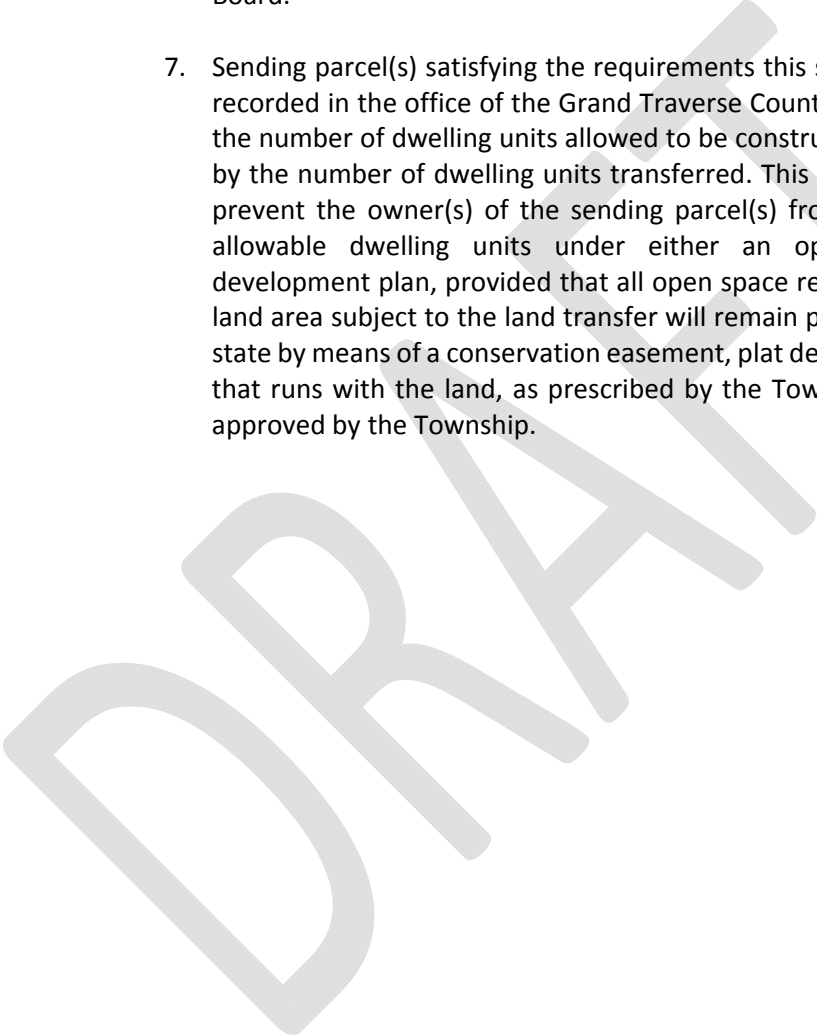
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2. A proposed development plan (subdivision and/or site plan) for the receiving parcel.
 3. Density calculations for both the sending and receiving parcels.
- b. Upon receipt of a Special Use Permit application for a density transfer the Township shall 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 parcel(s) contains no more than 10% wetlands
 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 if:
 - a) The sending parcel(s) is deemed to contain unique natural, cultural, or historical features which should be preserved

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- 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.



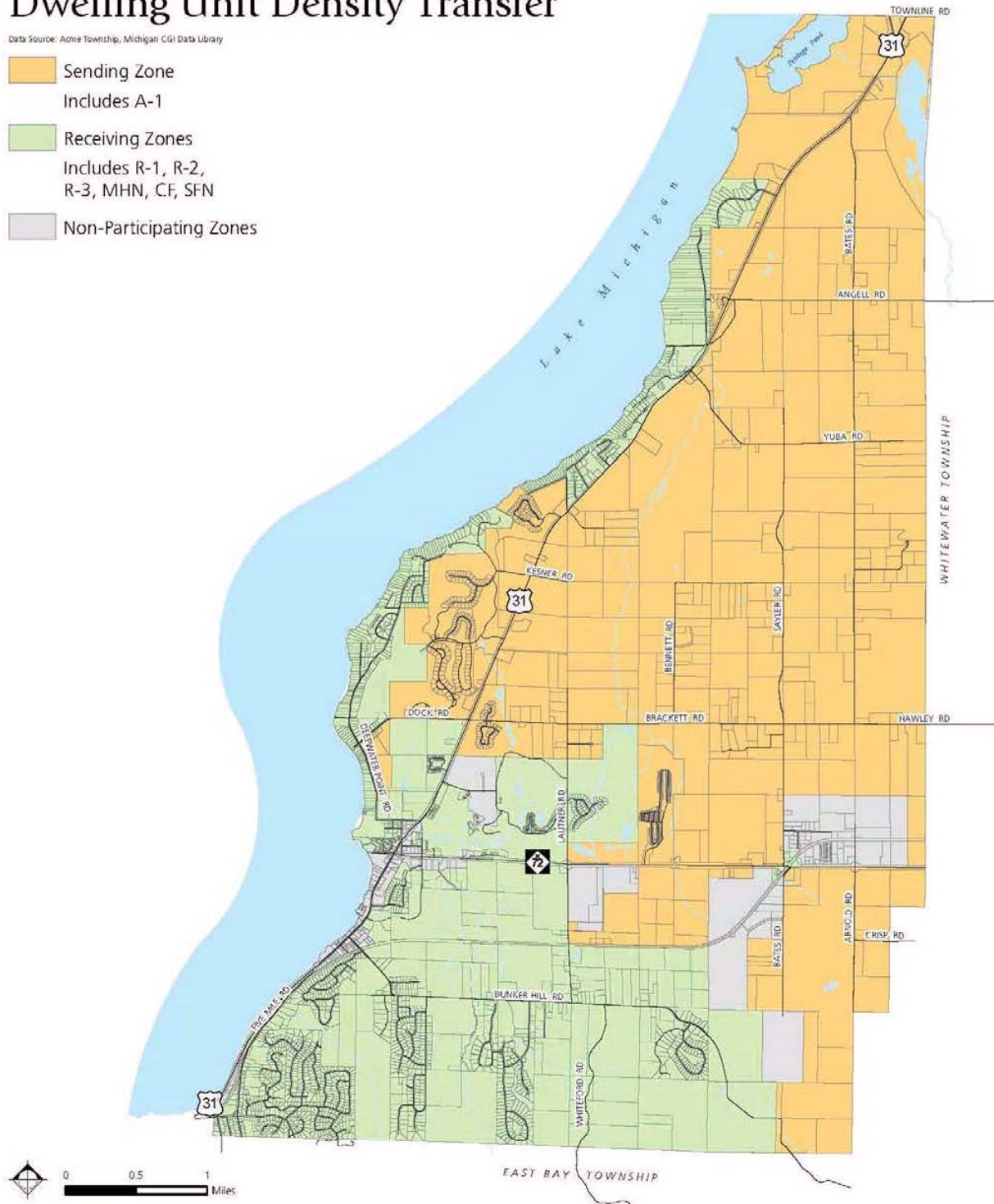
1 **Figure 19.1:** Density Transfer Sending and Receiving Zones

