



ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
July 10th, 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 Draft Minutes 06/06/17
 - b. Township Board Special Meeting Draft Minutes 06/28/17
 - c. Parks and Trails Committee Draft Minutes 06/16/17
 - 2. **ACTION:**
 - a. Adopt Planning Commission Minutes 06/12/17
- F. ITEMS REMOVED FROM THE CONSENT CALENDAR**
 - 1. _____
 - 2. _____
- G. CORRESPONDENCE:**
 - 1. Cindy Duemling – Short-Term Rentals
- H. PUBLIC HEARINGS:**
 - 1. None
- I. NEW BUSINESS:**
 - 1. Archangel Greek Orthodox Church, 7111 US-31 N – Preliminary Review
- J. OLD BUSINESS:**
 - 1. Short-Term Rental Draft Ordinance (v2)
 - 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
July 10th, 2017 7:00 p.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE

ROLL CALL:

Members present: Feringa (Vice-Chair), K. Wentzloff (Chair), D. Rosa, M. Timmins, B. Balentine (Secretary), D. White (7:05)

Staff Present: S. Winter, Zoning Administrator

A. LIMITED PUBLIC COMMENT

Open at 7:02

Pat Buck 7369 Deep Water Point Asked about the 150 applications, concerned that the rental are mostly on the water and they should be spread out equally. Discussion to follow.

Wally Olson 7373 Deepwater Point asked why we are having weekly rentals when the newsletter said we weren't. Discussion to follow.

Closed for Public Comment at 7:06

B. APPROVAL OF AGENDA:

Rosa motioned to approve the agenda. Support by White. Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST:

None

D. SPECIAL PRESENTATIONS:

1. None

2. **CONSENT CALENDAR.**

3. **RECEIVE AND FILE**

a. Township Board Special Meeting Draft Minutes 6/28/17

b. Township Board Draft Minutes 06/06/17

c. Parks and Trails Committee Draft Minutes 06/16/17

4. **ACTION:**

a. Adopt Planning Commission Minutes 06/12/17

Motion by Feringa to approve the Consent Calendar Receive and File, second by Rosa. Motion carried unanimously.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

1. None

2. _____

F. CORRESPONDENCE:

1. **Cindy Duemling** – Short Term Rentals – See Attached.

G. PUBLIC HEARINGS:

1. None

H. NEW BUSINESS:

1. Archangel Greek Orthodox Church, 7111 US -31 N – Preliminary Review

Shawn Winter gave a brief overview.

Mark Hamitz of Cornwell Architects 401 E. Front St. Traverse City, MI 49686 gave the audience a map and showed counsel pictures of the church. Mr. Hamitz explained why they were doing what they were doing with regards to storm water and basin and stating that he is ready to send out letters.

Terry Boyd of Gordie Fraser, 123 W. Front St. Traverse City discussion on the size and shape of basin and that he will be redrawing it. Discussion to follow.

Balentine asked clarifying questions about the deadlines as written. No formal application has been submitted.

Wentzloff states that there can be no guarantee of the time line without the application. Further questions and discussion. Winter explains how the process works, reviews agencies that need to be contacted and made a suggestion to look at other ordinances.

I. OLD BUSINESS

1. Short-Term Rental Draft Ordinance (v2)
See attached Short-term Rental Ordinance 2017-V-2. Discussion to follow, with assurances from Wentzloff that nothing will be done to pass the ordinance without approval from the board.

J. PUBLIC COMMENT AND OTHER PC BUSINESS

no public comment

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

ADJOURN:

Motion to adjourn by Timmins, Support by White, Meeting adjourned at 8:30



MEMORANDUM

Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Planning Commission
From: Shawn Winter, Planning & Zoning Administrator
CC: Jeff Jocks, Counsel; John Iacoangeli, Planning Consultant
Date: July 5, 2017
Re: July 10, 2017 Planning Commission Packet Summary

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 Draft Minutes 06/06/17
 - b. Township Board Special Meeting Draft Minutes 06/28/17
 - c. Parks & Trails Committee Draft Minutes 06/16/17
2. **ACTION:**
 - a. Approve Draft Planning Commission Minutes 06/12/17

Motion to adopt: _____ **Support:** _____

F. ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR

1. _____
2. _____

G. CORRESPONDENCE:

1. Cindy Duemling – Short-Term Rentals

H. PUBLIC HEARINGS:

1. None

I. NEW BUSINESS:

1. **Archangel Gabriel Greek Orthodox Church, 7111 US-31 N – Preliminary Review**
 - The Archangel Gabriel Greek Orthodox Church is planning to build a new place of worship at their property located near the intersection of Dock Rd and US-31 N.

