



**ACME TOWNSHIP PLANNING COMMISSION MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**June 12<sup>th</sup>, 2017 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. SPECIAL PRESENTATIONS:**
  - 1. None
- E. CONSENT CALENDAR:** The purpose of the consent calendar is to expedite business by grouping non-controversial items together for one Commission motion without discussion. A request to remove any item for discussion later in the agenda from any member of the Commission, staff or public shall be granted.
  - 1. **RECEIVE AND FILE**
    - a. Township Board Minutes 05/09/17
    - b. Township Board Draft Minutes 05/17/17
    - c. Parks and Trails Committee Minutes 04/21/17
    - d. Parks and Trails Committee Draft Minutes 05/19/17
  - 2. **ACTION:**
    - a. Adopt Planning Commission Minutes 05/08/17
- F. ITEMS REMOVED FROM THE CONSENT CALENDAR**
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
- G. CORRESPONDENCE:**
  - 1. Trae Forgette – Letter of Resignation
  - 2. Amanda Beck & Virginia Vary – Short-Term Rentals
  - 3. Marcie Timmins – PC Meeting Notes
  - 4. Joel & Deb Safronoff – Short-Term Rentals
  - 5. Linda Wikle & Gail Trill – Short-Term Rentals
- H. PUBLIC HEARINGS:**
  - 1. None
- I. NEW BUSINESS:**
  - 1. SPR 2017-02 – Wiper Shaker Storage Building with Office
  - 2. SUP 2017-02 Minor Amendment – McDonald's Restaurant
  - 3. Officer Election and Committee Appointments
  - 4. Planning Commission Bylaw Amendment
- J. OLD BUSINESS:**

1. Short-Term Rental Draft Ordinance (v1)
2. Medical Marihuana Ordinance

**K. 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  
June 12<sup>th</sup>, 2017 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**

**ROLL CALL: Members present: B. Balentine, D. White, Feringa(Vice-Chair), K. Wentzloff (Chair), D. Rosa  
Members excused : M Timmins, T. Forgette (see letter of resignation)  
Staff present: S. Winter, Zoning administrator; J. Jocks, Counsel (arriving approx 7:15)**

**A. LIMITED PUBLIC COMMENT**

**B.** Open at 7:02

L. Wikle 7174 Deepwater Pt. spoke of multiple concerns with short term rentals. Asked Planning Commissioners to use responsible thought.

Jim Heffner 4050 Bayberry Ln - asked for an update from Feringa regarding the intentions of the tribe with regard to the recently purchased property; GTTC. He can't speak to all the details but states that the property will be used for retail, as a special use permit, and it's in tribal trust, all public record. The land can't be sold but long term leases are permitted.

Ginger Vary 7113 Deepwater Point, spoke of concerns with short term rentals affecting property values. She has called the police several times after contacting the owners, and nothing has helped.

Bonnie Smith 7280 Deepwater Pt. expressed concerns with short term rentals. Said it was a bad time of year to have the meeting, and people on her side were not heard.

Closed for Public Comment at 7:21

**C. APPROVAL OF AGENDA:**

Wentzloff requested Officer Elections be moved to first order of business as we need a secretary to take minutes : Rosa motioned to approve the agenda moving 1.3 Election of officers up to the first order of business. Support by White. Motion carried unanimously.

**D. INQUIRY AS TO CONFLICTS OF INTEREST:**

Dan Rosa recused himself from Wiper Shaker Storage Building.

**E. SPECIAL PRESENTATIONS:**

1. None

**2. CONSENT CALENDAR.**

**3. RECEIVE AND FILE**

- a. Township Board Minutes 05/09/17
- b. Township Board Draft Minutes 05/17/17
- c. Parks and Trails Committee Minutes 04/21/17
- d. Parks and Trails Committee Draft Minutes 05/19/17

**4. ACTION:**

- a. Adopt Planning Commission Minutes 05/08/17

Motion by Wentzloff to approve the Consent Calendar Receive and File, second by White. Motion carried unanimously.

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

1. None
2. \_\_\_\_\_

**G. CORRESPONDENCE:**

1. Trae Forgette – Letter of Resignation – see attached correspondence.
2. Amanda Beck & Virginia Vary – Short-Term Rentals – Wentzloff read letters aloud- see attached correspondence.
3. Marcie Timmins – PC Meeting Notes – See attached correspondence read aloud.
4. Joel & Deb Safronoff – Short-Term Rentals – See attached correspondence read aloud.

**H. PUBLIC HEARINGS:**

1. None

**I. NEW BUSINESS:**

1. **Planning Commission Officer Election and Committee Appointments.** Discussion ensued regarding the roles that needed to be pursued since the resignation of Forgette. Wentzloff asked for volunteers, Balentine agreed to a two month period as interim Secretary ,until August when elections can be held. Rosa making that motion and second by Feringa. Rosa will take over the role of Alternative Site Plan Review Administrative Committee Member, and Balentine will assume the role of Zoning Board of Appeals Representative.
  
2. **SPR 2017-02 – Wiper Shaker Storage Building with Office.** An application has been submitted for a storage building with an office located at 6160 South Railway Commons to serve the existing Wiper Shaker business located on an adjacent lot. Based on the site plan review, this project meets the standards for approval. Discussion regarding the purpose and function of Wiper Shakers. Motion by White and second by Feringa with all in favor, to approve the site plan submitted by Dan Adams for a 10,200 square ft storage building with an office space located at 6160 South Railway Commons, subject to the following conditions:
  1. The proposed twenty (20) foot wide connector route between the loading and unloading zone in the rear (east side) of the building and the existing parking/loading area of the existing Wiper Shaker business shall be paved with an asphalt surface.
  2. All exterior security lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.
 Motion carries unanimously (Rosa recused).
  
3. **SUP 2017-02 Minor Amendment – McDonald’s Restaurant** The McDonald’s business (not land) located at 5908 US-31 N was recently purchased and the new owner is seeking to enhance the site amenities and update the facility. The scope of the work has been determined to qualify for a minor amendment to the original SUP with improvements. John O’Neil, business card not provided, and John Lorentzen, Area Construction Manager, Great Lakes Development Team, Brighten Michigan, were here to represent McDonalds and answer questions. Discussion followed. Rosa makes a motion to approve the site plan and Special Use Permit 2017, Minor Amendment to Special Use Permit 92-2P, to provide the site and building improvements to existing McDonald’s restaurant with the following conditions:
  1. The final landscape plan shall accommodate the five-foot wide pedestrian sidewalk.
  2. The four trees located along the front of the property shall be Sugar Maples.
  3. The burning bush hedge screening the front parking lot shall be a minimum of 36” tall, shall include a gap of 12 feet between the center two Sugar Maples to accommodate snow storage, and shall be included between the two northernmost Sugar Maples.
  4. New, relocated, or replaced parking lot light poles shall not exceed 18 feet in height, including the luminaires.
  5. A bond in the amount of \$22,993.00 for the landscaping shall be submitted prior to the issuance of a land use permit.

6. All plantings indicated in the landscape plan shall be installed prior to September 15, 2017. If the landscape plan has not been fully implemented by this date, the bond shall be forfeited and the holdings used to complete the required improvements.

Rosa makes a motion to approve, White supports, motion carries.

**4. Planning Commission Bylaws Amendment**

Motion to amend Section 1.1 Selection of the Planning Commission bylaws, changing the annual election of officers from the regularly scheduled July meeting to the regularly scheduled August meeting. Motion was made by Balentine second by White motion carried unanimously.

**J. OLD BUSINESS:**

**1. Short-Term Rental Draft Ordinance (v1)**

The Planning Commission and staff reviewed the draft short-term rental ordinance. Each line item was reviewed, and recommendations edit in real time, or marked for future editing. Staff will incorporate all changes and present and updated draft (v2) at the next PC meeting.

**2. Medical Marihuana Ordinance**

Counsel had no updated at this time.

**K. PUBLIC COMMENT & OTHER PC BUSINESS**

Michael Hedden from Helping hands asked if there was an update on the Medical Marihuana Ordinance. Wentzloff deferred to Jocks for comment. There will be one permit. No promises at this time, as nothing is written in stone. Ginger Vary commented that she knew of Mr. Hedden and his business and was supportive of such.

- a. Zoning Administrator Report – Shawn Winter (**none**)
- b. Planning Consultant Report – John Iacoangeli (**none**)
- c. Township Board Report – Doug White (**none**)
- d. Parks & Trails Committee Report – Marcie Timmins (**none**)

**ADJOURN: Motion to adjourn by Balentine, Support by White. All Agree, Meeting is adjourned at 9:50**



# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Planning Commission  
From: Shawn Winter, Planning & Zoning Administrator  
CC: Jeff Jocks, Counsel; John Iacoangeli, Planning Consultant  
Date: June 6, 2017  
Re: June 12, 2017 Planning Commission Packet Summary

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**A. LIMITED PUBLIC COMMENT**

**Open:** \_\_\_\_\_ **Close:** \_\_\_\_\_

**B. APPROVAL OF AGENDA**

**Motion to approve:** \_\_\_\_\_ **Support:** \_\_\_\_\_

**C. INQUIRY AS TO CONFLICTS OF INTEREST**

**Name:** \_\_\_\_\_ **Item:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Item:** \_\_\_\_\_

**D. SPECIAL PRESENTATION**

1. None

**E. CONSENT CALENDAR:**

1. **RECEIVE AND FILE:**
  - a. Township Board Minutes 05/09/17
  - b. Township Board Draft Minutes 05/17/17
  - c. Parks & Trails Committee Minutes 04/21/17
  - d. Parks & Trails Committee Draft Minutes 05/19/17
2. **ACTION:**
  - a. Approve Draft Planning Commission Minutes 05/08/17

**Motion to adopt:** \_\_\_\_\_ **Support:** \_\_\_\_\_

**F. ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR**

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

**G. CORRESPONDENCE:**

1. **Trae Forgette - Letter of Resignation**
  - Trae Forgette has unfortunately submitted his letter of resignation, but seems to be embarking on a great opportunity.
  - The open PC position will be posted for all interested parties to apply.

**H. PUBLIC HEARINGS:**

1. None

**I. NEW BUSINESS:**

**1. SPR 2017-02 Wiper Shaker Storage Building with Office**

- An application has been submitted for a storage building with an office located at 6160 South Railway Commons to serve the existing Wiper Shaker business located on an adjacent lot.
- This is a use allowed by-right in the B-4 district. The proposed development did meet the requirements for site plan review by administrative committee, however, due to timing of application submission the next available meeting date was the regularly scheduled PC meeting.
- Based on the site plan review performed by staff this project meets the standards for approval with the conditions outlined in the motion below:
- *Suggested Motion for Consideration:*  
Motion to approve the site plan submitted by Dean Adams for a 10,200 sq ft storage building with an office space located at 6160 South Railway Commons, subject to the following conditions:
  1. The proposed twenty (20) foot wide connector route between the loading and unloading zone in the rear (east side) of the building and the existing parking/loading area of the existing Wiper Shaker business shall be paved with an asphalt surface.
  2. All exterior security lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.

**Motion:**

**Support:**

**Vote:**

**2. SUP 2017-02 Minor Amendment – McDonald’s Restaurant**

- The McDonald’s business (not land) located at 5908 US-31 N was recently purchased and the new owner is seeking to enhance the site amenities and update the facility.
- The scope of the work has been determined to qualify for a minor amendment to the original SUP. Improvements include:
  - A second drive-thru ordering stall
  - An expansion to the rear of the parking lot to accommodate the new drive-thru ordering stall and larger vehicles.
  - A sidewalk connecting the existing one along US-31 to the front of the building
  - ADA compliant improvements to handicap accessible parking spaces and ramps
  - Façade updates that incorporate McDonald’s current design standards
  - Interior renovations/improvements, including updated restrooms.
  - New landscape plan
- Since this is a structure that was in existence prior to the zoning ordinance amendment that created the form-based code district, the structure is not considered a legally non-conforming use and therefore is not required to meet the building massing, placement, or façade component and material requirements.
- The landscape plan has been made part of this SUP minor amendment request do the removal of the previously existing landscape which was a requirement of the original site plan review. Since the old landscaping was removed, the new landscaping needs to meet the standards of today’s Zoning Ordinance. Beckett & Raeder performed the landscape review that has been included in this packet.
- Based on staff review of the SUP minor amendment application, the following motion for consideration has been included, with the addition of item 6 that was not included in the motion contained in the staff report.
- *Suggested Motion for Consideration:*  
Motion to approve the site plan and Special Use Permit 2017-02, Minor Amendment to Special Use Permit 92-2P, to provide the site and building improvements to the existing McDonald’s restaurant as presented with the following conditions:

1. The final landscape plan shall accommodate the five-foot wide pedestrian sidewalk.
2. The four Crimson Maples located along the front of the property shall be Sugar Maples.
3. The burning bush hedge screening the front parking lot shall be a minimum of 36" tall, shall include a gap of 12 feet between the center two Crimson Sentries/Sugar Maples to accommodate snow storage, and shall be included between the two northernmost Crimson Sentries/Sugar Maples.
4. New, relocated, or replaced parking lot light poles shall not exceed 18 feet in height, including the luminaires.
5. A bond in the amount of \$22,993.00 for the landscaping shall be submitted prior to the issuance of a land use permit.
6. All plantings indicated in the landscape plan shall be installed prior to September 15, 2017. If they landscape plan has not been fully implemented by this date, the bond shall be forfeited and the holdings used to complete the required improvements.

**Motion:**

**Support:**

**Vote:**

**3. Officer Election and Committee Appointments**

- Trae Forgette had a number of roles that should be filled to ensure continuity of service:
  - Secretary – replacement to be elected by PC per bylaws
  - Site Plan Review Administrative Committee (Alternative)
  - Zoning Board of Appeals Representative

**4. Planning Commission Bylaw Amendment**

- I am proposing an amendment to Planning Commission Bylaws to change the election of officers from July to August in Section 1.1.
- In practice, we have elected officers in the month of August each of the years I have been here.
- The Planning Commission terms run through July 15, which means the regular July meeting will always occur just prior to any new Planning Commissioners beginning their term.
- *Suggested Motion for Consideration:*  
Motion to amend Section 1.1 Selection of the Planning Commission bylaws, changing the annual election of officers from the regularly scheduled July meeting to the regularly scheduled August meeting.

**Motion:**

**Support:**

**Vote:**

**J. OLD BUSINESS:**

**1. Short-Term Rental Draft Ordinance (v1)**

- Included in the packet is the first draft version of the short-term rental ordinance.
- The draft was created based on feedback I heard from Planning Commissioners at the meetings I attend as well as the recording for the meeting I missed (April). Additionally, I have incorporated provisions based on best practices presented by neighboring jurisdictions and sample ordinances that we have reviewed.
- This draft is simply a starting point and open to all means of revision.
- The goal for this month's meeting is to go through all the elements to ensure understanding and hopefully make the agreed upon edits to the ordinance in real time to expedite the process.



2. **Medical Marihuana Ordinance**

- Counsel will be on hand to provide any applicable updates to medical marihuana ordinance efforts.

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

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1. **Public Comment:**

**Open:**

**Close:**

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

- **Permits** (since May 8, 2017)
  - Land Use Permits – 2
    - LUP 2017-23 Deck Addition – 6244 Single Tree
    - LUP 2017-24 New Home (reissue) – 7828 Single Tree
  - Sign Permits – 5
    - SIGN 2017-02 Temp: Pro Fireworks
    - SIGN 2017-03 Temp: Maritime Heritage Alliance
    - SIGN 2017-04 Temp: McDonald's
    - SIGN 2017-05 Temp: Home Builders Association
    - SIGN 2017-06 Temp: Northwoods Physical Therapy
  - Site Plan Reviews – 1
    - SPR 2017-02 Storage Building – 6160 S Railway Commons (contained in this packet)
  - Special Use Permits – 1
    - SUP 2017-02 Minor Amendment: McDonald's (contained in this packet)
  - Zoning Board of Appeals – 1
    - ZBA 2017-02 Sign Variance – GJ's 2700 Holiday Rd (hearing to be held 06/08/17, will update at the PC meeting)
- I met with Jeff and John on June 2, 2017 again to further review the working draft of the Zoning Ordinance. Progress is continuing in a meaningful way. The Zoning Ordinance Rewrite Subcommittee is planning to meet on June 12, 2017 prior to the PC meeting to continue the review and input process.

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

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

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

**L. ADJOURN:**

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**Motion to adjourn:**

**Support:**



**ACME TOWNSHIP BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, May 9, 2017, 7:00 p.m.**

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

**Members present:** J. Aukerman, C. Dye, A. Jenema, P. Scott, D. White, J. Zollinger  
**Members excused:** D.Nelson  
**Staff present:** N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

Comments were made by the following supporting trails in Acme Township:

J. Heffner, 4050 Bayberry Lane  
M. Coulter, 4056 Circle View Dr  
G. Hermach, 4154 Williamston Ct  
J. Hiem, 3947 Havenhill Lane  
K. Gribi, 7822 Peaceful Valley Rd  
B. Heflin, 4355 Westridge Dr  
G. Rady, 3526 Scenic Hills Dr  
J. Steckly, 7201 Deepwater Point Rd

Comments were made supporting but with concerns about trespassing/"Spray drift"/Government regulations for Farmers and Orchardists:

Dorance Amos, 11990 Munro Rd  
Dieter Amos, 11990 Munro Rd  
V. Cooper, Elk Rapids farmer  
J. Pulicpher, 4521 Lochenhealth Dr

**Public Comment closed at 7:22 pm**

**B. APPROVAL OF AGENDA:**

Zollinger asked to remove from Old Business #1 Tart Trails resolution to New Business # 1.

**Motion by Aukerman, seconded by White to approve the agenda with Old Business #1 becoming New Business #1. Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 04/04/17**

**Motion by White, seconded by Dye to approve the 04/04/17 Board minutes as presented. Motion carried by unanimous vote.**

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

**E. REPORTS:**

**1. Clerk – Dye**

Dye stated that the May 2<sup>nd</sup> election had 252 voters. 366 Absentee ballots were returned. Dye said that a Household Hazardous waste event with RecycleSmart is scheduled for Thursday, May 11, 2017. Appointments are required by calling 231-941-5555.

**2. Parks – Recognition of Ben Vanderheide & Lachlan Beebe, Saylor Park clean up**

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

**4. Sheriff - Potter**

Potter commented there were 186 calls in the last month. At the April 29<sup>th</sup> “ National Prescription Drug Take-Back Day” held at the Township we had 21 lbs of prescription drugs collected.

Potter also stated that drugs can be dropped off anytime at the Law Enforcement Center Monday-Friday.

- 5. County - Received and filed**
- 6. Roads – No report**
- 7. Farmland - No report**
- 8. Metro fire – Steve Apostal**

Apostal presented fire incidents/EMS incidents for Acme Township.

**F. SPECIAL PRESENTATIONS/DISCUSSIONS:**

John Divizzo, Director of GTC DPW, Amended and restated Master Sewer agreement 2017 between Traverse City and the Township was presented with reason and benefits to all parties.

**Motion by Jenema, seconded by White to approve the amended and restated Master Sewer 2017 Agreement as presented. Motion carried by unanimous roll call vote.**

- 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. Clerks Revenue/Expenditure Report and Balance Sheet**
- c. North Flight April report**
- d. Draft unapproved meeting minutes**
  - 1. Planning Commission 04/10/17**

**2. APPROVAL:**

- a. Accounts Payable Prepaid of \$154,250.65 and Current to be approved of \$ 36,820.94 (Recommend approval: Cathy Dye, Clerk)**

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None**

**Motion by Jenema, seconded by Scott to approve the Consent Calendar as presented. Motion carried by unanimous roll call vote.**

**I. CORRESPONDENCE:**

- 1. Email from C. Abernethy dated 05/06/17 re: Tart extension**
- 2. Email from P. Deyo, 2936 Towering Pines Ct re: Tart Trails**

**J. PUBLIC HEARING: None**

**K. NEW BUSINESS:**

**1. Tart trail resolution TC to Charlevoix**

Trustee, White, asked that Resolution R-2016-31, Supporting the development of the Traverse City to Charlevoix trail be put on the agenda for discussion. Many comments were made during Public Comment at the start of the meeting. Board discussed direction on continual support but we do need to consider all concerns. Board support is for the concept of a trail from Acme to Charlevoix but not a pertinent route at this time.

**Motion by Jenema, seconded by Scott, that Resolution R-2016-31 will stand as is written. Motion carried by a vote of 5 (Aukerman, Dye, Jenema, Scott, Zollinger) in favor and 1 opposing (White).**

**BREAK 7:40 pm to 7:45 pm**

**2. Resolution Metro budget amendment 2017 move funds from 101 to 206 Fire**

**Motion by Jenema, seconded by Dye to approve Resolution R-2017-13 moving monies from 101 fund balance to Fire fund 206 . Motion carried by unanimous roll call vote.**

**3. Resolution 101 budget admendment townhall expenses**

**Motion by White, seconded by Aukerman to approve Resolution R-2017-14 moving monies from 101 contingency to 101 Township expenditures for additional electric cost due to trailer facilities. Motion carried by unanimous roll call vote.**

**4. Review 2017-18 Budget**

Zollinger reviewed 2017-2018 budget highlights: Revenue down in Trust & Agency by about \$27,000, Expenses are up in the following areas: Insurance up about 15%, Capital cost up for election equipment, Copier/phone system and Parks about \$31,000. Expenses down in Maint & Parks about \$44,100. Board reviewed each line item. Corrections will be made. A Special Board meeting for the discussion of Salaries and other issues will be Wednesday, May 17, at 4:00 pm.

**5. Public Act 123 – Purchase of property in Acme Township for back taxes**

County Treasurer provided a listing of properties that were foreclosed in Acme Township. We could purchase by paying the minimum bid prior to the public auction in August.

**Motion by Jenema, seconded by White to waiver the right to purchase foreclosed property. Motion carried unanimously.**

**6. Charter franchise negotiations/Joint retainer**

**Motion by Dye, seconded by White to approve the retainer joint representation and confidentiality Agreement for Charter as presented. Motion carried by unanimous roll call vote.**

**L. OLD BUSINESS:**

**1. Traffic Cloud portable speed monitor – Supervisor**

At the April board meeting we had a demo of the portable traffic device along with samples of reports available. Board asked Zollinger to look into any discounts available. We can receive a \$300.00 discount on the unit since other townships are also buying at this time.

**Motion by Scott, seconded by Jenema, to approve the purchasing of the traffic cloud portable speed monitor for \$4,780.00 with annual cost based on 8 months usage of \$1,000.00. Motion carried by unanimous roll call vote.**

**2. Acme water needs options**

Clyde Johnson, Gosling Czubak Engineering Services, proposed three options for potential water systems within Acme Township: 1) incorporating the existing wells at Hope Village or development of a new well field to be owned and ran by Acme Township. 2) System with the Grand Traverse Band of Ottawa and Chippewa as the water purveyor with under tribal system or on ran by the Township under a bulk water sales. 3) System with East Bay Township as the water purveyor either franchised to East Bay Township or ran by Acme through a bulk water sales agreement with East Bay Township. Discussion followed. Based on present state and on going discussion with Acme Village and Dan Kelly Board agreed to have this brought back in 60 days.

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

**ADJOURN AT 10:15 pm**



**ACME TOWNSHIP SPECIAL BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Wednesday, May 17, 2017, 4:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**Members present:** J. Aukerman, C. Dye, A. Jenema,,D. Nelson, P. Scott, D. White, J. Zollinger  
**Members excused:** None  
**Staff present:** N. Edwardson, Recording Secretary

A student (name unknown) from Central High School was in attendance for class credit.

**A. LIMITED PUBLIC COMMENT: None**

**B. APPROVAL OF AGENDA:**

**Motion by White, seconded by Jenema to approve the agenda with the addition of Parks update under New Business #2. Motion carried unanimously.**

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

**D. NEW BUSINESS;**

**1. Discuss Acme Township 2017-18 Budget/Salaries of Officials and Employees, and future life insurance coverage**

Trustee, Aukerman, reviewed salaries from other townships in the area and generally found that Acme Township was on the lower end.

There has not been an increase in salaries for at least 16 years. Supervisor's position received a \$3,000.00 stipend for additional duties for the first time in the 2015-2016 Budget.

A proposal was presented by Zollinger to increase Supervisor, Clerk and Treasurer \$3,000.00 each with no stipend. Clerk, Dye, raised concerns about her office receiving a stipend for additional duties. Discussion followed. No stipend to be provided to Clerk at this time.

**Motion by Scott, seconded by Aukerman, to approve Supervisor, Clerk and Treasurer base wage be increased by \$3,000.00. The Trustees wages will remain the same. Motion carried by unanimous roll call.**

**2. Future life insurance coverage**

The Township personnel committee was asked to review life insurance for employees. At the time of the meeting we only had information from Great Northern Benefits. Dye will be researching one more company. It was agreed Zollinger would put money in the new budget to pay insurance in case the Board approves at a later date. A resolution will be provided at the July 11, 2017, Board meeting.

**3. Update on Parks**

Zollinger stated that Gary Lamont, our current part time parks guy will be leaving on June 16<sup>th</sup>. The Parks Maintenance committee will be placing an ad to replace Lamont.

**ADJOURNED AT 5:00 pm**

**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
April 21<sup>st</sup>, 2017 8:30 a.m.**

**ROLL CALL:**

<b>Committee:</b>	x	Feringa	x	Heflin	x	Heffner	excused	Jenema
	x	Smith	excused	Timmins	x	Wentzloff		
<b>Advisory:</b>	<b>Absent</b>	Heinert	x	Kushman				
<b>Staff:</b>	<b>Absent</b>	Winter						

**A. PUBLIC COMMENT: none**

**B. APPROVAL OF AGENDA:**

**Motion to approve: Wentzloff 2nd. Heffner Motion carries**

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

**D. CORRESPONDENCE:**

Virginia Tegel re Native Plants- Virginia sent a letter wanting the township to use native plants in Bayside park.

Discussion followed, there is no intent to use non native plants in the park. Heffner asked permission to email her with a follow up about the ordinance the township has. Steve said that was ok.

**E. ACTION:**

Approve Parks & Trails Minutes 02/17/2017 Heffner wanted them changed to better reflect his thoughts and intentions. 1) why close the boat launch at Bunkerhill now if the trail wasn't scheduled to go through for 5 or more years. The second point he wanted changed, the boat launch by the marina vs. Gilroy park. Tabling the minutes until the May meeting.

Motion: To table the minutes until the May meeting. Wentzloff, 2nd. Heffner. Motion carries

**F. OLD BUSINESS:**

1. Deepwater Trail Segment Update - Kushman- TART secured 100% for the trail through deep water natural area, still figuring out the connection to the Shores property. Chris and Julie did another walking tour, north of Dock Rd. near Lockenheath, they are looking at easements.

Heffner asked if the condo association is in agreement with a trail. Kushman and Steve said they are having meetings and working on it, but schedules of the resort management is requiring more time, do to the time of season.

Kushman asked how to be more inclusive with the condo owners to avoid miscommunication. Feringa will reach out to Steve (from marketing) and Mark Fischer, to communicate what is coming up so everyone is informed and doesn't feel as if this is being sprung on them with no input.

Kushman discussed the confusion with the conceptual plan being mistaken for the final plan.

Discussion followed about the conceptual plan, preferred route and landowner concerns. Discussed how other townships had rescinded support for the trial and the concerns those townships had.

Discussed board member White bringing the issue back to the Acme board in May.

Kushman talked about MDOTS support of the multi use, project, as none of it will be on private property, it is all in the right of way. Kushman has also had positive conversations with MSU extension office, Dept of Agriculture are saying it is not incompatible with agricultural operations and also support the multi use trail. An aerial scan was done, that show the narrow areas along the route. Kushman discussed that the next phase of planning will show more details as far as distance from orchards, house etc., but that everything is really still in the conceptual phase and it is too early to solve the issues. The concept has to be supported before they can move to the actual design phase that will answer the more detailed questions and proposing solutions, while working more closely with landowners.

Discussed how in the townships to the North (of Acme, that rescinded) TART is engaging the communities in a focused group type setting to get input from more community members.

Wentzloff asked about an easement behind Christ the King Church.

Kushman said the land is all private, so for the time being Dock Rd will still be used as the trail until more collaboration with landowners can be reached.

Explained to our new committee member, Dusty Smith, some of the background and vision of the project

2. Bayside Park Design Elements-Klaus not present, Asked about timeline for construction.

Ideal goal is to close the park after labor day and start the new parking lot and grading, construction will continue into spring.

Heffner talked about the woman who wants to put in a memorial swing, wants to make sure someone reaches out to her.

Wentzloff said she believed Amy or Shawn did. Waiting on design elements from Klaus to decide where to place the swing.

3. Adopt-A-Bench Program- no documentation from Klaus

Acme Connector Trail - Kushman, status update. Next item to do is engineering, township was awarded \$15,000 from the 2% grant and TART has raised the remainder, so funding for the engineering is secure.

Shawn and Chris met with Dan Kelly to look at how the trail would fit into his project. Chris let him know that they would prefer a separated trail, Kelley is working with his designer to work on a separated trail.

Heffner asked about the Holiday Inn. Kushman said can't move to do the engineering until they get a commitment from them. That property supports it but because multi properties are rolled together it is a longer process because the easement is part of the package deal. Holiday Inn is doing an internal review. TART doesn't yet know what they have to provide them. Holiday Inn is waiting to hear back from Fifth Third bank.

4. Gilroy Park/Bunker Hill Boat Launch- officially staying open after the last board meeting.

Heffner gave a breakdown of the last board meeting, read the motion that passed.

Discussed that the supervisor said at the last board meeting that the trail will go on the south side of the park.

Heffner asked how far back we could get the pedestrian crossing from the road so it's safer and they don't run into the lift station.

Feringa said they were looking at all that.

Discussed Shore Rd.

Wentzloff asked if the board defined small watercraft.

Heffner said the board said 16ft. Also said that Zollinger is working with Jeff Jocks to come up with wording to limit parking to park users.

**G. NEW BUSINESS:**

**H. PUBLIC COMMENT Feringa Talked about the GTB green committee meeting, May 5th. Village storm water system and Acme creek. The Tribe is pushing the Acme creek restoration to the front burner.**

Discussed the cleanness of the water coming out of the village storm water system being cleaner than the creek itself.

Discussed the history of Acme creek and how it's history impacted the creeks health today. Talked about the restoration project. Talked about the first step being the stream crossing at 72. Working with environmental engineers to come up with a restoration plan, looking to work with as many private landowners as possible to improve the whole watershed area of Acme creek.

**ADJOURN: Meeting adjourned**



**ACME TOWNSHIP PARKS & TRAILS MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
May 19<sup>th</sup>, 2017 8:30 a.m.**

**ROLL CALL: 8:35**

<b>Committee:</b>	<b>Excused</b>	Feringa	X	Heflin	X	Heffner	X	Jenema
	X	Smith	X	Timmins	Excused	Wentzloff		
<b>Advisory:</b>	<b>X</b>	Heinert	X	Kushman				
<b>Staff:</b>	<b>X</b>	Winter						

**A. PUBLIC COMMENT:**

**B. APPROVAL OF AGENDA: Motion to Approve Timmins, 2nd. Heflin. Motion carries**

**C. INQUIRY AS TO CONFLICTS OF INTEREST:**

**D. CORRESPONDENCE:**

**E. ACTION:**

1. **Approve Parks & Trails Minutes 02/17/2017** - need to clarify that the Nelson family felt something needed to be done at the boat launch not removed. Will remove from previous minutes. Jim Heffner wanted his intentions from the February meeting Clarified. He submitted a letter (see attached) Discussed his meaning on seconding the motion for the closing of the boat launch. Jim had a temporary and long term idea. Move the February minutes to the June meeting.
2. **Approve Parks & Trails Minutes 04/21/2017-** Motion to approve. Heffner 2nd. Heflin. Motion carries

**F. OLD BUSINESS:**

**1. Bayside Park Design Elements**

Bench and Litter Receptacle Designs and Pricing (attached)

Adopt-A-Bench Program (Kalamazoo program brochure attached)

Klaus- presented 2 main ideas for benches and trash/recycling receptacles. LandScape forms is the name of the company the examples are from. The company is out of Kalamazoo.

Option 1) Metal bench with a simple grass pattern on the back with clean lines, this style can be powder coated with an anti-rust agent. Estimated life span of this bench before it needs to be re-powder coated is 15-20 years. Recommended to cover them in winter.

Option 2) Metal framed bench with slatted bottom and back made from either Epay wood or a recycled wood. They also have about a 20-30 year lifespan, before maintenance or replacement.

Discussion of the 2 different types followed. Cost is estimated at about \$2000

Winter commented that 5 or 6 people are already calling to sign up to adopt, he wants to make sure we are moving forward in a timely matter as they are calling monthly.

Heffner reminded the committee about the adopted a swing for

Klaus will firm up the numbers and get back to Shawn. Jenema asked to have them figures before the June Board meeting, Klaus agreed.

Jenema clarified that the township wants the adopt a bench program ready to roll out in the fall once all the correct grant agreements are signed.

Winter asked about the prices of the benches being looked at in relation to the pricing written into the grant. Klaus said they were a little higher. Discussion followed about mixing up bench styles. And how to best repurpose the old benches.

Consensus on the benches:

- 1) Recycled product or Epay wood, the committee was worried about the heat metal would throw off in the summer.
- 2) The committee liked the light sage/taupe color, for the metal frame of the wood bench, in the picture Klaus shared.
- 3) Committee wants both trash and recycling receptacles.

Klaus will match the design the committee picks for the bench with the other accessory items such as; bike racks, light fixtures, drinking fountains and other details.

Winter is still looking at how to set a price point for the adopt a bench program. Discussion followed with Kushman and how TART runs their memorial bench program. Committee discussion followed to set a price for the adopt a bench program and a guaranteed plaque replacement time. Committee agreed to set a guaranteed 10 year minimum on the memorial plaque replacement within Acme's park if something happens to the bench, otherwise the cost is for the life of the bench. With a \$1000 adoption fee. Kushman let the committee know that Traverse City is starting a legacy tree program.

Klaus discussed the phasing plan for Bayside park, all of which is contingent on signed contracts with the trust fund. Grading, concentrating on the main grading plan and utility plan for the whole park that will drive any underground work and parking lots they hope to begin this year right after labor day. Sequencing is still unknown as to what will begin first. Klaus's goal is to have everything ready so the township can bid the project in July. Not sure about park access once construction starts but Klaus is hoping to provide some space for those who enjoy the park in the fall. Once both parking lots are started the park may have to be shut down. Would like to have the main oval lawn area and trail around it finished this fall .

Rebuilding the opening to the drive way. Working with MDOT to get permits for parking lot and trail areas. Discussed what is happening with the entrance off 31, best option is still being investigated.

Inspecting wells, and how water service will be used on site. There are 4 wells currently on site.

South end of North bayside park will begin next spring.( playground, second beach wall etc.) Working with TART to identify bike parking and kiosk placement. Winter wants a kiosk that has panels to replace panels when needed and not the whole kiosk.

Bidding is being done soon for so of the smaller dirt work, the funds are coming from township funds not the grant.

Committee needs to decide what to do with a shed and arbor that will be in the way of the trail system in the park.

Heffner asked about distance between US 31 and the trail. Kushman said that TART looked over the plans and recommended that the trail was placed out of the right of way Discussion followed. Discussed how they will deal with the new exit out of the park, working with the road commission

and tribe to work out the details for where the exit will actually be. Klaus double checked with MDOT concerning the other curb cuts further down from the current parking lot, they are in agreement that, those curb cuts are open to use in the future.

Klaus hopes to have the bigger bid package put together in the next month to be bid in July.

2. Deepwater Trail Segment Update- Kushman discussed bike parking on both ends of the park to intercept the cyclist before they are in the park and making the bathroom area wider for bike parking. Kushman feels it can be done through the design of the trail and may be minimal signage Discussed the segment of the trails going through the resort property. TART is feeling the need to talk to the condo association. Looking for other ways to engage the condo homeowners association. Want to form a collaborative partnership so that misinformation isn't spread and more money than necessary spent. Still hoping that the trail to deep water point will be constructed at the same time as Bayside park but it may line up to a later phase to make sure all stakeholders have input. Discussed the misinformation on a pamphlet found by park maintenance staff at the bunker hill boat launch.
3. Acme Connector Trail Winter talked with Dan Kelley and his planner, that part of the trail is on hold until Kelley can be sure that he can get water to the area he wants to develop. Discussed the getting the letter of commitment from the church and Samaritas. Winter is working with Jeff Jocks to draft the letters. Jenema discussed the TC to Charlevoix trail resolution that was discussed at the May board meeting. The original resolution of support stands. Jenema discussed the laws around public right of way and how property owners are not taxed on them.

**G. NEW BUSINESS:**

**Note Gary Lamott, Acme's part-time parks maintenance employee has given his resignation to take effect June 15th.**

1. 2017 Park Monitoring/Inventory Assignments Jenema discussed the importance of the park inventory sheets so that we have eyes in the parks.

Bayside Park North- Jenema

Saylar Park- Timmins

TART - Heffner

Yuba- Heflin

South and Mid- Bayside park- Smith

Deepwater Pt.- Wentzloff

**H. PUBLIC COMMENT –**

1. **Pat Salathiel- 5 mile rd. Acme**

Very happy with everything happening in the parks. Asked about irrigation ( Jenema responded that it would be done in the fall, depending on funding). She also asked questions about a pavilion and the park area in front of the marina.

2. **Gordie Lapointe-**

Was disappointed to hear Lamott was leaving, discussed long term projects and the money it will cost. Recommended that the committee come up with a good budgeting system. Asked about the trail through Yuba park. Asked about Gilroy park.

**ADJOURN:**

**Motion to adjourn Timmins, 2nd. Heffner.**

**Motion carries**



**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
May 8<sup>th</sup>, 2017, 7:00 p.m.**

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

**ROLL CALL:**

PC Members present: D. Rosa, D. White, T. Forgette (Secretary), S. Feringa (Vice-Chair), K. Wentzloff (Chair), M. Timmins, B. Balentine.

Staff Present: S. Winter, Planning & Zoning Administrator

Staff Excused: J. Iacoangeli, Planner, J. Jocks, Legal Counsel.

**A. LIMITED PUBLIC COMMENT: None. Closed at 7:02p**

**B. APPROVAL OF AGENDA:**

Motion to approve agenda as presented by White; support by Balentine. Motion passed unanimously.

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

**D. SPECIAL PRESENTATIONS:**

- 1. None

**E. CONSENT CALENDAR:**

**1. RECEIVE AND FILE**

- a. Township Board Draft Minutes 04/04/17

**2. ACTION:**

- a. Adopt Planning Commission Minutes 04/10/17

Motion to adopt consent calendar as presented by Timmins; support by Balentine. Motion passed unanimously

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

- 1. None
- 2. \_\_\_\_\_

**G. CORRESPONDENCE:**

- 1. None

**H. PUBLIC HEARINGS:**

- 1. None

**I. OLD BUSINESS:**

- 1. Temporary Outdoor Sales

Chair Wentzloff spoke to clarify last month's vote on a revision to the Temporary Outdoor Sales Ordinance that ended in a tie; three members in favor of modifying the current ordinance and three members against. According to legal counsel, a tie vote means a no vote and the motion does not pass. White asked if it could be voted on again with all members present and Winter indicated another public hearing announcement would need to be made. Wentzloff indicated that TNT may bring back as an appeal. Moving forward, Winter suggested that in a

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

future situation where an even number of commissioners are present that the item could be tabled. A discussion of clarification of the definition of Operator occurred.

**2. Medical Marihuana Ordinance**

Chair Wentzloff wants to provide direction for Legal Counsel and the Zoning Administrator to begin the process of drafting an ordinance allowing all five of the newly defined uses in the B-4 district as well as allowing one provisioning center in the commercial corridor as a similar entity already exists. Discussions occurred on allowing processing and growing in the Agriculture District and commissioners were in agreement that it should be considered an allowed use. Wentzloff was not opposed to limiting the number in the district and Timmins suggested 5. Due to large parcel size, Winter suggested it could be restricted to one license per parcel. Winter indicated he would start the process of drafting an ordinance for review.

**3. Short-Term Rentals**

Wentzloff indicated new legislation has been introduced at the state level that basically says it is the right of the owner. Due to an unexpected leave, Winter was unable to put together a draft ordinance for review. Winter did attend a Grand Traverse County Planner's Lunch and Learn series where a short-term rentals presentation from Suttons Bay Township and their experiences was heard. Highlights include approach it slowly and limit at first, make renewal process easy, don't make permit transferrable with the sale of the property, keep simple and straight-forward, and don't have provisions you can't enforce. One highlight is a software as a service website that can monitor short-term rentals advertised in the community and perhaps assist entities with limited resources in compliance monitoring. Wentzloff read the proposed new legislation to PC members. Wentzloff would like to see at least a draft ordinance prepared and bring back for review with a goal of September.

**J. NEW BUSINESS:**

**1. Ground Mounted Solar Farms**

Winter presented information to commissioners on ground mounted solar farms. Cyprus Creek Renewables contacted him to see if they were an allowed use in the Township. The use is not listed in our current ordinance and therefore would not be allowed. This exclusion may be the result of the technology not existing at the time the ordinance. As the zoning ordinance is currently under a re-write he thought it may be beneficial to look more closely at this use, its benefits and impacts, to determine if it is appropriate to include. Initial thoughts were to look at the Agriculture district and land that is unfarmable for whatever reason. Discussion occurred and commissioners felt like this use should be considered and look at drafting an appropriate ordinance.

**K. PUBLIC COMMENT & OTHER PC BUSINESS**

Final public comment period opened at 7:55p; none presented. Closed at 7:55p

1. Zoning Administrator Report – Shawn Winter - Presented report. Land use permits are up. Met with Counsel and Planning consultant to review components of the draft zoning ordinance that have been worked on so far. Productive meeting with lots of feedback but much more work needs to be done. Met with Nate Elkins regarding Kelly's PUD project and they are behind schedule. They did do a site visit with some members of Concerned Citizens of Acme Township as well as the Watershed Center and it was well received.
2. Planning Consultant Report – John Iacoangeli - Nothing to report
3. Township Board Report – Doug White - Board continues to work on budget items
4. Parks & Trails Committee Report – Marcie Timmins - Was unable to attend the last meeting. Feringa indicated the GT Band Green Committee and the Resort Green Committee having a tour the stormwater system at VGT and Acme Creek on May 12th. The tour serves as a kickoff by the Green Committee's stream restoration efforts.