ACME TOWNSHIP

Dwelling Unit Density Transfer

Data Source: Acme Township, Michigan CGI Data Library

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

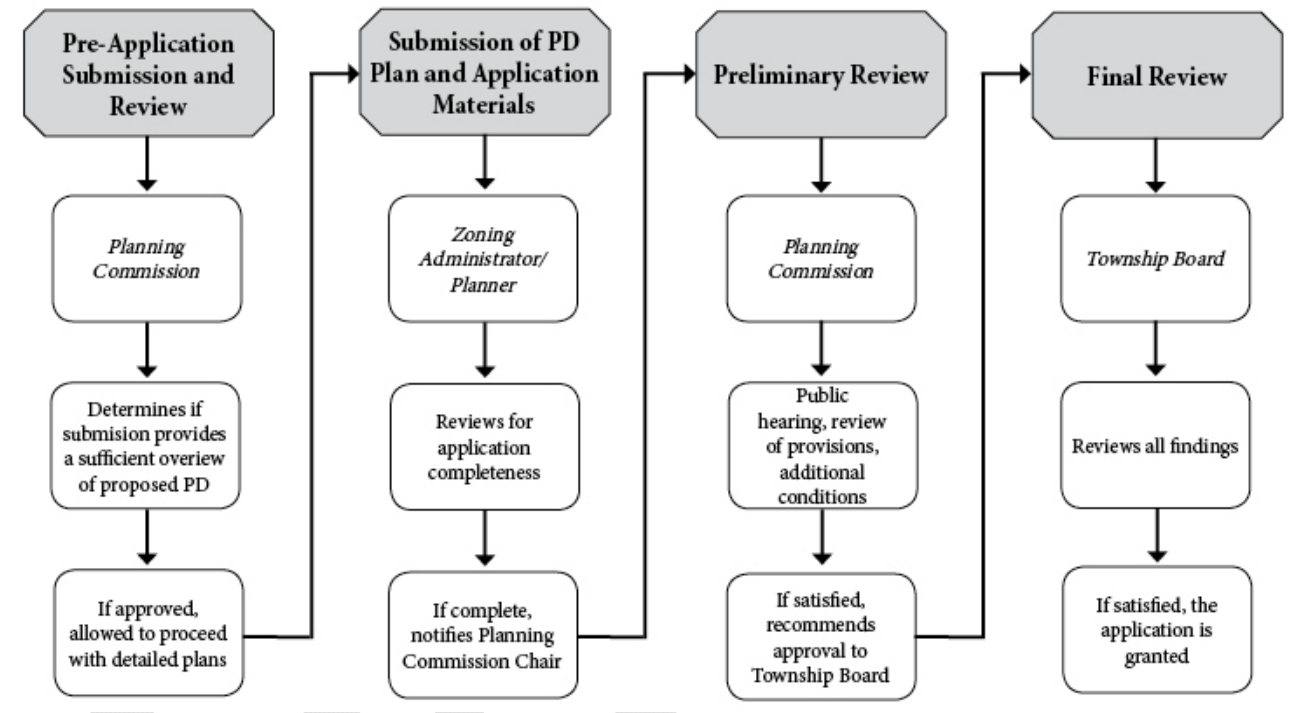


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1 **19.7 PLANNED DEVELOPMENT APPLICATION SUBMISSION AND REVIEW PROCEDURES**

2 The PD application submission and review procedures follow four (4) primary steps: 1) pre-
3 application submission and review, 2) submission of PD plan and application materials, 3)
4 preliminary review and approval of the PD, and 4) final review and approval of the PD. This
5 procedure is illustrated in the Figure 19.2 and elaborated upon in the following subsections. A PD
6 plan involving a density transfer shall have the transfer approved through a Special Use Permit as
7 outlined in Section 19.6 after the pre-application submission and review step.
8
9

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



11
12
13 **19.7.1 PRE-APPLICATION SUBMISSION AND REVIEW**

- 14
15 a. Any person owning or controlling land in the Township may make application for
16 consideration of a Planned Development. Such application shall be made by presenting
17 a request for a preliminary determination to whether a parcel qualifies for the PD option.
18
19 b. The request shall be submitted to the Township and the submission shall include the
20 information required below.
21
22 1. Proof the criteria set forth in the Criteria for Qualification section above, are or
23 will be met.
24
25 2. A schematic land use plan containing enough detail to explain the role of open
26 space; location of land use areas, streets providing access to the site, pedestrian
27 and vehicular circulation within the site; dwelling unit density and types; and
28 buildings or floor areas contemplated, as applicable.

3. A plan to protect natural features or preservation of open space or greenbelts.
 4. A storm water management plan incorporating low impact development (LID) water quality technologies, such as, but not limited to, rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and filtered storm water structures.
 5. The Planning Commission shall review the applicant's request for qualification. If approved, the applicant may then continue to prepare a PD Plan on which a final determination will be determined. An approved request for qualification is not a guarantee for final PD approval.
- c. Based on the documentation presented, the Planning Commission shall make a preliminary determination about whether a parcel(s) qualifies for the PD option under the Criteria for Qualification in Section 19. 3. If approved, the applicant may then continue to prepare a PD plan on which a final determination will be made. An approved request for qualification is not a guarantee for final PD approval.

19.7.2 SUBMISSION OF PLANNED DEVELOPMENT PLAN AND APPLICATION MATERIALS

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

- a. A proposed PD plan application shall be submitted to the Township for review that contains the following:
1. A boundary survey of the exact acreage prepared by a registered land surveyor or civil engineer.
 2. A topographic map of the entire area at a contour interval of not more than two feet. This map shall show all major stands of trees, bodies of water, wetlands and unbuildable areas
 3. A proposed development plan showing the following, but not limited to:
 - a) Land use areas represented by the Zoning Districts listed as A-1, R-1, R-2, R-3, MHN, C, CF, or B-4 of this Ordinance.
 - b) Vehicular circulation including major drives and location of vehicular access including cross sections of public streets or private places.
 - c) Transition treatment, including minimum building setbacks to land adjoining the PD and between different land use areas within the PD.

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- 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:

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

19.7.4 FINAL REVIEW AND APPROVAL OF PLANNED DEVELOPMENT

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

- 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 planned development is built, to provide the
43 Township with "as built" drawings in both paper and digital format following the same
44 provisions outlined in 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 Planned Development.

DRAFT

PROPOSED AMENDMENT TO THE ACME TOWNSHIP ZONING ORDINANCE
AMENDMENT 039 – SITE PLAN REVIEW
ARTICLE 8: SITE PLANS VIII

~~1.8.~~ 8.0 **SITE PLAN REVIEW REQUIREMENT:**

This Article governs the processes and standards for all uses and structures for which site plan approval is required under other provisions of this ordinance. Site plans for special uses shall receive a recommendation from the Township Planning Commission and a final decision by the Township Board. The Planning Commission shall make the final decision on site plans that are not related to special uses.

~~1.9.~~ 8.1 **PROCEDURES:**

~~1.9.1~~ 8.1.1 **SITE PLANS FOR SPECIAL USES:**

Site plans for special uses will be processed according to this Article and any applicable procedures for special uses in Article IX.

~~8.1.2~~ SITE PLANS FOR ADMINISTRATIVE REVIEW

Site Plans for uses that are Permitted by Right in the SFN, MHN, CS, C, CF, and B-4 Zoning Districts are processed by Administrative Review and shall follow the requirements outlined in Section 8.1.4, except if the proposed site plan is within 500 feet of Acme Creek or Yuba Creek, or generates 500 or more trips ends as determined by proposed land use activity based on the most recent edition of the Trip Generation Manual published by the Institute of Transportation Engineers. Under this exception the site plan shall be reviewed under Section 8.1.3.

a. The Administrative Review Committee shall consist of three members: the Zoning Administrator, Chairperson of the Planning Commission or their designee, and a Planning Commissioner. The Planning Commission shall also select a member to be an Alternate to the Administrative Review Committee. The Alternate shall attend if the Chairperson or Planning Commission member cannot attend the review meeting.

b. The Planning Commission shall make these appointments to the Administrative Review Committee at the same annual meeting where the Planning Commission elects its officers.

~~1.9.2~~ 8.1.3 **SITE PLANS NOT INVOLVING A SPECIAL USE OR ADMINISTRATIVE REVIEW FOR USES OTHER THAN SPECIAL USES:**

Site plans for uses other than special uses or administrative review will be processed using the following procedures.

STEP 1: The Zoning Administrator shall review the application and determine whether it contains all of the required information. If the Zoning Administrator determines the application is not complete, he or she shall notify the applicant of what additional information is required.

~~STEP 2: Once the Zoning Administrator determines the application is complete, he or she they shall inform the Chairperson of the Planning Commission, who shall set the date for review of the applications shall schedule it for review by the Planning Commission. The Planning Commission or its Chairperson may elect to hold a public hearing on the application, but a public hearing is not required. If a public hearing is held, the Township shall give notice of the public hearing pursuant to the Michigan Zoning Enabling Act. The Chairperson may, at his or her discretion, place the application on the Planning Commission's agenda for discussion prior to the public hearing. The Planning Commission may also keep the public hearing open for any and all additional Planning Commission meetings where the application is discussed.~~

~~STEP 3: After the public hearing, and adequate review and study of the application, the Township Planning Commission shall make a decision on the application, including its findings and any conditions. If a separate document is not prepared, the Planning Commission's meeting minutes will serve as its findings.~~

1.9.3 8.1.4 APPLICATION REQUIREMENTS:

The required contents of an application for site plan approval are:

- ~~a.c.~~ A site plan drawn to scale of 1" - 50' ~~(unless the Zoning Administrator specifies otherwise),~~ of all property ~~involved in the special land use,~~ showing the location of all abutting streets, the location of all existing and proposed structures and their uses, and the location and extent of all above and below ground development, both existing and proposed.
- ~~b.d.~~ ~~If requested by the Planning Commission, elevations~~ Elevations (front, side and rear) for all the proposed development structures.
- ~~c.e.~~ All information required by any other provision of this ordinance governing the land use or structure for which site plan approval is sought.
- ~~f.~~ ~~The Planning Commission may require a written Impact Assessment. In the case of a site plan application related to a special use, the Township Board may also require an Impact Assessment if the Planning Commission does not. An Impact Assessment shall include the following information:~~ Site Plan and supporting Written Documentation shall include the following:

<u>Site Plan Item</u>	<u>Description</u>	<u>Shown on Site Plan</u>	<u>Written Documentation</u>
<u>1</u>	<u>A description of the environmental characteristics of the site prior to development, i.e.: topography, soils, vegetative cover, drainage, streams, creeks or ponds, as well as, the delineation of these features on the site plan drawing.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>2</u>	<u>Types of uses and other man-made facilities</u>		<input checked="" type="checkbox"/>