- Father Ciprian along with his architect Mark Humitz of Cornwell Architects and his project lead Mark met with John Iacoangeli and myself on June 15, 2017 to look over their preliminary plans.
- The Church has been in communication with the Township throughout the last two years as they've worked on their site plan, soliciting feedback along the way.
- This use in the A-1 Agricultural District will require a special use permit. Prior to formerly applying for site plan review and special use permit approval they have asked to come before the Planning Commission to see if there are any concerns at this point that will need to be addressed.
- Neither John or I found any glaring concerns looking at their site plan. A couple of items were noted:
 - A lighting plan will need to be submitted due to the sensitive location of the property on a hilltop viewable from the bay.
 - Recommended reshaping the storm water basin to something more aesthetically pleasing to act more as a landscape feature.
 - Recommended draining the parking lot portion along the right-of-way side to grassy area along the front. This will decrease the necessary basin volume, allow the potential for rain garden type screening in front of the parking lot, and hopefully decrease the amount of water flowing into the storm drains which tend to build up ice in the depressions during the winter months.
 - A formal agreement/authorization from the Grand Traverse County Drain Commission and Drapac (owner of the adjacent property) indicating permission to have the storm water overflow traverse their property and connect with the existing designated drainage district. These conversations between the parties have been ongoing for some time now.
- In addition, all necessary external agency approvals will need to be obtained prior to formal review.
- The Church's proposed timeline is as follows:
 - *July 10 PC meeting* – Preliminary review, set public hearing date for August 14 PC meeting.
 - *August 14 PC meeting* – Site plan review before the PC, hold public hearing, if the standards for approval are met, recommend approval to the Township Board
 - *September 5 Board meeting* – Final approval by the Township Board.
- If any parts of the application are missing, then this timeline may need to be adjusted. For instance, if the PC was to set a public hearing date for the August 14 meeting and one or more of the outside agency approvals are missing, the PC may need to reschedule the public hearing at the August meeting for their September 11 meeting.

J. OLD BUSINESS:

1. Short-Term Rental Draft Ordinance (v2)

- Last month the PC looked at a draft version of the short-term rental ordinance.
- Changes were made at the meeting based on feedback from the PC members and Counsel which led to next version (v2) included in your packet.
- Counsel still would like to address *Duration* under §5.2(b)(3).
- This meeting should review once again the language in the ordinance make any changes that are necessary.
- If satisfied with the version with forthcoming edits at this month's meeting the PC may make a motion to send the draft to the Board for consideration. However, the item may be placed on the August agenda for additional review.

2. Medical Marihuana Ordinance

- Any updates on the medical marihuana ordinance at the state or local level may be presented by Counsel.

K. PUBLIC COMMENT & OTHER PC BUSINESS:

1. **Public Comment:**
Open: **Close:**

2. **Zoning Administrator Report:** Shawn Winter
 - **Permits** (since June 12, 2017)
 - Land Use Permits – 6
 - LUP 2017-25 Storage Buildings, AAA Storage, 6719 E M-72
 - LUP 2017-26 Wiper Shaker Building, 6160 South Railway Commons
 - LUP 2017-27 Shed, 5754 Ridge Rd
 - LUP 2017-28 McDonald’s Renovations, 5809 US-31 N
 - LUP 2017-29 Shed, Traverse Bay RV Resort, 6500 E M-72
 - LUP 2017-30 Cell Tower Antenna/Replacement, 6233 Yuba Rd
 - Sign Permits – 1
 - SIGN 2017-07 Temp: East Bay Medical

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

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

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

L. ADJOURN:

Motion to adjourn: **Support:**



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, June 6, 2017, 7:00 p.m.**

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:03 p.m

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

A. LIMITED PUBLIC COMMENT:

D. Kopkau, Milton Township resident, expressed his concerns; cost factor, source of funding, about the proposed bike trail.