**ADJOURN:** Motion to adjourn by Timmins; support by Balentine. Motion passed unanimously. Meeting adjourned at 8:07p

## Shawn Winter

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**From:** Trae Forgette <trae.forgette@gmail.com>  
**Sent:** Wednesday, June 07, 2017 8:33 AM  
**To:** Jay Zollinger; Karly Wentzloff; Shawn Winter  
**Subject:** PC and ZBA resignation

All,

It is with a heavy heart to inform you that I will be resigning my positions on the Planning Commission and ZBA. I have accepted a new employment opportunity in the UP close to my parents.

I can be at the ZBA meeting tomorrow for sure. Thank you for the opportunity to serve the township. Let me know if you have any questions

Trae

--

Sincerely,

Trae Forgette  
Acme Township Planning Commission

June 11, 2017

Amanda A Beck MD

Virginia C Vary ACSW

7113 Deepwater Point Rd

Williamsburg, Mi 49690

ATT: Karly Wentzlof

Acme Township Planning Commission

6042 Acme Road

Williamsburg, Mi 49690

Dear Commission Members,

We are writing with respect to the regulation of short term rental of residences in our Township.

We live next to 7095 Deepwater Point Road. When we bought our house about 5 years ago, the house at this address was for sale. It was subsequently turned into a long-term rental occupied by a pleasant family who were friends of our niece and nephew and whose children played with our grandnieces now age 7 and 14. After a year that family left and the house has become a "vacation rental by owner" occupied by a different group most every weekend in summer or good weather other times of the year. Sometimes these have been pleasant people respectful of our neighborhood. Most of the time however, these have varying groups of large sizes, with loud parties, clear intoxication, and objectional language. A favorite activity seems to be jumping in the water upon arrival finding it too cold and then screaming in shock. Some have not been able to get themselves out of the water and the neighbors have had to rescue them. One group rented the house and invited a large number of rowdy people to hang out at the dock in a power boat with the music as loud as possible and the conversation as sexual and profane as possible. Many renters shoot off fireworks at any time and leave fire pits burning or smoldering when bans are in place. We have fenced our property to keep wandering people out but still had a group of uninvited, very intoxicated young women climb our very steep waterside stairs to come pet our dogs.

Unfortunately, our lovely environment has become more like a low-grade motel. We have trouble sleeping because of the noise and the vehicles coming and going and parking on the lawn with lights shining into our house. Clearly the best time for our family to gather near the water is on weekends when they are out of school or not at work. We cannot sit out or swim with our young nieces with the environment next door. We cannot have sleep overs because the noise is so loud that it keeps the girls

from falling asleep. The dogs want to constantly bark and investigate because of the noise and cars coming and going.

We have spoken with the owner who stated that he tells people the rules but cannot enforce them. We have called the police. We are not opposed to any residential rentals. We have owned a VRBO in the past. We took great care to ensure that renters understood that the rental was a residence not a beach hotel or party house. We took great care to ensure that their conduct was respectful of their neighbors and environment. We want to be good neighbors in a good neighborhood. We expect that any other residential owner will do the same whether the residence is owner occupied or rented.

From the Township minutes, it appears that a survey of the people attending a January 2017 meeting justified the finding that the majority of the Township tax payers approve of VRBO formats. It appears however that this survey was not offered to township as a whole and therefore the conclusion of approval was erroneous.

While our experience could have been an isolated one, we find in talking with neighbors that it is not.

To ensure respectful and productive behavior for both owner occupied residences and owner rented residences, we are recommending;

1. Rental be no less than 2 weeks.
2. Licensure with adequate written commitments of responsibility.
3. Adequate licensure fees to the township to cover the added costs of the program.
4. Annual renewal of license with approval required from surrounding neighbors.

Sincerely,

Amanda A Beck MD

Virginia(Ginger) C Vary



## Shawn Winter

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**From:** Marcie Timmins <sticksnstonez@gmail.com>  
**Sent:** Monday, June 12, 2017 9:23 AM  
**To:** Shawn Winter  
**Subject:** Thoughts for PC meeting

Hi Shawn,

Since I can't make it to the meeting tonight I thought I would share some thoughts topics that will be covered tonight.

1) short term rental ordinance.

I like it over all it makes it very clear and concise for those who are interested in renting.

One thought I have is that under definitions: occupant , it says " This does not include children under 5" I would suggest that the children's age should be raised to at least 10 if not 12. Which is the age I see parents no longer house sharing with other families and making their kids sleep on the blow up mattresses and such. Unless the idea is to limit the number of people as a whole than ignore my suggestion.

A couple clarifying questions. Under article 3 section 2.1 C, is the publication on a website for monitoring purposes?

And

Section 5.2, 3, b 2iii... if a hearing is requested is there an extra cost to the township? If there is an extra cost is that already allotted for in the permitting cost? If it is not can it be charged to the property owner if they are found at fault?

I support the change in the bylaws to elect officers in August.

Concerning the McDonald's expansion I have one question about having to have the plantings finished by Sept 15.

I didn't see anything for irrigation on the blue print legend. If that is true, the trees will do better (survival wise) planted after September 15, due to the stage there roots are in, they need less water to survive. Unless they have irrigation or a watering plan I would recommend changing the date to October 15th or even November to account for a late summer.

I will try to read through the emails you sent before I head back to Lansing ( first stop on the way home)

Marcie

Date: Monday, June 12, 2017

Joel and Debra Safronoff, 7206 Peaceful Valley Rd, Williamsburg, MI 49690

To: Township planners of Acme Township

Regarding: Why the zoning ordinance for R1 and R2 should not change to allow short term rentals.

A residential subdivision is devised to support a peaceful, cooperative, and safe and secure environment for its residents. Short term rentals jeopardized the very foundation of residential living.

When people rent for a short time period, they are interested in vacationing and all the activities that encompass the vacation mindset. This may include: blowing off steam, partying, drinking, setting off fireworks at all times of the night, and having bon-fires all times of the day and night (including burning leaves). One of the problems accompanying these vacationers fun time is poor trash containment including leaving beer cans and waste on the beach as well as garbage in the road. They act as if they do not care and may never return to the same residence again.

Unlike a permanent resident where good communication can solve most issues, some short term renters may be accommodating to resolving a particular problem, but most likely you will be required to ask for cooperation on a regular basis as one renter leaves and another takes their place.

Also with all the violence in the world today, why should someone living in an R1 or R2 district have to wonder who in the world is staying next to them at any given time. I have witnessed neighbors in Woodland Acres Subdivision adding fences and posting signs due to the short term rental issues.

The Police of Michigan have gone to the trouble of creating and maintaining a sex offender's registry. How effective is that when transients are constantly invading a residential neighborhood. If you do not think there are sex offender's in your neighborhood you should check the registry in your area. If not for the adults, please consider the safety and security of the neighborhood children.

Another issue that greatly impacts our neighborhood residents' quality of life is the matter of more traffic. Not only is there more traffic due to the multiple families inhabiting one dwelling, but the renter traffic seems to be less interested in accommodating the pedestrian and cyclist.

If commercial short term rental ventures are allowed, are the homeowners still entitled to the homestead millage? What is to prevent other commercial ventures from being started in a residential zoned home?

We would like to point out that the survey used as part of your research was completed by less than 2% of township residents. We would think that a change this important warrants a survey being sent to every resident in a separate mailing showing the current law and its short term rental implications. Also this mailing should include a copy of the opinion rendered by the Acme Township Attorney and an explanation as to what the elected officials of Acme Township are trying to accomplish by changing the current ordinance to include short term rentals. We would also expect that any Board Member having participated as a short term rental landlord in Acme Township should recuse themselves from participating in any conversations regarding the issue and voting on this issue.

Acme Township  
Shawn White  
6042 Acme Rd.  
Williamsburg, MI 49690

January 4, 2015

Dear Mr. White,

The residents of Acme Township are being asked to respond to the issue of weekly rentals in the R1 R2 zoned areas. It should not be an issue or a topic for discussion as the R1 and R2 district description is very clear. People who buy, build, and live in an R1 and R2 area rightfully expect standards enforced and there should not be a discussion of lowering the standard because some folks wish to make a quick buck.

This last summer was one of the most frustrating times we have ever spent in this neighborhood. Let me share with you our thoughts and observations on the summer rentals.

- Many times there were six to ten cars parked in driveways, on the roads, and on the grass. Cars were coming and going at all hours (not at 25 mph but much faster) with doors slamming, people laughing and carrying on regardless of the hour. Car lights shown in homes at all hours of the night disturbing homeowners and animals.
- Renters and their guests used fireworks, and built fires regardless of the time, day, or fire danger.
- Renters walked anywhere they wished with no regard for personal property rights. Some even took folks' chairs, boats, and other items right off private property and used them. No regard was given to residents' privacy.
- We have had an upturn in theft in the area and must lock up everything, which we have not had to do over the 30 years we have lived here.

These are just a few of the things that concern and irritate an otherwise lovely neighborhood of folks who have been blessed to be neighbors for years.

There are a few more important items that come to mind as one thinks about the impact on a neighborhood like this.

1. What is the impact on the sewer system and is the pumping station able to handle this kind of load?
2. How must this much more traffic be affecting the road itself?
3. How does one know if the people who are weekly renters are criminals, sex offenders? How does one know if it is safe for children?

Here are just a few of the homes that we are aware of that have been doing weekly rentals and we hope that they do not have a homestead credit any longer.

7095, 7159, 7201 Deepwater Point Rd.  
7186 Peaceful Valley.

Last but not least we believe that this diminishing of the neighborhood will lower our property values; therefore, we anticipate that our property taxes will reflect the same if the township continues to turn its back on the zoning rules.

Best regards,

Linda Wikle      Gail Trill                      7174 Deepwater Point Rd,  
Williamsburg, MI 49690



# Site Plan Review

6042 Acme Road | Williamsburg, MI | 49690

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

Date: 06.05.2017

From: Shawn Winter  
To: Karly Wentzloff, Chairperson  
ACME TOWNSHIP PLANNING COMMISSION  
6042 Acme Road  
Williamsburg, MI 49690

Project: Wiper Shaker Storage Building  
6160 South Railway Commons  
Williamsburg, MI 49690

Request: Site Plan Review 2017-02

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Applicant: Dean Adams, Bay Area Contracting

Parcel Number: 28-01-585-015-00

Legal Description: LOT 15 RAILWAY INDUSTRIAL PARK SEC 31 T28N R9W

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## General Description

The Applicant is proposing to build a 10,200 square foot storage building that consists of a 160' x 60' (9,600 ft<sup>2</sup>) and a 20' x 30' (600 ft<sup>2</sup>) office space. The structure will be used as additional storage for the existing business Wiper Shaker located on an adjacent lot at 6650 East Railway Commons. The lot is currently vacant and undeveloped. The use is allowed by right in the B-4 Material Processing & Warehousing District.



Existing Wiper Shaker business location.

Approximate location of Proposed structure.



# Site Plan Review

6042 Acme Road | Williamsburg, MI | 49690

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

## Existing Permits

None

## Zoning Ordinance Compliance

The proposed use is compliant with the following section(s) of the Acme Township Zoning Ordinance for the B-4 Material Processing & Warehousing District:

### 6.11.2 Uses Permitted By Right

b. Storage where operations are conducted within an enclosed building:

i. Warehouses, indoor storage and terminal buildings.

B-4: Material Processing & Warehousing District			
Regulation	Requirement	Site Plan	Met
Minimum Lot Size	n/a [§6.13.1]	1.31 acres	n/a
Minimum Lot Width	150 ft [§6.13.1]	152.131 ft	Yes
Minimum Lot Depth	n/a	380.345 ft	n/a
Front Yard Setback	20% of lot depth, not less than 40 ft, not more than 60 ft [§6.13.2(e)]	20% depth = 76.07 ft; Established at 60 ft; Building at 70 ft	Yes
Side Yard Setback	10% of lot width, not less than 10 ft, not more than 50 ft [§6.13.2(f)]	10% width = 15.2 ft; Established at 15 ft; Building at 71 & 19 ft	Yes
Rear Yard Setback	10% of lot width, not less than 10 ft, not more than 50 ft [§6.13.2(f)]	10% depth = 38 ft; Established at 38 ft; Building at 120.9 ft	Yes
Maximum Building Height	3 stories, 40 ft [6.13.1]	20 ft; Peak at 24 ft; Eave at 16 ft	Yes
Parking Requirements	Minimum 1 space per 2,000 sq ft. [§7.5.3(f)], except area used exclusively for storage [§7.5.2(a)]	1 space required; 2 provided (w/ 1 ADA)	Yes
Loading Requirements	Requirements under §7.5.5(a-h)	Requirements met	Yes

## Agency Reviews

1. Soil Erosion and Sedimentation Control – permit no. 24641 issued 05/08/17
2. Health Dept. Well & Septic – not applicable at this time
3. Grand Traverse Metro Fire Department – satisfactory review



# Site Plan Review

6042 Acme Road | Williamsburg, MI | 49690

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

#### 4. Gosling Czubak Storm Water Review – satisfactory review

#### §8.2 Standards for Site Plan Review

Standards for Site Plan Review	
Standard	Finding
a. That the applicant may legally apply for site plan review.	<b>Satisfied:</b> The Applicant is authorized by the owner of the property to apply
b. That all required information has been provided.	<b>Satisfied:</b> The application is complete
c. That the proposed development conforms to all regulations of the zoning district in which it is located and all other applicable standards and requirements of this ordinance, including but not limited to all supplementary regulations.	<b>Satisfied:</b> The proposed use is allowed by right in the B-4 Material Processing & Warehousing District and applicable provisions of the Zoning Ordinance.
d. That the plan meets the requirements of Acme Township for fire and police protection, water supply, sewage disposal or treatment, storm, drainage, and other public facilities and services.	<b>Satisfied:</b> Gosling Czubak – Favorable GT Metro Fire – Favorable Soil Erosion – Permitted Health Department – Not applicable
e. That the plan meets the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured.	<b>Satisfied:</b> GT Metro Fire – Favorable Soil Erosion – Permitted Health Department – Not applicable
f. That natural resources will be preserved to a maximum feasible extent, and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se.	<b>Satisfied:</b> Areas of disturbance will be limited to the extent necessary for construction.
g. That the proposed development property respects floodways and flood plains on or in the vicinity of the subject property.	<i>Not Applicable</i> – No floodplains present
h. That the soil conditions are suitable for excavation and site preparation, and that organic, wet, or other soils which are not suitable for development will either be undisturbed, or modified in an acceptable manner.	<b>Satisfied:</b> Soil type and conditions were indicated on site plan and considered as part of the storm water review process. No problematic soil conditions indicated other than items specified in the Gosling-Czubak report.
i. That the proposed development will not cause soil erosion or sedimentation problems.	<b>Satisfied:</b> SESC permit conditions shall be adhered to.
j. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff, and will not cause undue runoff onto neighboring property or overloading of water courses in the area.	<b>Conditionally Satisfied:</b> Gosling-Czubak report indicates items to be modified in order to satisfy the requirements of the Acme Township Storm Water Ordinance.



# Site Plan Review

6042 Acme Road | Williamsburg, MI | 49690

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

Standards for Site Plan Review	
Standard	Finding
k. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect the adjacent or neighboring properties.	<b>Satisfied:</b> The property is relatively flat and will only be graded as necessary to accommodate the items indicated in the site plan.
l. That structures, landscaping, landfills or other land uses will not disrupt air drainage systems necessary for agricultural uses.	<b>Satisfied:</b> Located in an established industrial park with no significant airsheds or drainage systems in proximity.
m. That phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.	<i>Not Applicable</i> – No phasing required
n. That the plan provides for the proper expansion of existing facilities such as public streets, drainage systems, and water and sewage facilities.	<b>Satisfied:</b> existing roadway established, new well and septic to be installed
o. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	<b>Satisfied:</b> screening along the right-of-way satisfies the requirements of §7.5.6(e).
p. That parking layout will not adversely affect the flow of traffic within the site, or to and from the adjacent streets.	<b>Satisfied:</b> No impact
q. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.	<b>Satisfied:</b> Parking provided adjacent to building, sufficient maneuvering lane space, no sidewalks leading to site
r. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not be a nuisance to the subject property or neighboring properties.	<i>Not Applicable</i> – No outdoor dumpster or waste receptacle indicated on site plan
s. That the proposed site is in accord with the spirit and purpose of this Ordinance, and not inconsistent with, or contrary to, the objectives sought to be accomplished by this Ordinance and the principles of sound planning.	<b>Satisfied:</b> The proposed use meets the intent of the B-4 Material Processing & Warehousing District.

## Summary of Review

The proposed site plan and associated use is allowed by right in the B-4 Material Processing & Warehousing District. The scale and use of the proposed building is consistent with the existing development on the surrounding properties, and the intent and purpose of the district. The proposed structure will be used as ancillary storage to the existing Wiper Shaker business located on an adjacent lot.

The Township Engineer has noted two items to be modified that relate to the Storm Water Control Ordinance. The basin design has the eastern slope encroaching into a county storm water easement on the basin's eastern side. The basin will need to be shifted west or



# Site Plan Review

6042 Acme Road | Williamsburg, MI | 49690

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

reconfigured to remove this encroachment. Additionally, the site plan will need to be updated to indicate the location of future drain fields and/or wells that meet the required isolation distance from surface water flooding. No drain field or well is indicated on the site plan at this time due to the fact that the restroom facilities are indicated as "future".

No light plan was included in the application. The Zoning Ordinance does not require any parking lot lighting, however, if security lighting is to be installed it shall adhere to the provisions of section 7.8 in the Zoning Ordinance and is reflected in the motion below.

## **Suggested Motion for Consideration**

Motion to approve the site plan submitted by Dean Adams for a 10,200 sq ft storage building with an office space located at 6160 South Railway Commons, subject to the following conditions:

1. The proposed twenty (20) foot wide connector route between the loading and unloading zone in the rear (east side) of the building and the existing parking/loading area of the existing Wiper Shaker business shall be paved with an asphalt surface.
2. All exterior security lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.





### Special Use Permit/Site Plan Review Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

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

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

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

Name: Wiper Shaker LLC Phone: 231-668-2418

Mailing Address: Lot 50 E Railway Commons

City: Williamsburg State: MI Zip: 49690

Email Address: Bart@wiperShaker.com

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

Name: Ray Area Contracting Inc Phone: 231-642-0014

Mailing Address: PO Box 6445

City: Traverse City State: MI Zip: 49696

Email Address: Dean@BAC-TC.com

**A. Property Information:**

1. **Address:**

6060 S. Railway Commons

2. **Parcel Number/Property Description:** 28-01-585-015-00

Sect 31, Town 28N, Range 9W, Lot #15 Railway Ind far

3. **Current Zoning of Property:**

B-4

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

NA

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

Wiper Shaker is Owner

6. Proposed Use/Change to Property

Storage Building

X 7. Estimated Start and Completion Dates:

June 2017 September 2017

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

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

✓ Paid.

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

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

Signed: DA Ben Adams Date: \_\_\_\_\_

FOR TOWNSHIP USE ONLY

Application Number: SPR 2017-02

Date Received: May 29, 2017

Public Hearing/Meeting: June 12, 2017

Date of Advertising: N/A

T&A Account: 085

NOTES:

DESIGNATED AGENT AUTHORIZATION

Date 4/11/17

To Whom It May Concern:

MARTIN & LAGINA authorize Bert Aantela of  
Wiper Shaker LLC to serve as my agent in overseeing all  
improvements relating to my property at  
Railway Commons, Williamsburg, MI

Sincerely,



Manager -  
Wiper Shaker LLC




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

6042 Acme Road, Williamsburg, MI 49690  
Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)  
Planning & Zoning Administrator: Shawn Winter Email: [swinter@acmetownship.org](mailto:swinter@acmetownship.org)

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

Name (please print): Dean Adams

Signature:  Date: 05-17-17

Project Name: LOOPER SHAKER

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

Name: Bay Area Contracting, Inc

Mailing Address: PO Box 6445

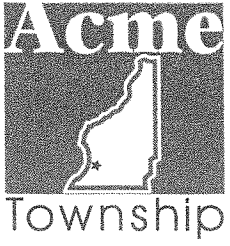
City: Traverse City State: MI Zip Code: 49696

Phone Number: 231-642-0014 Fax Number: 231-929-0014

Email Address: Dean@BAC-TC.com

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

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



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

# RECEIPT

**Number:** 19212  
**Cashier:** SARAH

**Date:** 05/30/17  
**Received Of:** BAY AREA CONTRACTING  
**The Sum Of:** \$1500.00

CODE	DESCRIPTION	GL CREDIT	TENDER	CHECK #	AMOUNT
ESC85WS	OPEN ESCROW	101-000-610.000	Check 5856		\$1,500.00



# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Sarah Lawrence, Deputy Treasurer  
From: Shawn Winter, Planning & Zoning Administrator  
CC:  
Date: June 5, 2017  
Re: Taxes Paid To Date

---

This department is requesting that all taxes have been paid to date for the below referenced property and owner:

**Parcel No:** 28-01-585-015-00  
**Address:** 6160 South Railway Commons  
**Legal Desc.:** LOT 15 RAILWAY INDUSTRIAL PAR SEC 31 T28N R9W  
**Owner:** Wiper Shaker LLC  
**Business:** Wiper Shaker

I, Sarah Lawrence, verify that all taxes have been paid for the above referenced parcel, and for all real and personal property under the ownership of the listed entities.

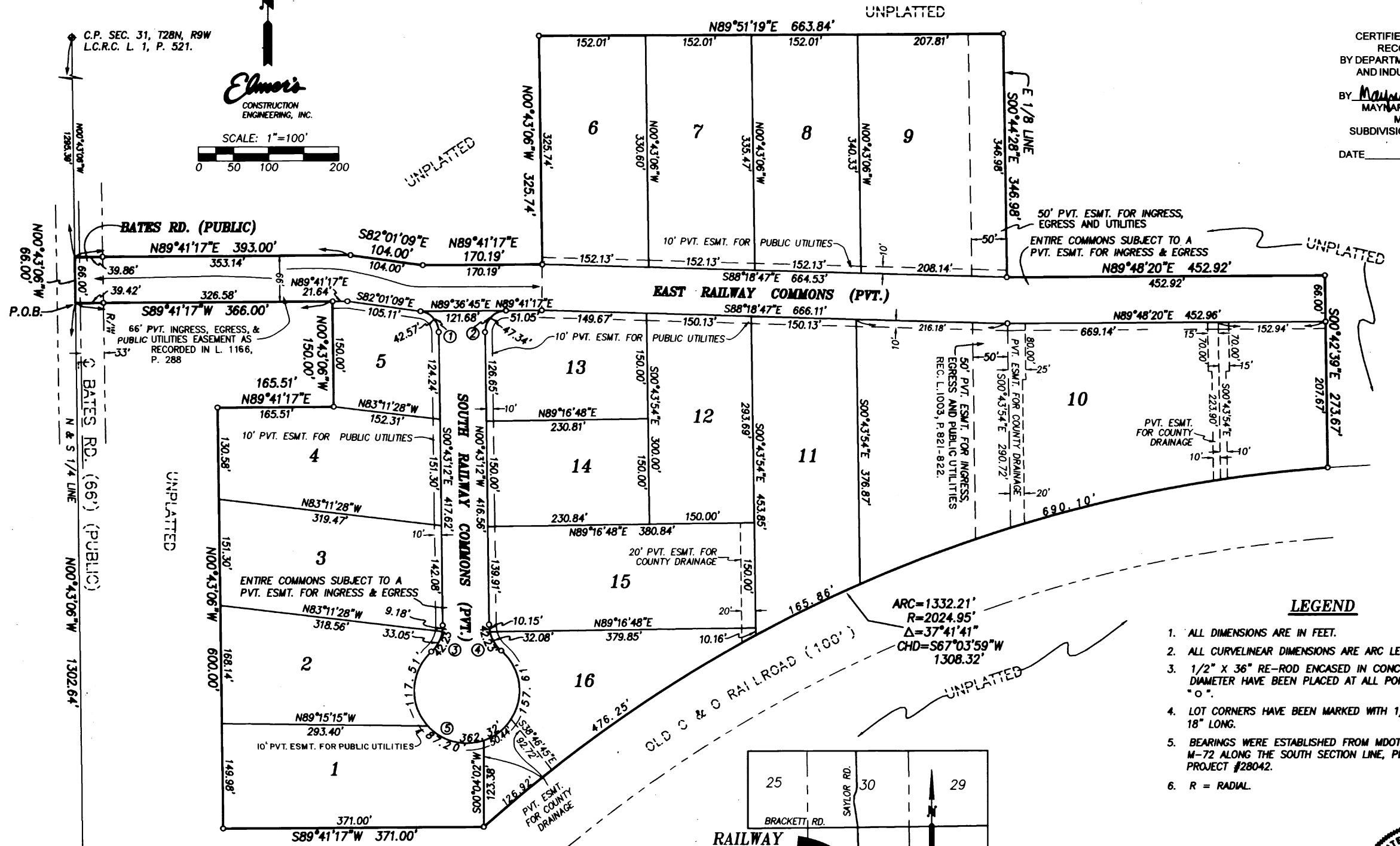
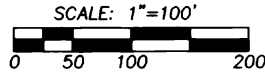
Sarah Lawrence  
Sarah Lawrence, Deputy Treasurer

6/5/2017  
Date

# RAILWAY INDUSTRIAL PARK

PART OF THE SE 1/4 OF SECTION 31, TOWN 28 NORTH, RANGE 9 WEST,  
ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

CERTIFIED TRUE COPY OF  
RECORDED PLAT  
BY DEPARTMENT OF CONSUMER  
AND INDUSTRY SERVICES  
BY *Maynard R. Dyer*  
MAYNARD R. DYER, P.S.  
MANAGER  
SUBDIVISION CONTROL UNIT  
DATE 4-21-98

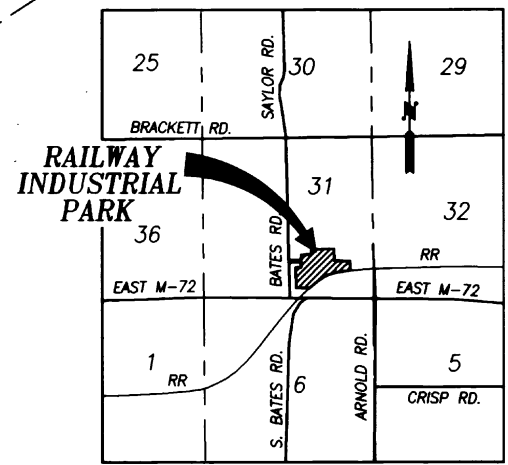


**LEGEND**

1. ALL DIMENSIONS ARE IN FEET.
2. ALL CURVILINEAR DIMENSIONS ARE ARC LENGTHS.
3. 1/2" X 36" RE-ROD ENCASED IN CONCRETE 4" IN DIAMETER HAVE BEEN PLACED AT ALL POINTS MARKED "O".
4. LOT CORNERS HAVE BEEN MARKED WITH 1/2" RE-ROD 18" LONG.
5. BEARINGS WERE ESTABLISHED FROM MDOT PLANS FOR M-72 ALONG THE SOUTH SECTION LINE, PLAN #4023A PROJECT #28042.
6. R = RADIAL.

**CURVE INFORMATION**

CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD DIST.	DELTA
1	30.00'	42.57'	S41°22'11"E	39.09'	81°17'57"
2	30.00'	47.34'	N44°29'02"E	42.58'	90°24'29"
3	50.00'	42.23'	N23°28'37"E	40.99'	48°23'40"
4	50.00'	42.23'	S24°55'02"E	40.99'	48°23'40"
5	75.00'	362.32'	N89°16'48"E	99.60'	276°47'19"



**LOCATION MAP**  
NO SCALE

64780

THIS PLAT IS SUBJECT TO RESTRICTIONS AS REQUIRED BY ACT 288 OF 1967, AS AMENDED, ON CERTAIN LOTS WITH RESPECT TO THE REQUIREMENTS OF THE MICHIGAN DEPT. OF ENVIRONMENTAL QUALITY, THE GRAND TRAVERSE COUNTY ROAD COMMISSION, WHICH ARE RECORDED IN LIBER 1216, PAGE 270 AND 271 OF THE RECORDS OF GRAND TRAVERSE COUNTY.



3600 RENNIE SCHOOL ROAD  
P.O. BOX 6150  
TRAVERSE CITY, MI 49606-6150  
(616) 943-3443  
FAX (616) 943-8975

ENGINEERING - SURVEYING - INSPECTION - TESTING

DATE: 8-28-97 FILE: K:\1997\B\970234\RIP-1 JOB NO. 970234

# RAILWAY INDUSTRIAL PARK

PART OF THE SE 1/4 OF SECTION 31, TOWN 28 NORTH, RANGE 9 WEST,  
ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

**SURVEYOR'S CERTIFICATE**

I, Stephen K. Smith, Professional Surveyor, hereby certify: That I have surveyed, divided, and mapped the land shown on this plat, described as: Railway Industrial Park, part of the Southeast quarter, Section 31, T28N, R9W, Acme Township, Grand Traverse County, Michigan, more fully described as:

Commencing at the South quarter corner of said Section 31; thence N 00°43'06" W, 1302.64 feet, along the North & South quarter line of said Section 31 to the POINT OF BEGINNING; thence continuing N 00°43'06" W, 66.00 feet; thence N 89°41'17" E, 393.00 feet; thence S 82°01'09" E, 104.00 feet; thence N 89°41'17" E, 170.19 feet; thence N 00°43'06" W, 325.74 feet, parallel with said North & South quarter line; thence N 89°51'19" E, 663.84 feet; thence S 00°44'28" E, 346.98 feet, along the East 1/8 line of said Section 31; thence N 89°48'20" E, 452.92 feet; thence S 00°42'39" E, 273.67 feet; thence along the northerly right of way of the old C & O Railroad along a 2024.95 foot radius curve to the left (central angle of 37°41'41", chord bearing of S 67°03'59" W, chord length of 1308.32 feet) for 1332.21 feet; thence S 89°41'17" W, 371.00 feet; thence N 00°43'06" W, 600.00 feet, parallel with said North & South quarter line; thence N 89°41'17" E, 165.51 feet; thence N 00°43'06" W, 150.00 feet, parallel with said North & South quarter line; thence S 89°41'17" W, 366.00 feet; to the POINT OF BEGINNING.

Containing 16 lots numbered 1 through 16, and two private parks, East Railway Commons and South Railway Commons.

Containing 24.43 acres.

That I have made such survey, land division and plat under the direction of the owners of such land.

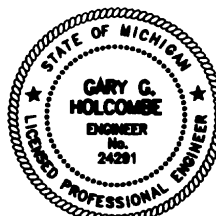
That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision of it.

That the required monuments and lot markers have been located in the ground or that surety has been deposited with the municipality, as required in Section 125 of the Act.

That the accuracy and closure are within the limits required by Section 126 of the Act.

That the bearings shown on the plat are in compliance with Section 126 (3) of the Act and as explained in the legend.

9-5 1997 ELMER'S CONSTRUCTION ENGINEERING, INC



*Stephen K. Smith*  
Stephen K. Smith  
Professional Surveyor, No. 36000  
PO Box 6150  
3600 Rennie School Road  
Traverse City, MI 49696-6150

*Gary G. Holcombe*  
Gary G. Holcombe Principal  
Professional Engineer, No. 24291  
PO Box 6150  
3600 Rennie School Road  
Traverse City, MI 49696-6150

**ACKNOWLEDGEMENTS**

State of Michigan )  
Grand Traverse County ) S.S.

**PROPRIETOR'S CERTIFICATE - LIMITED LIABILITY COMPANY**

Elk River Holding Company, LLC, a limited liability company, duly organized and existing under the laws of the State of Michigan by Robert M. Boeve, Manager, as proprietor, has caused the land to be surveyed, divided, mapped, and dedicated as represented on this plat and that East Railway Commons and South Railway Commons are private parks for the use of the lot owners of this plat and owners of contiguous land whose title is traceable to the proprietor of this plat; that the portion of Bates Road shown is public; that the public utility easements are private easements and that all other easements are for the uses shown on the plat.

Witnesses:  
*Christy Andersen*  
*Toni Hendrix*  
Elk River Holding Company, LLC  
1503 Garfield Road N  
Traverse City, MI 49686  
BIO-929, 3-7-97 *Correction Filed 3-12-98*  
*Robert M. Boeve*  
Robert M. Boeve, Manager

**ACKNOWLEDGEMENTS**

State of Michigan )  
Grand Traverse County ) S.S.

Personally came before me this 8th day of September, 1997, Robert M. Boeve, Manager of the above named company, to me known to be the person who executed the foregoing instrument, and to me known to be such manager of said company, and acknowledged that he executed the foregoing instrument as such officer as the free act and deed of said company, by its authority.

*Mary P. Ballew*  
Mary P. Ballew, Notary Public  
Grand Traverse County, MI

My commission expires 10/14/00

**COUNTY TREASURER'S CERTIFICATE**

The records in my office show no unpaid taxes or special assessments for the five years preceding Sept 9, 1997, involving the lands included in this plat.

*William Rokos*  
William Rokos, County Treasurer  
Grand Traverse County

**PROPRIETOR'S CERTIFICATE - LIMITED LIABILITY COMPANY**

M-72 East, LLC, a limited liability company, duly organized and existing under the laws of the State of Michigan by Howard A. Hughes, Member, as proprietor, has caused the land to be surveyed, divided, mapped, and dedicated as represented on this plat and that East Railway Commons and South Railway Commons are private parks for the use of the lot owners of this plat and owners of contiguous land whose title is traceable to the proprietor of this plat; that the portion of Bates Road shown is public; that the public utility easements are private easements; and that all other easements are for the uses shown on the plat.

Witnesses:  
*Christy Andersen*  
*Jane Hines*  
M-72 East, LLC LC4-424, 12-14-94  
6284 Bates Road  
Williamsburg, MI 49690  
As proprietor at time of Preliminary Plat Approval with no proprietary interest at this time.  
*Howard A. Hughes*  
Howard A. Hughes, Member

Personally came before me this 6th day of January, 1998, Howard A. Hughes, Member of the above named company, to me known to be the person who executed the foregoing instrument, and to me known to be such member of said company, and acknowledged that he executed the foregoing instrument as such officer as the free act and deed of said company, by its authority.

*Mary P. Ballew*  
Mary P. Ballew, Notary Public, Grand Trav. Co., MI  
My commission expires 10/14/00

**COUNTY DRAIN COMMISSIONER'S CERTIFICATE**

Approved on Sept 29, 1997 as complying with Section 192 of Act 288, P.A. 1967 and the applicable rule and regulations published by my office in the County of Grand Traverse.

*Maura Templeton*  
Maura Templeton, Drain Commissioner

**CERTIFICATE OF COUNTY ROAD COMMISSIONERS**

Approved on Oct. 1, 1997 as complying with Section 183 of Act 288, P.A. 1967 and the applicable published rules and regulations of the Board of Road Commissioners of Grand Traverse County.

*Roger Thompson*  
Roger Thompson, Member  
*James A. Burkholder*  
James A. Burkholder, Vice Chairman  
*Maurie Dore Dennis*  
Maurie Dore Dennis, Chairman

**CERTIFICATE OF MUNICIPAL APPROVAL**

I certify that this plat was approved by the Township Board of Acme Township, at a meeting held Nov 10, 1997 and was reviewed and found to be in compliance with Act 288, P.A. of 1967. Preliminary plat was approved on July 7, 1997 by the Grand Traverse County Health Department.

*Noelle Knopf*  
Noelle Knopf, Clerk

**COUNTY PLAT BOARD CERTIFICATE**

This plat has been reviewed and is approved by the Grand Traverse County plat board on November 14th, 1997 as being in compliance with all of the provisions of Act 288, P.A. 1967, and the plat board's applicable rules and regulations.

*Karon Anderson*  
Karon Anderson, Register of Deeds  
*Linda Coburn*  
Linda Coburn, County Clerk  
*William Rokos*  
William Rokos, County Treasurer

**RECORDING CERTIFICATE**

State of Michigan )  
Grand Traverse County )

This plat was received for record on the 30th day of March, 1998 at 2:21 p.m., recorded in Liber 15 of plats on Page 15.

*Karon Anderson*  
Karon Anderson, Register of Deeds

**Elmer's**  
CONSTRUCTION ENGINEERING, INC.

3600 RENNIE SCHOOL ROAD  
P.O. BOX 6150  
TRAVERSE CITY, MI 49696-6150  
(616) 943-3443  
FAX (616) 943-8975

<b>ENGINEERING</b>	<b>SURVEYING</b>	<b>INSPECTION</b>	<b>TESTING</b>
DATE: 8-28-97	FILE: K:\1997\B\970234\RIP-1	JOB NO. 970234	

64780





**Notes:**

- There are no existing uses present on the subject site. The existing site is a flat, open lot covered with grass.
- There will be one employee on-site during the largest shift at the storage building. All other employees of the business will be on other adjacent sites owned by the property owner.
- No customers or visitors will be visiting the proposed use.
- The proposed storage building and associated driveways will have no adverse impact on surrounding properties and uses as the project site is surrounded on all sides by other B-4 zoned properties with storage, processing, and manufacturing uses.
- It is proposed that the restroom shown on the proposed floor plans have all utility lines capped and that no well or septic system be installed at this time. This is acceptable to the Grand Traverse County Construction Code office.
- There will be no nuisance created within the site by reason of dust, noise, fumes, vibration, smoke, or lights.
- There are no natural air sheds on the site.
- Exterior lighting will be provided on building walls only as required by building code. All exterior lighting will comply with the lighting standards of the Acme Township Zoning Ordinance.
- Lots 11 and 12 also owned by the owner of Lot 15.
- Number of required parking spaces calculated at 1 space per 2,000 s.f. of floor area, excluding storage area, per Section 7.5.2.a. of the Zoning Ordinance.

**PLANTING NOTES:**

- Clean up and remove from the planting areas weeds and grasses, including roots, and any minor accumulated debris and rubbish before commencing work.
- Remove and dispose of all soil in planting areas that contains any deleterious substance such as oil, plaster, concrete, gasoline, paint, solvents, etc., removing the soil to a minimum depth of six (6) inches or to the level of dryness in the affected areas. The affected soil shall be replaced with native or imported soil as required.
- Finish grading all planting areas to a smooth and even condition, making certain that no water pockets or irregularities remain. Remove and dispose of all foreign materials, clods and rocks over 1 inch in diameter within 3 inches of surface.
- All Plant Materials shall be healthy, well developed representatives of their species or varieties, free from disfigurement with well-developed branch and root systems, and shall be free from all plant diseases and insect infestation.
- All plant substitutions will be subject to the Owner's approval.
- Each plant shall be planted with its proportionate amount of soil amendment and fertilizer. Hand smooth planting area after planting to provide an even, smooth, final finish grade. To avoid drying out, plantings shall be immediately watered after planting until the entire area is soaked to the full depth of each hole unless otherwise noted on the drawing.
- Mulch all planting beds with 3 inches of shredded bark mulch.
- Remove all tags, labels, nursery stakes and ties from all plant material only after the approval of the Owner.
- All plants shall be guaranteed for a period of one year. The guarantee period commences from the time of final acceptance by the Owner. Replace as soon as weather permits, all dead plants not in vigorous condition as noted during the maintenance period. Said plants shall be maintained for a period of 90 calendar days from the replacement date. Plants used for replacements shall be same kind and size as originally planted. They shall be furnished, planted and fertilized as specified and guaranteed.
- All disturbed areas shall be top soiled to a depth of 4", seeded, fertilized and matted mulch blankets shall be used as needed in areas of potential erosion prior to establishment of lawn areas.

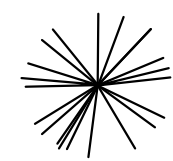
**IRRIGATION NOTES:**

- All landscaping shall be irrigated by an automatic sprinkling system, per Acme Township Zoning Ordinance. Installation to be performed by a reputable irrigation contractor.