<u>3</u>	<u>The number of: people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic</u>		<input checked="" type="checkbox"/>
<u>4</u>	<u>Phasing of the project, including ultimate development proposals</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>5</u>	<u>Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water.</u>	<input checked="" type="checkbox"/>	
<u>6</u>	<u>The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.</u>		<input checked="" type="checkbox"/>
<u>7</u>	<u>The method to be used to serve the development with water and sanitary sewer facilities</u>		<input checked="" type="checkbox"/>
<u>8</u>	<u>The location, size, and routing of water and sanitary sewer facilities</u>	<input checked="" type="checkbox"/>	
<u>9</u>	<u>Plans for storm water control and drainage, including measures to be used during construction</u>	<input checked="" type="checkbox"/>	
<u>10</u>	<u>Storm water calculations; and if requested storm water modeling data.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>11</u>	<u>If public sewers are not available to the site the applicant shall submit a current approval from the health department or other responsible public agency indicating approval of plans for sewage treatment.</u>		<input checked="" type="checkbox"/>
<u>12</u>	<u>The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.</u>		<input checked="" type="checkbox"/>
<u>13</u>	<u>An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects</u>		<input checked="" type="checkbox"/>
<u>14</u>	<u>Location of known Air Sheds and how the proposed use impacts this natural feature.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>15</u>	<u>Plans to control soil erosion and sedimentation. if</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>16</u>	<u>Incorporation of low impact development storm water technologies and other best management practices such as, but not limited to,– rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and filtered stormwater structures.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>17</u>	<u>Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.</u>	<input checked="" type="checkbox"/>	
<u>18</u>	<u>Location of any or required cross access management easements.</u>	<input checked="" type="checkbox"/>	

19	<u>Location of pedestrian and non-motorized facilities; if required.</u>	<input checked="" type="checkbox"/>	
20	<u>Landscaping plan</u>	<input checked="" type="checkbox"/>	
21	<u>General description of deed restrictions and/or cross access management easements, if any or required.</u>		<input checked="" type="checkbox"/>
22	<u>Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23	<u>Sealed drawings from a licensed architect, engineer, or landscape architect.</u>	<input checked="" type="checkbox"/>	

g. Properties located in the SFN, MHN, CS, C and CF zoning districts may require site and building information, in addition to that specified in Section 8.1.4.

d.h. All site plan drawings shall be submitted on sheets 24 inches by 36 inches and in digital form in AutoCad™ format.

- ~~1. 8.2 A written description of the environmental characteristics of the site prior to development, i.e.: topography, soils, vegetative cover, drainage, streams, creeks or ponds~~
- ~~2. Types of uses and other man-made facilities~~
- ~~3. The number of: people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic~~
- ~~4. Phasing of the project, including ultimate development proposals~~
- ~~5. Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.~~
- ~~6. The method to be used to serve the development with water and sanitary sewer facilities~~
- ~~7. Plans for storm water control and drainage, including measures to be used during construction~~
- ~~8. If public sewers are not available to the site the applicant shall submit a current approval from the health department or other responsible public agency indicating approval of plans for sewage treatment.~~
- ~~9. The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.~~
- ~~10. An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects.~~

1 ~~11. Name(s) and address(es) of person(s) responsible for preparation of statement~~

2 ~~12. Plans to control soil erosion and sedimentation, including any input from the Grand~~
3 ~~Traverse County Drain Commissioner~~

4 ~~13. Type, direction, and intensity of outside lighting~~

5 ~~14. General description of deed restrictions, if any~~
6

7 **1.9.4 STANDARDS FOR SITE PLAN REVIEW:**

8 The Township shall not approve a site plan unless it meets each and every one of the
9 following standards that are applicable to the use under consideration:

10
11 ~~a. That the applicant may legally apply for site plan review.~~

12 b. That all required information has been provided.

13 c. That the proposed development conforms to all regulations of the zoning
14 district in which it is located and all other applicable standards and
15 requirements of this ordinance, including but not limited to all supplementary
16 regulations.

17 d. That the plan meets the requirements of Acme Township for fire and police
18 protection, water supply, sewage disposal or treatment, storm, drainage, and
19 other public facilities and services.

20 e. That the plan meets the standards of other governmental agencies where
21 applicable, and that the approval of these agencies has been obtained or is
22 assured.

23 f. That natural resources will be preserved to a maximum feasible extent, and that
24 areas to be left undisturbed during construction shall be so indicated on the
25 site plan and at the site per se.

26 g. That the proposed development property respects floodways and flood plains
27 on or in the vicinity of the subject property.

28 h. That the soil conditions are suitable for excavation and site preparation, and
29 that organic, wet, or other soils which are not suitable for development will
30 either be undisturbed, or modified in an acceptable manner.

31 i. That the proposed development will not cause soil erosion or sedimentation
32 problems.

33 j. That the drainage plan for the proposed development is adequate to handle
34 anticipated storm water runoff, and will not cause undue runoff onto
35 neighboring property or overloading of water courses in the area.

- 1 k. That grading or filling will not destroy the character of the property or the
2 surrounding area, and will not adversely affect the adjacent or neighboring
3 properties.
- 4 l. That structures, landscaping, landfills or other land uses will not disrupt air
5 drainage systems necessary for agricultural uses.
- 6 m. That phases of development are in a logical sequence, so that any one phase
7 will not depend upon a subsequent phase for adequate access, public utility
8 services, drainage, or erosion control.
- 9 n. That the plan provides for the proper expansion of existing facilities such as
10 public streets, drainage systems, and water and sewage facilities.
- 11 o. That landscaping, fences or walls may be required when appropriate to meet
12 the objectives of this Ordinance.
- 13 p. That parking layout will not adversely affect the flow of traffic within the site,
14 or to and from the adjacent streets.
- 15 q. That vehicular and pedestrian traffic within the site, and in relation to streets
16 and sidewalks serving the site, shall be safe and convenient.
- 17 r. That outdoor storage of garbage and refuse is contained, screened from view,
18 and located so as not be a nuisance to the subject property or neighboring
19 properties.
- 20 s. That the proposed site is in accord with the spirit and purpose of this Ordinance,
21 and not inconsistent with, or contrary to, the objectives sought to be
22 accomplished by this Ordinance and the principles of sound planning.

23 **1.9.5 8.3 APPROVAL AND CONDITIONS:**

- 24
- 25 ~~a. A site plan shall be approved if it contains the information required by the~~
26 ~~Zoning Ordinance and is in compliance with the Zoning Ordinance and the~~
27 ~~conditions imposed under the ordinance, other township planning documents~~
28 ~~other applicable ordinances, and state and federal statutes.~~
- 29 b. Conditions: The Site Plan Administrative Review Committee and/or the
30 Planning Commission may impose reasonable conditions on any site plan
31 approval. The conditions may include conditions necessary to ensure that
32 public services and facilities affected by a proposed land use or activity will be
33 capable of accommodating increased service and facility loads caused by the
34 land use or activity, to protect the natural environment and conserve natural
35 resources and energy, to insure compatibility with adjacent uses of land, and to
36 promote the use of land in a socially and economically desirable manner.
- 37 c. Conditions imposed shall:

- 1 1. Be designed to protect natural resources, the health, safety, and welfare,
2 as well as the social and economic well-being, of those who will use the
3 land use or activity under consideration, residents and landowners
4 immediately adjacent to the proposed land use or activity, and the
5 community as a whole.
- 6 2. Be related to the valid exercise of the police power and purposes which
7 are affected by the proposed use or activity.
- 8 3. Be necessary to meet the intent and purpose of the zoning requirements,
9 be related to the standards established in the zoning ordinance for the
10 land use or activity under consideration, and be necessary to ensure
11 compliance with those standards. The breach of any condition shall be
12 grounds for revoking the site plan approval.

13 **1.9.6 8.4 EXPIRATION, REAPPLICATION, REVOCATION, AMENDMENT AND**
14 **PERFORMANCE GUARANTEES:**

15 The provisions for expiration, reapplication, revocation, amendment and performance
16 guarantees for a site plan approval shall be the same as the procedures for expiration,
17 reapplication, revocation, amendment and performance guarantees for a special use.
18 Those procedures are set forth in Section 9.1, below. However, the final decision on a
19 major amendment to a site plan that is not related to a special use shall be made by the
20 Planning Commission instead of the Township Board.
21

1 STEP 2: Once the Zoning Administrator determines the application is complete, they shall
 2 schedule it for review by the Planning Commission.
 3

4 STEP 3: After adequate review and study of the application, the Township Planning
 5 Commission shall make a decision on the application, including its findings and any
 6 conditions. If a separate document is not prepared, the Planning Commission's meeting
 7 minutes will serve as its findings.