K. Gribi, 7822 Peaceful Valley Rd, expressed concerns with the public accesses down Deepwater Point Rd not being properly marked for use by all residents.

B. APPROVAL OF AGENDA:

Zollinger asked for four items to be added to the agenda under New Business.

#4 Yuba Historic Society 2% tribal grant application, #5 Resolution R-2017-21, #6 Resolution 2017-22 and #7 Tribal land in Trust letter.

Motion by Nelson, seconded by White to approve the agenda with the addition of the four items under New Business. Motion carried unanimously.

C. APPROVAL OF BOARD MINUTES: 05/09/17 and Special Board meeting 05/17/17

Motion by White, seconded by Dye to approve Board minutes of 5/9/17 and Special Board meeting of 5/17/17 as presented. Motion carried unanimously.

D. INQUIRY AS TO CONFLICTS OF INTEREST: None

E. REPORTS:

1. Clerk – Dye: It was requested by the Board to report every year if there are any charges received by having Positive Pay a check fraud protection service. Dye reported at this time all fees are being covered by the credits earned by Chase Bank accounts.

ELECTION: There will **not** be an August 8th 2017.

2. Parks –

Zollinger commented that the Parks Maintenance Advisory recently interviewed four candidates for the part time parks position. Ryan Lamont was chosen. Zollinger stated that about \$200 has been collected for permits and day passes.

Motion by Jenema, seconded by Aukerman to approve hiring Ryan Lamont for the Parks part time position. Motion carried by unanimous vote.

3. Legal Counsel – Received and filed

4. Sheriff - Potter

Potter stated that the new speed sign was installed on May 25 on US 31 North and in a 12 day period about 29,000 vehicles were recorded coming Southbound. Potter also served at the spaghetti dinner fundraiser with GT Metro # 8.

5. County - Received and filed

6. Roads – No report

7. Farmland - Received and filed

F. SPECIAL PRESENTATIONS/DISCUSSIONS: None

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

1. RECEIVE AND FILE:

- a. **Treasurer's Report**
- b. **Clerks Revenue/Expenditure Report and Balance Sheet**
- c. **An elected official's guide to Emergency Management "Are you ready?"**
- d. **Draft unapproved meeting minutes**
 1. **Planning Commission 05/08/17**
 2. **Parks & Trails 04/21/17 and 05/19/17**
- a. **Accounts Payable Prepaid of \$101,472.04 and Current to be approved of \$19,422.67 (Recommend approval: Cathy Dye, Clerk)**

H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None

Motion by Nelson, seconded by White to approve the consent calendar as presented. Motion carried by unanimous roll call vote.

I. CORRESPONDENCE:

1. **Paul Brink letter dated 05/10/17 regarding Saylor Park Boat Launch**
2. **Emailed dated 12/19/16 from Dennis Tuck regarding Bunker Hill Boat Launch closing**
3. **Gary Noteware comments regarding Bunker Hill Boat Launch closing**
4. **Letter dated 2/8/17 from Pollister Amos LLC, A lands LLC, Amos Farms, LLC re: Bike trail extension**
5. **Letter to Antrim County Board of Commissioners dated 2/24/17 re: Traverse City to Charlevoix Trail**
6. **Letter from Vincent Cooper, not dated re: Bike trails**

J. PUBLIC HEARING:

Public Comment opened at 8:12 pm and Closed at 8:12 pm with no public comments.

Acme Township General Appropriations Act Fiscal Year 2017-2018 Annual Budget Hearing

1. **Resolution R-2017-15 Township Supervisor Salary**
Zollinger recused himself and turned the gavel over to Dye.

Motion by Jenema, seconded Aukerman to approve Resolution R-2017-15 establishing the Acme Township Supervisor's salary for fiscal year 2017-18 at \$40,000. Motion carried by roll call vote of 5 (Aukerman, Dye, Jenema, Nelson, White) in favor and 1 (Zollinger) abstaining.

2. **Resolution R-2017-16 Extra duties Supervisor**

Motion by Nelson, seconded by Jenema to approve Resolution R-2017-16 supporting stipend of \$3,000 for Supervisor for extra duties performed above statutory responsibilities. Motion carried by roll call vote of 5 (Aukerman, Dye, Jenema, Nelson, White) in favor and 1 (Zollinger) abstaining

3. **Resolution R-2017-17 Township Clerk Salary**
Zollinger reassumed the gavel and Dye recused herself.