**LANDSCAPING PREPARED BY:**

Dustin M. Christensen, LLA  
Landscape Architect  
No. 391001527

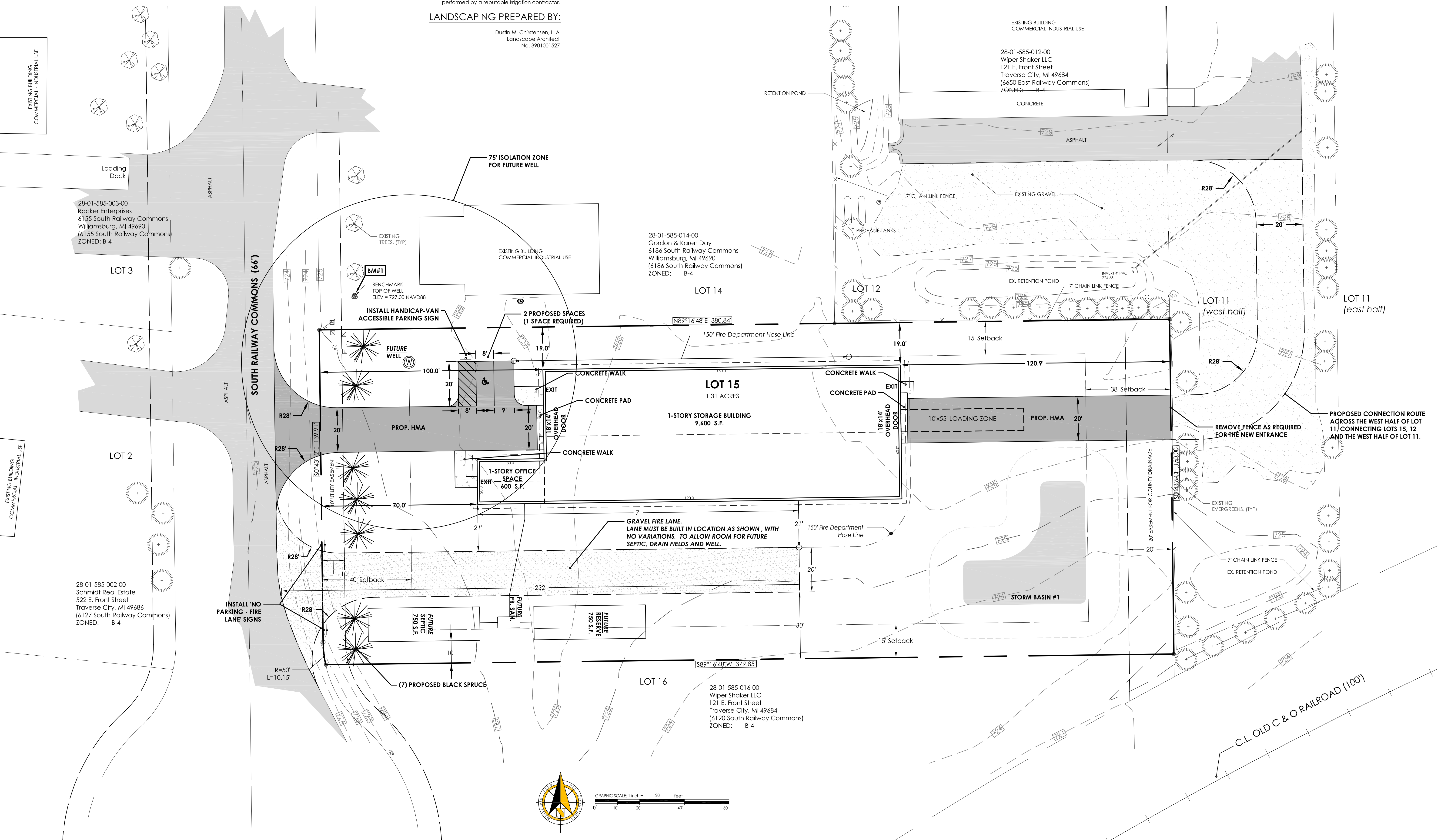
**PLANT LIST**

tree symbol	common name	botanical name	size	estimated quantity
	Spruce, Black	Picea mariana	8'	7

BM#1: ELEV = 727.00 (NAVD88)  
TOP OF EX. WELL  
N 10015.0770 E 10015.8461

**GENERAL CONSTRUCTION NOTES:**

- SEE ARCHITECTURAL PLANS FOR BUILDING FOOTPRINT, DETAILS & DIMENSIONS. CONCRETE ENTRANCE SLABS, RAMPS AND CONCRETE UTILITY PADS.
- THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES PRIOR TO COMPLETING ANY ON-SITE WORK.
- ALL ACCESSIBLE SIDEWALKS, RAMPS, LANDINGS, ETC. SHALL BE A.D.A. COMPLIANT. WHERE A SIDEWALK EXCEEDS 1:20 MAXIMUM SLOPE, CONSTRUCT SIDEWALK RAMPS AND RAILINGS PER A.D.A. GUIDELINES.
- THE PROPOSED BUILDING SHALL MEET LOCAL CODES FOR ADDRESS IDENTIFICATION AND DISPLAY.
- ALL WORK SHALL MEET LOCAL FIRE CODES AND HAVE FIRE DEPARTMENT APPROVAL.



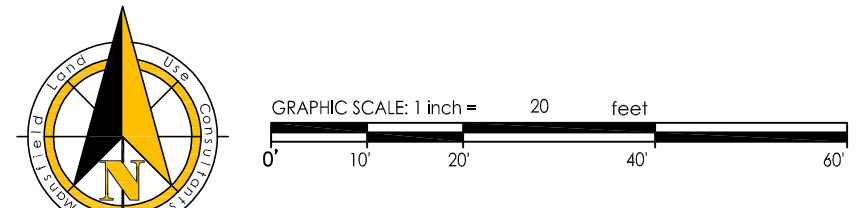
830 Cottageview Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9310  
www.mansfieldps.com  
info@mansfieldps.com

**Mansfield**  
Land Use Consultants

REV	DATE	ISS.	BY	CHK.	DESCRIPTION
01	05-18-17	dmc	mmmt	dmc	Original design
02	05-01-17	dmc	mmmt	dmc	File Line
03	05-05-17	dmc	mmmt	dmc	Revise Fire Lane and Basin

Dean Adams  
Lot 15 Railway Industrial Park  
**SITE, DIMENSION AND LANDSCAPE PLAN**  
Section 31, Town 28 North, Range 9 West  
Acme Twp., Grand Traverse County, Michigan

PRELIMINARY  
dmc  
JOB NO.: 17100  
C1.1



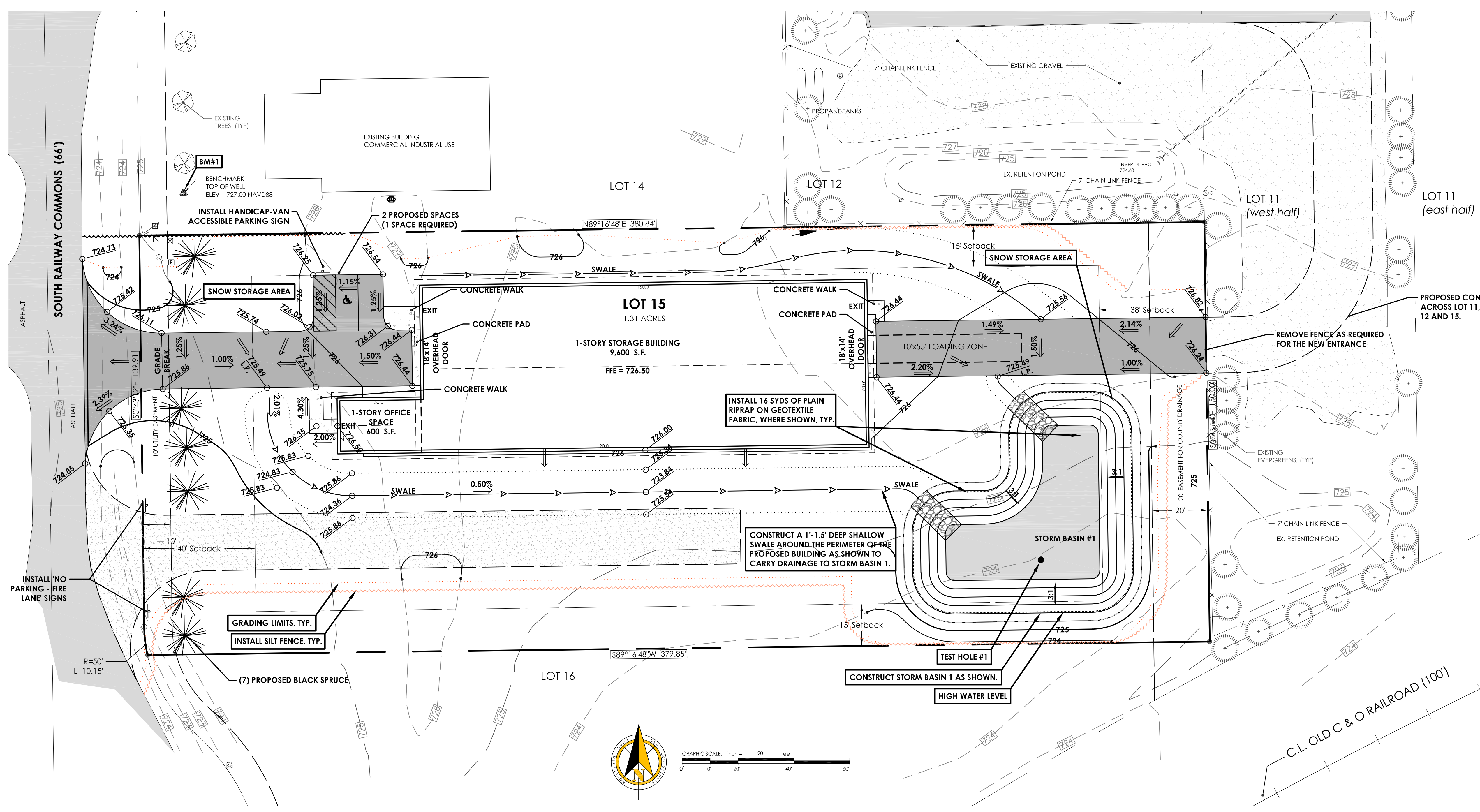
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BM#1: ELEV = 727.00 (NAVD88)  
 TOP OF EX. WELL  
 N 10015.0770 E 10015.8461

830 Cottageview Dr., Ste. 201  
 P.O. Box 4015  
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 Phone: 231-946-9310  
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# Mansfield

Land Use Consultants



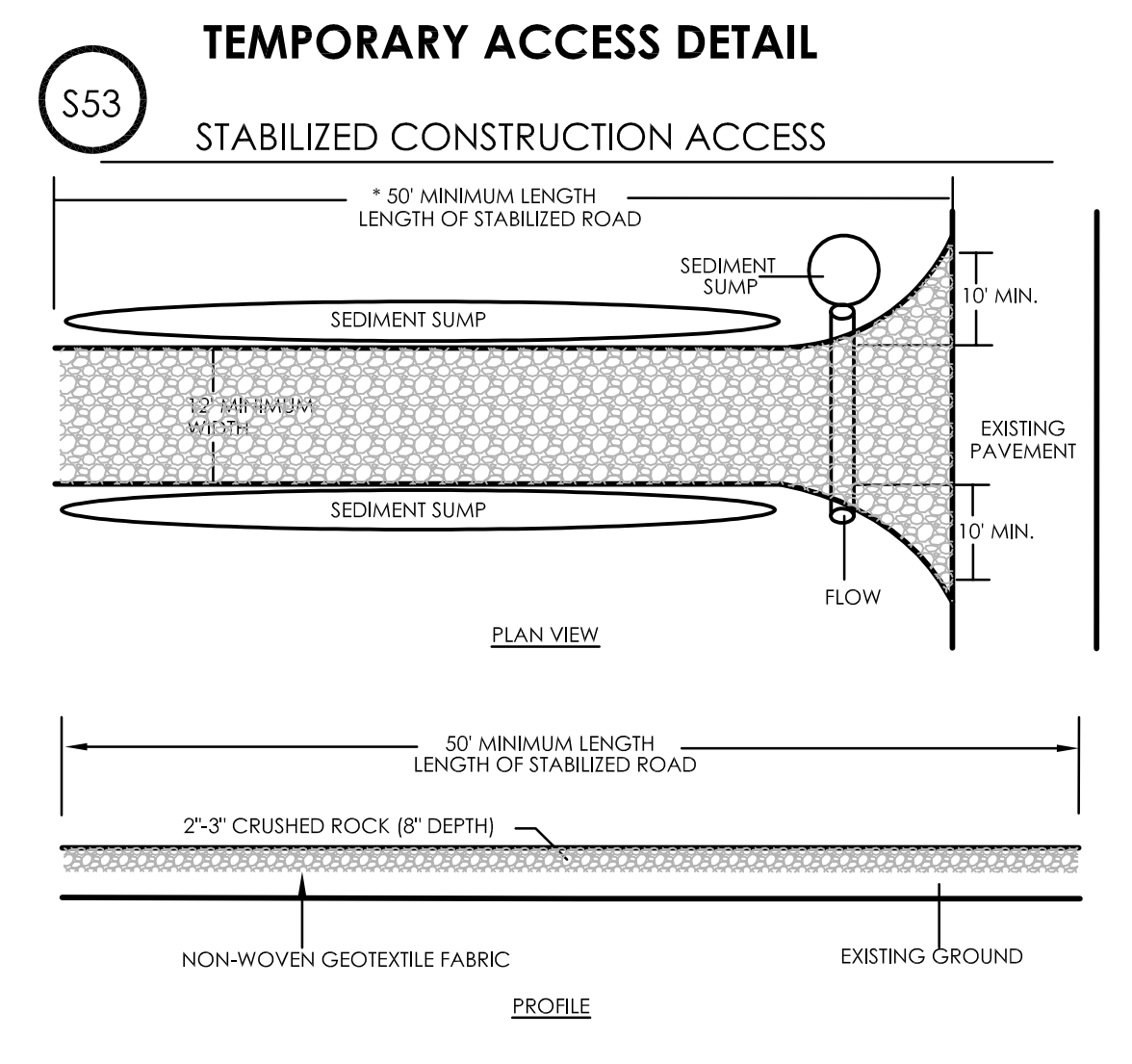
**INFILTRATION BASIN #1:**  
 DRAINAGE AREA SIZE = 0.90 ACRES  
 DESIGN OVERFLOW ELEVATION = 725.00'  
 DESIGN HIGH WATER LEVEL = 723.88'  
 DESIGN LOW WATER LEVEL = 720.00'  
 DESIGN MAXIMUM DEPTH = 3.88'  
 STORAGE VOLUME REQUIRED = 12,453 CFT

BASIN AND SWALE SHALL BE INSPECTED AND CLEANED OF SILT AND DEBRIS EACH SPRING AND FALL. SEDIMENT SHALL BE CLEANED FROM SWALES WHEN SEDIMENT REACHES A DEPTH EQUAL TO 50% OF THE SWALE DEPTH OR 12" WHICHEVER IS LESS.

- GENERAL CONSTRUCTION NOTES:**
- FINAL GRADING SHALL PROVIDE POSITIVE DRAINAGE ACROSS THE ENTIRE SITE. EXCEPT AT BUILDING ENTRANCES AND CONCRETE APPROACH SLABS, THE GRADE ADJACENT TO THE BUILDING FOOTPRINT SHALL BE 6" BELOW THE FIRST FLOOR ELEVATION. AT BUILDING ENTRANCES AND CONCRETE APPROACH SLABS, THE GRADE SHOULD BE 1/2" TO 3/4" BELOW THE FIRST FLOOR ELEVATION.
  - RESTORATION SHALL INCLUDE FURNISHING AND PLACING 4" OF TOPSOIL AND HYDRO-SEEDING TO THE EXTENTS OF THE DISTURBED AREAS ON THE SITE. MULCH BLANKET IS REQUIRED WHERE SLOPES ARE 3:1 OR GREATER.
  - THE FINAL GRADES ADJACENT TO ALL SIDEWALK APRONS SHALL MATCH THE TOP OF CONCRETE WITH NO STEP DOWN.
  - THE CONSTRUCTED HMA, CONCRETE SIDEWALKS AND SIDEWALK RAMPS SHALL MEET A.D.A. GUIDELINES FOR MAXIMUM SLOPE, ETC.

- S.E.S.C. CONSTRUCTION NOTES:**
- SILT FENCE SHALL BE INSTALLED BEFORE THE CONSTRUCTION BEGINS AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION UNTIL PERMANENT VEGETATION IS ESTABLISHED AND THE SITE IS STABILIZED. THE CONTRACTOR MUST REMOVE THE SILT FENCE UPON COMPLETION.
  - ALL STUMPS AND UNDERGROUND ORGANIC MATERIAL SHALL BE COMPLETELY REMOVED WITH AN EXCAVATOR AND HAULED OFF THE SITE.
  - ALL STUMPS, LOGS AND CHIPS WILL BE HAULED OFF THE SITE TO A LICENSED LANDFILL/PIT. NOTHING SHALL BE BURIED ON SITE.
  - ANY REQUIRED STOCKPILES SHALL BE LOCATED INTERNALLY, AWAY FROM ADJACENT PROPERTIES AND WATER COURSES. DORMANT STOCKPILES SHALL BE SEED TO PREVENT SEDIMENTATION AND AIRBORNE EROSION.
  - THE STORM BASIN SHALL BE CONSTRUCTED FIRST IN ORDER TO CAPTURE STORM WATER DURING CONSTRUCTION.
  - FINAL CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE APPROVED S.E.S.C. PERMIT FROM GRAND TRAVERSE COUNTY.
  - SLOPES 3:1 OR STEEPER SHALL BE RESTORED WITH MULCH BLANKET, AS NECESSARY.
  - THE CONTRACTOR SHALL USE WATER OR DUST PALLIATIVE TO CONTROL DUST ON AND ADJACENT TO THE PROJECT SITE. MAINTAIN THE EAST RAILWAY COMMONS ENTRANCE BY REGULAR SWEEPING, AS NECESSARY UNTIL THE SITE IS PERMANENTLY STABILIZED.

- STABILIZED CONSTRUCTION ACCESS SPECIFICATIONS**
- WHEN**
- CONSTRUCTION TRAFFIC IS EXPECTED TO LEAVE A CONSTRUCTION SITE.
  - STABILIZATION OF INTERIOR CONSTRUCTION ROADS IS DESIRED.
- WHY**
- TO MINIMIZE TRACKING OF SEDIMENT ONTO PUBLIC ROADWAYS AND TO MINIMIZE DISTURBANCE OF VEGETATION.
- WHERE**
- STABILIZED CONSTRUCTION ENTRANCES SHALL BE LOCATED AT EVERY POINT WHERE CONSTRUCTION TRAFFIC ENTERS OR LEAVES A CONSTRUCTION SITE. VEHICLES LEAVING THE SITE MUST BE ROUTED OVER THE ROCK INGRESS/EGRESS CORRIDOR.
- HOW**
- STABILIZED CONSTRUCTION ACCESS ROAD SHOULD BE ESTABLISHED AT THE ONSET OF THE CONSTRUCTION ACTIVITIES AND MAINTAINED IN PLACE FOR THE DURATION OF THE CONSTRUCTION PROJECT.
  - INSTALLATION OF THIS PRACTICE SHOULD BE THE RESPONSIBILITY OF THE SITE CLEARING OR EXCAVATING CONTRACTOR.
  - ACCESS LOCATION SHOULD BE CLEARED OF WOODY VEGETATION.
  - NON-WOVEN GEOTEXTILE FABRIC SHALL BE PLACED OVER THE EXISTING GROUND PRIOR TO PLACING STONE.
  - ACCESS SIZE SHOULD BE A MINIMUM OF 50', (30' FOR SINGLE RESIDENCE LOT).
  - ACCESS WIDTH SHOULD BE 12' MINIMUM, FLARED AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
  - CRUSHED AGGREGATE (2" TO 3"), OR RECLAIMED OR RECYCLED CONCRETE EQUIVALENT, SHALL BE PLACED AT LEAST 8" DEEP OVER THE LENGTH AND WIDTH OF THE INGRESS/EGRESS CORRIDOR.
- MAINTENANCE**
- PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN EVENT.
  - STABILIZED ENTRANCES SHALL BE REPAIRED AND ROCK ADDED AS NECESSARY.
  - SEDIMENT DEPOSITED ON PUBLIC RIGHTS-OF-WAY SHALL BE REMOVED IMMEDIATELY AND RETURNED TO THE CONSTRUCTION SITE. REMOVE ACCUMULATED SEDIMENT IN THE SUMPS AND MAINTAIN SWEEPED ROADS.
  - IF SOILS ARE SUCH THAT WASHING OF TIRES IS REQUIRED, IT SHALL BE DONE IN A WASH RACK AREA, STABILIZED WITH STONE, IMMEDIATELY PRIOR TO THE CONSTRUCTION ACCESS STABILIZED CORRIDOR.
  - AT THE PROJECT COMPLETION, ROCK ACCESS ROAD SHOULD BE REMOVED AND DISPOSED OF UNLESS UTILIZED AS SUBGRADE FOR FINAL ROAD.
- LIMITATIONS**
- EFFECTIVENESS LIMITED, SEDIMENT MAY BE TRACKED ONTO ROADS REQUIRING ADDITIONAL ACTION.



- CONSTRUCTION SCHEDULE NARRATIVE:\***
- TO // INSTALL TEMPORARY S.E.S.C. MEASURES
  - TO // STORM BASIN & SITE GRADING
  - TO // UNDERGROUND UTILITIES
  - TO // BUILDING CONSTRUCTION
  - TO // HMA & CONCRETE PAVEMENTS
  - TO // TREES & LANDSCAPING, IRRIGATION
  - TO // FINAL GRADING & RESTORATION
  - TO // SITE CLEANUP, PAVEMENT MARKINGS
  - TO // REMOVE TEMPORARY S.E.S.C. MEASURES
- \* TO BE COMPLETED BY THE CONTRACTOR & OWNER.

**SITE SOILS LEGEND:**

KoA KALKASKA LOAMY SAND, 0-2% SLOPES (100% OF SITE)  
 DEPTH TO RESTRICTIVE LAYER: > 80 INCHES  
 NATURAL DRAINAGE CLASS: SOMEWHAT EXCESSIVELY DRAINED  
 RUNOFF CLASS: NEGLIGIBLE  
 INFILTRATION: 5.95 TO 19.98 IN/HR  
 DEPTH TO WATER TABLE: > 80 INCHES

**TEST HOLE LOG:**  
 TEST HOLE #1: Location Shown on Plan  
 0' - 10" Topsoil  
 10' - 96" Tan/Brown Sand

REV	DATE	BY	CHK	DESC
01	10-18-17	dmc	dmc	Original design
02	06-01-17	dmc	dmc	File Name
03	06-05-17	dmc	dmc	Revise File Name and Book

Dean Adams  
 Lot 15 Railway Industrial Park  
**GRADING, S.E.S.C. & STORM PLAN**  
 Section 31, Town 28 North, Range 9 West  
 Acme Twp., Grand Traverse County, Michigan

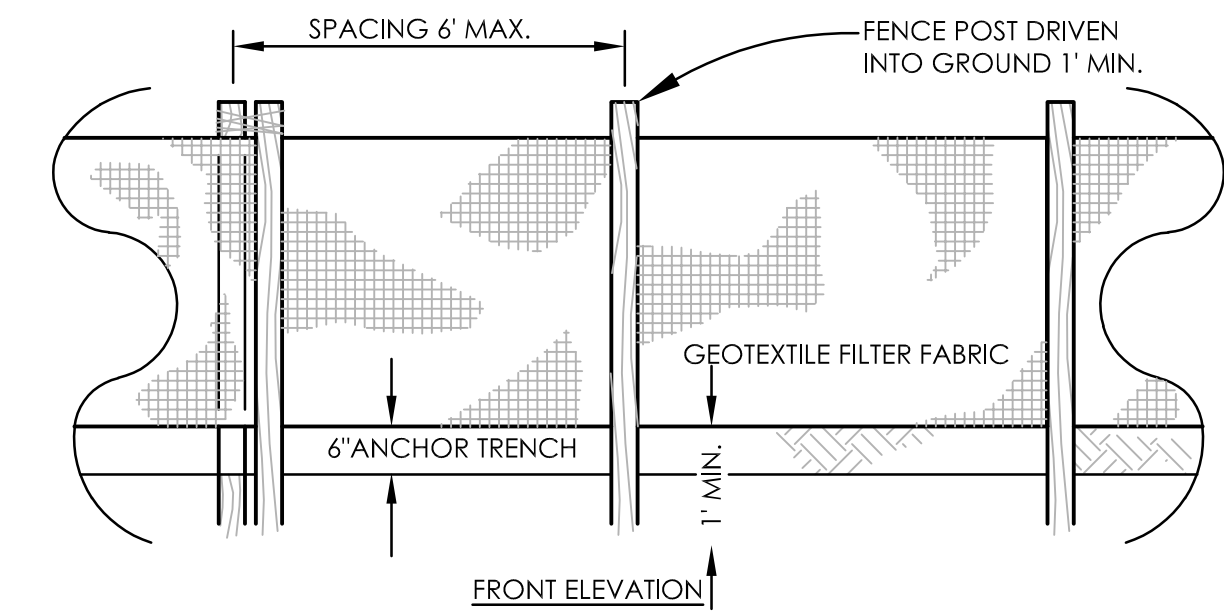
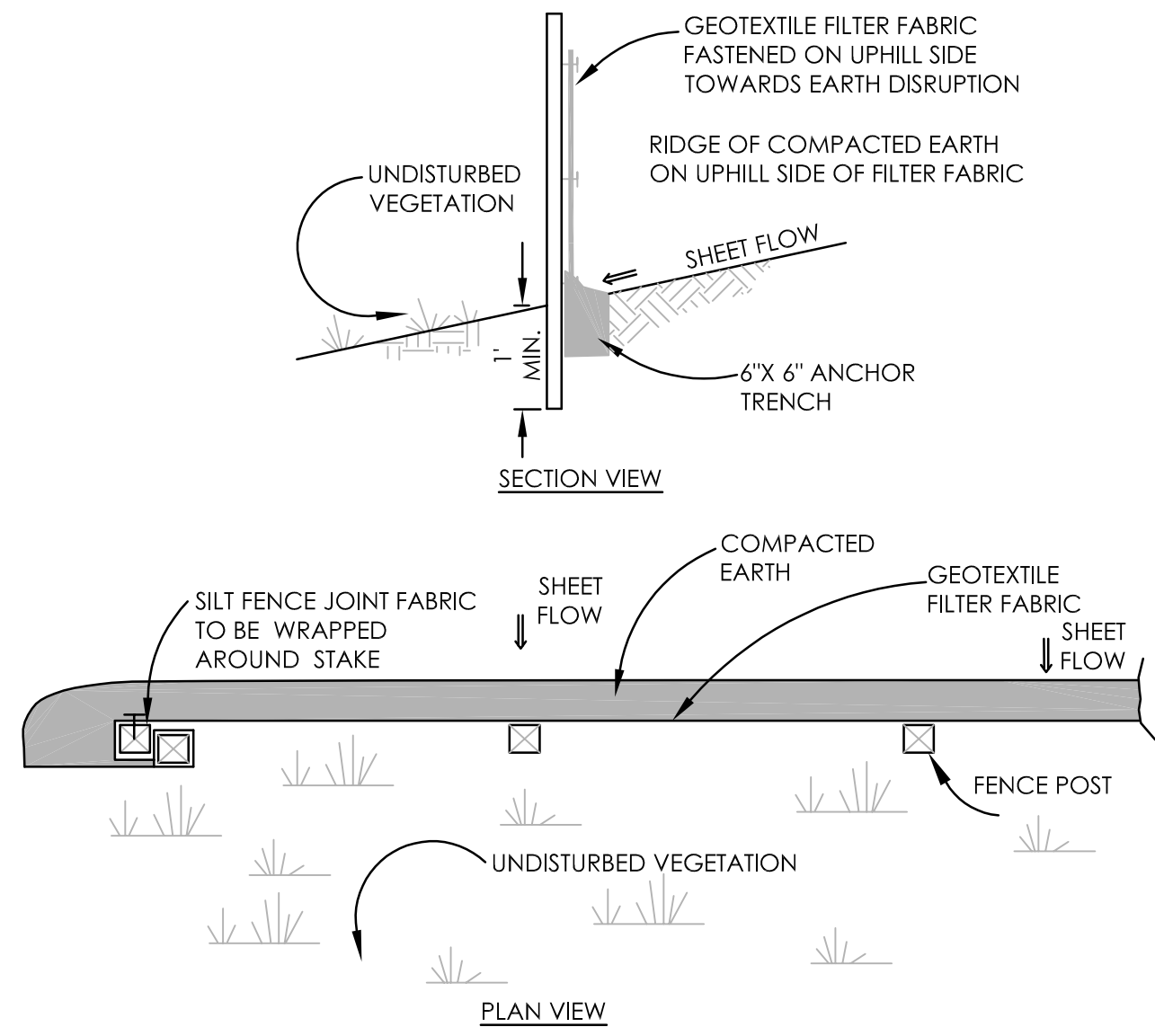
PRELIMINARY

DATE: dmc  
 DRAWN: dmc  
 CHECKED: dmc  
 DATE: 05.18.17

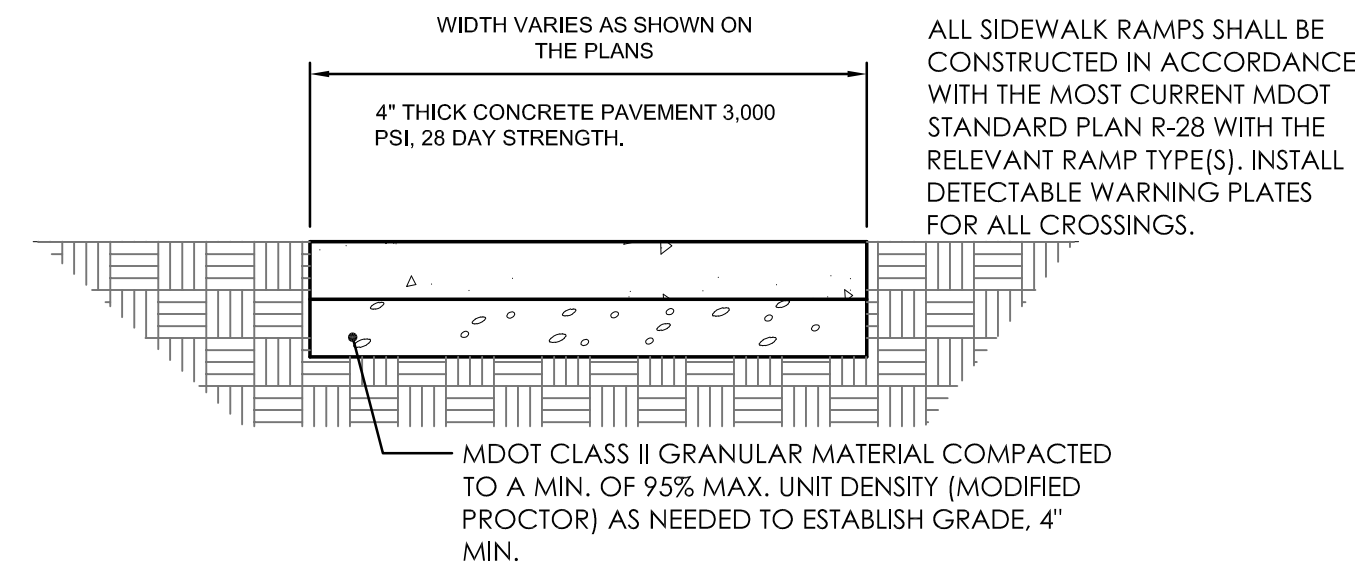
JOB NO.: 17100

**C2.0**

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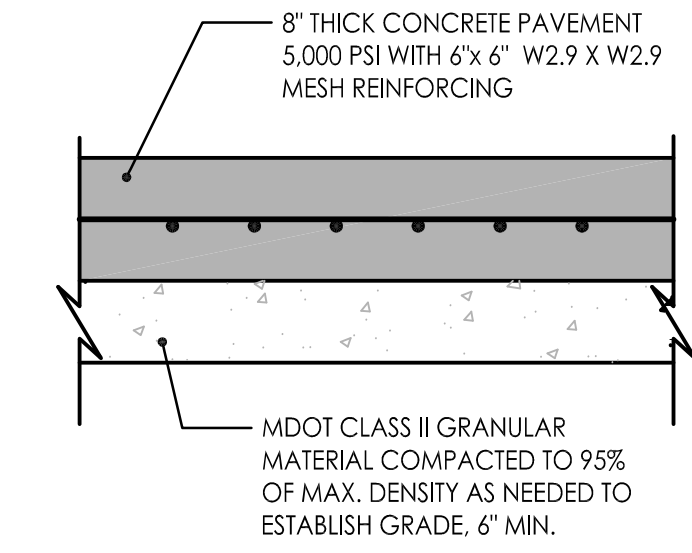


**SILT FENCE DETAILS**  
NO SCALE

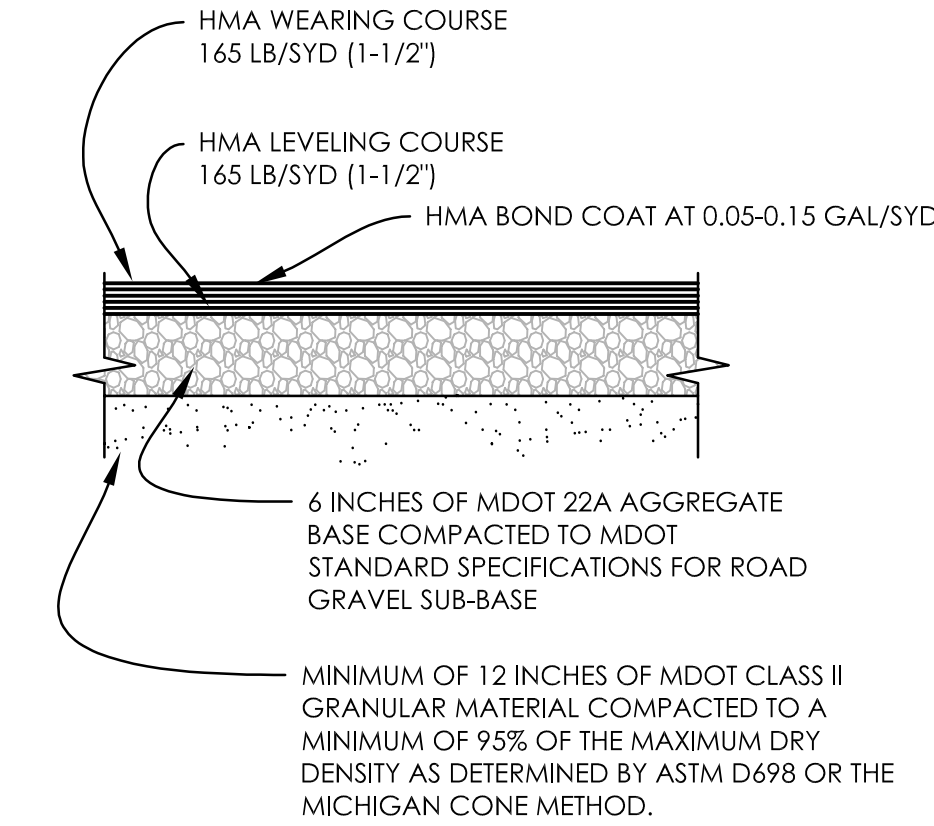


**NOTE:**  
EXPANSION JOINTS SHALL BE PLACED AT ALL SPRING POINTS, PERMANENT STRUCTURES, AND AT A SPACING OF NOT MORE THAN 20 FEET. THE SIDEWALK SHALL BE DIVIDED INTO UNIT AREAS OF NOT MORE THAN 36 SQUARE FEET BY MEANS OF CUT JOINTS (WPJ). IN SO FAR AS POSSIBLE, UNIT AREAS SHALL BE PERPENDICULAR AND NOT LESS THAN 16 SQUARE FEET.