8 **8.1.4 APPLICATION REQUIREMENTS:**

9 The required contents of an application for site plan approval are:

- 10
- 11 c. A site plan drawn to scale of 1" - 50' of all property showing the location of all
 12 abutting streets, the location of all existing and proposed structures and their
 13 uses, and the location and extent of all above and below ground development,
 14 both existing and proposed.
- 15 d. Elevations (front, side and rear) for all proposed structures.
- 16 e. All information required by any other provision of this ordinance governing the
 17 land use or structure for which site plan approval is sought.
- 18 f. The Site Plan and supporting Written Documentation shall include the
 19 following:

Site Plan Item	Description	Shown on Site Plan	Written Documentation
1	A description of the environmental characteristics of the site prior to development, i.e.: topography, soils, vegetative cover, drainage, streams, creeks or ponds, as well as, the delineation of these features on the site plan drawing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Types of uses and other man-made facilities		<input checked="" type="checkbox"/>
3	The number of: people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic		<input checked="" type="checkbox"/>
4	Phasing of the project, including ultimate development proposals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water.	<input checked="" type="checkbox"/>	
6	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.		<input checked="" type="checkbox"/>

7	The method to be used to serve the development with water and sanitary sewer facilities		<input checked="" type="checkbox"/>
8	The location, size, and routing of water and sanitary sewer facilities	<input checked="" type="checkbox"/>	
9	Plans for storm water control and drainage, including measures to be used during construction	<input checked="" type="checkbox"/>	
10	Storm water calculations; and if requested storm water modeling data.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	If public sewers are not available to the site the applicant shall submit a current approval from the health department or other responsible public agency indicating approval of plans for sewage treatment.		<input checked="" type="checkbox"/>
12	The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		<input checked="" type="checkbox"/>
13	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects		<input checked="" type="checkbox"/>
14	Location of known Air Sheds and how the proposed use impacts this natural feature.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	Plans to control soil erosion and sedimentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Incorporation of low impact development storm water technologies and other best management practices such as, but not limited to, rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and filtered stormwater structures.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.	<input checked="" type="checkbox"/>	
18	Location of any or required cross access management easements.	<input checked="" type="checkbox"/>	
19	Location of pedestrian and non-motorized facilities; if required.	<input checked="" type="checkbox"/>	
20	Landscaping plan	<input checked="" type="checkbox"/>	
21	General description of deed restrictions and/or cross access management easements, if any or required.		<input checked="" type="checkbox"/>
22	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23	Sealed drawings from a licensed architect, engineer, or landscape architect.	<input checked="" type="checkbox"/>	

- 1 g. Properties located in the SFN, MHN, CS, C and CF zoning districts may require
2 site and building information, in addition to that specified in Section 8.1.4.
- 3 h. All site plan drawings shall be submitted on sheets 24 inches by 36 inches and
4 in digital form in AutoCad™ format.

5 **8.2 STANDARDS FOR SITE PLAN REVIEW:**

6 The Township shall not approve a site plan unless it meets each and every one of the
7 following standards that are applicable to the use under consideration:

- 8 a. That the applicant may legally apply for site plan review.
- 9 b. That all required information has been provided.
- 10 c. That the proposed development conforms to all regulations of the zoning
11 district in which it is located and all other applicable standards and
12 requirements of this ordinance, including but not limited to all supplementary
13 regulations.
- 14 d. That the plan meets the requirements of Acme Township for fire and police
15 protection, water supply, sewage disposal or treatment, storm, drainage, and
16 other public facilities and services.
- 17 e. That the plan meets the standards of other governmental agencies where
18 applicable, and that the approval of these agencies has been obtained or is
19 assured.
- 20 f. That natural resources will be preserved to a maximum feasible extent, and that
21 areas to be left undisturbed during construction shall be so indicated on the
22 site plan and at the site per se.
- 23 g. That the proposed development property respects floodways and flood plains
24 on or in the vicinity of the subject property.
- 25 h. That the soil conditions are suitable for excavation and site preparation, and
26 that organic, wet, or other soils which are not suitable for development will
27 either be undisturbed, or modified in an acceptable manner.
- 28 i. That the proposed development will not cause soil erosion or sedimentation
29 problems.
- 30 j. That the drainage plan for the proposed development is adequate to handle
31 anticipated storm water runoff, and will not cause undue runoff onto
32 neighboring property or overloading of water courses in the area.
- 33 k. That grading or filling will not destroy the character of the property or the
34 surrounding area, and will not adversely affect the adjacent or neighboring
35 properties.
- 36

1 immediately adjacent to the proposed land use or activity, and the
2 community as a whole.

3 2. Be related to the valid exercise of the police power and purposes which
4 are affected by the proposed use or activity.

5 3. Be necessary to meet the intent and purpose of the zoning requirements,
6 be related to the standards established in the zoning ordinance for the
7 land use or activity under consideration, and be necessary to ensure
8 compliance with those standards. The breach of any condition shall be
9 grounds for revoking the site plan approval.

10 **8.4 EXPIRATION, REAPPLICATION, REVOCATION, AMENDMENT AND PERFORMANCE**
11 **GUARANTEES:**

12 The provisions for expiration, reapplication, revocation, amendment and performance
13 guarantees for a site plan approval shall be the same as the procedures for expiration,
14 reapplication, revocation, amendment and performance guarantees for a special use.
15 Those procedures are set forth in Section 9.1, below. However, the final decision on a
16 major amendment to a site plan that is not related to a special use shall be made by the
17 Planning Commission instead of the Township Board.
18

Section 6.6.4
LAND USE TABLE

ORIGINAL

6.6.4.1

Regulated Uses

Regulated uses are identified for each **ZONE** either as a Permitted Use (**P**) or a use requiring a Special Use Permit (**SUP**). If a use is blank with no designation or not listed it means it is not permitted in that zone. All uses requiring a Special Use Permit must address the General Standards listed below. If the SUP has additional standards over and above the General Standards the special provision column references that specific section of the Zoning Ordinance. Otherwise, SUP uses must meet the General Standards in 6.6.3.3.

Land Use Table					
Type	SFN	MHN	CS	C	CF
<i>Residential</i>					
Single Family	P	P	P		
Single Family Condominium Subdivisions		P			
Live / Work Unit		P		P	P
Open Space Preservation Development		P			
Duplex	P	P	P		
Multiple Family		P	SUP	P	P
Home Occupation 1	P	P	P	P	P
Home Occupation 2 or More Persons	SUP (7.7)	SUP (7.7)	SUP (7.7)		
Bed and Breakfast (5 Bedroom Maximum)	SUP (9.24)	SUP (9.24)	SUP (9.24)		
<i>Residential - Services</i>					
Nursing Home	SUP	P			
Adult Day Care Center	SUP	SUP	SUP		
Assisted Living Group Facilities	SUP	P	SUP		
State Licensed Residential	SUP	SUP	SUP		
Group Child Care Home	SUP	SUP	SUP		
<i>Public and Private</i>					
Marinas (Public or Private)			SUP		
Outdoor Public Owned Parks and Recreation Facilities	P	P	P	P	P
Public and Private Schools	P	P	P	P	P
Public Uses: Critical, Supporting and Essential	P	P	P	P	P
Churches with and without Assembly Halls		P		P	P
<i>Transportation / Utilities</i>					
Parking (Public or Private)		P	P	P	P
Wireless Telecommunication Facilities		SUP		SUP	
Public Transit Stop or Station			P	P	P

Land Use Table					
Type	SFN	MHN	CS	C	CF
Office					
Professional Offices			P	P	P
Medical / Dental Offices				P	P
Medical Urgent Care Facilities				P	P
Veterinary Clinic			P	P	
Commercial					
Mixed Use with Residential above the 1st floor				P	P
Bar / Tavern				P	P
General Retail; except with the following features				P	P
a. Alcoholic beverages				SUP	SUP
b. Floor area over 10,000 sq.ft.				SUP	SUP
c. On-site production of items sold in or out of store locations				SUP	SUP
d. Operating hours between 10pm and 7am				SUP	SUP
e. Outdoor sales and storage of cars, boats, trucks and RV's					
Restaurant, cafe and coffee shop except with the following features				P	P
a. Drive-thru facilities				SUP	
b. Drive-In facilities				SUP	
Micro brewery				P	P
Movie & Performance Theaters				SUP	P
Convenience market less than 3,500 sq.ft				P	P
Personal Services				P	P
Farmers Market				P	P
Banks and Financial; except with the following features				P	P
a. Drive-thru facilities				SUP	
Shopping Centers				SUP (9.12)	SUP (9.12)
Grocery Stores; except with the following features				P	P
a. Floor area over 10,000 sq.ft				SUP	P
b. Gasoline Service Station				SUP (9.6)	
Gasoline Service Station				SUP (9.6)	
Automotive Supply & Parts				P	
Automotive Service				SUP	
Lodging					
Hotel; except with the following features				P	P
a. Greater than 120 rooms				SUP	P
b. Conference and convention facilities				SUP	SUP