Motion by Jenema, seconded by Aukerman to approve Resolution R-2017-17 establishing the Acme Township Clerk's salary at \$40,008 for fiscal year 2017-18 with one modification. Motion carried by roll call vote of of 5 (Aukerman, Jenema, Nelson, White, Zollinger) in favor and 1 (Dye)

abstaining.

4. Resolution R-2017-18 Township Treasurer Salary

Jenema recused herself.

Motion by Nelson, seconded by Dye to approve Resolution R-2017-18 establishing the Acme Township Treasurer's at \$25,159 for fiscal year 2017-18, same as it was in 2016-17. Motion carried by a roll call vote of 5 (Aukerman, Dye, Nelson, White, Zollinger) in favor and 1 (Jenema) abstaining.

5. Resolution R-2017-19 Township Trustees Salary

Motion by Jenema, seconded by Dye, to approve Resolution R-2017-19 establishing the Acme Township Trustees' salaries as \$6,000.00 and \$50.00/meeting per Diam for additional meetings, where the Board has requested their attendance for fiscal year 2017-18. Motion carried by unanimous roll call vote.

6. Resolution R-2017-20 Acme Township General Appropriations Act 2017-2018

Motion by White, seconded by Nelson to approve Resolution R-2017-29 establishing the Acme Township General Appropriations Act for budget fiscal year 2017-18 as presented. Motion carried by unanimous roll call vote.

K. NEW BUSINESS:

1. Board appointments for Planning Commission

Zollinger recommended Karly Wentzloff, Beth Balentine and Steve Feringa to another three year term on the Planning Commission.

Motion by White, seconded by Nelson to approve Wentzloff, Balentine and Feringa to another three year term on the Planning Commission. Motion carried unanimously.

2. Planning Zoning fee schedule updates – Winter

A review was recently conducted comparing Acme Township fee schedule with that of Garfield and East Townships. Winter presented a fee schedule draft proposal as a starting point for discussion. It was noted that in many cases our fees closely aligned with neighboring jurisdictions. Winter is asking the Board to review. Winter will present memo to the Zoning Board of Appeals at a hearing on June 8, 2017, for input.

3. Parks and Trail Bayside Phase 2 – Jenema

Jenema stated that the Parks and Trails committee believe they are close to picking a model of the bench design that will be used in Bayside Park. A sample model is being build for all to see. Zollinger stated we are close to picking a contractor to move the dirt in the parking lot, work should Start soon.

4. Yuba Historic Society application form for Tribal council allocation of 2% Funds

Donna Sayler, President of the Yuba Historic Society, was present requesting Acme Township to submit the application.

Motion by Jenema, seconded by Nelson to support the Yuba Historic Society application for Tribal council allocation of 2% funds for the June cycle. Motion carried unanimously.

5. Approval of Resolution R-2017-21 for budget line adjustment up date to support expenditure previously approved.

Motion by Nelson, seconded by White to approve Resolution R-2017-21 as presented. Motion

carried unanimously.

6. **Approval of Resolution R-2017-22 to increase budget amount for Dept 101-920.000 by \$5,000.00**

Motion by Nelson, seconded by Dye to approve Resolution R-2017-22 as presented. Motion carried by unanimous roll call vote.

7. **Notice of Non-Gaming land acquisition by the Grand Traverse Band of Ottawa and Chippewa Indians.**

Zollinger presented a letter from the Bureau of Indian Affairs (BIA), Michigan Agency for putting Land into Trust with various questions on taxes, services provided, any special assessments and how Property is currently zoned. This will be brought back to the Board for review before submitting to BIA.

L. OLD BUSINESS: None

PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: None

ADJOURN AT 9:30 pm



ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Wednesday, June 28, 2017, 9:00 a.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE
ROLL CALL

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

A. LIMITED PUBLIC COMMENT: None

B. APPROVAL OF AGENDA:

Motion by Jenema, seconded by Nelson to approve agenda. Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. NEW BUSINESS:

1. Approval of year end Budget Resolution #R-2017-23 for fund 208

Zollinger presented Resolution #R-2017-23 Budget amendment for the 208 fund to the board for approval.