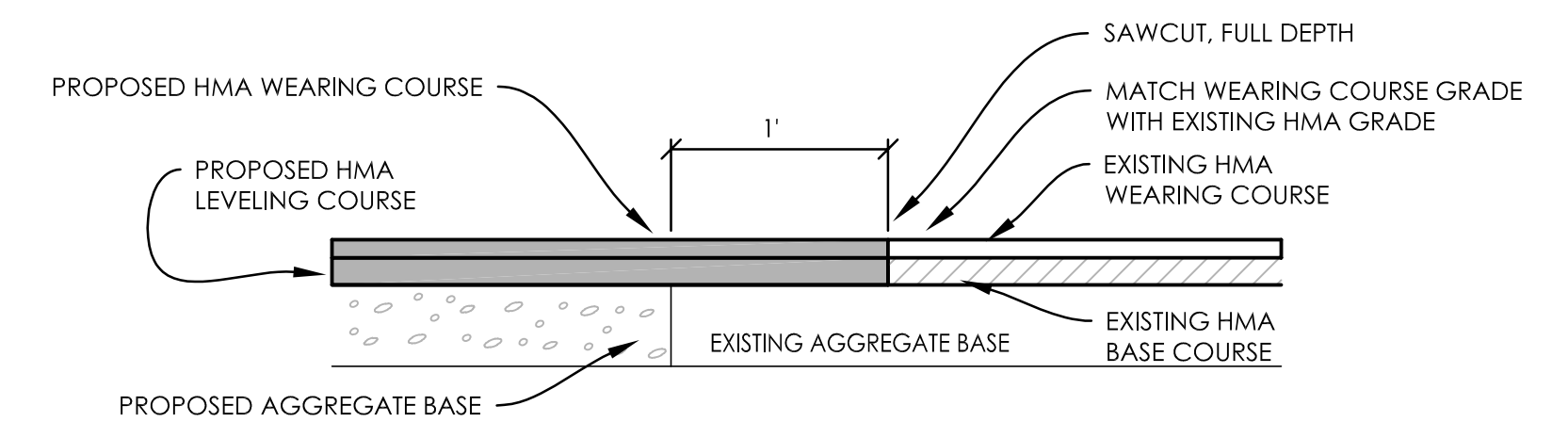
**CONCRETE SIDEWALK DETAIL**  
NO SCALE



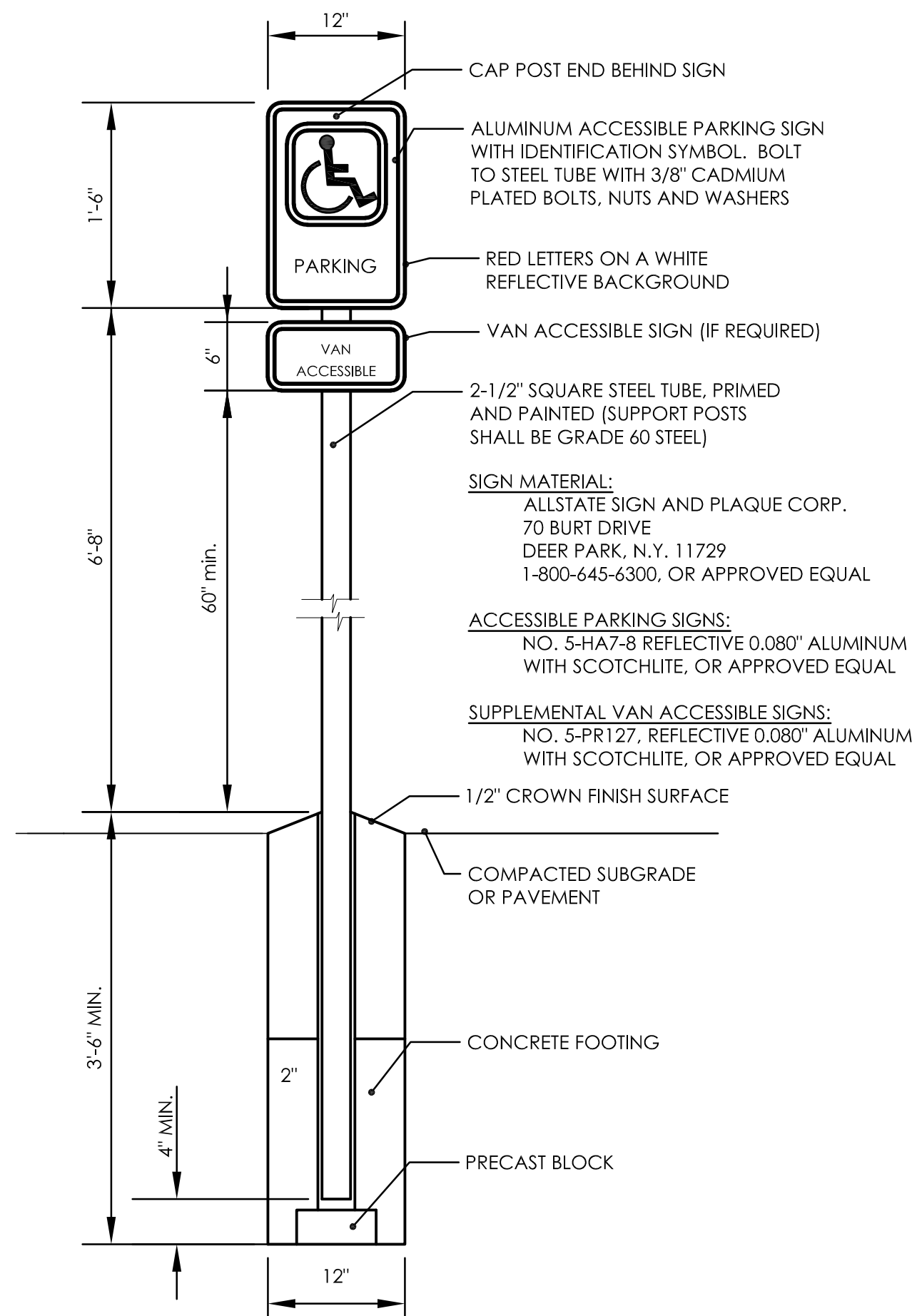
**PAVING DETAIL - CONCRETE**  
NO SCALE



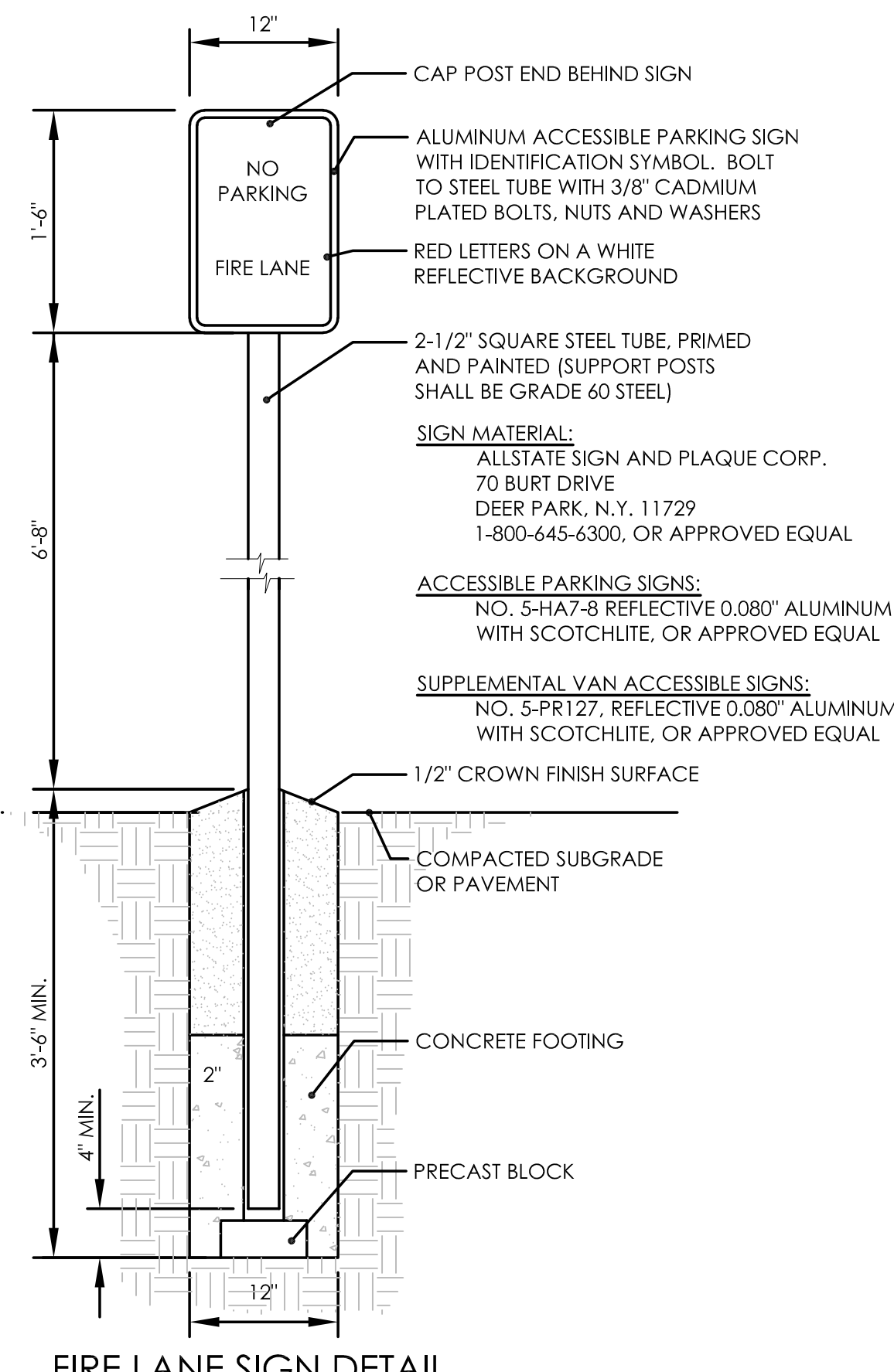
**PAVING DETAIL - HMA**  
NO SCALE



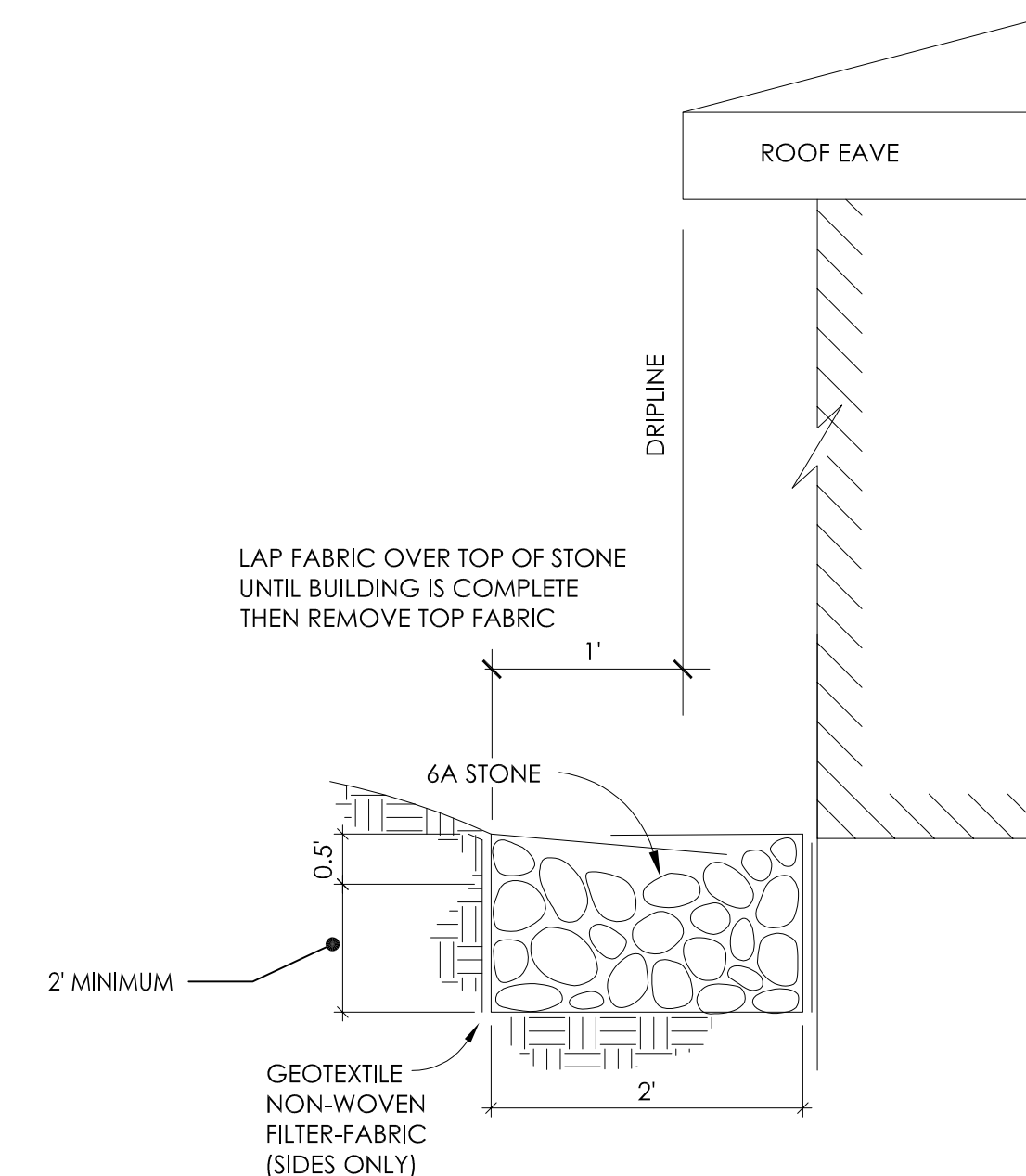
**HMA BUTT JOINT DETAIL**  
NO SCALE



**BARRIER-FREE PARKING SIGN DETAIL**  
NO SCALE



**FIRE LANE SIGN DETAIL**  
NO SCALE



**FRENCH DRAIN DETAIL**  
NO SCALE

830 Cottageview Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9310  
www.mansfieldps.com  
info@mnaueps.com

**Mansfield**  
&  
**Land Use Consultants**

REV	DATE	ISS.	BY	CHK.	DESCRIPTION
01	05-18-17	dmc	mmmt	dmc	Original design
02	06-01-17	dmc	mmmt	dmc	Fire Lane
03	06-05-17	dmc	mmmt	dmc	Revise Fire Lane and Sign

Dean Adams  
Lot 15 Railway Industrial Park  
**CIVIL, SITE & UTILITY DETAILS**  
Section 31, Town 28 North, Range 9 West  
Acme Twp., Grand Traverse County, Michigan

PRELIMINARY

DATE: dmc

DATE: mmmt

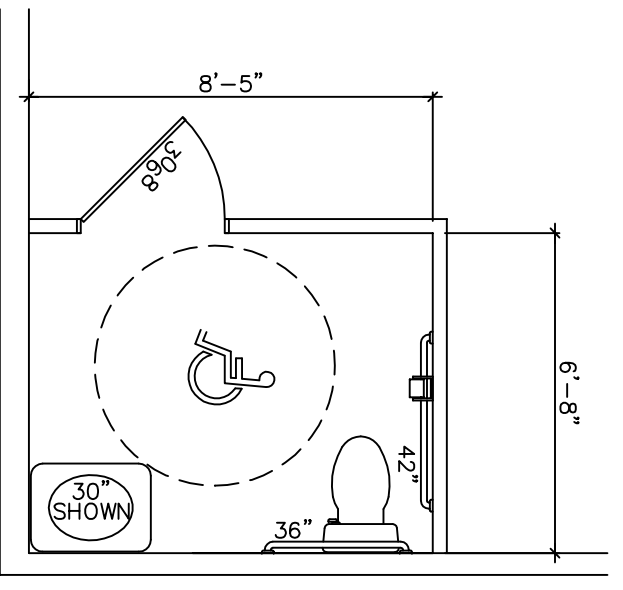
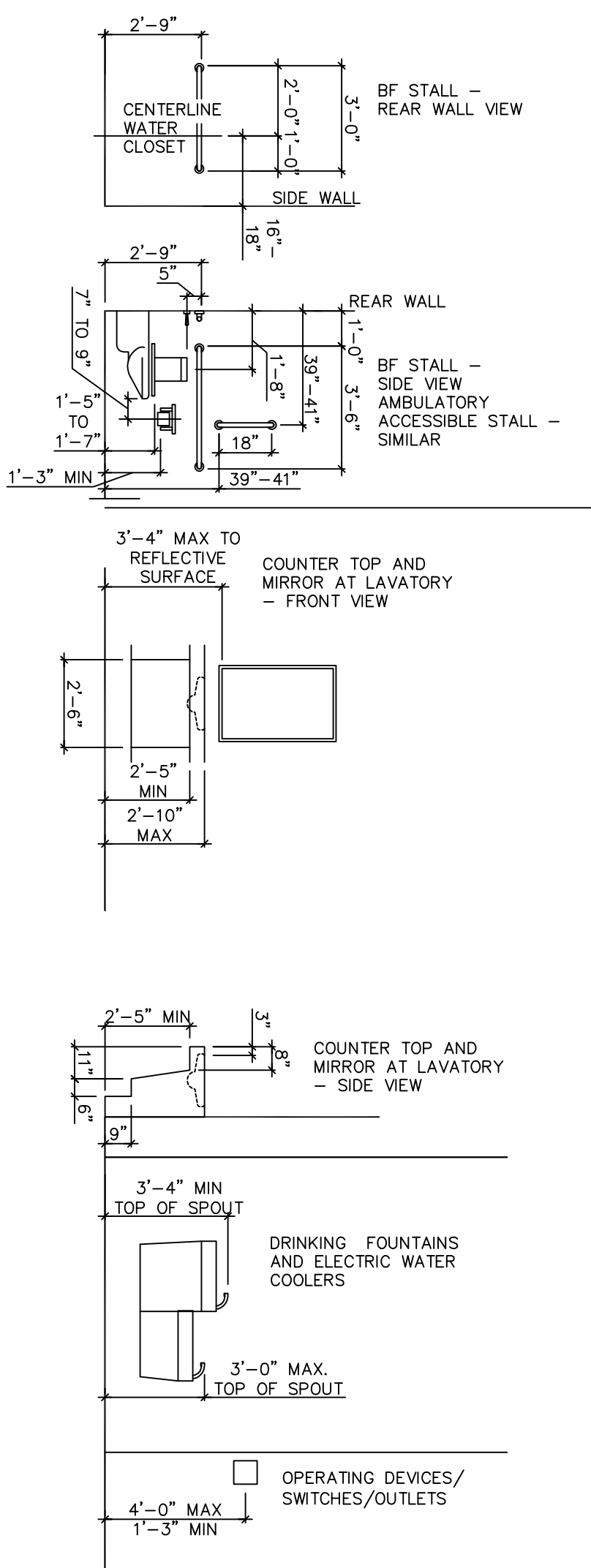
DATE: 05.18.17

DATE: 17100

DATE: C3.0

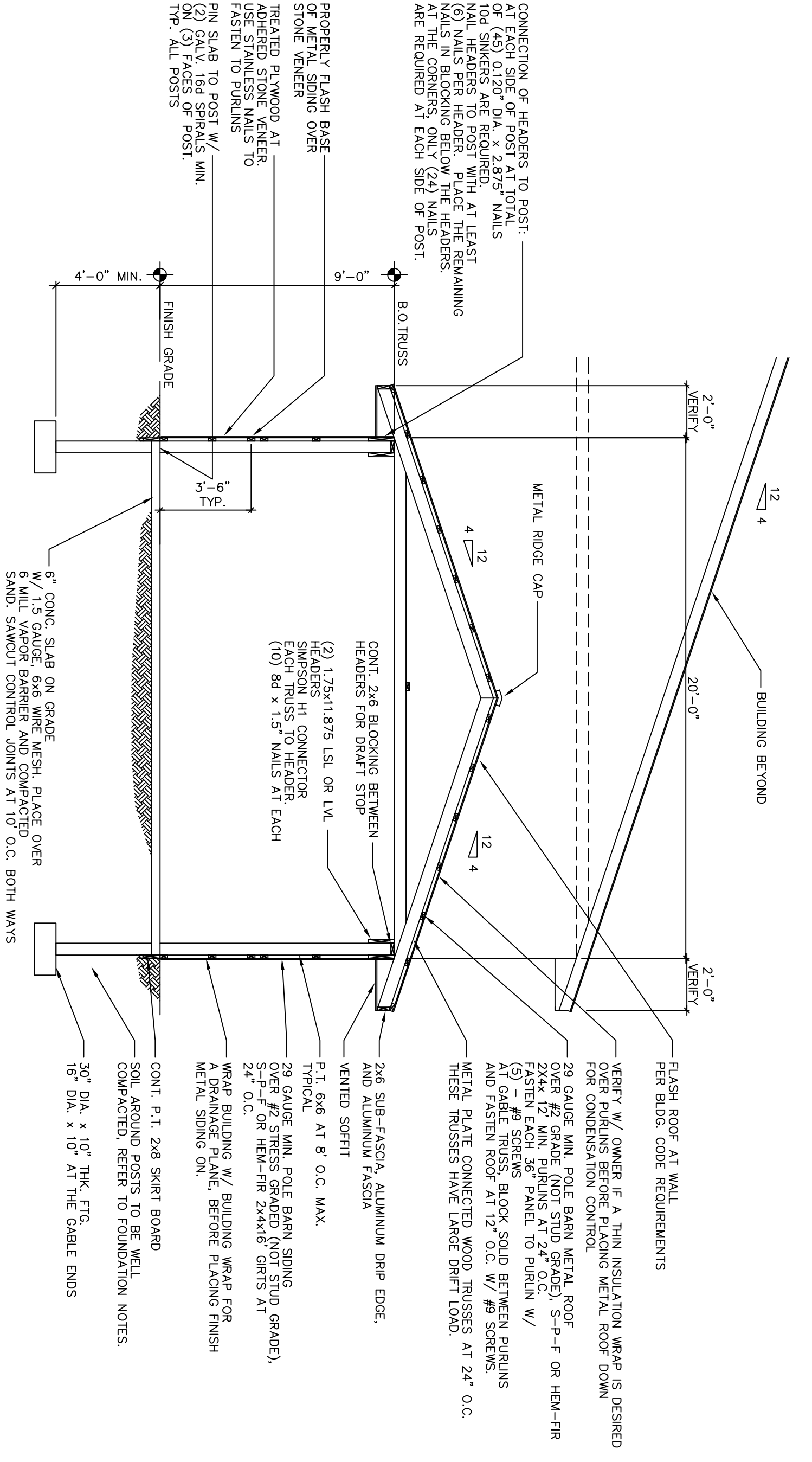
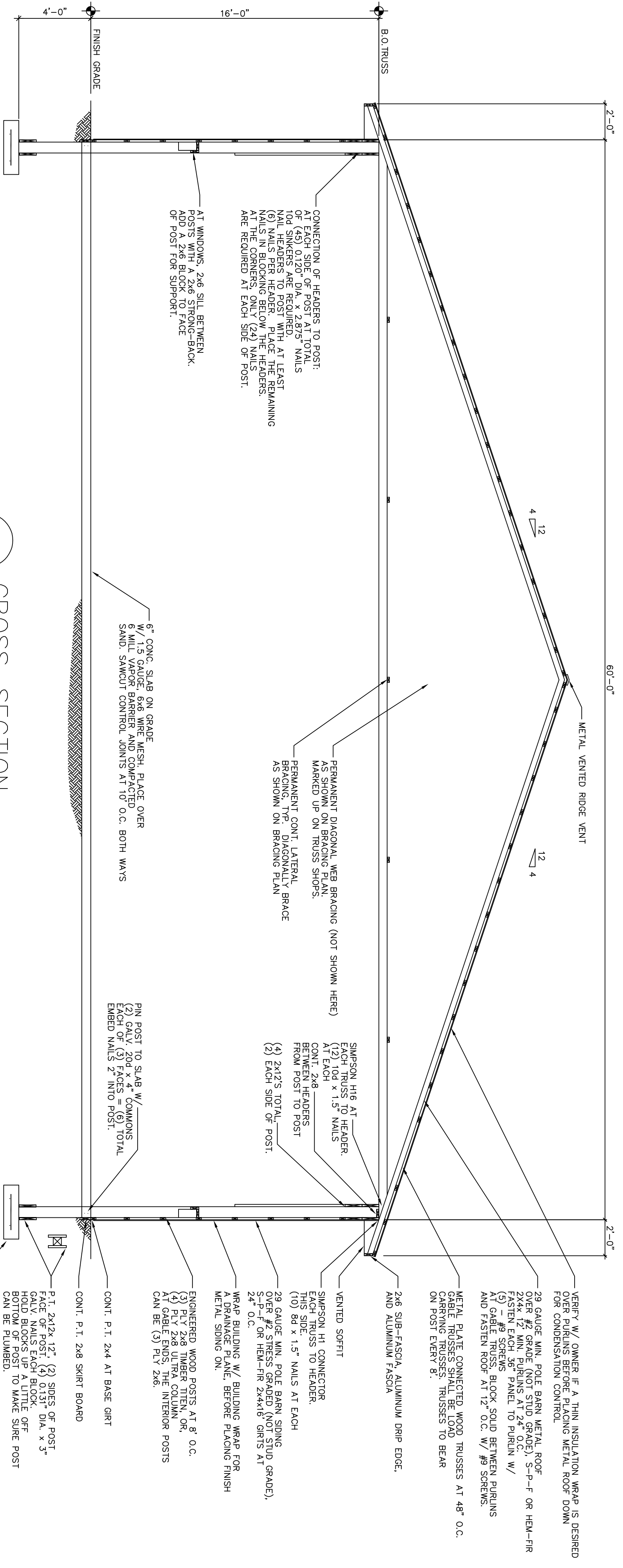


- TOILET ACCESSORIES**
- ◇ GRAB BAR - SIZE AS NOTED
  - ◇ TOILET PAPER HOLDER
  - ◇ MIRROR - VERIFY SIZE W/ OWNER
  - ◇ FEMALE NAPKIN DISPOSAL (IF USED)
  - ◇ PAPER TOWEL DISPENSER
  - ◇ 18" VERTICAL GRAB BAR



**FUTURE RESTROOM**

SCALE: 1/8" = 1'-0"



**BUILDING SECTIONS**

FOR

**THE SHAKER WIPER DE-ICER STORAGE BUILDING**

6650 E. RAILWAY COMMONS  
WILLIAMSBURG, MI 49690

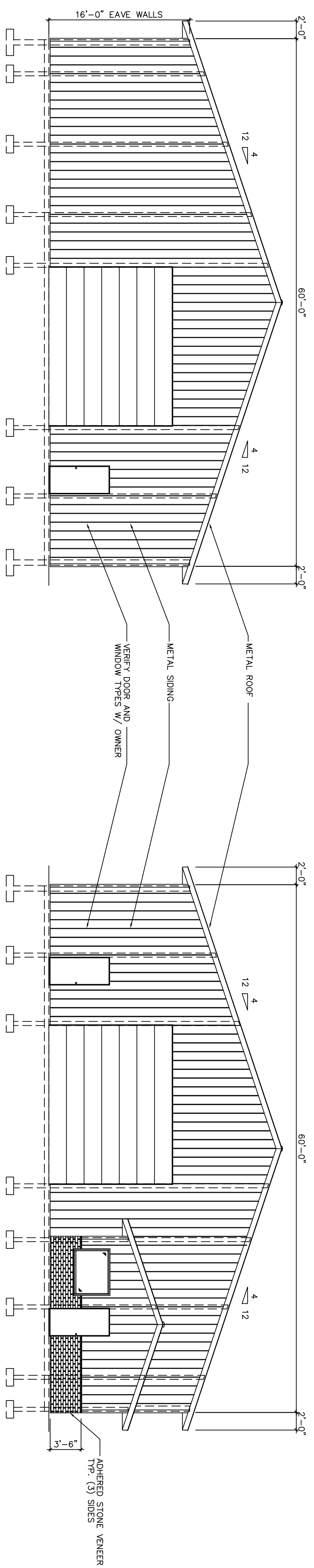
REVISIONS	
DATE	DESCRIPTION

PREPARED BY: **FRACICAL ENGINEERS, INC.**  
9091 HELEN WHITE DRIVE  
LAKE ANN, MI 49660  
T: 231-273-5066  
F: 231-273-5076  
email: pinc@centurytel.net

PREPARED FOR: **BAY AREA CONTRACTING**  
P.O. BOX 6445  
TRAVERSE CITY, MI 49696

FILE: 101.355.A12  
DESIGNED BY: BSR  
DRAWN BY: BSR  
CHECKED BY: BSR  
DATE: 4/23/17

PROJECT NO. 101.355  
SHEET NO. A1.2

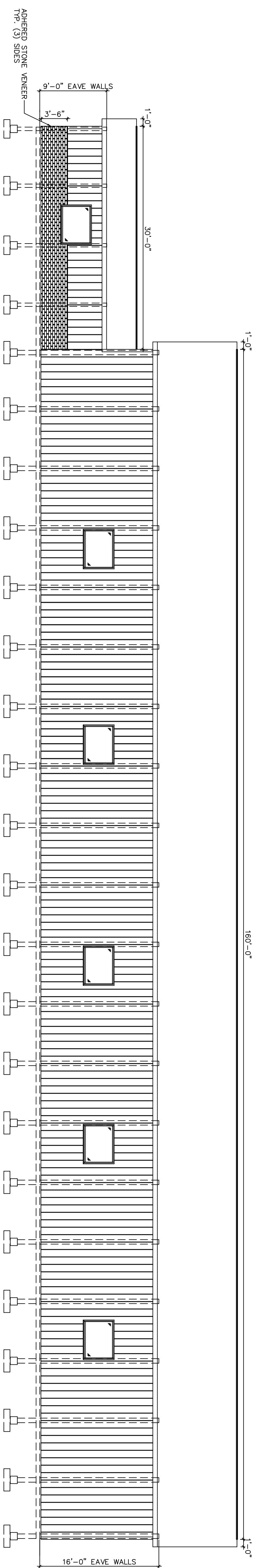


EAST ELEVATION

SCALE: 1/8" = 1'-0"

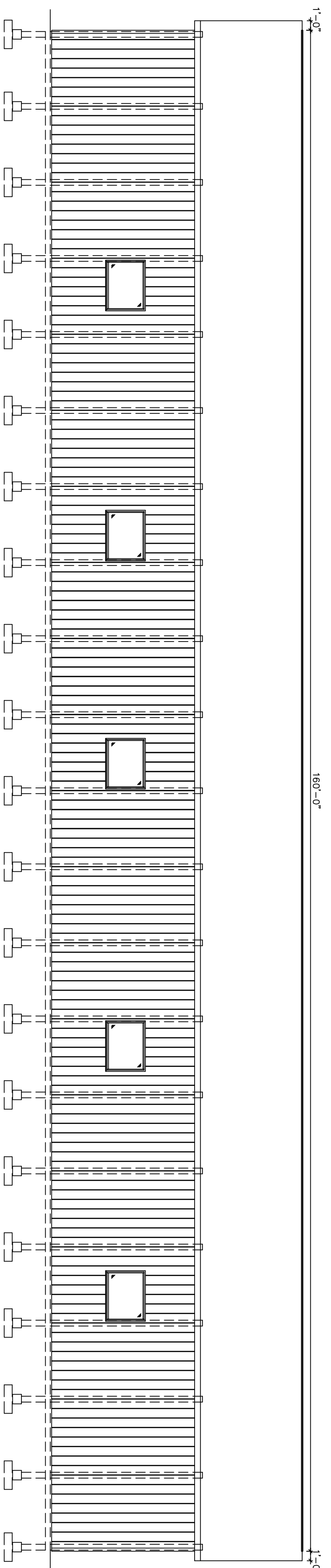
WEST ELEVATION

SCALE: 1/8" = 1'-0"



SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

PREPARED BY:  
**PRACTICAL ENGINEERS, INC.**  
 9091 HELEN WHITE DRIVE  
 LAKE ANN, MI 49650  
 T: 231-273-5066  
 F: 231-275-5076  
 email: painc@centurytel.net

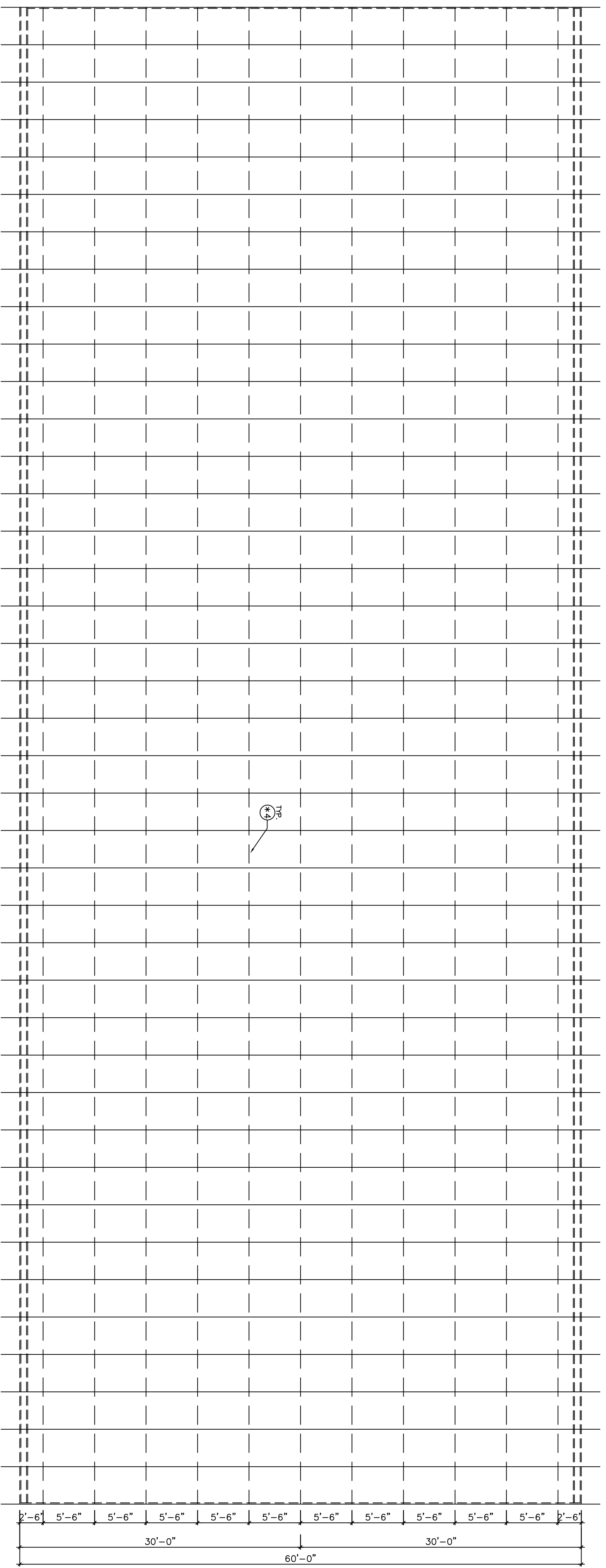
PREPARED FOR:  
**BAY AREA CONTRACTING**  
 P.O. BOX 6445  
 TRAVERSE CITY, MI 49696

FILE: 101.355.A13  
 DESIGNED BY: BSR  
 DRAWN BY: BSR  
 CHECKED BY: BSR  
 DATE: 4/23/17

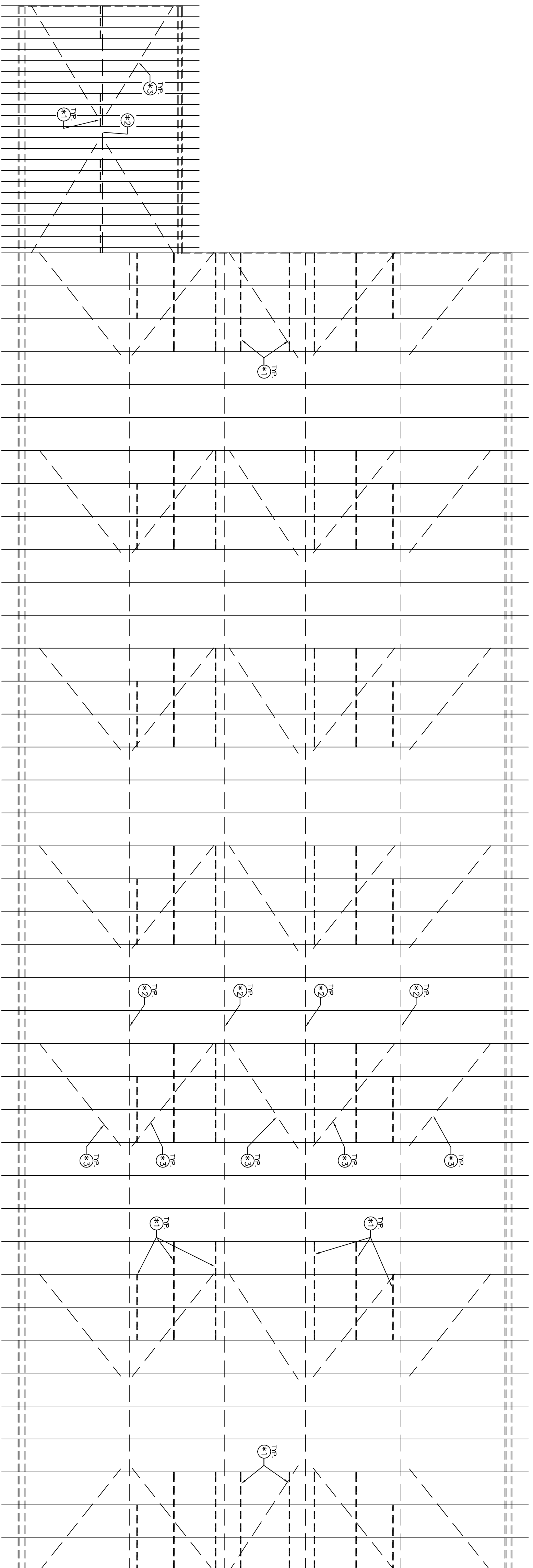
PROJECT NO.: 101.355  
 SHEET NO.: A1.3

**BUILDING ELEVATIONS**  
 FOR  
**THE SHAKER WIPER DE-ICER STORAGE BUILDING**  
 6650 E. RAILWAY COMMONS  
 WILLIAMSBURG, MI 49690

REVISIONS	
DATE	DESCRIPTION

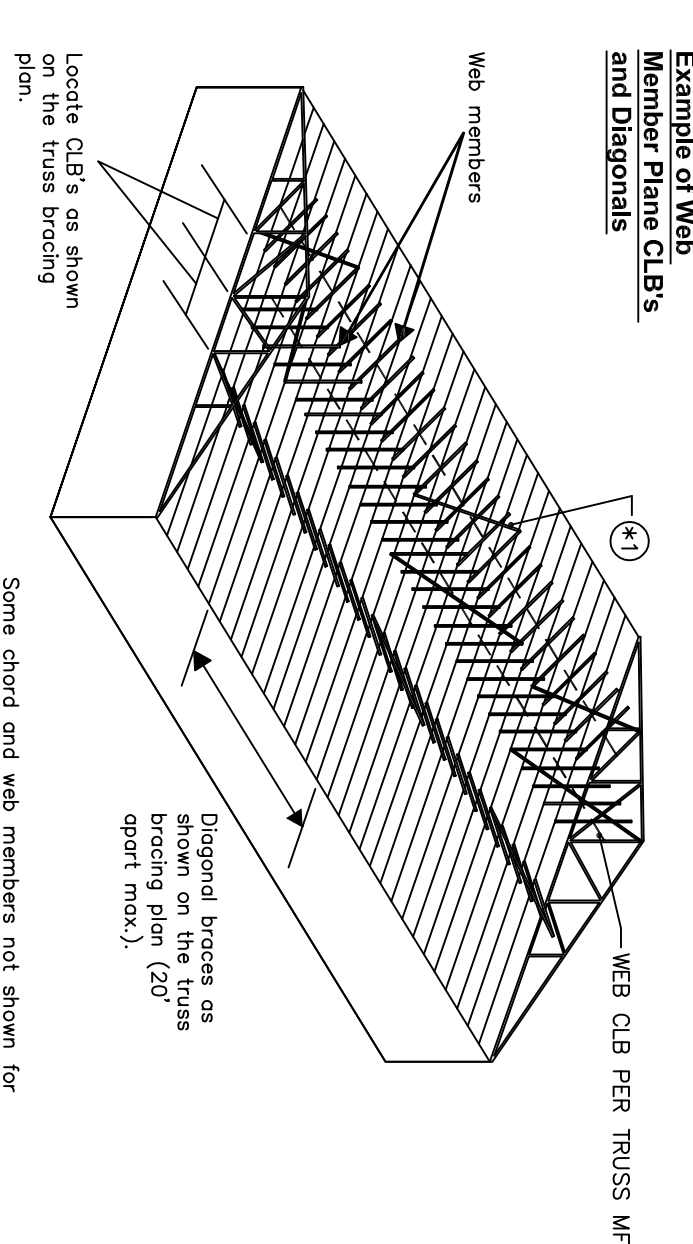


BOTTOM CHORD PERMANENT LATERAL BRACING PLAN  
SCALE: 1/8" = 1'-0"

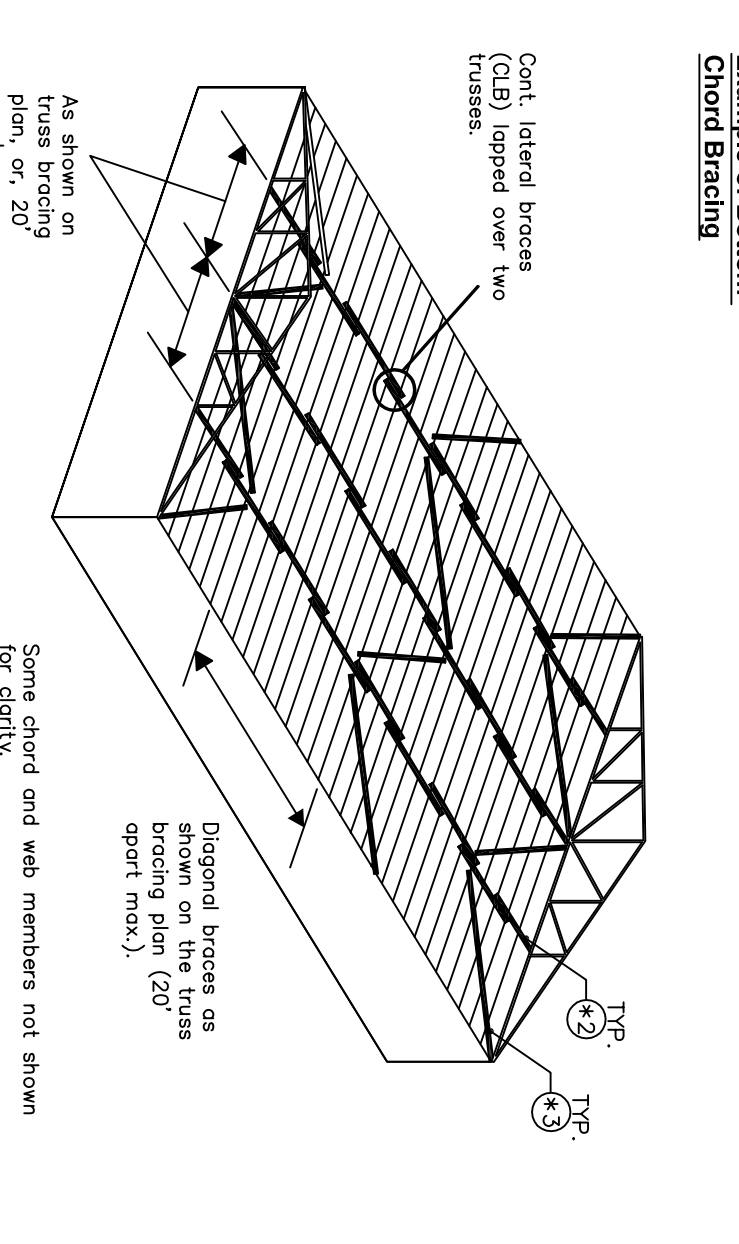


PARTIAL TRUSS BRACING PLAN  
SCALE: 1/8" = 1'-0"

- BRACING NOTES: \_\_\_\_\_
1. THE BRACING SHOWN ON THESE PLANS IS NOT ALL THE BRACING THAT IS REQUIRED. REFER TO THE TRUSS SHOP DRAWINGS FOR ADDITIONAL MEMBER BRACING INFORMATION AND REQUIREMENTS.
  2. THE BRACING PLANS SHOWN SHALL BE USED IN CONJUNCTION WITH THE BRACING INFORMATION PROVIDED BY THE TRUSS MANUFACTURER TO GOOD PRACTICE FOR HANDLING, INSTALLING AND BRACING OF METAL PLATE CONNECTED WOOD TRUSSES. THIS GUIDE DEFINES THE BRACING IF IN QUESTION. ASK BEFORE BRACING THE TRUSSES.
  3. ALL CONTINUOUS LATERAL BRACES SHALL BE LAPPED OVER (2) TRUSSES MINIMUM.
  4. WHERE A BRACE CROSSES OR ENDS ON A TRUSS, NAIL THE BRACE TO THE TRUSS W/ AT LEAST (2) 0.131" DIAMETER MIN. x 3 1/2" MIN. NAILS.
  5. ALL BRACING LUMBER SHALL BE 2x4 MIN., #2 S-P-F OR BETTER STRESS GRADED.
  6. ALL TOP CHORD TEMPORARY TRUSS BRACING SHALL BE AS REQUIRED BY THE TRUSS MANUFACTURER. INSTALLING A BRACING CHORD TO GOOD PRACTICE FOR HANDLING, INSTALLING AND BRACING OF METAL PLATE CONNECTED WOOD TRUSSES. THIS TEMPORARY BRACING BRACING SHALL BE THE RESPONSIBILITY OF THE TRUSS MANUFACTURER. ASK BEFORE SETTING ANY TRUSSES. REFER TO BCSI-B2 FOR ADDITIONAL INFORMATION.
  7. ALL BOTTOM CHORD TEMPORARY TRUSS BRACING SHALL BE AS REQUIRED BY THE TRUSS MANUFACTURER. INSTALLING A BRACING CHORD TO GOOD PRACTICE FOR HANDLING, INSTALLING AND BRACING OF METAL PLATE CONNECTED WOOD TRUSSES. THIS TEMPORARY BRACING BRACING SHALL BE THE RESPONSIBILITY OF THE TRUSS MANUFACTURER. ASK BEFORE SETTING ANY TRUSSES. REFER TO BCSI-B2 FOR ADDITIONAL INFORMATION.
  8. ALL TOP CHORD PERMANENT TRUSS BRACING SHALL BE AS SHOWN ON THE TRUSS MFR. SHOP DRAWINGS.
  9. ALL CONTINUOUS LATERAL BRACES (CLB) SHOWN ON THE TRUSS AS SHOWN IN BCSI 2006 EDITION AND ON THIS PLAN. IF IN QUESTION, ASK BEFORE SETTING ANY TRUSSES.
  10. AT FRINGE BACK TRUSSES, THE CLB'S ON TOP OF THE LOWER TRUSS IF DIAGONAL BRACING IS USED, LOCATE ON THE UNDERSIDE OF THE LOWER TRUSS TOP CHORD. SPACE BRACING NO MORE THAN 16' APART.
  11. = PERMANENT DIAGONAL BRACING ON WEB OF TRUSS, FROM BOTTOM CHORD TO TOP CHORD. THIS SHALL BE NAILED DIRECTLY TO THE TRUSS WEB AND THE CLB AS SHOWN ON THE TRUSS SHOP DRAWING. INSTALL THESE BRACES WHEN SETTING TRUSSES.
  12. = TEMPORARY AND PERMANENT LATERAL BOTTOM CHORD BRACING BRACES WHEN SETTING TRUSSES. CHORD, INSTALL THESE BRACES WHEN SETTING TRUSSES.
  13. = TEMPORARY AND PERMANENT DIAGONAL BOTTOM CHORD BRACING. LOCATE ON TOP OF BOTTOM CHORD. INSTALL THESE BRACES WHEN SETTING TRUSSES.
  14. = PERMANENT LATERAL BOTTOM CHORD BRACING. LOCATE ON BOTTOM OF THE BOTTOM CHORD.



For information on safe handling, installing and temporary bracing refer to the guidelines provided by the Truss Manufacturer or contact the Wood Truss Council of America (WTCOA) 608/274-4849 or www.woodtruss.com.



REVISIONS	
DATE	DESCRIPTION

TRUSS BRACING FOR THE SHAKER WIPER DE-ICER STORAGE BUILDING  
6650 E. RAILWAY COMMONS WILLIAMSBURG, MI 49690

PREPARED BY: **PRACTICAL ENGINEERS, INC.**  
9091 HELEN WHITE DRIVE  
LAKE ANN, MI 49660  
T: 231-273-5066  
F: 231-275-5076  
email: peinc@centurytel.net

PREPARED FOR: **BAY AREA CONTRACTING**  
P.O. BOX 6445  
TRAVERSE CITY, MI 49696

FILE: 101.355.A14  
DESIGNED BY: BSR  
DRAWN BY: BSR  
CHECKED BY: BSR  
DATE: 4/23/17

PROJECT NO. 101.355  
SHEET NO. A1.4



May 25, 2017

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

**RE: 6160 South Railway Commons**

Dear Shawn,

After discussing the storm water control design required for the proposed project at the site mentioned above, Township Engineer Bob Verschave indicated that the results from a hand auger test hole would be acceptable to verify our assumed infiltration rates for this project.