Section 6.6.4
LAND USE TABLE

DRAFT

6.6.4.1

Regulated Uses

Regulated uses are identified for each **ZONE** either as a Permitted Use (**P**) or a use requiring a Special Use Permit (**SUP**). If a use is blank with no designation or not listed it means it is not permitted in that zone. All uses requiring a Special Use Permit must address the General Standards listed in **Section 6.6.3.3**. If the SUP has additional standards over and above the General Standards the special provision column references that specific section of the Zoning Ordinance. **All new projects, including those requiring a Special Use Permit (SUP), must adhere to the regulations of Section 6.6.5 Lot and Building Placement and Section 6.6.6 Special Provisions.**

Land Use Table					
Type	SFN	MHN	CS	C	CF
<i>Residential</i>					
Single Family	P	P	P		
Single Family Condominium Subdivisions		P			
Live / Work Unit		P		P	P
Open Space Preservation Development		P			
Duplex	P	P	P		
Multiple Family		P	SUP	P	P
Home Occupation 1	P	P	P	P	P
Home Occupation 2 or More Persons	SUP (7.7)	SUP (7.7)	SUP (7.7)		
Bed and Breakfast (5 Bedroom Maximum)	SUP (9.24)	SUP (9.24)	SUP (9.24)		
<i>Residential - Services</i>					
Nursing Home	SUP	P			
Adult Day Care Center	SUP	SUP	SUP		
Assisted Living Group Facilities	SUP	P	SUP		
State Licensed Residential	SUP	SUP	SUP		
Group Child Care Home	SUP	SUP	SUP		
<i>Public and Private</i>					
Marinas (Public or Private)			SUP		
Outdoor Public Owned Parks and Recreation Facilities	P	P	P	P	P
Public and Private Schools	P	P	P	P	P
Public Uses: Critical, Supporting and Essential	P	P	P	P	P
Churches with and without Assembly Halls		P		P	P
<i>Transportation / Utilities</i>					
Parking (Public or Private)		P	P	P	P
Wireless Telecommunication Facilities		SUP		SUP	
Public Transit Stop or Station			P	P	P

Land Use Table					
Type	SFN	MHN	CS	C	CF
Office					
Professional Offices			P	P	P
Medical / Dental Offices				P	P
Medical Urgent Care Facilities				P	P
Veterinary Clinic			P	P	
Commercial					
Mixed Use with Residential above the 1st floor				P	P
Bar / Tavern				P	P
General Retail; except with the following features				P	P
a. Alcoholic beverages				SUP	SUP
b. Floor area over 10,000 sq.ft.				SUP	SUP
c. On-site production of items sold in or out of store locations				SUP	SUP
d. Operating hours between 10pm and 7am				SUP	SUP
e. Outdoor sales and storage of cars, boats, trucks and RV's					
Restaurant, cafe and coffee shop except with the following features				P	P
a. Drive-thru facilities				SUP	
b. Drive-In facilities				SUP	
Micro brewery				P	P
Movie & Performance Theaters				SUP	P
Convenience market less than 3,500 sq.ft				P	P
Personal Services				P	P
Farmers Market				P	P
Banks and Financial; except with the following features				P	P
a. Drive-thru facilities				SUP	
Shopping Centers				SUP (9.12)	SUP (9.12)
Grocery Stores; except with the following features				P	P
a. Floor area over 10,000 sq.ft				SUP	P
b. Gasoline Service Station				SUP (9.6)	
Gasoline Service Station				SUP (9.6)	
Automotive Supply & Parts				P	
Automotive Service				SUP	
Lodging					
Hotel; except with the following features				P	P
a. Greater than 120 rooms				SUP	P
b. Conference and convention facilities				SUP	SUP



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, March 1, 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, D. White, J. Zollinger
Members excused: None
Staff present: N. Edwardson, Recording Secretary

Supervisor, Zollinger, stated that Acme Township resident, Larry Belcher, had passed away today. Larry had served on the Zoning Board of Appeals for 30 years, as well as Board of Trustees, Planning Commission and Metro Fire.

A. LIMITED PUBLIC COMMENT: None

B. APPROVAL OF AGENDA:

Zollinger requested that a DPW Budget resolution be added to New Business #5 and a Resolution for sewer allocations under Old Business # 2.

Motion by White, seconded by LaPointe to approve the agenda with the two additions to New and Old Business. Motion carried by unanimous vote.

C. APPROVAL OF BOARD MINUTES

1. Draft unapproved minutes 2/2/16

**Motion by Dye , seconded by White to approve the 02/02/16 Board minutes as presented.
Motion carried by unanimous vote.**

D. INQUIRY AS TO CONFLICTS OF INTEREST:

Trustee, White, expressed concern about participating in the discussion on the Farmland Contract under New Business. He has property under future consideration for the Purchase of Development Rights (PDR) program. The Board did not feel there was a conflict.

E. REPORTS:

1. Clerk – Dye

Trustee, Scott, at the February Board meeting asked if a trustee could have a 401 plan with the township. Dye did not know at the time but reported back to Scott that at this time a trustee could not set up one but if they had an existing one with another employer they could contribute through the Township with direct deposit.

2. Parks – Henkel Received and filed

3. Legal Counsel – Jocks Received and filed

4. Sherriff – Ken Chubb

Chubb was present but did not have February stats. No activity to report.

5. County – Carol Crawford Received and filed

6. Roads – Marc McKeller Received and filed

F. SPECIAL PRESENTATIONS/DISCUSSIONS: None

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**
 - c. **North Flight January report**
 - d. **Metro Newsletter**
 - e. **Grand Traverse County Bi-monthly March/April Newsletter**
2. **APPROVAL:**
 - a. **Accounts Payable Prepaid of \$39,503.33 and Current to be approved of \$207,786.87 (Recommend approval: Cathy Dye, Clerk)**

H. ITEMS REMOVED FROM THE CONSENT CALENDAR:

LaPointe requested the Current bill report to be removed.

Motion by Jenema, seconded by Scott to approve the consent calendar with the removal of the current bills to be paid. Motion carried by unanimous roll call vote.

LaPointe questioned the Brown & Brown bill for Saylor Park rebuild. He wanted to know if there would be a refund from our insurance. Zollinger stated that the Township has received the insurance money. A resolution will be made at the April Board meeting to reflect moving this money to the proper account.

Motion by Jenema, seconded by Aukerman, to approve the concurrent bills as presented. Motion carried by unanimous roll call vote.

I. CORRESPONDENCE: None

J. PUBLIC HEARING: DNR Trust Fund Grant – Bayside Park

Shawn Winter, Zoning Administrator for Acme Township presented a overall plan view illustrating the development of the Park as recommended by the Parks and Trails committee. This is the initial conceptual plan, and some elements, as well as their precise locations, may be modified through the preliminary and construction engineering process. It is proposed that the improvements occur in three phases:

- Phase I: 2016 Summer work program
- Phase II: 2018 Michigan Natural Resources Trust Fund Development Grant
- Phase III: Future Development (Date TBD)

The elements of each phase, estimated costs, proposed funding sources, and timelines for implementation are detailed in the Board packets. Winter stated that the reoccurring theme throughout the phases is an effort to create a park that is accessible to and within for people of all ages and abilities, so that they may enjoy a variety of uses along a beautiful shoreline that is both enhanced and improved for generations to come.

Opened for Public Comments at 7:40 pm

Jim Heffner, 4050 Bayberry Lane, Williamsburg

Heffner stated that he is a member of the Parks & Trails and also lead person for the Tart Trails. He said it is a exciting time to be a resident of Acme Township. We have been putting so many key pieces into place to make this a more livable community. We have jobs created with the new Meijer store and future developments, roundabouts, beautiful bay frontage and trails. Families will now be able to ride bikes to our parks. Heffner commented it was a wonderful plan and is excited about being a part of it.

Dave Hoxsie, 6259 M72 E, Williamsburg

Hoxsie stated that his family has been in this area since the early 1850 and would be thrilled to see the state of art plans for the community. He is commendable to all for their efforts and now we are seeing the fruits of their labors.

Rob Evina, 6075 Arabian Lane, Williamsburg

Evina commented that as a resident his busy family would visit our park once or twice a month but with the plans presented tonight they will be there everyday. As a business owner in the community people will come and stay

in our local hotels, supporting local businesses and visit our parks.

Marcie Timmins, 4261 Bartlett Rd, Williamsburg

Timmins feels like it has been five years of working together to now see a plan that is not a highly maintenance one. To see growth in all directions is great. She believes there is something for everyone in the grant application and looks forward to starting the park improvements.