Motion made by Jenema and seconded by Aukerman to approve Budget Resolution #R-2017-23 to amend budget for 208 Fund. Motion carried unanimously

PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: None

Motion to adjourn at 9:04 a.m. by Jenema, seconded by Aukerman. Motion carried unanimously.

**ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
June 16th, 2017 **8:30 a.m.****

ROLL CALL:

Committee:	x	Feringa	x	Heflin	excused	Heffner	X late	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
Advisory:	x	Heinert	x	Kushman				
Staff:	x	Winter	excused	Lamont				

Feringa starts the meeting as Jenema is delayed.

A. PUBLIC COMMENT: none

B. APPROVAL OF AGENDA: Winter added MParks correspondence about appropriations for the park from the trust fund.
Motion: Wentzloff approves the agenda with the addition of the MParks correspondence
2nd. By Timmins. Motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. CORRESPONDENCE: MParks letter

E. ACTION:

1. Approve Parks & Trails Minutes 02/17/2017 - Timmins gave input, that relistening to the tape from 2/17 wouldn't help clarify the points that Heffner wanted clarified, it was still a very convoluted conversation.

Discussed not wanting to set an unrealistic precedent for future minutes that can't be upheld.
Removed the comments made by Winter about the Nelson family.

Motion: Wentzloff to approve minutes from 2/17/2017 with the removal of the Nelson family.
2nd. Jenema Motion carries.

Jenema takes over the meeting

2. Approve Parks & Trails Minutes 05/19/2017- Timmins pointed out she couldn't add Linda Weeks name as she didn't hear it on the tape from the meeting, keeping to protocol nothing that wasn't stated at the meeting can be added to the minutes.

Motion Heflin 2nd. Timmins

Motion carries, Feringa abstains, wasn't at the 5/19/17 meeting.

F. OLD BUSINESS: Jenema discussed meeting with Winter and Heinert to organize the changes that may happen.

1. Bayside Park Design

a. Parking Lot Layout Klaus-

b. Bench, Litter Receptacle, and Bike Design Palettes Klaus- discussed bike racks, benches, and recycling/trash receptacles.

Committee discussed the different styles of benches

Wentzloff- thinks colors go out of style too often, would rather see a neutral more timeless color. Wentzloff hates the green

Klaus- shared his view of why he picked colors instead of something more neutral.

Discussion followed.

A sample bench is being temporarily provided by Landscape forms (out of Kalamazoo)

to allow everyone to see what the green bench would look like. They are not charging the township anything for the bench or shipping, but we do have to unload it from the truck. Committee discussed the best place for people to view the bench, either township hall or park.

- c. *Adopt-A-Bench Program* - Discussed the placement of the memorial plaques on the benches. It will be on the arm due to the design on the back of the bench also to allow families to split the cost of a bench since there will be 2 armrests. The armrests on all the benches are to meet ADA compliance.

Heflin- asked about the paint on the benches, will it be available in the future for repainting.

Klaus discussed how the company is using standardized colors, it will be available continuously.

Klaus discussed styles and placement of bike racks. Points of parking in key areas. Clusters of 6-8 hoops, double sided.

Klaus suggested an anodized bronze for light poles, drinking fountain, bike racks, and other fixtures that are used heavily do to wear and tear. He has also used stainless steel, galvanized steel, aluminum (the only thing that doesn't rust).

Klaus suggested putting the sample bench up by the potty for people to see how it will look in the surroundings the bench would be placed in the future.

Jenema asked for opinions on the bike racks. Discussion follow, including cost and budget of the project.

Klaus stated the average cost of bike racks runs between \$300-400. He said there are many other places to look for bike racks. Wanted to give the committee a starting point.

Winter commented that he would like Klaus to find bike racks that don't count on the tire as a way to chain the bike and keep them up right. Discussion followed.

Smith - asked about durability of the bike racks.

Klaus- said they would have to be run over by a truck, durability comes into play more when they are painted, causing constant maintenance. That is why he recommended the anodized bronze.

Timmins asked about making recycling bins green and the garbage bins a different color to give people a visual cue.