The storm water calculations are based upon an infiltration rate of 1.5 in/hr. The USDA soils map (see enclosed calculations) for the site include one soil type, KaA Kalkaska loamy sand. A test hole was dug within the limits of the bottom of the proposed storm basin #1 (see plans) to a depth of 8 feet in order to verify the on-site soil profile. The soil profile is shown on the plans and verifies the USDA soil map, showing a full sand profile. A nearby site within the same industrial park (6629 East Railway Commons) recently had (2) infiltration tests completed by a geotechnical consultant. The resulting infiltration rate of the lower of the two tests was 4.3 in/hr. According to the Township's storm water ordinance, the allowable infiltration rate could be a maximum of 2.15 in/hr, or up to 50% of the actual infiltration rate. The storm water calculations for this current site assume a rate that is less than the maximum allowable, or 1.5 in/hr and also meets the allowable maximum drain time of less than or equal to 72 hours (see calculations).

Thank you for your time and consideration of this application. Please let us know if you need any additional information or have any questions.

Sincerely,  
Mansfield Land Use Consultants



Dusty Christensen, LLA



## TECHNICAL MEMORANDUM

6160 S. Railway Commons - Storm Water Review

To: Shawn Winter, Zoning Administrator  
Jay Zollinger, Supervisor

Date: June 7, 2017

From: Robert Verschaeve, P.E.

Re: 6160 S. Railway Commons -  
Storm Water Review

This review is being provided as requested by Acme Township and is limited to storm water control measures only for the referenced project in accordance with Ordinance No. 2007-01 Acme Township Storm Water Control Ordinance. Other items such as soil erosion and sedimentation controls will need to be reviewed and permitted through the appropriate agency having jurisdiction.

The plans that were provided for review include sheets C1.0, C1.1, C2.0, and C3.0 with a latest revision date of 6-05-17. Plans were prepared by Mansfield Land Use Consultants. Calculations were also provided for review dated 5/24/17. A soil survey of the site from USDA NRCS data was also included with the calculations.

The plans show a proposed storage building of 9,600 sft on a 1.31-acre lot located off South Railway Commons. Asphalt parking and a driveway are shown from South Railway Commons to the west end of the building. An asphalt driveway is also shown extending from the east end of the building connecting to an existing gravel area on neighboring the neighboring lot owned by Wiper Shaker LLC who is also the named owner of this project. An infiltration basin at the southeast corner of this lot is proposed to handle the storm water runoff generated on the site. Soils present on site are Kalkaska Loamy Sand as identified in the USCS soil survey for the site. Areas for the building, parking lot, and infiltration basin were scaled from the plans and found to match the areas used in the calculations.

Since the proposed plans indicate an infiltration basin to handle storm water, this review is thus completed with respect to the Infiltration/Retention System section of the Ordinance. The items listed and reviewed from this section are as follows:

a. Physical Feasibility

The proposed infiltration basin is appropriate for the soils identified by the presented soil survey. The test hole completed on site and noted on the plans indicates a tan brown sand to 96 inches. No water was indicated as being present either.

b. Design Criteria

i. Volume

The calculations show the required calculations for back to back 100-year, 24-hour rain events since there is no outlet identified for the basin. Infiltration of 1.5 inch/hour is used in the calculations which is acceptable subject to provisions including completion of an infiltration test. The maximum allowable infiltration is allowed at .5 times the actual measured rate. Mansfield has

requested that recently completed infiltration tests from a site approximately 700 feet north (6629 East Railway Commons) be allowed to be used for this site. I do not object to this request as the site is relatively close, the soil series are the same Kalkaska loamy sand, and a test hole was completed at the current site to verify the soils.

ii. Maximum Drain Time

Calculations are required to show the basin drains completely within 72 hours. The drain time of the basin is shown to be 31 hours based on the infiltration rate of 1.5 in/hr noted in item i.

iii. Underground Infiltration & Retention

The proposed system is not underground and the requirements of this section are met.

iv. Construction

Applicant is advised of the general requirements of this section to use low earth pressure equipment and to avoid compacting soil in the basin area.

v. Snow Storage

Snow storage shall not displace more than 50% of the storage volume or impeded drainage through the system. The applicant has identified snow storage areas outside of the infiltration basin.

c. Treatment Criteria

The requirement for this site is a sediment forebay or equivalent. An equivalent is proposed with the use of rip rap and swales to dissipate energy and localize sediment prior to runoff entering the infiltration basin.

d. Controls

No inlet pipes are proposed. Runoff is collected via swales. The top of basin elevation is 1 foot above the high-water level as required. These items are acceptable.

e. Erosion Control

Typical temporary and permanent erosion controls are shown on the plans and are acceptable. A soil erosion permit will be required by Grand Traverse County.

f. Geometry

The proposed geometry meets this section.

g. Public Safety

The side slopes of this basin are 3H:1V and meet the requirements of the section. The water depth is noted as 3.88 feet. Water depths over 5 feet would require special treatments of either a safety ledge or fencing. No special treatments are required.

h. Maintenance

The basin appears accessible for maintenance via the eastern drive. Sediment is required to be removed from infiltration basins when it reaches a depth of 50% of the swale depth or 12 inches, whichever is less. A note is included on the plan identifying that the basins will be inspected and cleaned of silt and debris each spring and fall and that the sediment will be cleaned when required.

The storm water controls for this site are typical for similar sites that can be found in Acme Township and Grand Traverse County. The storm water control plan for the proposed storage building can be approved.



# GRAND TRAVERSE METRO FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

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

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### SITE PLAN REVIEW RECORD

ID # P-1162-5782-M6229

DATE: 6/7/17

PROJECT NAME: Shaker Wiper De-Icer Storage Bldg.

PROJECT ADDRESS: 6160 South Railway Commons

TOWNSHIP: Acme

APPLICANT NAME: Dean Adams

APPLICANT COMPANY: Bay Area Contracting

APPLICANT ADDRESS: P.O. Box 6445

APPLICANT CITY: **Traverse City** STATE: MI ZIP: 49696

APPLICANT PHONE # 941-0014 FAX #

REVIEW FEE: **\$75.00**

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Reviewed By: Brian Belcher Assistant Chief/ Fire Marshal

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



# GRAND TRAVERSE METRO FIRE DEPARTMENT

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## SITE PLAN REVIEW

ID # P-1162-5782-M6229

DATE: 6/7/17

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

New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

**-Provide address on the street side of the building according to the above criteria.**

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

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

**-Provide NO PARKING-FIRE LANE along the fire apparatus access drive on the South side of the building.**

### **3. 503.4 Obstruction of fire apparatus access roads.**

Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

**Project may proceed with township approval process.**

**SESC PERMIT**

Under the provisions of PART 91, SOIL EROSION & SEDIMENTATION CONTROL ACT (SESC) (1994 PA 451 as amended) and/or GRAND TRAVERSE COUNTY SESC ORDINANCE, as amended.

GRAND TRAVERSE COUNTY  
SOIL EROSION & SEDIMENTATION  
2650 LAFRANIER RD  
TRAVERSE CITY MI 49686  
Phone # (231) 995-6042

Permit #: 24641  
Sensitivity: 2  
Type: COMM/IND  
Issued: 5/08/2017  
Expires: 5/08/2018  
Fee: 400  
Receipt #:   
Applied: 4/26/2017

Owner:  
WIPER SHAKER LLC  
6650 E RAILWAY COMMONS  
WILLIAMSBURG MI 49690

Contractor/On-Site responsible person:  
ELMERS CRANE & DOZER  
3600 RENNIE SCHOOL RD  
TRAVERSE CITY MI 49696

DEQ Permit #:   
Credit/Surety Amount: 2,000.00   
Issue Date:   
Expires:

Authority is hereby granted to make the following earth changes:

NEW COMMERCIAL STORAGE BUILDING

Located at: 6160 SOUTH RAILWAY COMMONS  
In ACME Twp, Sect 31 Town 28N Range 9W Lot # 15 Block  
Sub: RAILWAY INDUSTRIAL PARK  
Property Tax #: 28 - 01 - 585 - 015 - 00

**Permit Conditions:**

1. The permitted activity shall be completed in accordance with the approved plans and specifications, and the following general conditions.
2. This permit does not waive the necessity for obtaining all other required federal, state, or local permits.
3. Permittee shall notify the permitting agency within one week after completing the permitted activity or one week prior to the permit expiration date, whichever comes first.

**General Conditions:**

In accordance with Rule 1709 promulgated under the authority of Part 91, Soil Erosion and Sedimentation Control, of the natural Resources and Environmental Protection act, 1994 PA 451, as amended, and in addition to the information on the attached plan(s) and special conditions, the following general conditions apply to the earth change authorized by this permit.

- Design, construct, and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time.

  
Signature

- Remove sediment caused by accelerated soil erosion from runoff water before it leaves the site of the earth change.
- Temporary or permanent control measures shall be designed and installed to convey water around, through, or from the earth change at a non-erosive velocity.
- Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain the measures on a daily basis. Remove temporary soil erosion and sedimentation control measures after permanent soil erosion measures are in place and the area is stabilized. (Stabilized means the establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.)
- Complete permanent soil erosion control measures for the earth change within five calendar days after final grading or upon completion of the final earth change. If it is not possible to permanently stabilize the earth change, then maintain temporary soil erosion and sedimentation control measures until permanent soil erosion control measures are in place and the area is stabilized.

**Specific Conditions:**

This permit is approved according to the site plan received on April 26th. 2017 with the following additional requirements for KALKASKA LOAMY SANDS 2% SLOPES.

1. Install silt fence as shown on site plan, properly trenched in.
2. Within 5 days of final grading place 4 inches of topsoil, seed and straw mulch over all disturbed areas.
3. Stabilize driveway with 22A road gravel and grade so that runoff does not erode the gravel surface.
4. Install Road culverts at both entrances to the to the property.
5. Permit, Green Card and Site Plan must be posted at the project site at all times until the permit has been final approval from this office
6. Install Rain Gutters with down spouts or stone drains under roof drip edges to prevent erosion from roof water runoff.
7. Permit, Green Card and Site Plan must be posted at the project site at all times until the permit has been final approval from this office
8. Any Vegetation needs to be well established and show significant growth in order to final this permit.
9. If a certificate of Occupancy is requested and the site is not stabilized, a Surety as determined by the SESC Inspector will be required. It is returned after the site receives an approved final Inspection.

  
Signature



# EARTH CHANGE PERMIT

GRAND TRAVERSE COUNTY  
Soil Erosion & Sedimentation Control Department  
2650 LaFranier Road  
Traverse City, MI 49686  
(231) 995-6042

Permit No. 24641 Township Acme

Address 6160 South Railway Commons

Section No. 31 Town 28N Range 9W

Date of Issue 5/8/17 Date of Expiration 5/8/18

SOIL EROSION and SEDIMENTATION CONTROL  
(PART 91 OF ACT 451, P.A. 1994, as amended)

GRAND TRAVERSE COUNTY SOIL EROSION  
& SEDIMENTATION CONTROL ORDINANCE (as amended)

Hank Chabois  
Inspector

PLEASE POST PERMIT VISIBLE FROM STREET OR HIGHWAY.

GTC. 587  
Rev. 11/13



# Planning and Zoning Staff Report

To: Acme Township Planning Commission  
 From: Shawn Winter  
 Cc: Jeff Jocks, John Iacoangeli  
 Date: May 18, 2017  
 Re: SUP 2017-02 Minor Amendment and Site Plan Review Application – McDonald’s

**Permit Number:** SUP 2017-02 Minor Amendment to SUP 92-2P

**Address:** 5908 US-31 N  
Williamsburg, MI 49690

**Parcel Number(s):** A) 28-01-103-018-00  
B) 28-01-103-024-10

**Legal Description** A) PT GOV LOT 1 BEG 33' S OF NE COR SEC 3, W 1187.15' M/L TO ELY BDRY US 31, S 29 DEG 50' W 216.11', S 28 DEG 52' W 95.15' TO POB, S 62 DEG 42' E 187.58', N28 DEG 52' E 46.33' TH S 61 DEG 08' E 211.14', S 29 DEG 22' W 58.37', W 265.49' M/L TO A LINE = TO & 165' ELY OF E LINE US 31, S 30 DEG 09' W 45.68', N 61 DEG 21' W 165' TO E LINE US 31, NELY ALG SD HWY LINE TO POB. SEC 3 T27N R10W.

B) COM NE CNR SEC 3 T27N R10W; S 33' W 1187.15'; S 30 DEG 23' W 216.11'; S 30 DEG 10' W 95.15'; S 5'; S 61 DEG 48' E 182.58'; N 30 DEG 13' E 46.33'; S 60 DEG 13' E 210.37'; S 30 DEG 19' W 58.29' TO POB; S 32 DEG 8' W 172.44'; N 60 DEG 43' W 226.84'; N 31 DEG 5' E 45.63'; E 266.07' TO POB

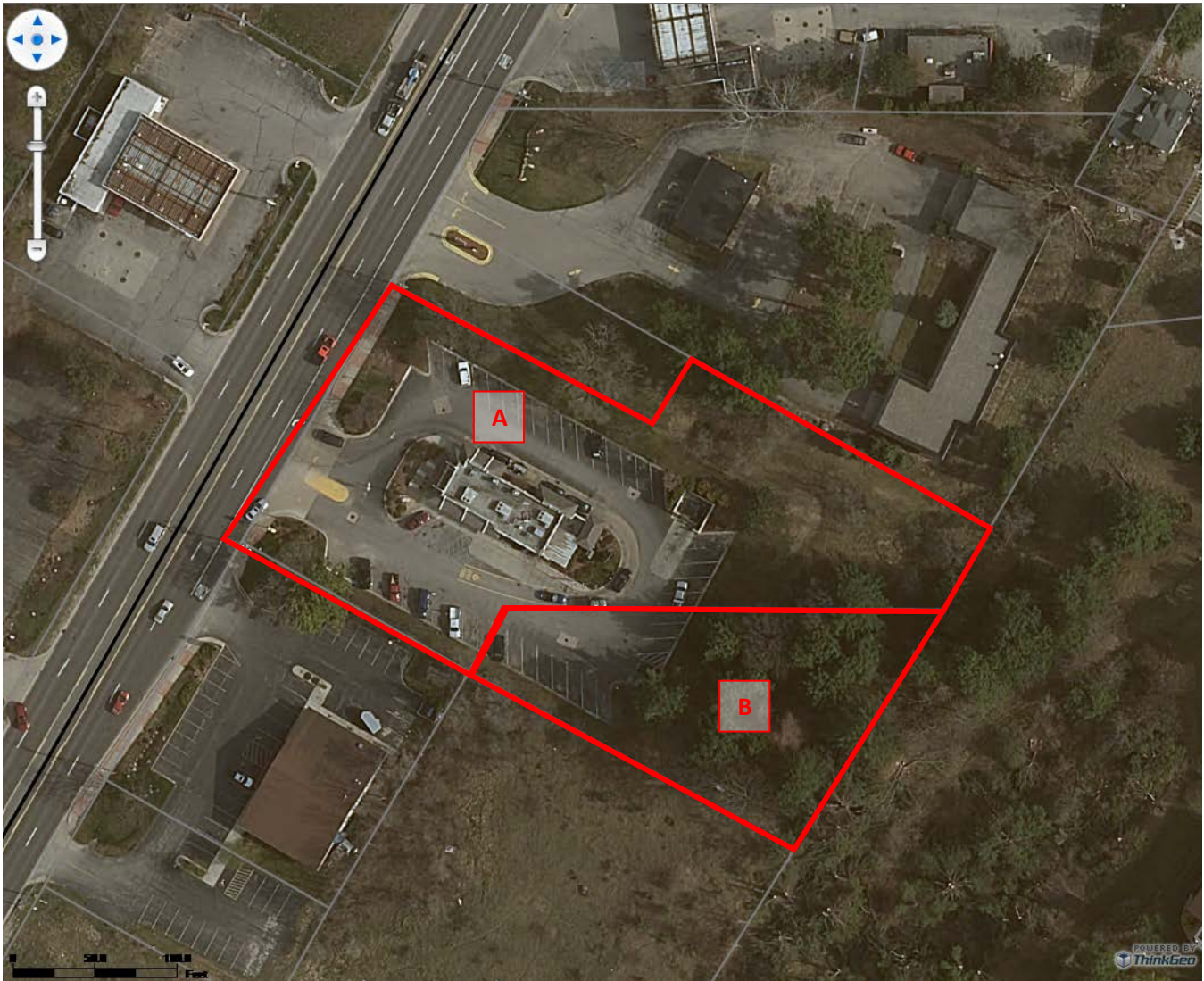
**Applicant:** Frank Martin, Dorchen/Martin Associates, Inc.

**Status of Applicant:** Architect of Record for Bill Saputo, business owner

**Owner:** McDonald’s Corporation, c/o John Lorentzen

**Owner’s Address:** 1021 Karl Greimel Drive, Suite 200  
Brighton, MI 48116

**Aerial Location:**



**Request / Project Description:**

The Applicant is proposing a series of design improvements to the existing business:

- Interior renovations, including updated restroom facilities
- Exterior renovations reflecting McDonald's current design standards
- ADA compliant improvements
- A second drive-thru ordering stall
- Expanding parking lot 39 feet to the rear of the property

**Parcel Size & Description:**

A) 1.141 acres  
 B) 0.449 acres  
 Total = 1.59 acres

**Zoning & Existing Land Use:**

C – Corridor Commercial (US-31/M-72 Business District)  
 Site is currently the location of an existing McDonald's Restaurant

**Existing Natural Features:**

Relatively flat with slight grade increase to east/southeast as approaching the rear property line. A steep ridge exists beyond the rear property line.

<b>Adjacent Zoning &amp; Land Uses:</b>	North	C – Oil change service center, abandoned car wash facility
	South	C – Pro Fireworks; vacant lot
	East	MHN – Multifamily condos atop the ridge
	West	C – Shell fuel service station CS – Bayside Park

<b>Relevant Sections of Zoning Ordinance:</b>	<u>Section</u>	<u>Title</u>
	6.6	US-31/M-72 Business District
	6.13.1	Schedule Limiting Height, Bulk, Density, & Area by Zoning District
	7.5.5	Off-Street Loading and Unloading Requirements
	7.5.6	Landscaping Requirements
	9.1.4	Amendments and Modifications

**Site History:** SUP 92-2P allowed for a fast food restaurant establishment with drive-thru service.

**Submitted Documents:**

1. Application
2. Applicant Narrative
3. Owner Authorization Letter
4. Policy of Title Insurance (not included in this report, but available for review)
5. Sheet ALTA – Site Survey
6. Sheet C1 – Site Plan
7. Sheet C2 – Grading and Erosion Control
8. Sheet A1.0 – Base Plan
9. Sheet A2.1 – Elevations
10. Storm Water Management Worksheet
11. Landscape Plan

**External Reviews:**

1. Gosling Czubak Storm Water Review – favorable with condition (enclosed)
2. Beckett & Raeder Landscape Review – favorable with conditions (enclosed)

Standards for Site Plan Review	
Standard	Finding
a. That the applicant may legally apply for site plan review.	<b>Satisfied:</b> The Applicant has been authorized to apply by the owner.
b. That all required information has been provided.	<b>Satisfied:</b> The application is complete
c. That the proposed development conforms to all regulations of the zoning district in which it is located and all other applicable standards and requirements of this ordinance, including but not limited to all supplementary regulations.	<b>Satisfied:</b> The proposed improvements are to an existing use approved through a special use permit, meets the regulations of the zoning district, and other applicable standards.
d. That the plan meets the requirements of Acme Township for fire and police protection, water supply, sewage disposal or treatment, storm, drainage, and other public facilities and services.	<i>Not Applicable</i>

Standards for Site Plan Review	
Standard	Finding
e. That the plan meets the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured.	<i>Not Applicable</i>
f. That natural resources will be preserved to a maximum feasible extent, and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se.	<b>Satisfied:</b> Areas of disturbance will be limited to the extent necessary for construction.
g. That the proposed development property respects floodways and flood plains on or in the vicinity of the subject property.	<b>Satisfied:</b> No floodplains present
h. That the soil conditions are suitable for excavation and site preparation, and that organic, wet, or other soils which are not suitable for development will either be undisturbed, or modified in an acceptable manner.	<b>Satisfied:</b> Proposed improvements will result in minimal excavation and development of previously undisturbed soil. No indication of wet soils or unsuitable conditions for development.
i. That the proposed development will not cause soil erosion or sedimentation problems.	<b>Satisfied:</b> Existing development. SESC permit will be required at time of land use permit issuance.
j. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff, and will not cause undue runoff onto neighboring property or overloading of water courses in the area.	<b>Satisfied:</b> Gosling-Czubak report recommended one condition that has been satisfied.
k. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect the adjacent or neighboring properties.	<b>Satisfied:</b> The property is relatively flat and will only be graded as necessary to accommodate the items indicated in the site plan.
l. That structures, landscaping, landfills or other land uses will not disrupt air drainage systems necessary for agricultural uses.	<b>Satisfied:</b> Proposed improvements will not affect air drainage. Not located in, or adjacent to any agricultural uses.
m. That phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.	<b>Satisfied:</b> No phasing required
n. That the plan provides for the proper expansion of existing facilities such as public streets, drainage systems, and water and sewage facilities.	<b>Satisfied:</b> Existing ingress/egress present, not increasing building footprint, retention basin will be expanded.
o. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	<b>Satisfied:</b> Landscape plan submitted and favorably reviewed by Beckett & Raeder
p. That parking layout will not adversely affect the flow of traffic within the site, or to and from the adjacent streets.	<b>Satisfied:</b> Proposed improvements are designed to improve traffic circulation. No change in number of parking spaces.
q. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.	<b>Satisfied:</b> Pedestrian improvements provided in site plan, not accounted for in landscape plan.
r. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not be a nuisance to the subject property or neighboring properties.	<b>Satisfied</b> – Dumpster storage and screening is already provided.
s. That the proposed site is in accord with the spirit and purpose of this Ordinance, and not inconsistent with, or contrary to, the objectives sought to be accomplished by this Ordinance and the principles of sound planning.	<b>Satisfied:</b> The proposed use meets the intent of the C – Corridor Commercial Regulated Zoning District as an existing development.

## Staff Review

The Applicant proposes to provide a series of renovations and improvements to the property to modernize the existing McDonald's restaurant located at 5908 US-31 N, Williamsburg, MI 49690. The primary concern for this site plan review relates to the changes proposed to the existing parking lot and landscaping.

The submitted plan shows the installation of a second drive-thru ordering stall and lane which will increase efficiency of this service and decrease the length of vehicles queuing to place an order. Accommodating this addition is an expansion of the existing parking lot to the rear of the property by a total of 39 feet. The number of total parking spaces will remain the same, however, the spots along the rear of the property will be able to host large vehicles such as RV's and vehicles with trailers. Handicap accessible parking spaces will have their slope regraded to ensure a maximum of 2% in order to meet ADA guidelines. The off-loading requirement remains the same and is accounted for. The storm water review conducted by Gosling Czubak required the addition of the storm water retention basin maintenance plan on the drawing (Sheet C-2). The condition has been met and is reflected on the sheet included in this report.

Pedestrian access will be improved through the addition of a new sidewalk connecting the existing sidewalk along US-31 with the restaurant entrance on the north side of the building. New hand rails and ADA compliant ramps will be included to benefit pedestrian circulation.

The existing landscaping was removed in 2016, which was a requirement of the site plan review needed for the original special use permit. As such, the Applicant was informed that replacing the landscape with today's requirements would be part of this special use permit minor amendment request. The landscape plan was reviewed by Beckett & Raeder and staff has responded in green to the review comments. The landscape plan does not include the pedestrian sidewalk mentioned above, or the gap in the burning bush hedge east of the rip rap that was discussed to accommodate the current snow storage plan. These items will need to be accounted for in the final installation. Additionally, a bond in the amount of \$22,993 will need to be issued for this work.

The exterior of the building will be updated to McDonald's current design standards reflected in Sheet A2.1 – Elevations. Although located in the form-based code district, section 6.6.3.5 provides that since this is an existing building prior to the adoption of the Ordinance, and has never been vacated, it is not considered a non-conforming use. As such, the project is not required to meet the requirements of section 6.6.6.6 Façade Components and Materials.

The "Tagged Site Notes" text box at the top of Sheet C1 – Site Plan indicate parking lot light improvements under items 17, 17a, 17b, 17c. Section 6.6.6.3 limits the height of parking lot lighting, including luminaires, not to exceed the height of the building. Any new, replaced, or relocated parking lot light pole shall not exceed 18 feet in height.

Interior improvements include barrier-free seating, updated restroom amenities, and ADA compliant furniture placement. The interior improvements are of little concern for this site plan review.

## Staff Recommendation

Upon review of the proposed improvements and all applicable standards, staff recommends Special Use Permit 2017-02 Minor Amendment to Special Use Permit 92-2P be approved with the conditions listed in the motion for consideration.

**Motion for Consideration**

Motion to approve the site plan and Special Use Permit 2017-02, Minor Amendment to Special Use Permit 92-2P, to provide the site and building improvements to the existing McDonald's restaurant as presented with the following conditions:

1. The final landscape plan shall accommodate the five-foot wide pedestrian sidewalk.
2. The four Crimson Maples located along the front of the property shall be Sugar Maples.
3. The burning bush hedge screening the front parking lot shall be a minimum of 36" tall, shall include a gap of 12 feet between the center two Crimson Sentries/Sugar Maples to accommodate snow storage, and shall be included between the two northernmost Crimson Sentries/Sugar Maples.
4. New, relocated, or replaced parking lot light poles shall not exceed 18 feet in height, including the luminaires.
5. A bond in the amount of \$22,993.00 for the landscaping shall be submitted prior to the issuance of a land use permit.



### Special Use Permit/Site Plan Review Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

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

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

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

Name: McDONALD'S USA LLC Phone: C = 989.323.0919

Mailing Address: 1021 KARL GREINTEL DR., # 200

City: BRIGHTON State: MI Zip: 48116

Email Address: john.loventzen@us.mcd.com

**Applicant Information** (please type or print clearly): FRANK MARTIN

Name: DORCHEN/MARTIN ASSOC., INC. \* Phone: 248.557.1062

Mailing Address: 29895 GREENFIELD #107

City: SOUTHFIELD State: MI Zip: 48076

Email Address: fmartin@dorchenmartin.com

**A. Property Information:**

1. Address: 5908 US 31 N  
WILLIAMSBURG, MI.

2. Parcel Number/Property Description: (SEE LEGAL OR SITE PLAN)  
01-103-018-00

3. Current Zoning of Property:  
C. COMMERCIAL CORRIDOR

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

N/A.

5. Provide proof of current property ownership. If applicant is not the current property owner, also provide written permission to act as agent of, and complete contact information for the current property owner. (SEE CONTACT INFORMATION PROOF OF OWNERSHIP ATTACHED ABOVE) - ALONG WITH "PERMISSION LETTER" FROM OWNER,



6. Proposed Use/Change to Property

EXISTING MCDONALD'S RESTAURANT TO REMAIN .  
EXTERIOR RENOVATION & MODIFICATION TO EXISTING  
DRIVE THRU CONFIGURATION - ADD 2ND ORDER POSITION.

7. Estimated Start and Completion Dates:

APRIL, 2017 - JUNE 31, 2017

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

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

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

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

Signed: [Signature] Date: 1/19/17  
FRANK E. MARTIN, AIA NCARB ARCHITECT.

FOR TOWNSHIP USE ONLY

Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Public Hearing/Meeting: \_\_\_\_\_  
Date of Advertising: \_\_\_\_\_ T&A Account: \_\_\_\_\_

NOTES:



**Dorchen/Martin Associates, Inc.**  
Architects/Planners

29895 Greenfield Road Suite 107  
Southfield, Michigan 48076  
248.557.1062  
Fax: 248.557.1231  
Cell: 248.224.3714  
E-mail: [fmartin@dorchenmartin.com](mailto:fmartin@dorchenmartin.com)  
<http://www.dorchenmartin.com/>

January 19, 2017

Planning Commission  
Acme Township  
6042 Acme Road  
Williamsburg, MI 49690

Re: McDonald's Restaurant  
5908 US 31 N  
D/MA File No: 16070B

Dear Planning Commission:

McDonald's USA LLC and the Owner/Operator are proposing to renovate the exterior and interior of the above referenced McDonald's restaurant located at 5908 US 31 N. In addition to the building renovations, including ADA compliance, décor and exterior upgrades meeting current McDonald's designs, the existing drive-thru configuration will be upgraded to include a second ordering position and additional stacking to better serve guests and the community. In order to accomplish the side-by-side (SBS) drive-thru ordering reconfiguration, we are proposing to extend our parking lot to the rear by 39 feet.

In addition, the hours of operation are from 6:00 am to 11:00 pm Monday thru Sunday and there are typically 12 employees per shift.

Sincerely,

Frank Z. Martin, AIA, NCARB  
Dorchen/Martin Associates, Inc.

FZM/



**McDONALD'S USA, LLC**  
**1021 Karl Greimel Drive Suite 200**  
**Brighton, MI 48116**  
**Phone: 734-335-9000**  
**Fax: 734-335-9001**

**January 16, 2017**

**Township of Acme**  
**6042 Acme Road**  
**Williamsburg, MI 49690**

**Re: McDonald's Restaurant SPA**  
**5908 US 31 North**  
**Acme Township, MI**

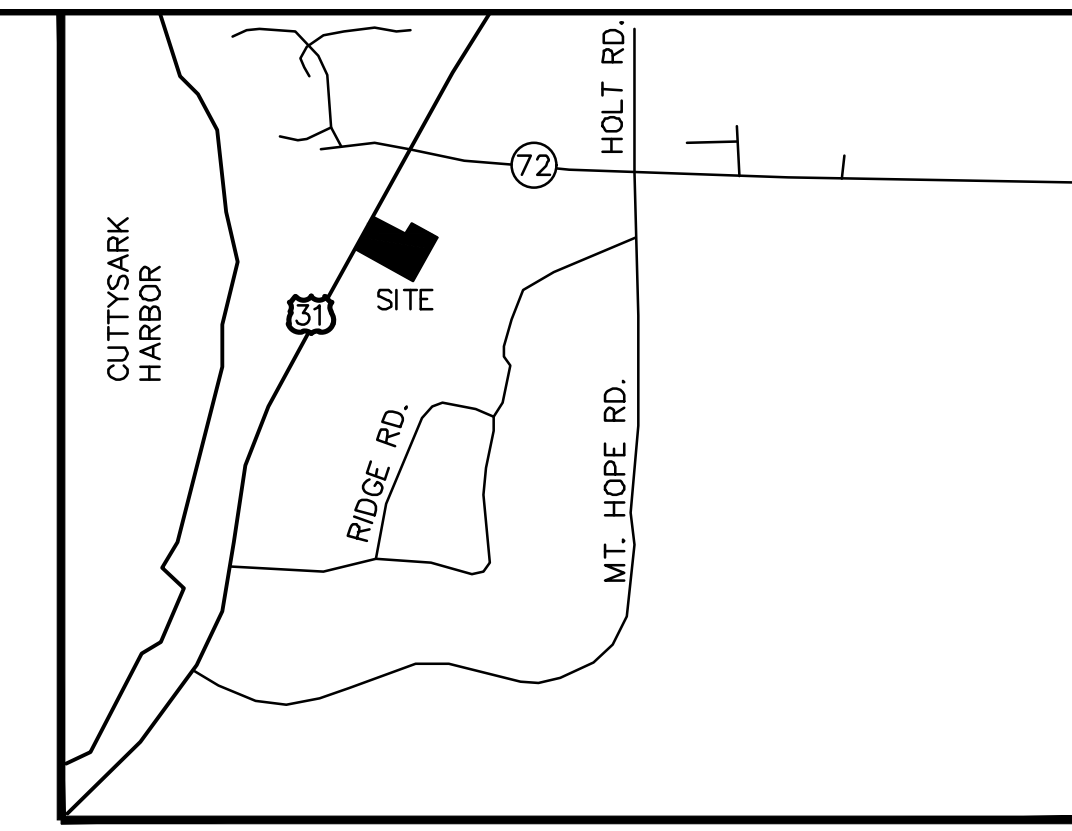
**To Whom It May Concern:**

**Please consider this a "Permission Letter" to allow Frank Martin of Dorchen/Martin Associates, Inc., Architects, to act as McDonald's agent during the SPA submittal and approval process for the proposed renovations to the above referenced McDonald's restaurant.**

**Sincerely,**

A handwritten signature in black ink that reads "John Lorentzen". The signature is written in a cursive style with a long horizontal stroke at the end.

**John Lorentzen, ACM**  
**McDonald's USA LLC**



**williams&works**  
engineers | surveyors | planners

616.224.1500 phone | http://williams-works.com  
549 Chawar Ave NW | Grand Rapids, MI 49503

**VICINITY MAP**  
NOT TO SCALE

**PARKING**  
There are a total of 49 marked parking spaces on the subject property, 2 of which are designated as handicapped parking.

**ENCROACHMENTS**  
NO ENCROACHMENTS FOUND AT TIME OF SURVEY

**SURVEYOR NOTES**

No evidence was found of Lakes, Ditches, Streams or rivers within 25' of the premises

No evidence the premises was ever used as a cemetery

No information as proposed street widening was provided.

No observed evidence of current earth moving work, building construction or building additions.

No observed evidence of site use as a solid waste dump, sump or sanitary landfill.

At the time of this survey, there were no areas found that were delineated as wetlands.

This survey complies with the requirements set forth in the McDonalds Survey Order Form and Minimum Requirements.

**LAND AREA**  
Premises as shown has an area of 81,786 Square Feet (±1.88 Acres)

**ELEVATION DATUM**  
All Elevations are based on NAVD 88 Datum. Contours are illustrated at 1.0' intervals and are based on a ground survey of the site.

Bm#1) Elevation: 596.83'  
Description: Northeast bolt on light pole base 56"± Northwest of the South corner of parking lot.

Bm#2) Elevation: 592.52'  
Description: Railroad spike in Southwest side of power pole 33"± North/Northwest of north corner of parking lot.

**LEGAL DESCRIPTION**

In the Township of Acme, Grand Traverse County, Michigan; COMMENCING at a 1/2 inch iron rod at the Northeast corner of Section 3, Township 27 North, Range 10 West; thence South 00°56'21" West (recorded as South 33.00 feet; thence parallel with the North line of said section North 89°03'39" West (recorded as West) 1187.15 feet; thence South 30°23'24" West (recorded as South 29°50' West) 216.11 feet; thence South 30°10'53" West (recorded as South 28°52' West) 95.15 feet; thence South 61°48'13" East (recorded as South 62°42' East) 5.00 feet to a 1/2 inch iron rod on the Southeastern line of Highway U.S.-31 and Highway M-72, 76 feet wide, as described in Declaration of Taking recorded in Deed Liber 665, Pages 291-296; Grand Traverse County records), being the POINT OF BEGINNING of this description; thence continuing South 61°48'13" East (recorded as South 62°42' East) 182.58 feet to a T-iron stake; thence North 30°13'42" East (recorded as North 28°52' East) 46.33 feet to a T-iron stake; thence South 60°13'27" East 210.37 feet (recorded as South 61°08' East 211.14 feet) to a half inch iron rod on the Northwestern line of "Juniper Hills Condominium" as recorded in Deed Liber 520, Page 541, Grand Traverse County Records; thence along the Northwestern line of said "Juniper Hills Condominium" South 30°19'38" West 58.29 feet (recorded as South 29°22' West 58.37 feet) to a concrete monument; thence continuing along the Northwestern line of said "Juniper Hills Condominium" South 32°08'30" West (recorded as South 32°11' West) 172.44 feet to a T-iron stake; thence North 60°43'11" West (recorded as North 61°21' West) 386.87 feet to a 1/2 inch iron rod on the Southeastern line of Highway U.S.-31 and Highway M-72; thence along the Southeastern line of Highway U.S.-31 and Highway M-72 North 30°10'53" East 182.57 feet to the Point of Beginning; being a part of Northeast quarter of the Northeast quarter of Section 3, Township 27 North, Range 10 West and containing 1.878 acres (81,787 square feet).

**LEGEND**

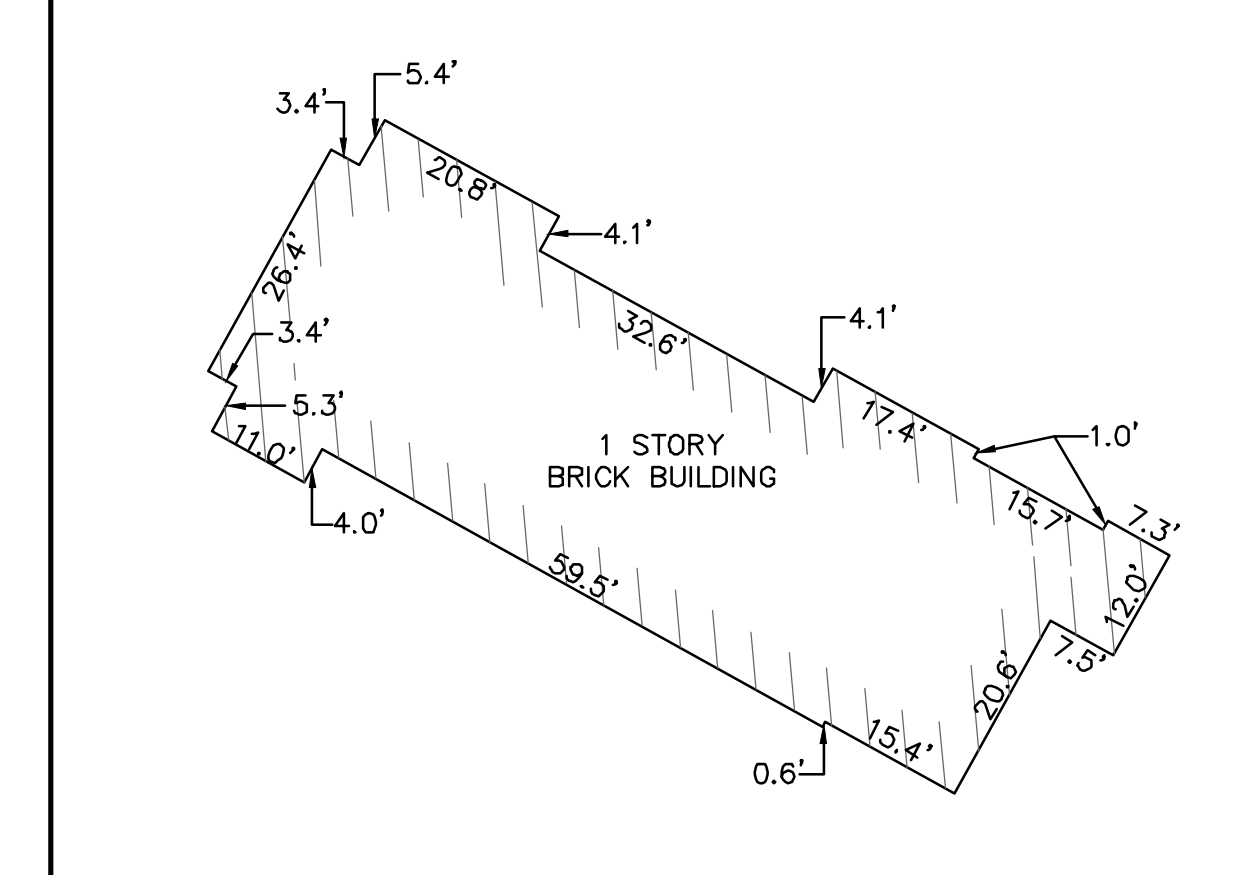
▲ - TRAVERSE POINT	AC - AC UNIT
● - WELL	U.G. - U.G. UTILITY MARKER
○ - HIGHWAY	○ - FIRE HYDRANT
⊕ - MONUMENT	○ - PIV - POST INDICATOR VALVE
⊙ - MONUMENT BOX	◇ - WATER VALVE
■ - RIGHT OF WAY MARKER	⊗ - GAS VALVE
□ - SET WOODSTAKE	⊘ - UST FILL PORT
✂ - XCUT	⊞ - GAS PUMP
PK - PK NAIL	⊠ - GAS METER
○ - FOUND IRON STAKE	⊡ - WATER METER
○ - SET IRON STAKE	⊢ - TELEPHONE RISER
⊥ - SIGN	⊣ - ELECTRIC METER
RR - RR SIGN	⊤ - CABLE TV RISER
→ - GUY POLE	⊥ - CATCH BASIN
↗ - GUY ANCHOR	⊥ - ROUND CATCH BASIN
⊥ - UTILITY POLE	⊥ - UTILITY MANHOLE
★ - LIGHT POLE	⊥ - STORM MANHOLE
✦ - ORNAMENTAL LIGHT POLE	⊥ - SANITARY MANHOLE
● - POST	⊥ - ELECTRIC MANHOLE
⊥ - U.G. UTILITY MARKER	⊥ - WATER MANHOLE
SB#XX - SOIL BORING	⊥ - HANDICAP PARKING SPACE
☐ - MAILBOX	○ - SHRUB
☐ - SATELLITE DISH	○ - TREE
☐ - HAND HOLE	○ - PINE TREE
L.S. - LANDSCAPE	○ - ROCK
CONC. - CONCRETE	○ - FLAG POLE
BRICK - BRICK	

----	TELEPHONE UTILITY LINE
----	ELECTRIC UTILITY LINE
----	WATER UTILITY LINE
----	GAS UTILITY LINE
----	STEAM UTILITY LINE
----	STORM UTILITY LINE
----	SANITARY UTILITY LINE
----	FIBER OPTIC UTILITY LINE
----	OVERHEAD UTILITY LINE
-x-x-x-x-	FENCE LINE

All utilities as shown are approximate locations derived from actual measurements and available records. They should not be interpreted to be in exact location nor should it be assumed that they are the only utilities in the area.