Kathleen Guy, 7894 Peaceful Valley Rd, Williamsburg

Guy commented just a hardy endorsement to the terrific plans. A big thank you to committees, present and past Boards who have touched this.

Kristen Salathiel, 7844 Pinedale Dr, Williamsburg

Salathiel commented what amazing plans. A big thank you to the community. She would encourage promoting our township kids to be active in our parks such as fund raising, helping to do clean up projects.

Nancy Kaetchen, 7150 Deepwater Point Rd, Williamsburg

Kaetchen commented "Yay" feels like it is going to happen. So excited!

Pat Salathiel, 4882 Five Mile Rd, Williamsburg

Salathiel commented that she has a plan for the younger kids; fund raising for a pavilion...and not the pavilions where we all will end up someday...haha...Salathiel thinks pavilions are such a community builder. She will echo what everybody else has said. This is a legacy making project and it has taken a village to make it happen.

Public Hearing closed at 7:54 pm

Zollinger returned to the Board for comment.

Trustee, Aukerman, thought it was a "classic" design. This is why we live here with the water and all. She asked about the additional \$25,000.00 needed. Zollinger commented that we will address when we do the Resolution to support using money from our endowment fund probably in 2017.

Trustee, White, asked about Shore Rd. Was it a county road. Zollinger stated this is a county road and it is on the tribal BIA list for improvements at sometime.

Discussion followed.

Motion by LaPointe, seconded by Scott to use endowment over the next three years or find the money in the budget. Motion carried by unanimous roll call vote.

Motion by Jenema, seconded by Aukerman to approve Resolution R-2016-10 approving the 2016 Application to the Michigan Natural Resources Trust Fund for Bayside Park Improvement Plan for \$600,000 and further resolves to make available its financial obligation in the amount of a \$100,000 along with the \$200,000.00 from the Conservancy. Motion carried by unanimous roll call vote of 7 (Zollinger, Dye, Aukerman, Jenema, LaPointe, Scott, White) in favor and 0 opposing.

Motion by Scott to follow the potential schedule along with the financials that were submitted to the Board for Phase I. Seconded by White. Motion carried by unanimous roll call vote.

K. NEW BUSINESS:

1. Budget Resolution for Parks Capital Fund

Motion by Scott, seconded by Jenema to approve Resolution R-2016-11 establishing new expense budget accounts for Sayler park boat launch capital fund. Motion carried by unanimous roll call vote.

2. Elk Rapids school Tax summer collection resolution

Motion by Jenema, seconded by White to approve Resolution R-2016-12 approving agreement for collection of 2016 summer school property taxes. Motion carried by unanimous vote.

3. May Board meeting change date to May 10, 2016, due to school election Elk Rapids

Motion by Scott, seconded by Aukerman to approve Resolution R-2016-13 changing the May Board meeting to May 10 instead of May 3 due to Elk Rapids school elections. Motion carried by unanimous vote.

4. Renewal of Farmland contract

Zollinger stated that the only change in the contract was the time frame. This will be for 2 years instead of one.

Motion by Jenema, seconded by LaPointe to approve the Farmland contract as presented. Motion carried by unanimous roll call vote.

5. Resolution for DPW budget amendments.

Zollinger stated that this resolution is for one membrane replacement at the WWTP treatment plant that was not included in the 2016 Budget.

Motion by White, seconded by LaPointe to approve Resolution R-2016-14 amending the DPW 2016 Budget. Motion carried by unanimous roll call vote.

L. OLD BUSINESS:

1. Acme Sewer Ordinance Amend and Restated 75-2

Resolution for sewer ordinance

Zollinger stated that this sewer ordinance was originally adopted in February of 1975 with multiple amendments over the years. The amendments to the Ordinance are difficult to piece together and the amended and restated ordinance before the Board tonight compiles the amendments into one uniform document. Discussion followed.

Motion by LaPointe, seconded by White to approve Resolution R-2016-15 Adopting the Sewer Ordinance as presented. Motion carried by unanimous vote.

2. Resolution adopting Sewer Ordinance fund allocations

Discussion was held on separation of funds. Trustee, LaPointe, stated that the revenues and expenses associated with Hope Village “well” will be recorded in a unique account/fund in general ledger and on the Balance sheet and not commingled with the sewer funds. The Board agreed this needs to be done.

Motion by Jenema, seconded by Dye to approve Resolution R-2016-16 adopting the accounts allocations percent’s of present dollars in fund 590. Motion carried by unanimous roll call vote.

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

Zollinger stated that we will need to call a special meeting to approve the minutes from tonight’s Board meeting before submitting the application to the DNR Trust fund. He will send a email out with possible dates.

ADJOURN AT 9:05 pm



**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
January 11, 2016 7:00 p.m.**

CALL TO ORDER: 7:00pm

ROLL CALL:

PC Members Present: D. Rosa, D. White, S. Feringa, K. Wentzloff, M. Timmins, T. Forgette, B. Balentine, and J. DeMarsh

PC Members Excused: J. Jessup

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

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

R. Babcock, 4261 Bartlett Road. Inquired as to whether public would have input on Planned Development. Public comment closed at 7:02pm.

B. APPROVAL OF AGENDA: Motion by Timmins to approve agenda as presented; support by Balentine. Motion passed unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. CORRESPONDENCE:

1. Email from Brian Kelley received 12/15/2015 read into record by PC chairperson and attached to these minutes.

E. PUBLIC HEARINGS: Opened at 7:04pm

1. Zoning Ordinance Amendment 037 Planned Development (PD)

A. Andres, representing Andres Trust, 1107 Barlow St.; Noticed in some of the maps that Andres property or anything below M72 was not included in PD zone but was indicated last time that the Andres 40 acres could be in a sending zone and actually we are in the receiving zone as well. Also noticed that Vasa was marked as a receiving zone so not sure if areas of the map are going to be delineated further. In support of Andres Trust being part of PD. Made a suggestion that we look at the use of a land bank for sending and receiving; not just for Acme Township use but all of Grand Traverse County.

R. Babcock. First page, #1. Item A. - Use of term "substantially" is ambiguous. May be better to use "consistent with".

Public Hearing closed at 7:07pm. Planning commission members continued discussion on PD.

S. Winter thought that map as presented seems to illustrate that all sending parcels are in Agriculture zone and all receiving parcels are not Agriculture which is not representative of how the ordinance reads. Not sure if that is common. We have some large parcels in the residential zone that may have been overlooked and may need to be considered. Overall consensus is map seemed to confuse things and may contradict what the township is trying to

accomplish.

Wentzloff thought map could be referenced to see where the big parcels of land are located but not necessarily needs to be part of the ordinance. Winter and White agreed. Jocks seemed to be in agreement and wasn't sure of John Iacoangeli's intent with the particular map. He thought a couple of other things need to be cleaned up before bringing to Board. White didn't seem to think it mattered what section of the township sending and receiving could occur. Wentzloff explained to all that transfer of density is not a transfer of zoning type. You can't exceed densities of a zoning district. Ideally we are sending density from areas we want to conserve. The use of thresholds were also discussed however they may be too restrictive. Jocks added that the PC can come up with a standard such as acreage, density, or use type, however, it may not provide the planning commission the necessary flexibility. Winter added that trip use is an example of how thresholds could be limiting. Wentzloff thought removing item# 4, line 2 if we are not using the map provided. Rosa question page 5, #5. Section not worded well as board would still need to approve according to Jocks. Other document housekeeping such as numbering needs fixing. Based on concerns of counsel and PC members, the sentiment of the is document needs to be cleaned up, further clarification needed from the planner and re-visit this next month as there is time to make adjustments.

F. NEW BUSINESS:

1. None

G. OLD BUSINESS:

1. Tent Sale / Food Truck Police Power Ordinance

Winter opened by saying the Board made a motion to have the Planning Commission explore and draft police power ordinances for tent sales and food trucks. The purpose of this topic being on the agenda is to start the discussion, understand what we want to achieve, receive Counsel's advice and identifying areas of additional research. He included Garfield Township ordinance that is not police power but a supplemental ordinance that may be better. Requires the event to be accessory to the business. Winter also included Traverse City's food truck ordinance and Acme Township's Special Event Ordinance for reference. The Acme Township Board expressed concerns to him included food trucks operating in township parks was not necessarily desired and concerns of a business extending their current retail service through a tent sale vs. a separate business operating a tent sale on their property. Balentine raised concerns with the actual tents used and appearance. Commissioned members felt the use of a tent as an extension of existing business seems is reasonable and allowed and that 3rd party business use of tent should fall under different criteria. Other concerns included adherence to local and state building codes and traffic flow/parking lot space usage, length or duration of sale, use of permits and fees to track events, and temporary signage. Individual property special use permits restrictions would still apply with respect to outdoor sales and may need to be re-iterated in this ordinance. Thresholds could be applied to limit size by utilizing percentage of parking lot size but that could also be difficult. Winter suggested it could be treated like a temporary sign permit so that zoning administrator can review and file. DeMarsh raised a concern about a tent looking exactly like a sign. Feringa didn't want to over-regulate an existing business requesting permit. Timmins likes the use of a permit for control and tracking and maybe a small fee. Winter thinks the idea of permit is very useful and doesn't require a lot of work. The special events ordinance limits the event to 3 days. He doesn't feel a fee would be necessary but others thought maybe a small fee would be appropriate. With respect to signage, requirements of temporary sign process could be apply. Shared parking lot concerns were also brought up. Sign off of property owner and applicant would help. Jocks thought for signage you can limit to one size and not to exceed a certain percentage. Consensus was to not allow unrelated business tent sales at this time. Jocks indicated that it would not be exclusionary zoning to only allow extension of existing business for tent sales. Commission was asked about farm markets and how this ordinance would apply. Jocks to investigate how they were handled in the past. Winter will come back with an updated draft incorporating concerns raised.