Discussed the grass pattern on the garbage receptacles concern of garbage getting stuck in the pattern, and light colors showing all the splashes and dirt.

Discussion followed on the placement of; beach shower, foot wash, drinking fountain/bottle fill stations, the foot wash has to be to be along the walkway.

Wentzloff requested warm, non-LED lights for the walkway lighting. Committee agreed.

Wentzloff asked about fading of the benches in the direct sun light.

Klaus said the painted benches would warm up and the wood would fade if not protected.

Klaus discussed the parking lot and changes that were ok'd by MDOT, and TART trail going through the park and across the parking lot, stormwater solutions, dumpster enclosure and placement, shifting the design a bit to save a large white pine, placement of lighting and the use of minimal lighting within the park, lights are programmable to shut off and turn on.

Klaus discussed taking out the 2 shade structures and replacing with a pavilion in the first phase, he suggested it would be easier to do a pavillion in this phase and that we should consider approaching the DNR with a change of scope if the township can leverage the money.

Feringa asked about if the wells were monitoring wells

Klaus said they were monitoring wells, but from across the street not the Shell gas station. They are not in use. Klaus is in the process of deciding which wells will be used and which will be taken out.

Wentzloff asked about the lighting in the middle, wanted a lower lighting source to keep things

out of the line of sight across the park.

Klaus said he would look at that. Committee supported that.

2. TART Trail.

a. *Bunker Hill to 5 Mile DTE Project, RR Crossing* - Kushman- contacted by DTE that they have to tear up the area between Bunker Hill and 5 Mile. Not sure what they have to do, has a meeting with them later in the day to discuss it. Kushman wants to use this as an opportunity to bring the trail up to today's standards (10ft. Trail, it is 8ft now) and the railroad track crossing, to get rid of it for safety. Discussion on plan he hands out. MDOT will also be at the meeting. TART is looking at how to accommodate any cost that DTE won't be covering.

Jenema discussed what the township may be able to do based on what the priority is with trail development.

TART is not looking for any funding commitments at this time. Discussion will continue when TART and the township know more about DTE's intent.

b. *Four Mile to Three Mile Sewer Bypass*, Kushman discussed the trail, about 2/3rds of it, are being removed to replace a sewer main. TART is again looking at getting the 10ft standard implemented at that site also.

Winter talked about the construction schedule, starting this fall and finishing in the spring. They will make the trail useable during the winter for those who use it.

3. **Deepwater Point Trail** - Wentzloff updated -She, Julie Clark and Kelly (from the resort) met with Sue Greasons (association manager from the condo's) , Sue took the proposal to the board, the association committee doesn't support a trail, as they think they will be liable for the trail.

Feringa clarified that it is a public road, and there are discussions happening between the shores and the resort. Feringa is having RCA collecting the documents proving it is a public road.

Discussion followed

4. **Acme Connector Trail** - Winter gave an update. Nate Elkins contacted him to discuss the trail through Dan Kelley's property. Winter will also be reaching out to Lannie Johnson's realtor, to discuss Lannie's interest in the Acme connector trail.

Winter is waiting on Jeff Jocks to go over the letters of Commitment from Peace of victory and Samaritas

G. NEW BUSINESS:

1. **Park Facility Update** – Gary Lamont Jenema believes Gary needs to come to the park maintenance meetings not the park and trails. She will be talking to him about that.

2. **Bayside Park Pavilion Discussion-** Winter discussed making the footprint of where the pavilion maybe in the future (if we don't get it in this phase)

3. **Capital Campaigns** – Naming of Park Amenities Anthony Rupert (development director from the GTRLC) contacted Shawn about how the township feels about allowing donors to name large elements that they donate to in the park, as a way to encourage donors to give to the park.

Jenema asked if the township would get the full amount donated, if the amount donated exceeded the amount in the quote?

Winter said the individuals would be donating to the park, so it should all go to the park.

Heflin clarified how the donation and naming opportunity work within the GTRLC.

Discussed that early donors for the land didn't have the same naming options. Discussed ways to address this.

Discussed different options for naming.