**BUILDING DETAIL**  
SCALE 1"=20'



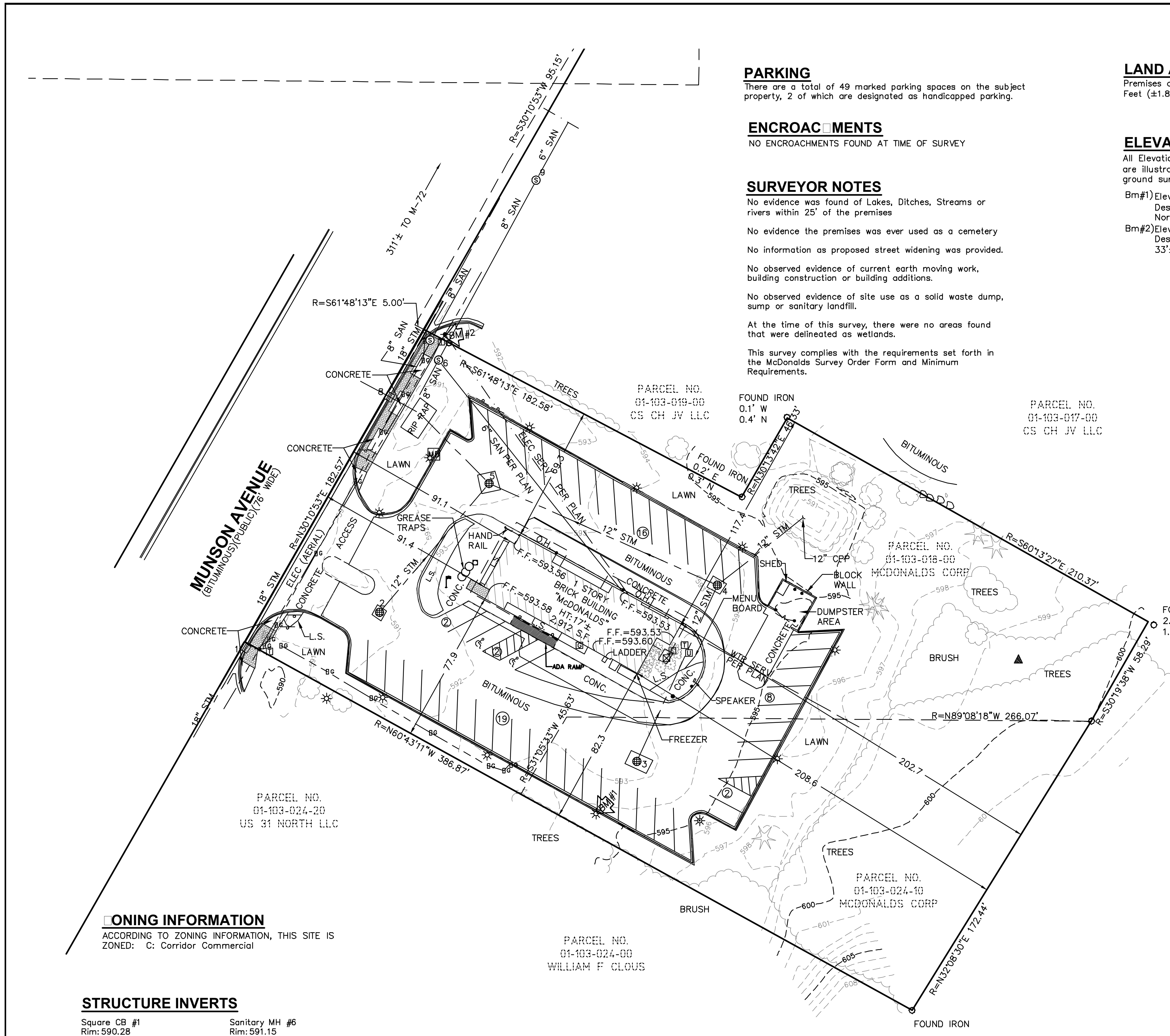
To: McDonald's Corporation, McDonald's USA LLC  
McDonald's Real Estate Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 6(a), 6(b), 7a, 7b1, 7c, 8, 9, 10, 11, 11(a), 11(b), 13, 14, 16, 17, 18, 19, and 20(a), 21 and 22 of Table A thereof. The field work was completed on December 9, 2016.

Date of Map: \_\_\_\_\_

**PRELIMINARY**  
Lawrence W. Albaugh  
License No.: 30073  
Expires: October 31, 2018

RE: 5908 US-31  
WILLIAMSBURG, MICHIGAN  
L.C. 021-1049



**FLOOD PLAIN INFORMATION**  
We have consulted the Federal Emergency Management Agency and find that FEMA has not completed a study or determined flood hazard for this location, therefore a flood map has not been published for the site.

**NOTES CORRESPONDING TO SCHEDULE B**  
NO TITLE PROVIDED AT TIME OF SURVEY

**STRUCTURE INVERTS**

Square CB #1 Rim: 590.28 18" SW 587.00 18" NE 586.95	Sanitary MH #6 Rim: 591.15 8" SW 585.65 8" NE 585.63
Round CB #2 Rim: 590.63 12" NE 589.00 BOTTOM OF CHAMBER 587.00	Sanitary MH #7 Rim: 591.23 8" NE 585.69 START OF RUN
Round CB #3 Rim: 592.44 12" NE 589.59 BOTTOM OF CHAMBER 587.44	Square CB #8 Rim: 590.59 18" SW 587.29 18" NE 587.34
Round CB #4 Rim: 592.87 12" SE 589.06 12" SW 589.08 12" NW 589.07	Sanitary MH #9 Rim: 592.15 6" NE 585.45 6" SW 586.47
Round CB #5 Rim: 591.09 BOTTOM OF CHAMBER 586.37	

NO.	REVISIONS	BY	DATE

MAP OF SURVEY OF  
PART OF T1E N14 OF SECTION 4 T27N R10W  
ACME TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN  
AS PREPARED FOR  
M D

SURVEYED BY	DATE
C. ZACK	12/09/16
DRAWN BY	DATE
A. STAFFEN	12/14/16
CHECKED BY	DATE
L. ALBAUGH	12/15/16

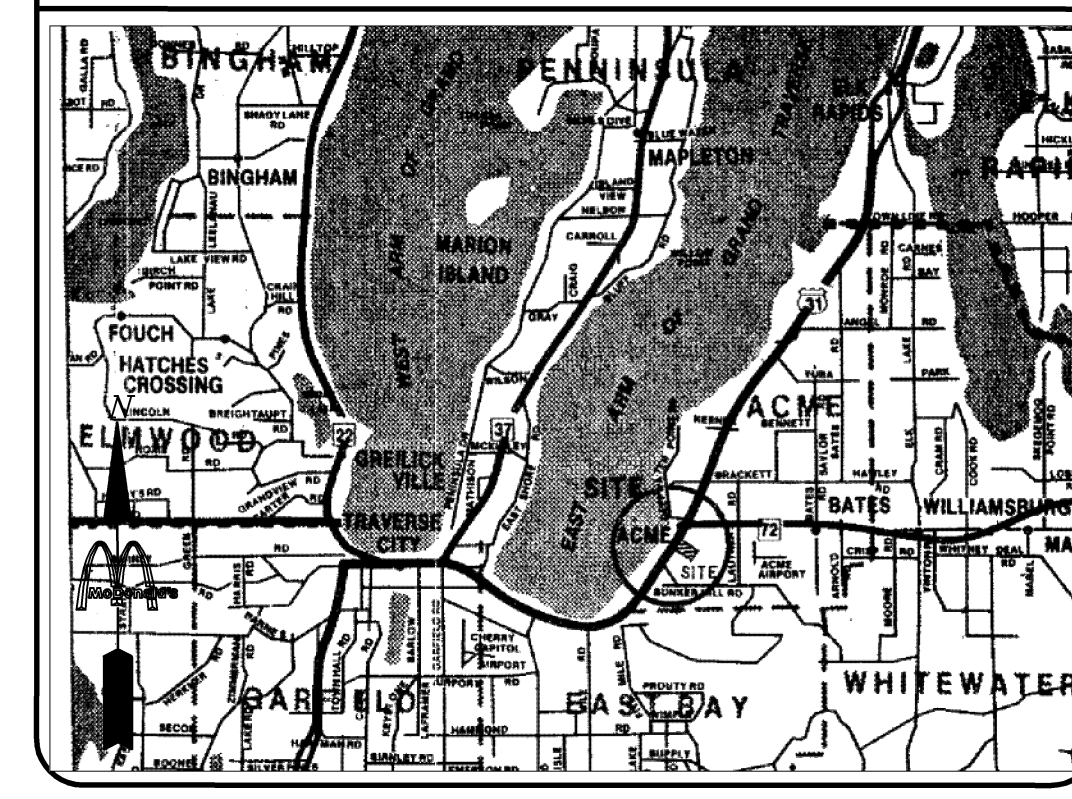
**TAGGED SITE NOTES**

- 1) PROVIDE NEW 5' WIDE CONCRETE WALK FOR PEDESTRIAN ACCESS ROUTE FROM EXISTING PUBLIC WALK - SLOPE NOT TO EXCEED 2% IN ANY DIRECTION. STRIPE CROSSWALK (SEE BARRIER REPORT NOTE #1)
- 2) REMOVE EX'G ASPHALT PAVING AND RELOCATE BARRIER-FREE PARKING PAVEMENT AREA W/6" CONCRETE SLAB SO AS NOT TO EXCEED A 2% SLOPE IN ANY DIRECTION. STRIPE AND MARK BARRIER-FREE SPACES, AISLES AND CROSS-WALK PER ADA REQUIREMENTS. (BARRIER REPORT NOTE #2 NOT APPLICABLE)
- 3) PROVIDE NEW CONCRETE BARRIER-FREE RAMP AND LANDINGS SO THAT CROSS SLOPE DOES NOT EXCEED 2%. (BARRIER REPORT NOTES #4 & 5 NOT APPLICABLE)
- 4) REMOVE AND REPLACE SECTIONS OF CONCRETE WALK SO THAT CROSS SLOPE DOES NOT EXCEED 2%. PROVIDE 6" CURB AT ADJACENT LANDSCAPING, AS NECESSARY. (SEE BARRIER REPORT NOTE #6 FOR S2 ONLY)
- 5) REMOVE EXISTING ACCESSIBLE SIGNAGE AND PROVIDE NEW SIGNAGE PER McDONALD'S STANDARDS / A.D.A. REQUIREMENTS, AS SHOWN. (SEE BARRIER REPORT NOTE #3)
- 6) PROVIDE SPEECH AND HEARING IMPAIRED SIGNAGE PER McDONALD'S STANDARDS / A.D.A. REQUIREMENTS. (SEE BARRIER REPORT NOTE #7)
- 7) PROPOSED CONSTRUCTION OF McDONALD'S "BRANDING ELEMENT" - SEE FLOOR PLAN AND ELEVATIONS FOR EXTENT OF PROPOSED EXTERIOR IMPROVEMENTS.
- 8) PROVIDE (2) PULL-FORWARD SPACES. DESIGNATE WITH SIGNAGE AND DOUBLE-STRIPING PER McDONALD'S STANDARDS.
- 9) RE-PAINT D.T. PAVEMENT MARKINGS AS REQUIRED PER McDONALD'S SITE AND DRIVE-THRU STANDARDS - TYP. THROUGHOUT SITE.
- 10) MODIFY VESTIBULE, DOOR, HARDWARE AND CLEARANCE TO MEET A.D.A. REQUIREMENTS FOR BARRIER-FREE ACCESSIBILITY (SEE BARRIER REPORT NOTES #8 THRU 14 FOR ED3, V1, AND ICD 1&2 ONLY)
- 11) PROVIDE BARRIER-FREE SEATING AS REQUIRED PER A.D.A. AND McDONALD'S STANDARDS. MODIFY AND PATCH EXISTING LANDSCAPE AND PAVERS AS NECESSARY (SEE BARRIER REPORT NOTE #16)
- 12) REMOVE EXISTING DRIVE-THRU EQUIPMENT AND FOUNDATIONS. INSTALL NEW COY/CANOPY AND MENU BOARDS AS SHOWN. AND PER COORDINATE PLANS AND McDONALD'S SIDE-BY-SIDE DRIVE-THRU STANDARDS
- 13) REMOVE EXISTING GATEWAY AND FOUNDATION - INSTALL NEW GATEWAY & FOUNDATION, PER COORDINATE PLAN (TYPICAL OF 2)
- 14) VERIFY EXISTENCE OF DETECTOR LOOP IN FIELD. SAWCUT EXISTING SLAB AND REPLACE OR PROVIDE NEW WHERE NECESSARY. TIE INTO EXISTING ELECTRICAL LOOP DETECTOR SYSTEM. SEE SHT. CP2.
- 15) NEW 6" CONCRETE PAVING IN NEW DRIVE-THRU LANES AND AT TRASH CORRAL APPROACH - SEE CIVIL DWGS.
- 16) REMOVE PORTION OF EXISTING CONCRETE CURB, ASPHALT PAVING AND LANDSCAPING - SEE CIVIL DWGS. FOR EXTENT OF DEMOLITION.
- 16a) NEW CONCRETE CURB&GUTTER AND/OR ASPHALT PAVING AS SHOWN, TO MATCH EXISTING - SEE CIVIL DWGS.
- 17) EXISTING LED LOT LIGHTING: BASE, POLE AND FIXTURE TO REMAIN (TYP. OF 8, V.I.F.)
- 17a) REMOVE EXISTING LED LOT LIGHTING: MAINTAIN TO BE RELOCATED (TYP. OF 3, V.I.F.)
- 17b) RELOCATED EXISTING LED LOT LIGHTING: PROVIDE NEW CONCRETE BASE TO MATCH EXISTING (TYP. OF 3, V.I.F.)
- 17c) NEW LED LOT LIGHTING: BASE, POLE AND FIXTURE - MATCH EXISTING TYPE AND HEIGHT (TYP. OF 2, V.I.F.)
- 18) PAINT EXISTING TRASH CORRAL TO MATCH EXISTING BUILDING NEW BASE COLOR.

**LEGAL DESCRIPTION**

In the Township of Acme, Grand Traverse County, Michigan; COMMENCING at a 1/2 inch iron rod at the Northeast corner of Section 27, Township 27 North, Range 10 West; thence South 00°56'21" West (recorded as South) 33.00 feet; thence parallel with the North line of said section North 89°03'39" West (recorded as West) 1187.15 feet; thence South 30°23'24" West (recorded as South 29°50' West) 216.11 feet; thence South 30°10'33" West (recorded as South 28°52' East) 195.15 feet; thence South 61°48'13" East (recorded as South 62°42' East) 5.00 feet to a 1/2 inch iron rod on the Southeastery line of Highway U.S. -31 and Highway M-72, 76 feet wide, as described in Declaration of Taking recorded in Deed Liber 866, Pages 291-296, Grand Traverse County records; being the POINT OF BEGINNING of this description; thence continuing South 61°48'13" East (recorded as South 62°42' East) 182.58 feet to a T-iron stake; thence North 30°13'42" East (recorded as North 28°52' East) 46.33 feet to a T-iron stake; thence South 60°43'11" West (recorded as North 61°21' West) 386.87 feet to a 1/2 inch iron rod on the Southeastery line of Highway U.S. -31 and Highway M-72; thence along the Southeastery line of Highway U.S. -31 and Highway M-72 North 30°10'53" East 182.57 feet to the Point of Beginning; being a part of Northeast quarter of the Northeast quarter of Section 3, Township 27 North, Range 10 West and containing 1.878 acres (81,787 square feet).

**LOCATION MAP**  
NO SCALE



**EXISTING SITE NOTE:**

EVERYTHING SHOWN ON THIS SITE PLAN IS EXISTING EXCEPT THAT AREA "CLOUDED" FOR DRIVE-THRU ORDERING MODIFICATIONS AND EXTERIOR RENOVATIONS, OR UNLESS OTHERWISE NOTED.

**ZONED C**

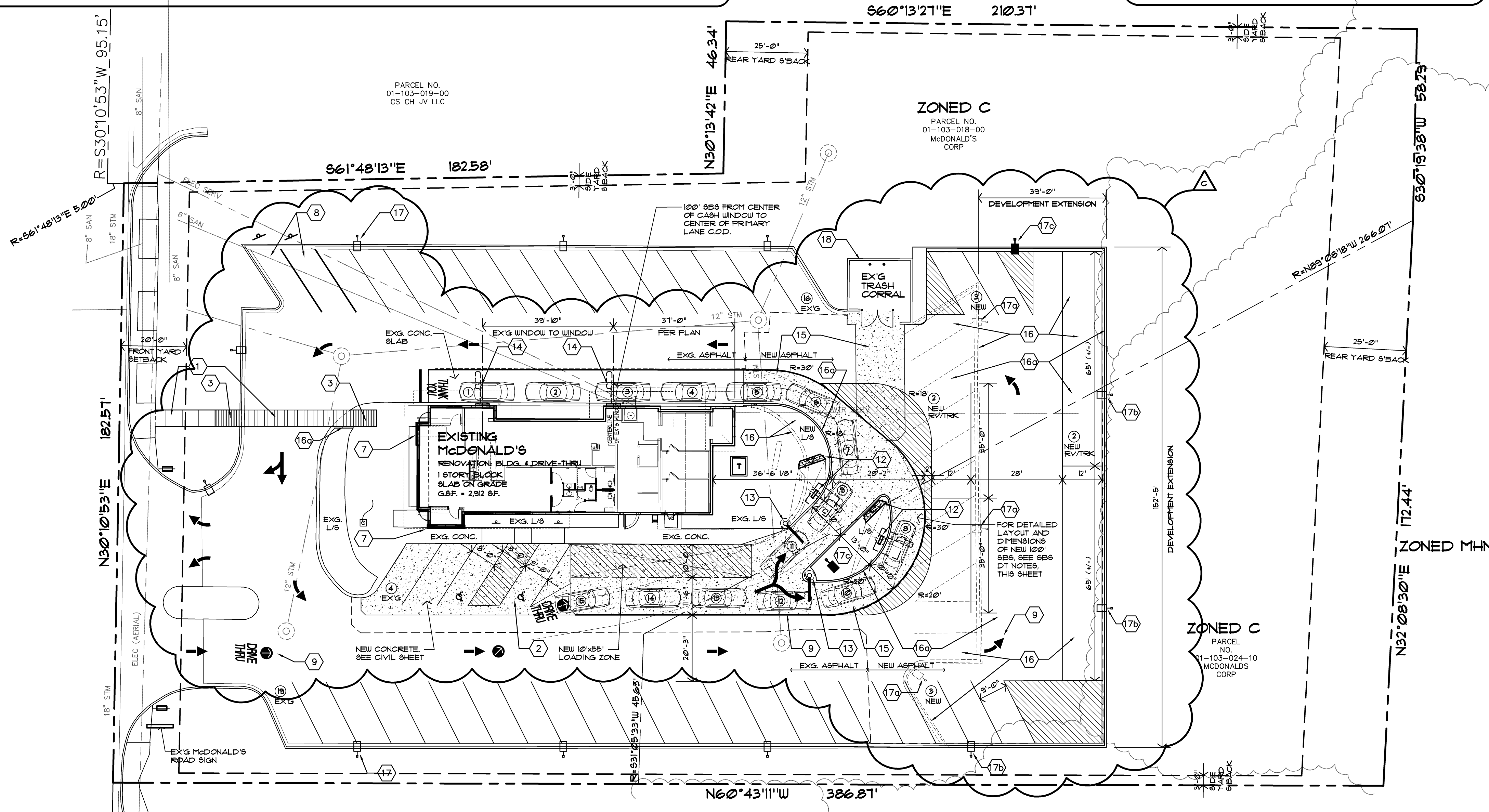
PARCEL NO. 01-103-017-00  
CS CH JV LLC

**ZONED C**

PARCEL NO. 01-103-018-00  
McDONALD'S CORP

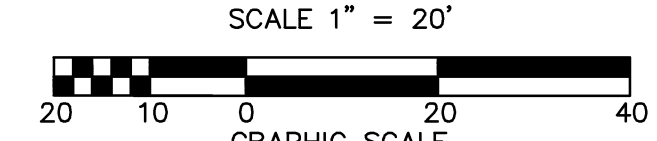
**ZONED C**

PARCEL NO. 01-103-024-10  
McDONALD'S CORP



**SBS DT NOTES**

- 1) ALL McDONALD'S SITE AND DRIVE-THRU STANDARDS AND DESIGN TOLERANCES HAVE BEEN FOLLOWED IN THE DESIGN DEVELOPMENT AND ARE TO BE FOLLOWED THROUGHOUT THE CONSTRUCTION PROCESS OF THIS SITE.
- 2) SHEETS CP1 (SBS DRIVE-THRU COORDINATE PLAN) AND CP2 & DT1 (McD's USA SBS & DRIVE-THRU REFERENCE STANDARDS) WILL BE PROVIDED TO A.C.M.S. AND CONTRACTORS FOR LAYOUT AND CONSTRUCTION.
- 3) CONTRACTOR IS TO BUILD AS DESIGNED ON SHEET CP1.
- 4) REFER TO U.S. RESTAURANT DESIGN "SITE PLANNING GUIDE" V3.1 (OR LATEST VERSION) FOR SITE STANDARDS.



GENERAL NOTES		ISSUE	REF
1. McDONALD'S ROAD SIGN: EXISTING.		BY	
2. ALL SITE WORK SHALL BE ACCORDING TO McDONALD'S STANDARDS.		DATE	
3. ALL LOT LIGHTING FIXTURES, BASES, POLES, CONDUIT AND WIRING ARE EXISTING. IF OTHERWISE NOTED AS NEW OR RELOCATED, LOT LIGHTING SHALL MATCH EXISTING AND BE INSTALLED BY GENERAL CONTRACTOR AND PAID FOR BY OWNER/OPERATOR.		REVISION	
4. EACH DRIVE-THRU WINDOW TO BE PROVIDED WITH DETECTOR LOOP. VERIFY IN FIELD THE EXISTENCE OF THE DETECTOR LOOPS. SAWCUT EXISTING SLAB AND REPLACE OR PROVIDE NEW WHERE NECESSARY. TIE INTO EXISTING ELECTRICAL LOOP DETECTOR SYSTEM.		DATE	
5. ALL LANDSCAPE AREAS SHALL BE ROUGH GRADED TO 6" BELOW TOP OF ALL WALKS AND CURBS. FINISH GRADING, LANDSCAPING AND IRRIGATION SYSTEMS ARE PAID FOR BY THE OWNER/OPERATOR. SEE LANDSCAPE PLANS, IF APPLICABLE.		REVISION	
6. GENERAL CONTRACTOR SHALL CONTACT "MESS DIG" 1-800-482-7171 (72) HOURS PRIOR TO CONSTRUCTION TO ALLOW FOR ACCURATE LOCATION OF ALL UNDERGROUND UTILITIES.		DATE	
7. REFER TO CIVIL ENGINEERING DRAWINGS FOR EXISTING/DEMOLITION AND PROPOSED UTILITIES, GRADING, PAVING SECTIONS, SOIL EROSION AND DETAILS, IF APPLICABLE.		REVISION	
8. REFER TO SITE LIGHTING AND SITE DETAIL SHEETS FOR LIGHTING TYPE, HEIGHT, MOUNTING AND LIGHTING LEVELS, IF APPLICABLE.		DATE	
9. EXISTING TRASH CORRAL TO REMAIN AND MATCH BUILDING'S NEW PAINT COLOR.		REVISION	
10. ALL RADII NOT CALLED OUT ON SHEET C1 SHALL BE A MINIMUM OF 2'-0"		DATE	
11. BARRIER FREE RAMP TO BE 8'-0" LONG WITH A MAXIMUM SLOPE OF 1:12 AND HAVE A NON-SLIP SURFACE - TYPICAL.		REVISION	
12. PAINTED SITE DIRECTIONAL ARROWS, LINES AND SYMBOLS TO BE WHITE. HANDICAP LINES AND SYMBOLS ARE BLUE #123. DRIVE-THRU DOUBLE-STRIPING & CIRCLE DIRECTIONAL ARROWS TO BE PAINTED YELLOW. LOT PAINTING TO BE PROVIDED BY OPERATOR AND PLACED PER PLANS AND McDONALD'S DRIVE-THRU BRANDING SPECIFICATIONS. SEE SITE PLANNING GUIDE V3.1, OR LATEST VERSION.		DATE	
13. INSTALLATION OF FLAGPOLE(S) IS OPTIONAL AND PER THE OWNER/OPERATOR'S REQUEST. IF USED, FLAGPOLE(S) MUST BE ILLUMINATED.		REVISION	
LAND/BUILDING/PARKING DATA AND NOTES		DATE	REV
LAND AREA: GROSS AREA: 81,786 S.F. OR 1.87 ACRES		12/29/16	A
ZONING CLASSIFICATION: ADJACENT ZONING: C COMMERCIAL CORRIDOR C COMMERCIAL CORRIDOR MHN MULTI-HOUSING NEIGHBORHOOD		1/1/17	B
GROSS BUILDING AREA: 2,912 S.F.		1/9/17	C
BUILDING SETBACKS REQUIRED: FRONT YARD SETBACK: 20 FEET SIDE YARD SETBACK: 3 FEET SIDE YARD SETBACK: 3 FEET REAR YARD SETBACK: 25 FEET		ARCHITECT SEAL	
BUILDING SETBACKS PROVIDED: FRONT YARD SETBACK: 91 FEET SIDE YARD SETBACK: 69 FEET SIDE YARD SETBACK: 77 FEET REAR YARD SETBACK: 177 FEET			
PARKING REQUIRED: MINIMUM 1 SPACE / 170 S.F. USABLE FLOOR AREA AND MAXIMUM 1 SPACE / 80 S.F. OF FLOOR AREA: 2,912 S.F. / 170 S.F. = 17.13 SPACES -AND- 2,912 / 80 = 36.4 SPACES TOTAL PARKING REQUIRED 37 SPACES NUMBER OF H.C. SPACES REQUIRED = 2 SPACES			
PARKING EXISTING: EXISTING SPACES 49 SPACES			
PARKING PROPOSED: STANDARD SPACES PROPOSED 47 SPACES NUMBER OF H.C. SPACES PROPOSED 2 SPACES TOTAL SPACES PROPOSED 49 SPACES			
LOADING / UNLOADING AREA REQUIRED: (1) 10' x 55' TOTAL LOADING / UNLOADING AREA REQUIRED: = (1) SPACE			
LOADING / UNLOADING AREA PROVIDED: (1) 10' x 55' TOTAL LOADING / UNLOADING AREA PROVIDED: = (1) SPACE			
PARKING INFORMATION		DATE	REV
TOTAL SPACES 49			
2 B.F. SPACES 9' X 20' @ 60'			
1 SPACES 9' X 20' @ 90'			
4 SPACES 12' X VARIES @ 0			
ARCHITECT/PLANNER		DATE	REV
Dorchen/Martin Associates, Inc. Architects/Planners			
29895 Greenfield Rd., Suite 107 Southfield, Michigan 48076 (248) 557-1062 Fax: (248) 557-1231 e-mail: dmo@dorchenmartin.com www.dorchenmartin.com			
SURVEYOR		DATE	REV
Williams & Works, Inc. 549 Ottawa Ave. N.W. Grand Rapids, MI 49503 Tel: (616) 988-3551 brinks@williams-works.com			
CIVIL ENGINEER		DATE	REV
Williams & Works, Inc. 549 Ottawa Ave. N.W. Grand Rapids, MI 49503 Tel: (616) 988-3551 brinks@williams-works.com			
SITE LOCATION		STATUS	DATE
PROJECT STREET ADDRESS 5908 U.S. 31 NORTH		DATE DRAWN	DEC 2016
CITY ACME TWP. (WILLIAMSBURG)		PLAN CHECKED	
STATE MICHIGAN		AS-BUILT	
COUNTY GRAND TRAVERSE			
REGIONAL DWG. NO DET-00	SITE LOCATION CODE NO. 021-1049	C1	



THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF McDONALD'S CORPORATION AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

OFFICE: MICHIGAN  
ADDRESS: 1021 KARL GREIMEL DR., BRIGHTON, MI 48116  
PH: (734) 335-9000

REGIONAL MGR.	CONST. MGR.	OPERATIONS DEPT.	REAL ESTATE DEPT.	CONTRACTOR	OWNER

**ELEVATION DATUM**

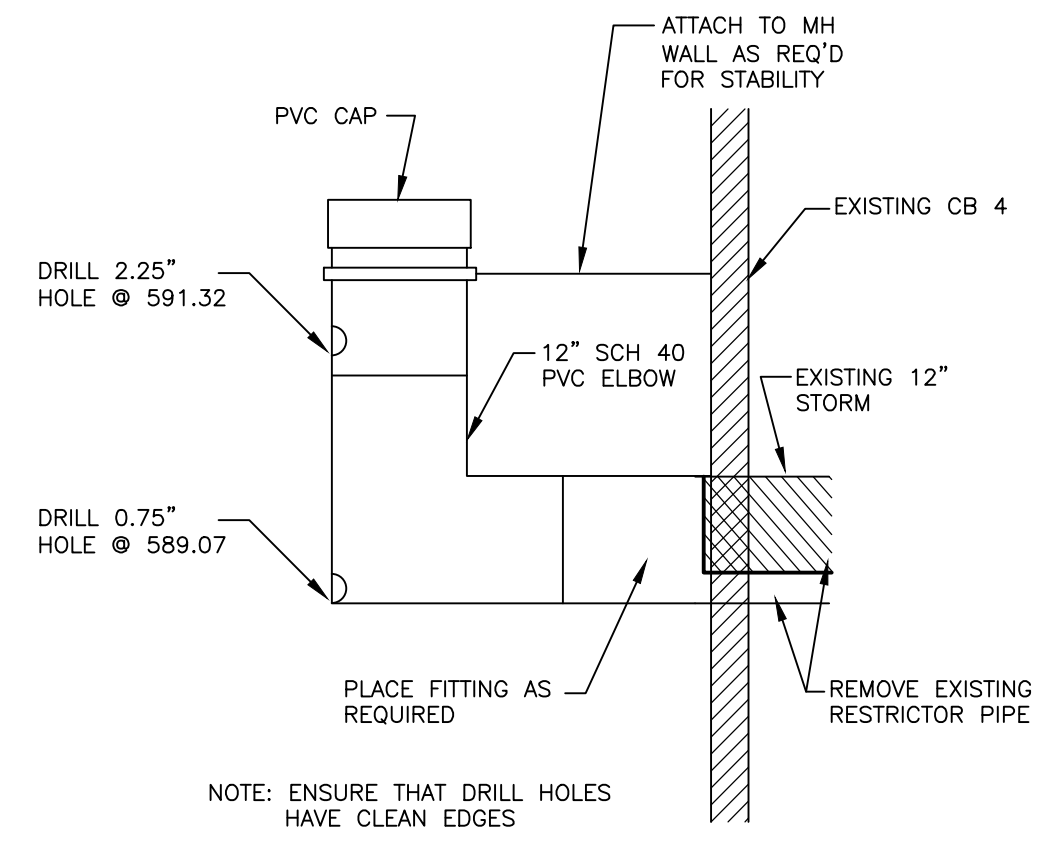
All Elevations are based on NAVD 88 Datum. Contours are illustrated at 1.0' intervals and are based on a ground survey of the site.

Bm#1) Elevation: 596.83'

Description: Northeast bolt on light pole base 56"± Northwest of the South corner of parking lot.

Bm#2) Elevation: 592.52'

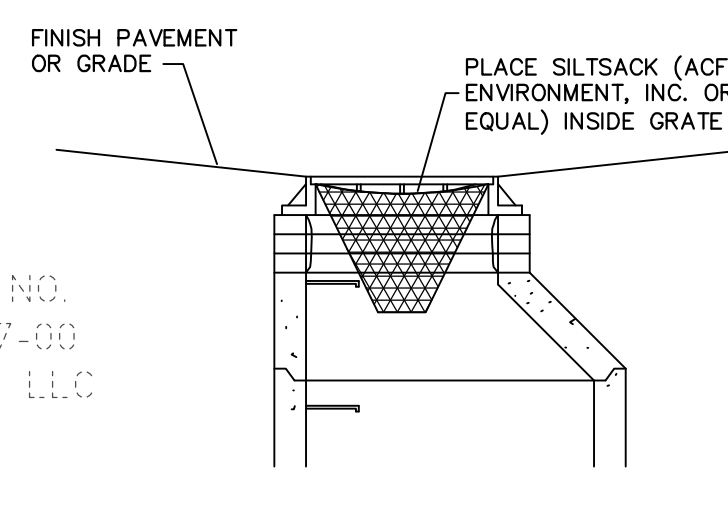
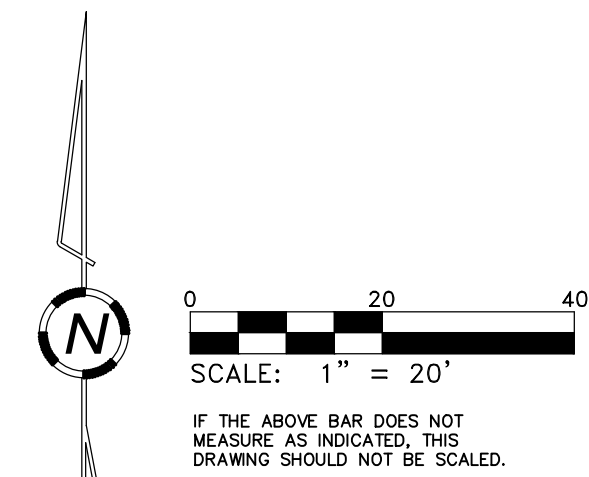
Description: Railroad spike in Southwest side of power pole 33"± North/Northwest of north corner of parking lot.



**EXIST CB4 OUTLET MODIFICATION DETAIL**  
NO SCALE

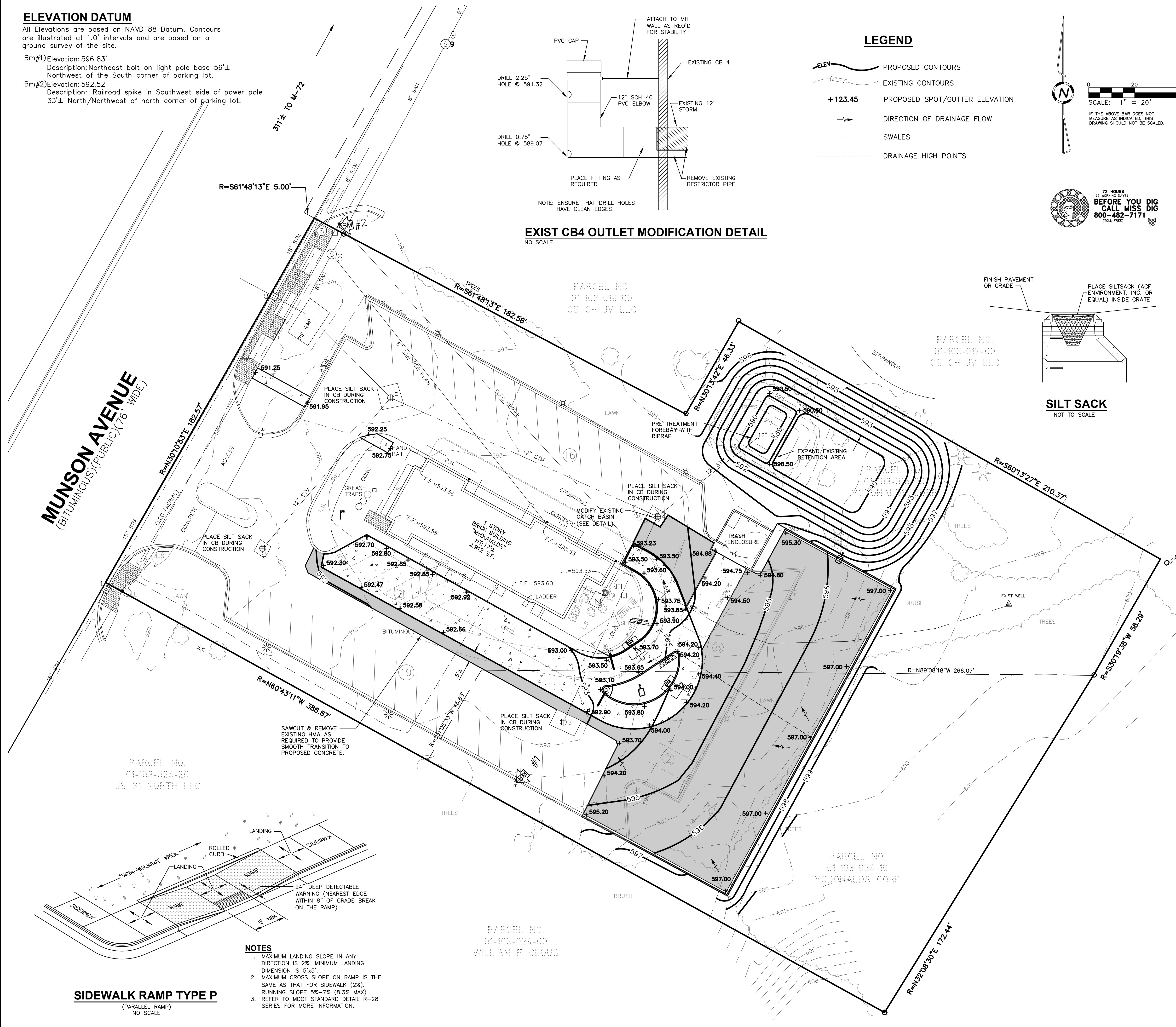
**LEGEND**

- PROPOSED CONTOURS
- EXISTING CONTOURS
- PROPOSED SPOT/GUTTER ELEVATION
- DIRECTION OF DRAINAGE FLOW
- SWALES
- DRAINAGE HIGH POINTS



**SILT SACK**  
NOT TO SCALE

**MUNSON AVENUE**  
(BITUMINOUS) (PUBLIC) (76' WIDE)



- NOTES**
1. MAXIMUM LANDING SLOPE IN ANY DIRECTION IS 2%. MINIMUM LANDING DIMENSION IS 5'x5'.
  2. MAXIMUM CROSS SLOPE ON RAMP IS THE SAME AS THAT FOR SIDEWALK (2%). RUNNING SLOPE 5% - 7% (8.3% MAX).
  3. REFER TO MDOT STANDARD DETAIL R-28 SERIES FOR MORE INFORMATION.

**SIDEWALK RAMP TYPE P**  
(PARALLEL RAMP)  
NO SCALE

**NOTES:**

1. ALL LANDSCAPE AREAS SHALL BE ROUGH GRADED TO 4" BELOW TOP OF ALL WALKS AND CURBS. FINISH GRADING, LANDSCAPING AND IRRIGATION SYSTEMS ARE PAID FOR BY THE OWNER/OPERATOR.
2. GENERAL CONTRACTOR SHALL CONTACT "MISS DIG" 1-800-482-7171 (72) HOURS PRIOR TO CONSTRUCTION TO ALLOW FOR ACCURATE LOCATION OF ALL UNDERGROUND UTILITIES.
3. BARRIER FREE RAMP TO BE A MIN. OF 6'-0" LONG WITH A MAXIMUM SLOPE OF 1:12 AND HAVE A NON-SLIP SURFACE - TYPICAL.
4. ALL PAVEMENT REMOVAL SHALL BE BY SAWCUT. NEW CONSTRUCTION SHALL MATCH EXISTING OR INDICATED GRADES AND DRAINAGE SHALL BE MAINTAINED TO EXISTING STRUCTURES. ALL NEW PAVING SHALL MEET SPECIFICATION BELOW.
5. ALL EXISTING UTILITIES AND SITE FEATURES ARE SHOWN FROM RECORD PLANS AND VISUAL EVIDENCE IN THE FIELD. NO GUARANTEE IS MADE FOR ACCURACY OR COMPLETENESS. CONTRACTOR SHALL VERIFY ALL SITE INFORMATION AS REQUIRED.
6. TOTAL DISTURBED AREA = 16,900 SF (0.38 AC)
7. STORM WATER MANAGEMENT NOTES:  
EXPAND THE STORAGE CAPACITY OF THE REAR DETENTION BASIN.  
REQUIRED STORAGE VOLUME = 6402 CF  
PROVIDED STORAGE VOLUME = 6437 CF  
HIGH WATER ELEVATION = 692.44'  
MINIMUM SIDE SLOPES = 1 ON 3  
EMERGENCY OUTLET THROUGH PARKING LOT VIA CB 3.
8. STORMWATER MANAGEMENT SYSTEM MAINTENANCE NOTES:  
a) CATCH BASINS SHALL BE INSPECTED ANNUALLY TO ENSURE THAT THEY ARE FUNCTIONING PROPERLY, ARE IN GOOD REPAIR, AND THAT SUMPS ARE CLEAN. SEDIMENT SHALL BE REMOVED FROM SUMPS WHEN THEY REACH A DEPTH OF 12" BELOW THE PIPE INVERT.  
b) DETENTION BASINS SHALL BE INSPECTED MONTHLY TO ENSURE THAT THE INLET PIPES ARE CLEAR AND THAT ADEQUATE VEGETATION IS PRESENT ON ALL SIDESLOPES.  
c) SEDIMENT SHALL BE REMOVED FROM THE SEDIMENT FOREBAY WHEN IT REACHES 50% OF ITS CAPACITY OR 12" DEEP WHICHEVER IS LESS.

**STRUCTURE INVERTS**

Square CB #1 Rim: 590.28 18" SW 587.00 18" NE 586.95	Sanitary MH #6 Rim: 591.15 8" SW 585.65 8" NE 585.63
Round CB #2 Rim: 590.63 12" NE 589.00 BOTTOM OF CHAMBER 587.00	Sanitary MH #7 Rim: 591.23 8" NE 585.69 START OF RUN
Round CB #3 Rim: 592.44 12" NE 589.59 BOTTOM OF CHAMBER 587.44	Square CB #8 Rim: 590.59 18" SW 587.29 18" NE 587.34
Round CB #4 Rim: 592.87 12" SE 589.06 12" SW 589.08 12" NW 589.07	Sanitary MH #9 Rim: 592.15 6" NE 585.45 6" SW 586.47
Round CB #5 Rim: 591.09 BOTTOM OF CHAMBER 586.37	

**PAVING SPECIFICATION**  
(MINIMUM 3" TOTAL COMPACTED ASPHALT THICKNESS)

**AUTO PARKING:**  
SUBBASE: 12" CLI SAND  
BASE: 8" AGGREGATE BASE (MDOT 22A OR EQUAL)  
ASPHALT: 1.5" MIN. LEVELING COURSE MDOT HMA 3C  
1.5" MIN. WEARING COURSE MDOT HMA 4C OR EQUIV.