Discussion moved on to Food Trucks (mobile food vendors) and allowing them on public property and are they getting a benefit bypassing brick and mortar requirements such as taxes. Winter feels this is a common argument

that doesn't necessarily bind. He feels they add variety as it is a totally different option or dining experience. Can be another option for business to break into the industry and some brick and mortar establish food trucks. Feels they should be a police power ordinance as opposed to a zoning ordinance. Included Traverse City's ordinance for reference. Acme doesn't necessarily have any public parking lots which the Traverse City ordinance does address. With respect to public parks, Jocks believes trust fund purchased parkland may prohibit commercial food trucks and that for Saylor Park we would have to look at the deed. If catered to the recreational use of the park, it may be allowed but would have to be looked at closely at each one to see if the use is allowed. White expressed that the Board felt strongly against food trucks on public park land. With respect to private lots, no zoning exists for mobile food vendors currently. Jocks suggested that if we do police power ordinance, suggest that anyone "grandfathered" would have to follow the ordinance. Winter indicated that Traverse City ordinance requires a permit with a checklist of requirements such as signage, operational hours, lighting, etc. Winter thinks the Traverse City ordinance is pretty clear. He will draft up an ordinance for review next month.

H. ADMINISTRATIVE ACTION

1. Receive and file Township Board Minutes 12/01/15 - Motion to receive and file by Timmins, supported by Feringa. Motion passed unanimously.
2. Receive and file Township Board Special Meeting Minutes 12/07/15- Motion to receive and file by Timmins, supported by Forgette. Motion passed unanimously.
3. Receive and file Parks and Trails Committee Minutes 11/20/15 - Motion to receive and file by Timmins, supported by White. Motion passed unanimously.
4. Approve draft Planning Commission Minutes 12/14/15 - Motion to approve by Feringa, supported by White. Motion passed unanimously.

I. PUBLIC COMMENT & OTHER PC BUSINESS

Public Comment Opened at 9:04pm with no comment; Closed at 9:05pm

1. Zoning Administrator Report: Shawn Winter provided a report summary.
 - Permits issued since the December 14th PC Meeting:
 - Land Use Permits – 1 (carport)
 - Sign Permits – 0
 - Township Board Approved Amendment 036 – Medical Marihuana Dispensaries and Cultivation Operations in the B-4 District at their January 5, 2015 meeting.
 - Zoning Ordinance Update
 - Currently ahead of schedule
 - Will begin Article 8: Site Plan Review and Article 9: Special Uses next month, hopefully have something to present at the next PC meeting
 - Started cataloging textual errors, conflicting definitions, vague areas, etc. in a spreadsheet
 - Next Month:
 - No site plan reviews or special use permit applications submitted at this time
2. Planning Consultant Report: John Iacoangeli - nothing to report
3. Township Board Report: Doug White - nothing to report
4. Parks & Trails Committee Report: Marcie Timmins provided a brief update on the new Park and Trail Committee formation.

ADJOURN: Motion to adjourn by Balentine, Support by Timmins. Motion passed

Meeting adjourned at 9:19pm. TAF



**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
March 14, 2016 7:00 p.m.**

CALL TO ORDER: 7:01pm

ROLL CALL:

PC Members Present: D. Rosa, D. White, S. Feringa, K. Wentzloff, M. Timmins, T. Forgette, B. Balentine, J. Jessup, and J. DeMarsh.

Staff Present: S. Winter, Zoning Administrator; J. Iacoangeli, Township Planner; J. Jocks, Counsel

A. LIMITED PUBLIC COMMENT: Opened @ 7:03p.

Andy Andres, 1107 Barlow St. - Inquired about the scheduled paving of Bunker Hill Road. Feringa indicated that work will be in conjunction with the Grand Traverse Band Bureau of Indian Affairs with design work to begin in 2016 with community input and construction anticipated in the 2017 season. Storm water component is part of the project.

Daren Klooster, 4520 Quail Court, TC. Inquired about Outdoor/Tent Sale in Meijer parking lot around the 4th of July.

Public comment closed @ 7:05p.

B. APPROVAL OF AGENDA: J. DeMarsh commented that the agenda seemed congested for one evening and suggested an item such as item G3 to be moved to the next meeting. Thought perhaps other items may need further discussion. Wentzloff indicated we were not held to a specific time limit and we could wait and see how the meeting progresses. Motion to approve agenda as submitted made by Timmins, support by Rosa; Motion passed unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: S. Feringa inquired on conflict of interest for New Business Item #2; GTTC Conceptual Plan Review. He indicated he has not been participating or given input on the designs being presented, however, he would recuse himself from this discussion.

D. CORRESPONDENCE: None

E. PUBLIC HEARINGS:

1. None

F. NEW BUSINESS:

1. Zoning Ordinance Rewrite Process – Article VIII: Site Plan Review

J. Iacoangeli lead a presentation that included components of the current Site Plan Review procedures. He went over some potential modifications and/or revisions to be considered for improvement, and included the timeline for the Zoning Ordinance rewrite. Overall he liked how the current Article is set up, it is very easy to review and

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is concise. Currently, the Article 8.2 process indicates that site plans, if part of a SUP, must go through a Public hearing before PC review/approval. Non-SUP site plans may go through a Public Hearing prior to review/approval by the PC. Time frame for a SUP takes about 3-4 months. Under non-SUP, it can take 2-3 months. The length of time is critical and many other communities are looking at this closely in order to compress the time frame in order to fit into a construction season.

Article 8.2.3 outlines the required components of the site plan. Since the township almost always look at building elevation, the township should require them to be provided up front as part of the submitted site plan. He strongly recommended to require all documentation/plans/elevations submitted in both printed and digital format. This would help make the review process easier and more complete. In digital form, as site plans can be immediately incorporated into GIS System and physically/geographically locate the project and see how the properties lay out and are being developed. Otherwise, everything has to be done by hand which takes much longer. In addition, requiring storm water control and drainage include measures for incorporation of low impact development storm water technologies, indication of impact to air sheds, incorporation of Dark Sky lighting technologies, utilization of native plant species for project landscaping and incorporation of pedestrian and non-motorized facilities all directly connect to milestones in the Community Master Plan. No added suggestions with respect to the Standards for Review and Approval and Conditions sections of the Article seemed necessary.

Lastly, Iacoangeli talked about the use of Administrative Review of Non-SUP site plans that are permitted by right and doesn't trip a trigger like excessive traffic generation or significant storm water facilities. An Administrative Review committee could likely include the Zoning Administrator, Township Engineer, Planning Commission chair and possible another member. They could meet monthly to review all of the plans and agency reviews and if it meets the ordinance without a trigger, it could be approved administratively. The US31-M72 business corridor form based code district is an example use indicator in that the code dictates specifically how properties are to be laid out and specific provisions are detailed out in the code. He wanted to put this component out there for review and discussion by the PC for possible consideration if not now, perhaps in the future. Many communities are moving in this direction.

Overall, the commission members liked the suggestions as presented. Feringa concurred that more and more firms are being asked to release site plan documentation digitally as part of the process though there are typically use disclaimers. He also asked for clarification that the elevation requirement was referring to building elevation. DeMarsh commented that he felt most of the local townships in the area have recognized, moving in that direction and/or used Administrative Review effectively to expedite the site plan review process. The township has moved in that direction as well with the adoption of form based code district. With a short construction season, seems inefficient to wait an additional 30 days for approval by the PC when the plan meets the document requirements of the ordinance and would be approved. Winter commented that Peninsula Township may explore the option of Administrative Review/Approval as part of their re-write, Blair Township uses it, East Bay uses it for their industrial park zones and their planner indicated they are looking to expand. Traverse City uses it effectively and last year, of the 248 land use permits they issued, 98% were by right developments where the majority were reviewed administratively. Only those that were designated special use or met a specific threshold were sent to the PC for review. Forgette asked if the specific triggers were defined and Iacoangeli indicated that if adopted he would work with Winter to come up with the specific items for review. Examples of triggers that could be, but not limited to, are excessive transportation/trip generation and proximity to adjacent properties, and sensitive natural areas such as creeks and wetlands. If a trigger condition occurs, then a full PC Review and/or Public Hearing would be used. The US31-M72 Business corridor and the Materials and Processing districts were thought to be example areas where this could apply. Winter indicated that this is already being done for substantial residential sites. Wentzloff clarified with counsel that the statute allows for approval by PC or Administrative Review team with discretion as long as they meet the criteria set in the zoning ordinance and conditions for approval can still be applied and required. Wentzloff also wanted to clarify that under the inclusion for incorporation of low impact development

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storm water technologies that we provide possible examples like we did under the form based code.