**CONCRETE PADS & PAVING:**  
SUBBASE: 12" CLI SAND  
CONCRETE: 4000 PSI-35S W/ 6AA LIMESTONE, 6" MIN. DEPTH W/ 6"x6" #10 W.W.F. AND "FIBERMESH" CRACK CNTRL FIBERS

**PARKING INFORMATION**

TOTAL SPACES	46	SPACES	9' x 20' @ 60"
49	2 BF	SPACES	8' x 20' @ 60"
	1	SPACES	x 20' @ 90"
	4	SPACES	x . . . . .

**ENGINEERING**

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616.224.1500 phone <http://williams-works.com>  
549 Ottawa Ave NW Grand Rapids, MI 49503

**SURVEYOR**

**SITE GRADING & EROSION CONTROL PLAN**

PROJECT STREET ADDRESS 5908 U.S. 31 NORTH	STATUS	DATE	BY
TOWNSHIP ACME	PLAN CHECKED	01/17	JMB
STATE MICHIGAN	AS-BUILT		
COUNTY GRAND TRAVERSE			
NATIONAL STORE NO. 12563	SITE LOCATION CODE NO. 021-1049		

ISSUE REF	BY	DATE	DESCRIPTION
	A	01/19/17	SPA/SU SUBMITTAL
	B	02/02/17	REVISED STORM WATER MGT SYSTEM
	C	02/13/17	FOR BID/PERMIT
	D	02/23/17	REVISED STORM WATER MGT SYSTEM
	D	03/03/17	REVISED PER TWP ENGINEER REVIEW

STATE OF MICHIGAN  
JEFFREY MARK BRINK  
PROFESSIONAL ENGINEER

**McDonald's**

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF McDONALD'S CORPORATION AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

OFFICE: MICHIGAN REGION  
ADDRESS: 1027 KARL GRENDEL DR., STE. 200 BRISTOL, MI 48116 PH:(531) 335-8000 FX:(531) 335-8001

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NATIONAL STORE NO. 12563	SITE LOCATION CODE NO. 021-1049		

NATIONAL STORE NO. 12563 SITE LOCATION CODE NO. 021-1049

**C2**

**W&W # 216274**

**GENERAL FINISH NOTES:**

- ALL FINISH SURFACES OF WALL AND CEILING MATERIALS SHALL BE CLASS II AND SHALL HAVE A FLAME SPREAD RATING OF 26 TO 75 AND A SMOKE DENSITY OF 450 MAX. (PER IBC TABLE 8A).
- DRAPES AND OTHER DECORATIVE MATERIALS SHALL BE FLAME RETARDANT AND MEET THE CRITERIA OF NFPA 701.
- DECORATIVE MATERIAL SHALL NOT CONCEAL EXITS, EXIT LIGHTS, FIRE ALARM STATIONS, HOSE CABINETS, AND EXTINGUISHER LOCATIONS
- QUARRY TILE:**  
DAL-TILE DIABLO RED 6x6 ABRASIVE TILE WITH BLACK GROUT  
**FLOOR TILE:**  
DAL-TILE ROCKY MOUNTAIN SERIES OR OTHER TILE MEETING THE FOLLOWING:
  - MUST BE APPROVED BY McDONALD'S U.S. RESTAURANT DESIGN & CONSTRUCTION
  - MUST BE LARGER THAN 12"X12"
  - MUST MEET THE FOLLOWING STATIC COEFFICIENT OF FRICTION PER ASTM F1677-05): LEVEL SURFACES: MINIMUM 0.50 DRY AND WET

**PLAN KEY NOTES**

- BM** BUILDING MATERIAL - SEE ELEVS FOR ADDITIONAL INFORMATION
- BW** NEW BRAND WALL: EXTERIOR STUCCO FINISHING SYSTEM
- C1** NEW ALUM CANOPY-By OTHERS - SEE ELEVS
- S** NEW SIGNAGE - BY OTHERS - SEE ELEVS FOR ADDITIONAL INFO.
- SF** STOREFRONT SYSTEM - SEE 1/A3.0 FOR NOTES - SEE ELEVATIONS
- GP** GUARD POST - SEE SITE PLAN FOR LOCATION(S)
- GR** NEW GUARDRAIL - SEE SITE PLAN FOR ADDED INFO LOCATION(S) & LENGTH(S)
- IF** PROVIDE INTERIOR FINISH PER DECOR DRAWINGS
- LE** NEW SIGN LIGHTING ABOVE - SUPPLIED BY OTHERS
- T1** ALUMINUM TRELLIS - See ELEVS - See RI. PLA For DIMENSIONS
- T2** ALUMINUM TRELLIS TIE-BACK
- T3** ALUMINUM TRELLIS 2x8 WALL FASCIA

**SYMBOL LEGEND**

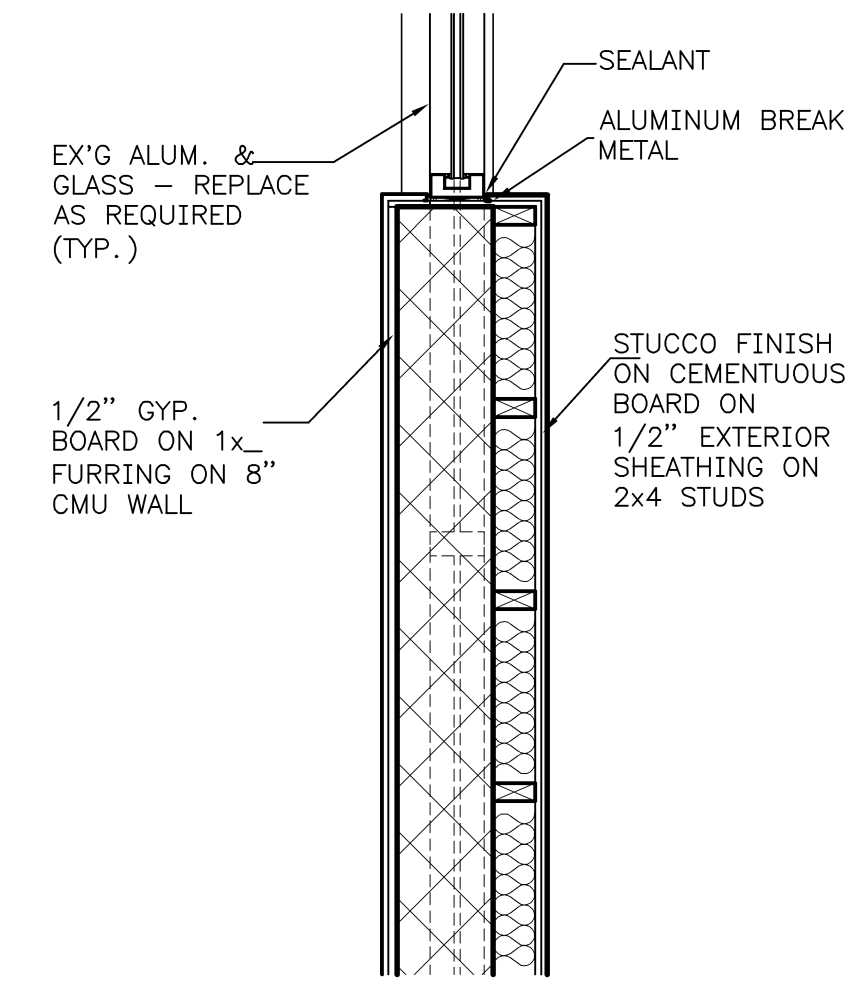
- (7)** DOOR TAG - REFER TO DOOR SCHEDULE
- (X)** KEY NOTE

**FLOOR PLAN LEGEND**

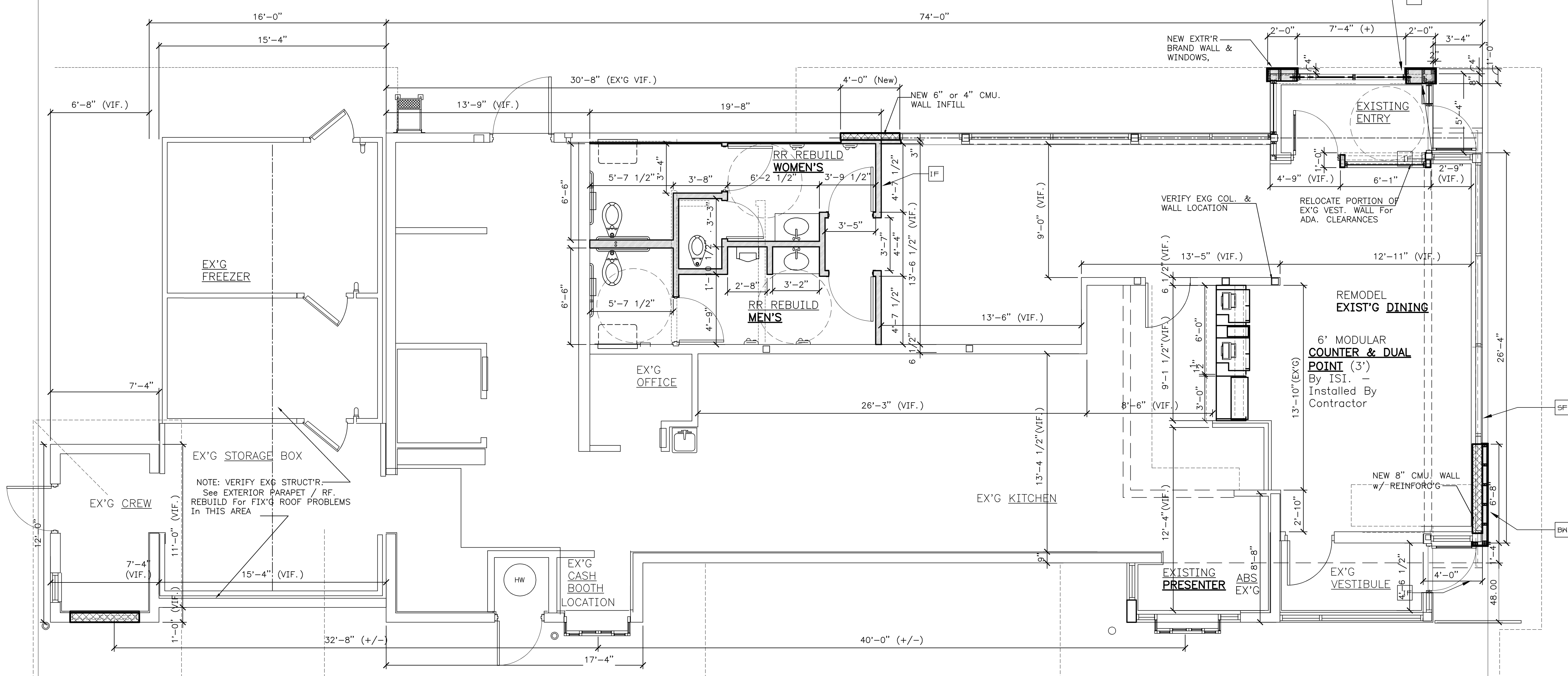
- EXISTING WALL AND FINISHES TO REMAIN
- PROPOSED NEW WALL CONSTRUCT'N & FINISHES
- PROPOSED NEW TRELLIS ABOVE

**GENERAL NOTES**

- N.A.
- SEE EXTERIOR ELEVATIONS FOR WINDOW TYPES
- SEE SITE PLAN FOR SIDEWALKS, RAMPS, ETC.
- GC TO PROVIDE ADA SIGNAGE PACKAGE AND INSTALL SIGNS AT LOCATIONS AND POSITIONS INDICATED IN PACKAGE OR AS REQUIRED BY LOCAL CODES. SIGNAGE PACKAGE SUPPLIED BY:  
FORREST PERMA-SIGN  
1-800-214-8765  
9292 1ST ST., BOX 588  
www.forrestpermasigns.com  
NEW ROCHELLE, NY 10802
- NOT USED
- SEE KITCHEN EQUIPMENT DRAWINGS FOR NEW ITEMS. LOCATIONS, AND INSTALLATION.

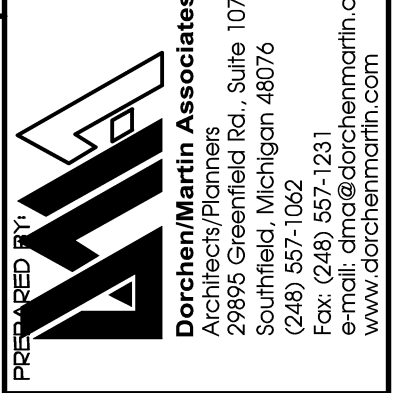


**(3) A1.0 3/4" = 1'-0" BRANDING WALL PLAN DETA**



**(1) A1.0 1/4" = 1'-0" PROPOSED FLOOR PLAN**

REV	DATE	DESCRIPTION
A	1-17-2017	FINAL BRAND REVIEW
B	1-19-2017	SPA & SU SUBMITTAL TO TWP. FOR REVIEW
C		

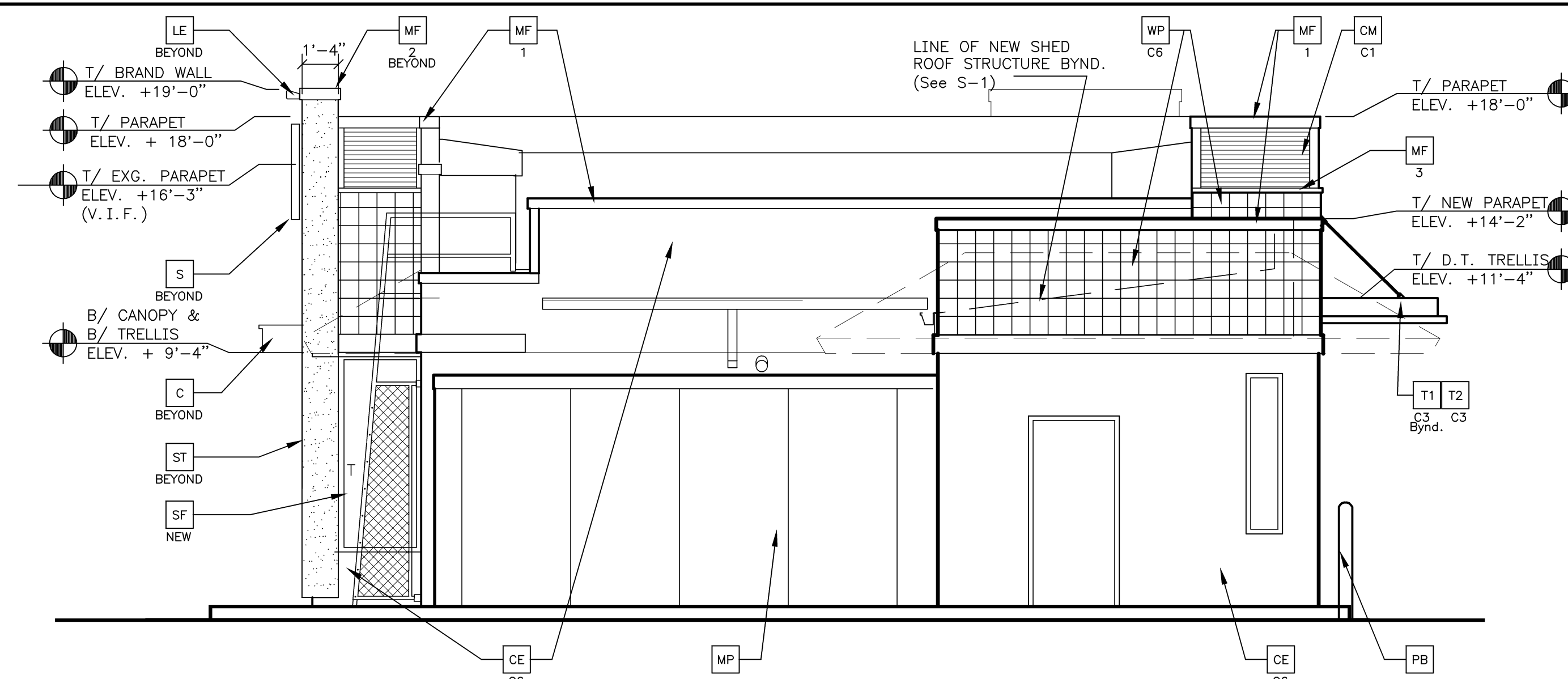


**McDonald's USA, LLC**  
 2000 Series Building  
 MAJOR REMODEL - INTERIOR / EXTERIOR  
 WOOD FRAME RF ON CMU

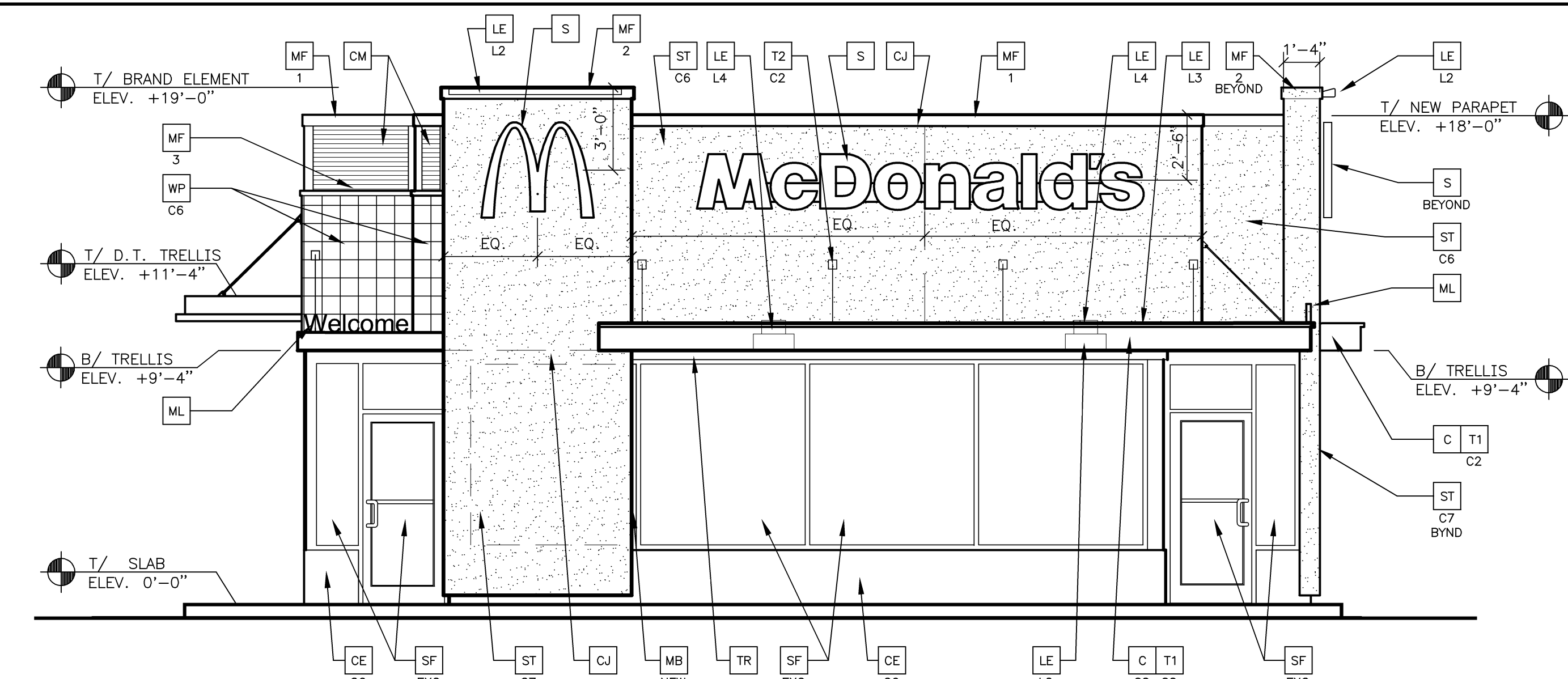
**Williamsburg, Mich. (Acme)**  
 #021-1049  
**A1.0**  
 PARTIAL FLOOR PLAN

**D/M/A #160706**

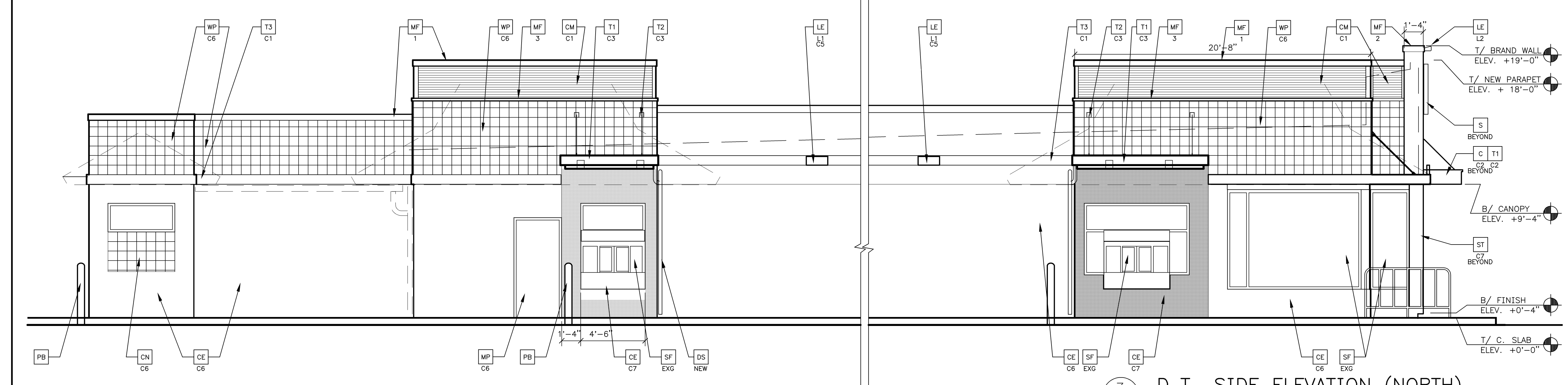
STATE OF MICHIGAN ARCHITECTS BOARD



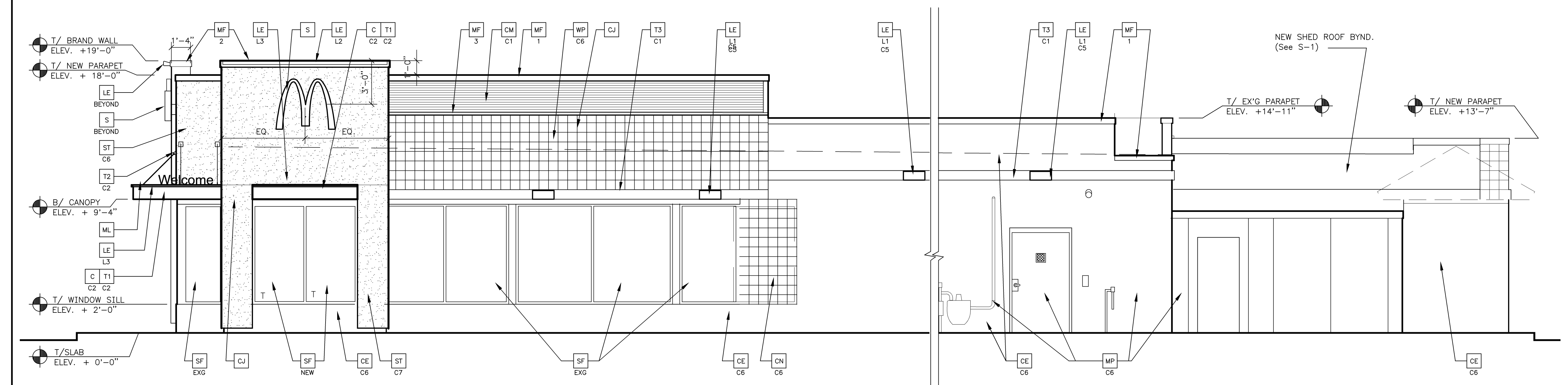
2 REAR ELEVATION (EAST)  
A2.1 1/4" = 1'-0"



1 FRONT ELEVATION (WEST)  
A2.1 1/4" = 1'-0"



3 D.T. SIDE ELEVATION (NORTH)  
A2.1 1/4" = 1'-0"



4 SIDE ELEVATION (SOUTH)  
A2.1 1/4" = 1'-0"

**ELEVATION KEY NOTES:**

- CE CONC. BLOCK - EX'G REMAIN & PAINT:  
C6 = CHELSEA GRAY B.M. HC-168  
C7 = FAIRVIEW TAUPE B.M. HC-85  
C7 = IRON MOUNTAIN B.M.
- C CANOPY -12" ALUMINUM FASCIA SYSTEM  
COLOR = WHITE
- CJ CONTROL JOINT  
SPACING: Per MFG'R RECOMMENDATION  
AND INSALLATION STANDARDS
- CM CORRUGATED METAL PANEL,  
COLOR = CITYSCAPE BY METAL ERA,  
SEE DETAILS & NOTES On A3.0
- DS PROVIDE NEW DOWNSPOUT & GUTTER  
AS REQUIRED (OR PAINT EXIST'G  
GUTTER & DOWNSPOUT TO MATCH  
ADJACENT)
- GR GUARD RAIL - NEW OR PAINT EX'G,  
AS SHOWN
- LE LIGHT FIXTURE (ACCENT, LED)  
- SEE ELECTRICAL ON ROOF PLAN  
- TYPE  
L1 = UP AND DOWN FIXTURE  
L2 = DOWN ONLY FIXTURE  
L3 = INTEGRAL CANOPY FIXTURE  
L4 = FLOOD LIGHT UP FIXTURE  
COLOR  
C2 = WHITE  
C5 = SILVER
- MB NEW BREAK METAL  
- MATCH EXISTING WINDOW
- MF METAL FINISH FASCIA: ERA METAL  
COLOR = CITYSCAPE  
1 = PRE-FAB ANCHOR-TITE FASCIA  
2 = PRE-FAB CUSTOM BRAND WALL  
FASCIA  
3 = PRE-FAB LEDGE CAP FASCIA
- ML METAL LETTERING - BY OTHERS  
COLOR = SILVER
- MP METAL - PAINT DOOR OR EQUIP'MT  
TO MATCH COLOR OF ADJACENT  
MATERIAL
- PB PIPE BOLLARD - PROVIDE YELLOW PVC  
COVER PER McDONALD'S STANDARDS
- RS ROOF SCREEN WALL:  
TREX BOARDS ON METAL FRAME.  
PAINT TO MATCH BASE BUILDING.
- S McDONALD'S SIGNAGE BY OTHERS,  
UNDER SEPARATE PERMIT.
- SF NEW STORE FRONT & GLAZING.  
(T = TEMPERED).  
- COLOR TO MATCH EXIST'G
- SS METAL LOUVER SUNSCREEN PANEL -  
COLOR TO MATCH CORRUGATED  
METAL PANELS, U.N.O.
- ST STUCCO CEMENT BRD w/ SANDPEBBLE FIN.  
- See WALL SECT'S, Detail & Notes On A3  
- COLOR: STATOTONE HIGH PERFORMANCE,  
MATCH BENJAMIN MOORE OR EQ.  
C6 = CHELSEA GRAY B.M. HC-168  
or FAIRVIEW TAUPE B.M. HC-85  
C7 = IRON MOUNTAIN B.M. 2134-30
- T1 ALUMINUM TRELLIS - See PLAN For DEPTH  
- COLOR  
C1 = CITYSCAPE  
C2 = WHITE  
C3 = CHARCOAL  
C4 = GOLD
- T1 ALUMINUM TRELLIS TIE BACK  
- COLOR  
C1 = CITYSCAPE  
C2 = WHITE  
C3 = CHARCOAL
- T3 ALUMINUM TRELLIS 2x8 WALL FASCIA  
COLOR = CITYSCAPE
- TR TRIM - CEMENT BOARD 1x  
- PAINT TO MATCH COLOR SCHEME
- WP FULERTON PRE-FINISHED WALL PANELS:  
- TEXTURE PATTERN SHOWN & Per A3.0  
BLOCK CAST  
BRICK CAST  
STUCCO FINISH - WORMTRAIL  
- COLOR PER EXTER'R SCHEME

DWA	BY
DESCRIPTION	DATE
1-19-2017	1-17-2017
SPR & SU SUBMITTAL TO TWP FOR REVIEW	FINAL BRAND REVIEW
B	A
C	B

STATE OF MICHIGAN  
FRANK Z. MARTIN ARCHITECT  
NO. 19881  
LICENSED ARCHITECT

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2995 Greenfield Rd., Suite 107  
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PREPARED FOR: McDonald's USA, LLC  
DRAWN BY: DMA - MI TEAM  
STD ISSUE DATE: -  
REVIEWED BY: -  
DATE ISSUED: SPRING 2017  
SITE ADDRESS: 021-1049 5908 US-31 NORTH, WILLIAMSBURG, MICH. (Acme)  
TITLE: McDonald's Building Modifications  
2000 Series Building  
DESCRIPTION: MAJOR REMODEL - INTERIOR / EXTERIOR  
WOOD FRAME RF ON CMU  
SHEET NO. A-2.1  
#021-1049  
#16070B



# Storm Water Management Worksheet



Proj. Name **McDonald's-Williamsburg (Acme Twp)**

Project No. **216247**  
 Sheet 1 of **3**  
 Date: **02/02/17**  
 Computed by: **MWM**

## 1. Design Statement:

The site is an existing McDonald's restaurant. The paved parking area to the rear is being expanded for updates to the drive-thru.

The drainage for the site is split into two existing systems, one for the front and one for the rear. The existing storm water management system outlets the rear system through the front system using a metered orifice in the catch basin outlet. No significant change is planned for the front drainage system, therefore the rear system will be modified to the current drainage standards per the Acme Township Ordinance. The proposed design retrofits the existing drainage features to handle the increased drainage from the parking areas. Drainage improvements include expanding the rear detention basin and modify the outlet structure. The outflow will be controlled within the existing catch basin utilizing a riser pipe and sized orifices with final discharge through the front system.

The following design standards were followed:

1. Storm water detention quantity is 25 year volume with an release rate of 0.13 cfs/ac
2. Storm water quality quantity is 5000cf/ac\_impervious with a release rate of 0.05 cfs/ac\_impervious with a minimum time to drain of 24 hrs.
3. Overflow capacity is 10-yr flow rate.

## 2. Site Information:

The following areas correspond changes to the to the 1992 design areas

Proposed Areas and Rational "C" Computations					Cw*A (Per area)
	A, ac	C	C*A		
A prop (CB 1)	0.319	Impervious	0.98	0.31	
	0.049	Grass	0.20	0.01	
	<b>0.368</b>		<b>Cw=</b>	<b>0.88</b>	0.32
C prop (CB3)	0.272	Impervious	0.98	0.27	
	0.013	Grass	0.20	0.00	
	<b>0.285</b>		<b>Cw=</b>	<b>0.94</b>	0.27
E prop	0.000	Impervious	0.98	0.00	
	0.663	Grass	0.20	0.13	
	<b>0.663</b>		<b>Cw=</b>	<b>0.20</b>	0.13
<b>Total</b>	<b>1.316</b>		<b>Cw=</b>	<b>0.55</b>	

## 3. Discharge Rate Limit

Criteria	A, ac	cfs/ac	Qallowed, cfs
Treatment	0.591	0.05	0.07
Flood Control	1.32	0.13	0.17

\*Hold for 24 hr

**4. Storage Volume Determination**

**Water Quality Volume**

Criteria	ac_imp	cf/ac_im	cf
Treatment	0.591	5000	2955

**Detention Volume**

Using Modified Chicago Method per original design

Criteria	cf
V_25	4704

See attached spreadsheet utilizing the Modified Chicago method.

**5. Storm Water Management Provided**

**Basin**

Elev	Area (sf)	Vol_inc (cf) $V=H/3[A1+A2+(A1*A2)^.5]$	Vol_tot. (cf)
594.0	4225	3987	11866
593.0	3511	3292	7879
592.0	2855	2655	4587
591.0	2255	1932	1932
590.0	1285	0	
590.0	265	245	0
589.0	204		0

Sediment sump > 5% 25 yr volume

Event	Cf	Elev
Treatment	2955	591.39
Flood Control	4705	592.04

**6. Outlet Sizing:**

Use Orifice Equation

<b>Riser Structure with Metered Orifice</b>					
Event	Orifice Dia, (in)	Elev	h, ft	A <sub>orifice</sub> , sf	Q, cfs
Treatment	0.75	589.07	2.32	0.0031	0.023
Flood Control	0.75	589.07	2.97	0.0031	0.026
	2.50	591.39	0.65	0.0341	0.137
Total					0.163

<Qallowed, Good

<Qallowed, Good

Where:  $Q=0.62 \cdot A_{orifice} \cdot (2 \cdot g \cdot h)^{0.5}$   
 gravity, g = 32.20 (ft/s<sup>2</sup>)

Time to Drain			
Criteria	cf	rate, cfs	hrs
Treatment	2955	0.023	35.34

>24 hrs, Good

**7. Overflow Weir and Riser Design:**

The overflow and emergency overflow weir will be sized to convey  $Q_{10yr}$

Determine the 10-year					
Drainage Area	Event	Area, ac	C	I, 10-yr, in/hr	$Q_{10yr}$ , cfs
B1	10-yr	1.316	0.55	2.94	2.13

Where:  $Q=C*i*A$   
 $Q$  = Peak Runoff Rate (cfs)  
 $C$  = Composite Runoff Coefficient  
 $I$  = Average Rainfall Intensity (in/hr)  
 $A$  = Drainage Area (acres)  
 Assume  $t_c=30$  min and  $i$  = Intensity (in/hr)

Design For Sharp Crested Weir (PVC Riser Fitting)				
Det. Basin	Dia, in	L, ft	H, ft	$Q_{weir}$ , cfs
B 1	12	3.14	0.40	2.62

> $Q_{10yr}$ . Good

Where:  $Q_{weir}=C*L*H^{3/2}$   
 $C=3.3$  for sharp crested weirs  
 $H$ = depth of water above weir, ft  
 $L$ =Length of Weir = perimeter of 12" dia opening of the riser pipe.

**8. Overflow Pipe Capacity:**

Check outlet from the riser structure to convey the 10-year

$$Q_{out} = (1.49/n)*A*R^{2/3}*S^{0.5}$$

Dia, in	n	A, sf	R	S
12	0.013	0.79	0.25	0.0032

$$Q_{out} = \underline{2.02} \text{ cfs} \quad <Q_{10yr}, \text{ Check pressure flow}$$

Assume outlet pipe is under outlet control

$$Q_{outlet} = A*Cc*(2*g*H)^{0.5}$$

Pipe Inputs:

D, in	A, sf	WP, ft	R, ft	L, ft	n
12	0.785	3.14	0.25	79	0.013
Ke	Kf	Cc	HI, ft	Riser Elev	TW elev
0.8	2.46	0.485	2.40	592.04	589.638

$$Q_{out} = \underline{4.73} \text{ cfs} \quad >Q_{10yr} \text{ GOOD}$$

Where:

$A$  = Area of pipe (sf)  $g = 32.2$  (ft/s<sup>2</sup>)  
 $Cc = Cc=(Ke+Kf+1.0)^{-0.5}$   $Kf = Kf=(L*n^2*2*g)/(R^{4/3}*C^2)$   
 $C = 1.49$   $HI = \text{headloss (riser pipe to tw elevation) (ft)}$

**9. Emergency Overflow Pipe Capacity:**

Emergency overflow through the parking lot via CB3, per 1992 design. Rim elev of CB 1 = 592.44

STORM STORAGE CALCULATIONS

FRONT AREA

Alt = 0.562  
Cw = 0.54

RETENTION TIME MIN	INTENSITY 25 YR STORM	INFLOW Q=CIA	TIME(SEC)	VOL IN cu ft	OUTFLOW AVG Qo	OUTFLOW VOL Vo=Qo*Tc	STORAGE Vb=Vt-Vo
10	5.31	1.511	600	900	0.11	66	834
20	3.76	1.141	1200	1369	0.11	132	1237
30	2.94	0.892	1800	1606	0.11	198	1408
40	2.44	0.740	2400	1777	0.11	264	1513
50	2.09	0.634	3000	1903	0.11	330	1573
60	1.84	0.558	3600	2010	0.11	396	1614
70	1.71	0.519	4200	2100	0.11	462	1718
80	1.57	0.476	4800	2287	0.11	528	1759
90	1.44	0.437	5400	2350	0.11	594	1756
100	1.31	0.398	6000	2385	0.11	660	1725

REAR AREA

Alt = 1.316  
Cw = 0.41

RETENTION TIME MIN	INTENSITY 25 YR STORM	INFLOW Q=CIA	TIME(SEC)	VOL IN cu ft	OUTFLOW AVG Qo	OUTFLOW VOL Vo=Qo*Tc	STORAGE Vb=Vt-Vo
10	5.31	2.385	600	1430	0.27	162	1268
20	3.76	1.729	1200	2084	0.27	324	1760
30	2.94	1.286	1800	2555	0.27	486	2069
40	2.44	1.031	2400	2860	0.27	648	2212
50	2.09	0.878	3000	3083	0.27	810	2273
60	1.84	0.793	3600	3254	0.27	972	2282
70	1.71	0.723	4200	3375	0.27	1134	2241
80	1.57	0.647	4800	3450	0.27	1296	2154
90	1.44	0.587	5400	3485	0.27	1458	2027
100	1.31	0.531	6000	3495	0.27	1620	1875

STORM SEWER CALCULATIONS

SEE STM SEWER CALC.

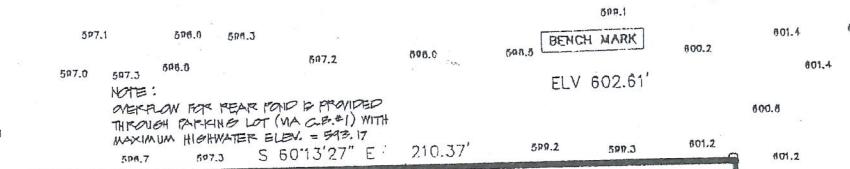
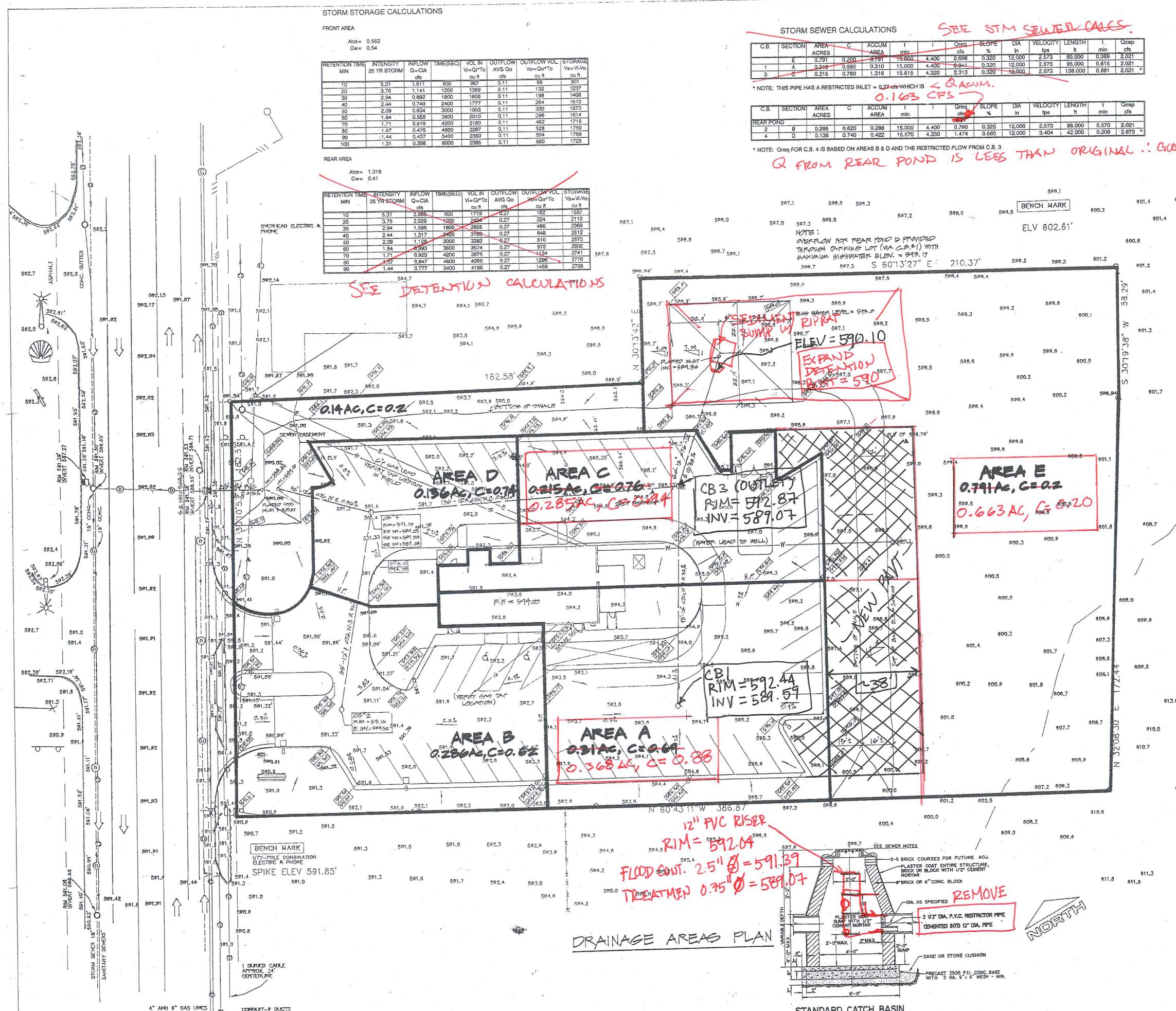
C.B. SECTION	AREA ACRES	C	ACCUM AREA	L	Qreq	SLOPE %	DIA in	VELOCITY fps	LENGTH ft	T min	Qcap cfs		
1	E	0.791	0.791	15.000	4.400	0.320	12.000	2.573	80.000	0.388	2.021		
2	A	0.349	0.690	15.000	4.400	0.320	12.000	2.573	95.000	0.615	2.021		
3	C	0.216	0.780	1.316	15.615	4.320	2.313	0.320	12.000	2.573	138.000	0.881	2.021

\* NOTE: THIS PIPE HAS A RESTRICTED INLET = 0.27 CFS WHICH IS < Q ACCUM.

C.B. SECTION	AREA ACRES	C	ACCUM AREA	L	Qreq	SLOPE %	DIA in	VELOCITY fps	LENGTH ft	T min	Qcap cfs		
HEAR POND	B	0.286	0.520	0.286	15.000	4.400	0.780	0.320	12.000	2.573	88.000	0.570	2.021
	D	0.138	0.740	0.422	15.570	4.330	1.474	0.580	12.000	3.404	42.000	0.206	2.673

\* NOTE: Qreq FOR C.B. 4 IS BASED ON AREAS B & D AND THE RESTRICTED FLOW FROM C.B. 3

Q FROM REAR POND IS LESS THAN ORIGINAL : : GOOD



GENERAL NOTES

- McDONALD'S ROAD SIGN AND BASE ARE BY THE SIGN CONTRACTOR. CONDUIT AND WIRING ARE BY THE GENERAL CONTRACTOR.
- BASES ANCHOR BOLTS, CONDUIT, AND WIRING FOR ALL OTHER SIGNS ARE BY THE GENERAL CONTRACTOR.
- 3/4" EMPTY CONDUIT TO LOCATIONS SHOWN AT THE LOT PERIMETER FOR LOT LIGHTING IS BY THE GENERAL CONTRACTOR. LIGHTING FIXTURES, BASES, POLES, CONDUIT, AND WIRING ARE BY THE OWNER/OPERATOR.
- BASES FOR FLAGPOLES ARE BY THE GENERAL CONTRACTOR. ANCHOR BOLTS ARE BY THE FLAGPOLE SUPPLIER.
- PROPOSED UTILITIES ARE SHOWN IN SCHEMATIC ONLY. EXACT LOCATIONS SHALL BE DETERMINED TO ALLOW FOR THE MOST ECONOMICAL INSTALLATION.
- THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES TO DETERMINE EXACT POINT OF SERVICE CONNECTION AT EXISTING UTILITY. REFER TO THE BUILDING ELECTRICAL AND PLUMBING DRAWINGS FOR UTILITY SERVICE ENTRANCE LOCATIONS, SIZES AND GRADING.
- ALL ELEVATIONS SHOWN ARE IN REFERENCE TO THE BENCHMARK AND MUST BE VERIFIED BY THE GENERAL CONTRACTOR AT GRAB/BREAK.
- FINISH WALK AND CURB ELEVATIONS SHALL BE 6" ABOVE FINISH PAVEMENT.
- ALL LANDSCAPE AREAS SHALL BE ROUGH GRADED TO 6" BELOW TOP OF ALL WALKS AND CURBS. FINISH GRADING, LANDSCAPING AND SPRINKLER SYSTEMS ARE BY THE OWNER/OPERATOR.
- LOT LIGHTING CONCRETE FOOTINGS TO CONFORM WITH THE SUELS REPORT RECOMMENDATIONS FOR THIS PARTICULAR SITE.

PAVING SPECIFICATION  
(MINIMUM 3" TOTAL COMPACTED ASPHALT THICKNESS)

AUTO PARKING  
BASE: 8" MIN. STONE 23A/24 OR 21AA OR EQUIV.  
ASPHALT: 2" MIN. BASE COURSE #12LC W/9A AGGREGATE  
1" MIN. WEARING COURSE #12WC W/31A AGGREGATE OR EQUIV.

CONCRETE PADS & PAVING  
BASE: 8" MIN. STONE 23A/24, 21AA OR EQUIV.  
CONCRETE: 4000 P.S.I. 6" MIN. DEPTH V/A  
#3 REBAR 24" O.C. BOTH DIRECTIONS.

NOTE: McDONALD'S ENGINEER RESERVES THE RIGHT TO REQUEST A COMPACTION TEST AND/OR A CORE SAMPLE. IF TESTS PROVE CORRECT, PER ABOVE SPECIFICATION TESTS WILL BE AT THE DISCRETION OF McDONALD'S. OTHERWISE, AS WILL BE CHANGED.

LOT LIGHTING RECOMMENDATION  
LOT LIGHTING ARE TO BE 400 WATT METAL HALIDE. SECURITY LIGHTING SYSTEMS 'THE WEDGE' MODEL NO. VL-400 MH-DB-HT V/SSP-18-SGL-DB (SINGLE)  
NOTE: LOT LIGHT SPACING IS BASED ON THIS FIXTURE. IF ANOTHER FIXTURE OR LAMP IS USED, LOT LIGHT SPACING MAY REQUIRE READJUSTING.  
NOTE: ELECTRICAL CONTRACTOR TO CONDUIT LOT LIGHTING AS NOTED.

PARKING INFORMATION

TOTAL SPACES	49
45 CAR SPACES	9' X 20' @ 60'
2 CAR SPACES	9' X 20' @ 90'
2 HANDICAP SPACES	8' X 20' @ 60'

UTILITY INFORMATION

SIZE	TYPE	LOCATION
SANITARY SEWER	8" DIA. IN U.S.-31 & M-72 R.O.W.	
STORM SEWER	12" DIA. IN U.S.-31 & M-72 R.O.W.	
WATER	PROPOSED WELL 75' FROM SAN. SEWER LINES	
GAS	2" DIA. EAST SIDE OF U.S.-31 & M-72 R.O.W.	
ELECTRIC	OVERHEAD ALONG U.S.-31 & M-72 R.O.W.	

SURVEY INFORMATION

PREPARED BY: CHARLEVOIX ABSTRACT & ENGINEERING CO.  
213 BRIDGE STREET / P.O. BOX 18  
CHARLEVOIX, MICHIGAN 49720  
PHONE: (616) 547-9901

LEGEND

SANITARY SEWER	GAS
WATER	LOT LIGHT
STORM SEWER	EXISTING ELEVATION (76.3)
ELECTRIC	PROPOSED ELEVATION (77.0)

PLAN SCALE: 1" = 20'

STREET ADDRESS  
U.S. - 31 & M - 72

CITY: ACME TOWNSHIP STATE: MICHIGAN  
COUNTY: GRAND TRAVERSE

REGIONAL DWG. NO.	SITE LOCATION CODE NO.	STATUS	DATE
92-003	021-1049	AS-BUILT	05HAY92

SP-2A

SHEPARD ENGINEERING INC.  
566 LYONS  
TROY, MICHIGAN 48065-2705  
PHONE (313) 535-1200  
FAX (313) 365-3701

McDonald's

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF McDONALD'S CORPORATION AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

DATE: 04-12  
REV: 7-22-02

PLAN APPROVALS

APPROVAL NO.	SIGNATURE	DATE	OFFICE

CO-SIGN SIGNATURES

CONTRACTOR

# DETERMINATION OF DETENTION VOLUME



PROJECT: **McDonald's-Williamsburg**

FILE: **216274**

Storm Frequency In Years = 25 \*intensity per 1992 plans

Computed By: *MWM*      Date: *02/01/17*  
 Checked By: *0*      Date: *01/00/00*

Tc (min)	i (in/hr)	C*A (A in acres)	Qin	Qallow	Qin - Qallow	(Qin - Qallow)*Tc*60 (C.F.)	Volume (Ac-ft)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
10	5.31	0.724	3.84	0.171	3.67	2203	0.05
20	3.76	0.724	2.72	0.171	2.55	3060	0.07
30	2.94	0.724	2.13	0.171	1.96	3522	0.08
40	2.44	0.724	1.77	0.171	1.59	3828	0.09
50	2.09	0.724	1.51	0.171	1.34	4025	0.09
60	1.84	0.724	1.33	0.171	1.16	4179	0.10
70	1.71	0.724	1.24	0.171	1.07	4480	0.10
80	1.57	0.724	1.14	0.171	0.97	4633	0.11
<b>90</b>	<b>1.44</b>	<b>0.724</b>	<b>1.04</b>	<b>0.171</b>	<b>0.87</b>	<b>4704</b>	<b>0.11</b>
100	1.31	0.724	0.95	0.171	0.78	4663	0.11
120	1.13	0.724	0.82	0.171	0.65	4657	0.11
180	0.83	0.724	0.60	0.171	0.43	4640	0.11

Max =      4704      cf





## TECHNICAL MEMORANDUM

### McDonalds Site Improvements - Storm Water Review

**To:** Shawn Winter, Zoning Administrator  
Jay Zollinger, Supervisor

**Date:** February 28, 2017

**From:** Robert Verschaeve, P.E.

**Re:** McDonalds Site Improvements -  
Storm Water Review

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This review is being provided as requested by Acme Township and is limited to storm water control measures only for the referenced project in accordance with Ordinance No. 2007-01 Acme Township Storm Water Control Ordinance. Other items such as soil erosion and sedimentation controls will need to be reviewed and permitted through the appropriate agency having jurisdiction.

The plans that were provided for review is sheet C2 with a revision date of 2-23-17 "Revised Storm Water Mgt System" prepared by Williams and Works. Calculations were also provided for review and the latest revision date is 2-28-17. Also included in the calculations dated 2-2-17 was a copy of Drainage Areas Plan for the site with a revision date of 7-22-92.

The following design statement was included on the calculations by the engineer and is provided here as a general description of the project:

"The site is an existing McDonald's restaurant. The paved parking area to the rear is being expanded for updates to the drive-thru. The drainage for the site is split into two existing systems, one for the front and one for the rear. The existing storm water management system outlets the rear system through the front system using a metered orifice in the catch basin outlet. No significant change is planned for the front drainage system; therefore, the rear system will be modified to the current drainage standards per the Acme Township Ordinance. The proposed design retrofits the existing drainage features to handle the increased drainage from the parking areas. Drainage improvements include expanding the rear detention basin and modify the outlet structure. The outflow will be controlled within the existing catch basin utilizing a riser pipe and sized orifices with final discharge through the front system."

As mentioned by the designer, the modifications to the site which result in increased impervious area are proposed for the rear portion of the site and only affect the rear drainage system. This system is a detention system which currently outlets to through the front system and no change is proposed for this. The storm water controls shown on the existing and proposed plans support this. This review is thus completed with respect to the Detention System section of the Ordinance. The items listed and reviewed from this section are as follows:

a) Physical Feasibility

There is an existing basin that is being expanded. No base flow is required and there are no issues with this item.

b) Design Criteria

The calculations show the minimum treatment volume of 5,000 cft/impervious acre with a maximum release rate of .05 cfs/impervious area being met.

The calculations also show the minimum flood control volume being met.

- A "C" for the entire area with the added impervious area contributing to the rear system is calculated as .55. The required flood volume per the table on pg. 31 of the Ordinance is 4,850 cft/acre. For the 1.32 acres of the contributing area, the flood volume is shown to be 6,402 cft. Plans show a storage volume of 6,437 cft being provided.
- A maximum release rate of .13 cfs/acre of contributing area is allowed. That is shown to be .17 cfs for this system. It is noted this rate is less than the .27 cfs release rate from the rear system noted on the original 1992 plans.

c) Pre-Treatment Criteria

A sediment forebay is provided in the reconfigured basin area and found to be acceptable as the capacity of 323 cft noted is greater than the 320 cft required.

d) Controls

- A forebay is provided at the inlet to the basin as required.
- The outlet from the basin is provided by a riser pipe connected to the front system in the upstream catch basin. Orifices are provided in the riser at elevations related to the treatment and flood control volumes. The orifices are sized appropriately per the given equation in the Ordinance to limit the releases to the maximum allowed rates.
- Emergency overflow is currently provided through the parking lot via CB 3 and no changes are proposed to this. Calculations are provided that show the 100-year flow can be conveyed.

e) Geometry

Other than enlarging the existing basin to meet Ordinance requirements, no changes to the geometric configuration are proposed.

f) Public Safety

The side slopes are noted as 1V:3H and are acceptable. The maximum water depth is 3.44 feet which is less than the 5-foot depth where ledges or fencing are required.

g) Maintenance

There appears to be adequate access to the basin and catch basins from the existing and expanded parking areas. A detention basin maintenance plan should be submitted by the applicant noting sediment will be removed when it reaches a depth equal to 50% of the depth of the forebay or 12 inches, whichever is less.

The storm water controls for the proposed expansion are similar to the controls for the existing site. The controls for the proposed expansion are shown to meet the applicable section of the Acme Township Storm Water Ordinance. Upon receipt of the maintenance plan noted in item g) above, the proposed storm water control plan can be approved.





B R *i*  
**Beckett&Raeder**  
*Landscape Architecture  
Planning & Engineering*

Date: April 13, 2017  
From: Tim Knutsen  
To: Shawn Winter, Zoning Administrator  
Acme Township Department of Planning and Zoning  
6042 Acme Road  
Williamsburg, MI 49690  
Project: **Special Use Permit 2017-02, McDonalds, 5908 US-31 North  
Landscape Plan Review**



Remarks: Shawn,

I've reviewed the Landscape Plan submitted for the McDonalds located at 5908 US-31 North, received by this office last Monday. Following is the Township Ordinance Landscaping Section, along with my comments in red. Please contact me should we need to discuss the review.

Regards,

BECKETT & RAEDER, INC.

Tim Knutsen

**Beckett & Raeder, Inc.**  
113 Howard Street  
Petoskey, Michigan 49770

231.347.2523 ph  
231.347.2524 fx

[www.bria2.com](http://www.bria2.com)

#### 7.5.6 LANDSCAPING:

All uses that require site plan review and that abut either R-1, R-2, R-3, R-1MH and A-1 Zoning Districts, and/or rights-of-way shall be subject to the requirements of this Section.

- a. Intent: This Section is intended to:
  1. Improve the appearance of off-street parking areas and property abutting public rights-of-way, thereby reducing conditions which lead to community blight.
  2. Require buffering between conflicting land uses and conflicting Zoning Districts.
  3. Promote public health, safety and general welfare by reducing noise and air pollution, light glare, soil erosion and thermal heating of the environment.
  4. Protect and preserve the appearance, character and value of the surrounding neighborhoods and parks.
  5. Promote the use of native plant materials.
  6. Discourage the use of invasive plant materials.
- b. Application: A Landscape Plan shall be submitted with the Site Plan and shall include the following elements
  1. Plan scale of not less than 1" = 50' and north arrow.
  2. Existing and proposed topography.
  3. Location and type of all existing vegetation and wetlands.  
*Indicate all existing vegetation and trees, including those along the rear property line, with the improvements to the parking lot illustrated on the Landscape Plan. Plan resubmitted with existing vegetation indicated.*
  4. Location and size of all proposed plant materials.
  5. Zoning District classification of adjacent properties.  
*Indicate on the Landscape Plan the zoning district classifications of adjacent properties. Corridor Commercial (C) for the properties adjacent north and south; Mixed Housing Neighborhood (MHN) adjacent the east property line. Completely and to-scale, indicate the property lines for adjacent parcels 28-01-103-00 and 28-01-103-024-10 on the Landscape Plan. Zoning classification of neighboring parcels included by staff.*
  1. Planting list for all proposed landscape materials indicating botanical and common names, sizes, root condition and quantities.
- a. Standards and Criteria:
  1. All plant material shall comply with the most recent provisions set forth by the American Standard for Nursery Stock, ANSI Z60.1.

2. Plant material shall be healthy, free of insects and diseases and physical damage.
3. Unless otherwise specified, the minimum size for plant materials installed shall be as follows:

Canopy (shade) trees (i.e. Oak, Maple, Ash)	2.5" Caliper
Evergreen trees (i.e. Pine, Spruce, Fir):	8' height
Ornamental Trees:	
Single trunk (i.e. Crabapple):	2" caliper
Multi-trunk (i.e. Birch):	7' height
Large Shrubs (i.e. Viburnum):	30" height
Small shrubs (i.e. Juniper):	18" spread

4. Caliper of trunk shall be measured six (6) inches above the ground.
5. All landscaping shall be sprinkled by an automatic sprinkling system.  
Provide Irrigation Plan or statement on Landscape Plan indicating that plant materials and lawn will be irrigated using an automated irrigation system per the Township Landscaping Requirements.  
Existing irrigation already in place.
6. Earth mounds and berms shall be constructed with slopes no greater than one (1) foot vertical for each three (3) feet horizontal with at least two (2) foot flat on the top with adequate protection to prevent erosion.

d. Planting Materials

1. Acme Township will use the "Recommended Planting Guidelines for Municipalities," as published by the Northwest Michigan Invasive Species Network, as periodically revised, to determine what constitutes "native species" from an "invasive species."
2. Only "native species" listed under "Recommended Plants for Ornamental Landscapes" will be used as plant materials for any type of landscaping when applying for a Land Use Permit.
3. "Invasive" species are those plant materials noted in the "Recommended Planting Guidelines for Municipalities" under "Commercial Guidelines" as Class 1 and Class 2 Plants. The replacement or installation of these plant materials will not be permitted on properties located in any non-residential zoning district.

SECTIONS 7.5.6(a)(5-6) & 7.5.6(d) ADDED BY AMENDMENT 033. ADOPTED 01/06/15. EFFECTIVE 01/22/15.

- e. Landscaped Buffers: All uses subject to the requirements of this Section that abut R-1, R-2, R-3, R-1MH and A-1 Zoning Districts shall provide a landscape buffer on that abutting side and meet the following minimum requirements:

1. The buffer shall be a minimum of 20 feet in width.

2. The buffer shall be free of off-street parking and structures, other than structures placed there pursuant to this Section or Section 7.5.4c.
  3. Within the required buffer, a continuous landscape screen shall be planted and maintained. Said landscaping shall consist of massed evergreen and/or deciduous trees and shrubs of at least three and one-half feet in height and of such species as will produce, within three growing seasons, a screen at least six feet in height so as to continually restrict a clear view beyond said buffer strip.
  4. An opaque fence may be substituted in whole or in part for a continuous landscape screen if the Planning Commission determines that the landscape screen would be impractical or inappropriate. Such a fence shall be at least six feet in height.
  5. One canopy or evergreen tree shall be planted for every 20 feet or fraction thereof within the buffer area.
  6. An earth berm may be substituted for the required landscape screen or fence, provided the width of the buffer permits adequate space to allow the construction of a natural looking berm of at least six feet in height.
  7. Interconnectivity between zoning districts using pathways and sidewalks shall be encouraged when it is determined to enhance the quality of all developments affected.
- f. Right-of-Way Landscaping: All uses subject to the requirements of this Section that abut rights-of-way shall provide the following landscaping on any abutting side:
1. Any required planting strip shall be a minimum of 10 feet in width, except as provided in Section 7.5.6d.
  2. One canopy or evergreen tree, and five small shrubs shall be planted adjacent to the public right-of-way for each twenty-four lineal feet of frontage. Arrangement of trees and shrubs in clusters or groupings is encouraged, but in no case shall trees be more than thirty-five feet apart.
  3. A landscape screen, opaque fence, berm or combination thereof shall be established adjacent to the public right-of-way, such that it forms a continuous screen at least three feet in height.
- g. Maintenance: It shall be the landowner's responsibility that any landscaping required under this Section be maintained in a healthy growing condition, neat, clean, healthy and orderly in appearance. This includes, among other things, proper pruning, mowing of lawns, weeding, removal of litter, replacement of plants when necessary, and the regular water of all plants. Failure to maintain these landscape areas in such a manner, and to remove and replace dead and diseased plants shall constitute a violation of this Ordinance.
- h. Existing Vegetation:
1. Credit: In instances where quality and healthy plant material exists on a parcel prior to its development, the Planning Commission, pursuant to Site Plan approval, may adjust the application of these landscape standards to allow credit for existing, healthy plant material if such existing vegetation is in keeping with and is consistent with the intent of this Section.

2. Removal: Existing vegetation may be removed within five feet of those areas under development, i.e., building footprint, vehicular use areas, sidewalks, outdoor storage, etc. No vegetation shall be removed outside these construction areas unless new canopy or evergreen trees are planted, the total caliper-inch of which shall equal the total caliper-inch of those trees removed. The Planning Commission may allow the removal of vegetation outside the five foot perimeter, if such removal is consistent with the intent of this Section.
  - i. Plant Substitutions: The Zoning Administrator may approve minor revisions to the landscape plans due to seasonal planting problems and/or lack of plant availability. Minor revisions may be approved only when there is no reduction in the quality of plant material, no significant change in size or location of plant material, the new plant material is compatible with the area, and the new plant material is of the same general category (i.e., canopy or evergreen trees) as the material being replaced.
  - j. Completion: A completion bond, a cash deposit, a letter of credit or certified check shall be provided by the applicant to cover the cost of the contemplated landscape and irrigation improvements as estimated by the Zoning Administrator.

A bond will be required to ensure the Landscape Plan is fully implemented. The Landscape Plan will need to include an estimated cost for materials and labor. If the Applicant's landscape architect cannot perform this estimate, the Township will request an estimate from a certified landscape architect and cost to prepare the estimate will be billed to the Applicant's escrow account.

Time Period: The required landscape and irrigation improvements are to be completed within one month of occupancy. The planting season shall be defined as April 1 through November 1, provided that no evergreen trees shall be planted later than September 15. If occupancy occurs in October through April, the applicant shall have until the next May 1st to complete the required improvements.

If these conditions are not met the required completion bond, cash deposit, letter of credit or certified check shall be forfeited and the holdings used to complete the required improvements.

**Acme Township Planning Commission Bylaws**  
**Adopted December 22, 2008**  
**As Amended September 12, 2016**

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

**Section 1.0: Officers**

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

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

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

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

**1.5 Duties of the Secretary**

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

(2) **Recordings.** All meeting and study sessions shall be recorded on tape.

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

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

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

## **Section 2.0: Meetings**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

- f. Remember that this hearing is being recorded as well as minutes being taken.
- (4) Chairperson opens hearing for public comments (note time.)
- (5) Chairperson closes hearing to public comments (note time.)
- (6) Questions and deliberation by Planning Commission.
- (7) Action by Planning Commission.

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

TOWNSHIP OF ACME  
GRAND TRAVERSE COUNTY, MICHIGAN

SHORT-TERM RENTAL ORDINANCE

ORDINANCE NO: 2017-01

**ARTICLE 1: OVERVIEW**

**Section 1.1: Title**

This Ordinance shall be known as the Acme Township Short-Term Rental Ordinance, referenced within as “Ordinance”.

**Section 1.2: Findings**

The Acme Township Board of Trustees declares the following findings:

- a. The Township staff, elected and appointed officials have received complaints involving excess noise, litter, disorderly conduct, overcrowding, traffic, congestion, parking, and safety associated with short-term rentals.
- b. The transitory nature of occupants of short-term rentals makes continued enforcement and administration of existing ordinances against the occupants difficult.
- c. Short-term rentals provide a community benefit by contributing to a variety of lodging facilities for guests to utilize, supporting the local economy by increasing the number of visitors to the area, and assisting owners of short-term rentals by providing revenue which may be used for maintenance upgrades and deferred costs.
- d. The Township wishes to preserve and maintain the residential character of the community and quality of life for all residents.
- e. The provisions of this Ordinance are necessary to prevent the continued burden placed upon county and township services and impacts on residents posed by short-term rentals.

**Section 1.3: Purpose**

This Ordinance is intended to protect and promote the health, safety, and general welfare of all the citizens of Acme Township by requiring the registration and permitting of short-term renting of single-family and duplex dwelling units.

**Section 1.4: Applicability**

All requirements, regulations and standards imposed by this Ordinance are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in other ordinances of the Township, including the Acme Township Zoning Ordinance. Further, this Ordinance does not affect

1 additional requirements placed on use of property (or a portion thereof) imposed by deeds, associations  
2 or rental agreements.

3

#### 4 **Section 1.5: Definitions**

5 **Bedroom:** A separate room with a door, closet, and window that is used or intended to be used  
6 specifically for sleeping purposes. A bedroom must not be less than seventy (70) square feet, not  
7 less than seven (7) feet in one dimension, not located in an attic or basement without egress meeting  
8 standards in applicable building, residential and fire codes, and not a room by design intended to  
9 serve another purpose such as a kitchen, dining area, den, family rooms or living rooms.

10 **Dwelling Unit:** A building or portion thereof designed exclusively for residential occupancy by one  
11 family, and having cooking facilities.

12 **Dwelling, Duplex:** A single building with two dwelling units designed for or occupied exclusively by  
13 two families living independent of each other.

14 **Dwelling, Single-Family:** A detached dwelling unit designed for the exclusive occupancy by a single  
15 family.

16 **Extenuating Circumstances:** Conditions under which a violation of this Ordinance has occurred that  
17 may include a) committed by a non-renter and the renter(s) attempted to prevent or halt the  
18 violation, b) resulted from an act of nature, c) other circumstances that the property owner or local  
19 agent could not reasonably anticipate and prevent, and could not reasonably control.

20 **Good Visitor Guidelines:** A document prepared by the Township Zoning Administrator that includes:

21 1. A summary of the following Acme Township Ordinances and all applicable penalties:

22 a. Consumer Fireworks Ordinance [2016-01]

23 b. Fire Prevention Ordinance [2015-01]

24 c. Refuse Collection Ordinance [2011-01]

25 d. Junk Ordinance [2005-04]

26 e. Noise Ordinance [2005-03]

27 f. Trespass Ordinance [87-2]

28 2. A reminder that the short-term rental may be operating in a residential neighborhood and  
29 that the neighbors may not be vacationing.

30 3. A reminder that the short-term rental may be operating in an agricultural district and that  
31 necessary agricultural activities may take place that are protected under the Michigan Right  
32 to Farm Act (Public Act 93 of the Public Acts of 1981)

33 4. A statement informing the occupant(s) that neighboring property owners may contact the  
34 local agent, sheriff's department, Township, or Township designee to report any issues  
35 relating to the property.

36 **Local Agent:** An individual designated to oversee the short-term rental of a dwelling unit in  
37 accordance with this Ordinance. The local agent shall respond to calls from renters, concerned  
38 citizens, and representatives of the Township, live or maintain a place of business within forty-five  
39 (45) miles of the dwelling unit, be available twenty-four (24) hours a day, and be able to appear at

1 the dwelling unit within sixty (60) minutes in response to any issues that may arise. A property owner  
2 who meets these criteria may be the local agent.

3 **Occupant:** Any individual living in, sleeping in, or having possession of a dwelling unit, or portion  
4 thereof. This does not include children under the age of five (5) or guests who are visiting between  
5 the hours of 8:00 am and 11:00 pm.

6 **Owner:** The person or entity that holds legal or equitable title to the property (or portion thereof)  
7 used as a short-term rental.

8 **Parking Space:** An improved, designated area on the property where a short-term rental operates  
9 that is legally available for the occupants to park motorized vehicles, trailers, or recreational vehicles.  
10 This may include garages, carports, parking bays and driveways. This does not include yards and  
11 street right-of-ways.

12 **Short-Term Rental:** The commercial use of renting a dwelling unit, or portion thereof, for a period of  
13 time less than thirty-one (31) consecutive calendar days. This does not include approved bed and  
14 breakfast establishments, hotels/motels, tenant housing, or campgrounds.

15 **Tourist Home:** A short-term rental operation in which a portion of a dwelling unit is rented out where  
16 the owner of the property resides full-time on site and is primarily present at the time of occupation.

17 **Vacation Home:** A short-term rental operation in which the entire dwelling unit is rented out without  
18 the property owner present on site at the time of occupation.

19

20 **Section 1.6: Severability**

21 If any section, provision, or clause of this Ordinance or the application thereof to any person or  
22 circumstance is held invalid, such invalidity shall not affect any remaining portions or application of this  
23 Ordinance which can be given effect without the invalid portion or application.

24

25

26 **ARTICLE 3: GENERAL STANDARDS**

27 The following standards shall apply to all short-term rentals:

28

29 **Section 2.1: Permit Required**

30 All short-term rentals shall be required to register with, and be permitted by the Township. Permits shall:

- 31 a. Be valid for one calendar year,
- 32 b. Be required for each short-term rental,
- 33 c. Be required to advertise a short-term rental on any website or other publication,
- 34 d. Not transfer with the sale of the property, or be transferred from one property to another.
- 35 e. Be displayed on the front door, or in a prominent location on the façade or nearby window not  
36 more than five (5) feet from the front door, measured from the edge of the door frame,
- 37 f. Display the maximum number of occupants allowed,

- 1       g. Display the contact information for the local agent and Township, or Township designee.

2

3       **Section 2.2:    Exceptions and Exemptions**

4       A dwelling unit does not need a short-term rental permit as required in this Ordinance when the  
5       occupancy of the dwelling unit occurs under the following circumstances:

6       a. *Family occupancy.* Any member of a family (and that family member’s guests) may occupy a  
7       dwelling as long as any other member of that family is the owner of the dwelling or dwelling unit.  
8       Family occupancy also exempts guest houses or similarly separate dwelling units located on the  
9       same premises as the owner's domicile, when occupied by family guests, exchange students,  
10      visiting clergy, medical caregivers, and child care givers, without remuneration to the owner.

11      b. *House-sitting.* During the temporary absence of the owner and owner's family the owner may  
12      permit non-owner occupancy of the premises, without remuneration, without a rental dwelling  
13      property registration.

14      c. *Dwelling sales.* Occupancy by a prior owner after the sale of a dwelling under a rental agreement  
15      for a period of less than 91 days following closing. Rental property registration is required if legal  
16      or equitable ownership is not transferred in its entirety within 90 days of execution of the  
17      conditional sales agreement.

18      d. *Estate representative.* Occupancy by a personal representative, trustee, or guardian of the estate  
19      and his family, with or without remuneration. The estate shall notify the township of the owner's  
20      name, date of death, and name of the person occupying the premises.

21      e. *Limited Duration* – Any dwelling unit that is rented on a short-term basis for fourteen (14) or less  
22      days per calendar year.

23

24      **Section 2.2:    Local Agent**

25      Each owner of a short-term rental shall designate a local agent meeting the criteria as defined in this  
26      Ordinance who has access to and authority to assume management of the short-term rental and take  
27      remedial measures.

28

29      **Section 2.3:    Good Visitor Guidelines:**

30      A copy of the Good Visitor Guidelines established by the Township shall be provided to all occupants for  
31      review.

32

33      **Section 2.4:    Refuse and Recyclables**

34      The storage and disposal of all refuse and recyclables shall meet the standards of the Acme Township  
35      Refuse Collection Ordinance (2011-01), including:

36      a. All refuse and recyclables shall be stored in a container with a tight-fitting lid approved by the  
37      waste hauler.

38      b. Refuse and recyclable containers shall be placed in front of the premise for pick up only on the  
39      day designated by the waste hauler.

1    **Section 2.5:    Pets**

2    The Grand Traverse County Animal Control Ordinance shall have authority over pets. All pets shall be  
3    confined on the property or on a leash at all times. Pets that cause frequent or long continued noise that  
4    disturb the comfort and repose of any person in the vicinity shall be found in violation of the Acme  
5    Township Noise Ordinance (2005-03).

6

7    **Section 2.6:    Wastewater**

8    The owner shall maintain a properly functioning septic system per the Acme Township Uniform Septage  
9    Control Ordinance (2004-2), or sewer connection per the Grand Traverse County Public Works  
10   Department Uniform Sewer Use Ordinance (1994, as amended).

11

12   **Section 2.7:    Parking**

13   All parking by the occupants of a short-term rental shall meet the provisions of a parking space as defined  
14   by this Ordinance.

15

16   **Section 2.8:    Fireworks**

17   The discharge of consumer fireworks are prohibited except on the day before, the day of, and the day  
18   after a National Holiday between the hours of 8:00 am and 1:00 am, as described in the Acme Township  
19   Consumer Fireworks Ordinance (2016-01). Furthermore, the use of untethered sky lanterns shall be  
20   prohibited in Acme Township.

21

22   **Section 2.9:    Noise**

23   The Acme Township Noise Ordinance (2005-03) shall regulate noise within the Township and prescribe  
24   the penalties for the violation. No person within the Township shall cause a noise or disturbance, which  
25   is defined as sound created by human activity with or without the use of any device, which by reason of  
26   its volume, intensity, location, or time of day impairs the health, welfare, or peace of another person of  
27   normal human sensibilities. Furthermore, the prohibited acts listed in Section 3 of the Acme Township  
28   Noise Ordinance shall be in effect.

29

30   **Section 2.10:   Signage**

31   All signs on a property advertising or acknowledging the existence of a short-term rental shall conform to  
32   Section 7.4.6(b) *Residential Zoning Districts, On-Premise Signs Permitted* of the Acme Township Zoning  
33   Ordinance, except 7.4.6(b)(3) where the area of a sign shall not exceed four (4) square feet in area.

34

35   **Section 2.11:   Events**

36   Special events, outdoor events, lawn parties, weddings or similar activities are not allowed on site for  
37   more than the number of permitted occupants.

38

1 **ARTICLE 3: TOURIST HOME STANDARDS**

2 In addition to the General Standards in Article 2, the following standards shall apply to all tourist home  
3 short-term rentals:

4  
5 **Section 3.1: Maximum Occupancy**

6 The maximum occupancy of any tourist home shall be based on the number of bedrooms, whereas:

- 7 a. A maximum of two (2) occupants per bedroom shall be allowed,
- 8 b. A maximum of three (3) bedrooms shall be rented to occupants of a tourist home.

9 The property owner shall inform the Township of any renovations or additions to the tourist home that  
10 will result in an increased in the maximum occupancy.

11  
12 **Section 3.2: Owner Occupancy**

13 The owner of the tourist home shall have their legal residence established at the location of the operation,  
14 and be living on site and present overnight at the time occupants are staying on the property.

15  
16 **Section 3.3: Application**

- 17 a. *Responsibility* – It shall be the responsibility of the owner of a tourist home to register the  
18 operation and obtain a permit from the Township. The application shall be on a form prepared  
19 and supplied by the Township.
- 20 b. *Application* – The owner shall truthfully provide and certify as true the following on a form  
21 prepared and supplied by the Township:
  - 22 1. Name, address, telephone number, and email of the owner of the tourist home.
  - 23 2. Name, address, telephone number, and email of the designated local agent.
  - 24 3. The number of bedrooms in the tourist home intended to be used by occupants.
  - 25 4. A sketch of designated parking spaces.
  - 26 5. An affidavit signed by the owner acknowledging the provisions of this Ordinance, and all  
27 applicable local and state laws.
- 28 c. *Fee* – An application for a tourist home permit under this Ordinance shall be accompanied by a  
29 fee in the amount established by resolution of the Acme Township Board. There shall be no  
30 proration of fees. Fees are non-refundable once a permit has been issued by the Township Zoning  
31 Administrator.
- 32 d. *Renewal* – All tourist home permits shall expire on December 31<sup>st</sup> of the calendar year they are  
33 issued. The owner may reapply for the next calendar year at any point beginning on November  
34 1<sup>st</sup>.

35  
36  
37



1 **ARTICLE 4: VACATION HOME STANDARDS**

2 In addition to the General Standards in Article 2, the following standards shall apply to all vacation home  
3 short-term rentals:

4

5 **Section 4.1: Maximum Occupancy**

6 The maximum allowed occupancy of a vacation home shall not exceed the lesser of:

- 7 a. Two (2) occupants per bedroom, or  
8 b. For parcels under ten (10) acres in the occupancy shall not exceed ten (10) occupants, or  
9 c. For parcels of ten (10) acres or more the occupancy shall not exceed fourteen (14) occupants.

10 The property owner shall inform the Township of any renovations or additions to the tourist home that  
11 will result in an increased in the maximum occupancy.

12

13 **Section 4.2: Application**

14 a. *Responsibility* – It shall be the responsibility of the owner of a vacation home to register the  
15 operation and obtain a permit from the Township. The application shall be on a form prepared  
16 and supplied by the Township.

17 b. *Application* – The owner shall truthfully provide and certify as true the following on a form  
18 prepared and supplied by the Township:

- 19 1. Name, address, telephone number, and email of the owner of the tourist home.  
20 2. Name, address, telephone number, and email of the designated local agent.  
21 3. The number of bedrooms in the tourist home intended to be used by occupants.  
22 4. A description of the property that states the number of acres.  
23 5. A sketch of designated parking spaces.  
24 6. An affidavit signed by the owner acknowledging the provisions of this Ordinance, and all  
25 applicable local and state laws.

26 c. *Fee* – An application for a vacation home permit under this Ordinance shall be accompanied by a  
27 fee in the amount established by resolution of the Acme Township Board. There shall be no  
28 proration of fees. Fees are non-refundable once a permit has been issued by the Township Zoning  
29 Administrator.

30 d. *Number of Permits* – The number of vacation rental permits issued annually by the Township  
31 through application shall not exceed two hundred (200). Permittees that have a valid permit and  
32 are in good standing with the Township shall have first priority in receiving a permit for the  
33 following calendar year. The remaining balance of permits may be issued to applicants who have  
34 submitted a complete application. If the number of applications, including renewal applications,  
35 exceeds two hundred (200), then the Township will conduct a lottery to determine which of the  
36 new applicants shall receive a permit.

37 e. *Renewal* – All vacation home permits shall expire on December 31<sup>st</sup> of the calendar year they are  
38 issued. The owner may reapply for the next calendar year at any point between November 1<sup>st</sup>

1 and December 15<sup>th</sup>. The number of permittees that have not submitted an application for renewal  
 2 by December 15<sup>th</sup> shall have their permit added to the balance of permits available to new  
 3 applicants and may apply as a new applicant.

4  
 5  
 6 **ARTICLE 5: VIOLATIONS AND PENALTIES**

7  
 8 **Section 5.1: Violations**

- 9 a. *Violations* – Any violation of the provisions of this Ordinance, or any other applicable local, state,  
 10 or federal ordinance shall be deemed a violation of this Ordinance. Each day a violation continues  
 11 shall constitute a separate violation.
- 12 b. *Nuisance Per Se* – A violation of this Ordinance shall be a nuisance per se. The Township shall  
 13 have the right to commence a civil action to enforce compliance with this Ordinance.
- 14 c. *Administration* – The Acme Township Zoning Administrator is authorized to issue all permits under  
 15 this Ordinance and is also authorized to issue civil infraction violations notices and/or civil  
 16 infraction citations for violations of this Ordinance.

17  
 18 **Section 5.2: Penalties**

- 19 a. *Penalties* – the following penalties shall apply for violating this Ordinance:

20 1. *Short-Term Rental of a Dwelling Without a Permit*

- 21 i. *First Violation* – The first violation in a calendar year shall result in a Notice of  
 22 Violation delivered to the property owner through certified mail.
- 23 ii. *Second Violation* – The second violation in the same calendar year shall result in  
 24 a municipal civil infraction subject to a fine of \$750.
- 25 iii. *Third Violation* – The third violation in the same calendar year shall result in a  
 26 municipal civil infraction subject to a fine of \$1,500.
- 27 iv. *Fourth Violation* – The fourth violation in the same calendar year shall result in  
 28 municipal civil infraction subject to a fine of \$5,000 and/or 90 days in jail.

29 2. *Exceeding Maximum Occupancy*

- 30 i. *First Violation* – The first violation in a calendar year shall result in a Notice of  
 31 Violation delivered to the property owner through certified mail.
- 32 ii. *Second Violation* – The second violation in the same calendar year shall result in  
 33 a municipal civil infraction subject to a fine of \$500.
- 34 iii. *Third Violation* – The third violation in the same calendar year shall result in a  
 35 municipal civil infraction subject to a fine of \$1,000.

36 3. *All Other Violations*

- 37 i. *First Violation* – The first violation in a calendar year shall result in a Notice of  
 38 Violation delivered to the property owner through certified mail.

- 1                   ii. *Second Violation* – The second violation in the same calendar year shall result in  
2                   a municipal civil infraction subject to a fine of \$150.
- 3                   iii. *Third Violation* – The third violation in the same calendar year shall result in a  
4                   municipal civil infraction subject to a fine of \$1,000.
- 5       **b. *Revocation*** – The Township may revoke a short-term rental permit for any dwelling unit for the  
6       reasons below and through the subsequent procedure:
- 7                   **1. *Requirements for Revocation*** – A short-term rental permit may be revoked if at least three  
8                   (3) separate violation incidents, occurring on three (3) separate days, within a calendar  
9                   year resulting in a plea of responsibility (with or without explanation), a plea of guilty, a  
10                  plea of no contest, or a court’s determination of responsibility or guilt by the owner, local  
11                  agent, or any renter for a violation of this Ordinance has occurred.
- 12                  **2. *Revocation Procedure*** – Upon a determination by the Zoning Administrator that the short-  
13                  term rental permit of a dwelling is subject to revocation, the following procedure shall be  
14                  in effect:
- 15                          i. The Zoning Administrator shall issue a notice to the property owner and local  
16                          agent, in writing through certified mail, that the Township intends to revoke the  
17                          short-term rental permit.
- 18                          ii. The property owner or local agent may request a hearing before the Township  
19                          Board to show cause as to why the short-term rental permit should not be  
20                          revoked within fourteen (14) days of service of the notice.
- 21                          iii. If a hearing is timely requested, then the Zoning Administrator shall inform the  
22                          property owner and/or local agent, and Township Board of the time and place of  
23                          the hearing.
- 24                          iv. The property owner and/or local agent may present evidence at the hearing that  
25                          the violations of this Ordinance were due to extenuating circumstances. If the  
26                          Township Board finds the violations to be due to extenuating circumstances, then  
27                          they may elect to waive the revocation. Otherwise, the revocation of the short-  
28                          term rental permit shall become effective.
- 29                  **3. *Duration*** – Upon revocation of a short-term rental permit, a property owner may not  
30                  reapply for a new short-term rental permit for the dwelling, or any additional dwellings  
31                  in Acme Township, for a period of twelve (12) months.
- 32                  **4. *Subsequent Revocations*** – Any property owner who has had a short-term rental permit  
33                  revoked twice for the same short-term rental within five (5) years shall be permanently  
34                  prohibited operating a short-term rental at that location. Furthermore, the property  
35                  owner shall be prohibited from applying for any additional, new short-term rentals in the  
36                  Township. If the property owner has other short-term rentals permitted in good standing  
37                  in the Township at the time of the prohibition, then the property owner shall be allowed  
38                  to reapply for a permit for those existing short-term rentals.