The recommendation was for Winter, Iacoangeli and legal counsel to draft language and bring back to the PC for further review and possibly some examples of its use in the context of the current zoning. With respect to all of the Zoning Ordinance re-write we would be looking to complete by then end of calendar year. Board of Trustee review and approval would be in the October time frame.

2. GTTC Conceptual Plan Review - S. Feringa recused.

J. Iacoangeli summarized the submitted February 2012 conceptual drawings of GTTC with the current condition of storm water system superimposed on them. Additionally, a new drawing dated March 1, 2016 was submitted with the current storm water system showing the permitted uses within each area denoted in similar colors as the 2012 version. He also indicated that the developer was looking to rescind the area that was part of Amendment 3 (Redwood Homes) and go back to its original planned multiple family design. The Township is expecting a letter from the developer with this request for the PC to review soon. Iacoangeli is going to review the recorded square footage numbers to make sure it aligns with the approved SUP but felt it is pretty accurate. In summary, the overall plan is coming back to where it was with the inclusion now with all of the permitted uses and the actual constructed storm water system. Iacoangeli also commented that the GTTC is zoned R3 with this SUP which could be converted to Corridor-Flex. By doing so, this could allow for less parking lot requirements and thereby reducing the amount of storm water. Additionally, the use of form based code would help set the building use, form and structure look that the township desires. Forgette asked what more would the township get from the use of form based code underlying this SUP. Iacoangeli feels the markets have shifted from 2000 when this was originally designed and very few are building this type of development. In summary, this continues to be a work in progress and will continue to evolve over time.

G. OLD BUSINESS:

1. Zoning Ordinance Amendment 037 – Planned Development

Public hearing was held in January. Discussion concentrated on sending and receiving zones. The agriculture zone is primarily the sender. The township is not a broker; it's an incentive for the developer and an agreement between the developer and the property owner in the sending zone. This is only for a Planned Development. Discussion occurred whether or not it could go from receiving to receiving, how it affects the PDR area, and the stipulations related to wetlands. Density transfer is just one element. Winter provided examples to the PC of how it would work through the process and stepped through each. It is a big negotiating agreement between the developer and the PC. It is not meant to circumvent the ordinance. If the property zoning is primary residential, it shall remain primarily residential. Feringa suggested a change with respect to the software version requirements. A procedural summary as part of the document was recommended by counsel. Winter suggested visual representation may be helpful as well. Discussion occurred on termination and expiration date time line. Iacoangeli and counsel suggested language that automatically terminated date of approval if construction does not occur within a year unless an extension in writing is approved by the Board. This eliminates gray area and puts burden on applicant to keep track of clock. White asked if PD is terminated. Counsel some language should be drafted in the contract and/or in PD regarding that the density transfer should be returned if PD expires. A version of this ordinance was approved 6-7 years and then was rescinded. A good example of how this works is the old Norris Elementary site. Nothing could be done or development as a result of the use of a PD ordinance. Andy Andres asked if a receiving zone could be a sending zone as well. Iacoangeli thought the only justification would be if one of the pieces of the receiving property had unique features that township would want to protect. Perhaps language could be adopted to clarify. PC asked for revisions to be incorporated and will review again in April.

2. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales

Winter looked at other townships and a definition was added to the Amendment. He provided a quick summary of

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the ordinance “Tent” was removed from the title to expand the type of uses that would be allowed, but still in the spirit of the proposed amendment. (i.e. Christmas tree sales during the holidays, summer sidewalk sale, etc.). The provisions discussed related to tents were included so that they would still apply if a tent is to be used. Adding PD may be warranted. Winter went through items in the ordinance including signage. Counsel suggested incorporating a change in notification to two business days. Board was wanting to make this ordinance as extension of business. Rosa asked if anyone spoke to Acme Business Association. Winter indicated he spoke to them and they felt it made sense. Rosa thought restriction of flags/balloons etc was too strict. A discussion occurred with respect to extension of business and third party vendors. Members discussed outdoor sales items that may be an extension of existing components of business inventory, such as selling the same product as the “store”, but outdoor sales vendor having a greater inventory. Winter suggested that perhaps fee could be adjusted based on whether the applicant was an existing brick and mortar store or third party. Timmins preferred not allowing 3rd party vendors and did not want a series of tents across township. Discussion occurred on number of events allowed for one business during course of year. Clearer language needed. Counsel suggests draft language saying no one business shall have outdoor sales of more than 30 days during one calendar year. The question was asked if the business owner took out the permit for an outdoor sale, and assumed any responsibility for such sale, why would the township care. Timmins is not so concerned about allowing third party vendors, but rather does not want Township looking like a big tent sale. Feringa liked the fact of having the property owner responsible. DeMarsh asked about what direction the board was looking to achieve. Iacoangeli reminded commission members that whoever comes in for the permit must disclose on the application what it is they will be selling. Winter commented that the ordinance can always be amended. Wentzloff thought the way the ordinance was drafted reflected the PC discussion from last month. Consensus by the PC was to keep the draft ordinance language as presented with the minor clarifications and changes. Changes include requiring application to be submitted 2 business days prior to event, add in PD, and require that no business shall exceed 30 days of outdoor sales per calendar year as part of the permit.

Motion by Timmins to set a public hearing for Zoning Ordinance Amendment 038 – Temporary Outdoor Sales for the April 11th Planning Commission meeting with changes; support by Balentine. Motion passed unanimously.

3. Draft Police Power Ordinance – Mobile Food Vending Units

This would be a Police Power Ordinance adopted by the Township Board, however, they have tasked the Planning Commission to draft the language. The draft language was modeled after food truck ordinances in other jurisdictions throughout the state. Board has expressed not wanting their operation on park property. PC decided to postpone discussion on this until next meeting.

H. ADMINISTRATIVE ACTION

1. Receive and file Township Board Minutes 1/5/16 - Motion to receive and file made by Timmins; support by Rosa. Motion passed unanimously.
2. Receive and file Township Board Minutes 2/2/16 - Motion to receive and file made by Timmins; support by White. Motion passed unanimously.
3. Receive and file Parks and Trails Committee Minutes 12/18/15 - Motion to receive and file made by Timmins; support by Rosa. Motion passed unanimously.
4. Receive and file Parks and Trails Committee Minutes 1/22/16 - Motion to receive and file made by Timmins; support by Balentine. Motion passed unanimously.
5. Receive and file Parks and Trails Committee Minutes 1/28/16 - Motion to receive and file made by Timmins; support by Balentine. Motion passed unanimously.
6. Approve draft Planning Commission Minutes 1/11/16 - Motion to receive and file made by Timmins; support by Balentine. Feringa requested edit on meeting minutes on page 3, Administrative Action H#4 for missed supported motion. Timmins withdrew motion. Minutes to

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be corrected and presented for approval next meeting.

I. PUBLIC COMMENT & OTHER PC BUSINESS

1. Zoning Administrator Report: Shawn Winter provided a summary of the current ZA activity since the January 2016 meeting.
 - Permits issued since the January 11th PC Meeting:
 - o Land Use Permits – 7
 - New Home: 5
 - Accessory: 1
 - Addition: 1
 - o Sign Permits – 1 (Permanent: Blue Star Memorial Highway sign at Bayside Park)
 - Township Board approved the Parks and Trails Committee’s recommended improvements to Bayside Park for 2016 utilizing the previously allocated \$67,000. Township Board also approved \$100,000 in matching funds for the MNRTF Grant Application for improvements to Bayside Park for the grant application due April 1st.
 - Next Month:
 - o Potential Site Plan Review for the relocation of Chase Bank branch
2. Planning Consultant Report: John Iacoangeli - no new items to report
3. Township Board Report: D. White shared that the Township Board approved an additional \$25,000 for Parks grant. Timmins added that Conservancy raising contribution for Parks grant from \$125,000 to \$200,000.
4. Parks & Trails Committee Report: Marcie Timmins shared that the new park and trail committee had been formed (many members of PC, township staff, and community members are involved). Seeming to gain momentum. Working on grant schedules and applications for Bayside Park.

ADJOURN: Motion to adjourn made by Timmins; support by Balentine. Motion passed unanimously. Meeting adjourned at 9:44p.