Jenema will take the committee's recommendation to allow

Motion: Jenema, 2nd. Timmins- that the township allows the pavilion and playground to be named as part of the capital campaign fund, as long as the naming is done in a tasteful manor, as

well as a plaque of recognition for previous donors.
Motion carries

H. PUBLIC COMMENT none

ADJOURN: Motion to adjourn Feringa 2nd. Jenema.
Motion carries.



**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
June 12th, 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

Dear Acme Township Planning Commission,

I want to start by saying thank you for all the time and effort going into the rules and regulations regarding short term rentals. I can only imagine it is more than anticipated. I have been trying to keep up with the meeting minutes and I have looked over the ordinances for the other townships that were listed as potential frameworks. I think all have great potential information.

I just wanted to add, as a homeowner in Acme, and one that has dealt with a near by rental property (the homeowner does not live there – it is used as a rental property) for the last five years, there are two elements to the potential ordinance that I would like to address.

Both issues are closely related. First, I think the number of renters allowed on the property is key to reducing problems. Most of the framework township ordinances listed in the meeting minutes seem to focus on 2 renters per permitted bedroom with an additional 2 (which would allow for pullout couch and such). This seems perfectly reasonable if the home is permitted with that number of bedrooms and the number of daytime guests can also be managed.

The second issue, and one that I am even more passionate about, is the rental homes' septic systems. I am guessing many of the potential rental homes are on or near the water and the watershed system. I believe it is Milton Township (one of the suggested framework townships) that requires septic system certification. This certification looks at both the condition of the septic system and the number of occupants it can accommodate. I can only speculate, but given what I have read about the potential harm from failing septic systems, allowing for the maximum number of occupants on older septic system or one that is not adequately maintained is potentially problematic. A March 2017 DEQ newsletter indicated that “In the first six years after Barry and Eaton Counties began a time-of-sale/transfer ordinance, almost 1000 failed septic systems were discovered. Additionally, nearly 300 residences were found to have no septic system at all.” As a rental property, if you are maxing out the number of persons in a home and the septic system is inadequate or not well maintained, the potential harm is great. I am certain Acme township residents pride themselves on the beauty and quality of the water that surrounds us. Maintaining that quality is essential, and faulty septic systems can lead to contamination of ground and surface waters.

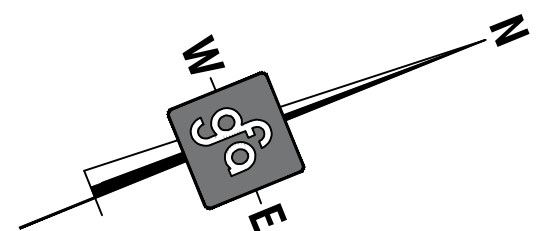
Once again, thank you for your time and energy being put into this process.

Cindy and Tom Duemling

TAX ID# 28-01-227-001-12
 MASTER BEED, LIBER 1400, PAGE 426
 FIRST AMEND., DOCUMENT NO. 2004C-00062
 SECOND AMEND., DOCUMENT NO. 2005C-00043
 THIRD AMEND., DOCUMENT NO. 2005C-00075
 FOURTH AMEND., DOCUMENT NO. 2006C-00048
 FIFTH AMEND., DOCUMENT NO. 2007C-00040
 SIXTH AMEND., DOCUMENT NO. 2007C-00060
 SEVENTH AMEND., DOCUMENT NO. 2010C-00025
 EIGHTH AMEND., DOCUMENT NO. 2011C-00042
 RE: FUTURE LLC
 201 LAFAYETTE CIRCLE
 LAFAYETTE, CA 94549

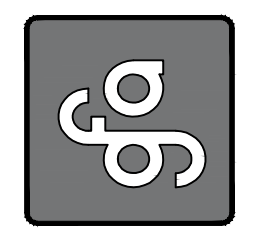
TAX ID# 28-01-226-010-02
 TG GREEK ORTHODOX MISSION CHURCH
 P.O. BOX 6350
 TRAVERSE CITY, MI 49696

TAX ID# 28-01-226-010-02
 ARCHANGEL GREEK ORTHODOX CHURCH
 7111 U.S. 31 NORTH, AVENUE
 TRAVERSE CITY, MI 49610



GRAPHIC SCALE: 1 inch = 30 feet
 0 15 30 60 90

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 7111 U.S. 31 North, Avenue, MI 49610

EXISTING CONDITIONS

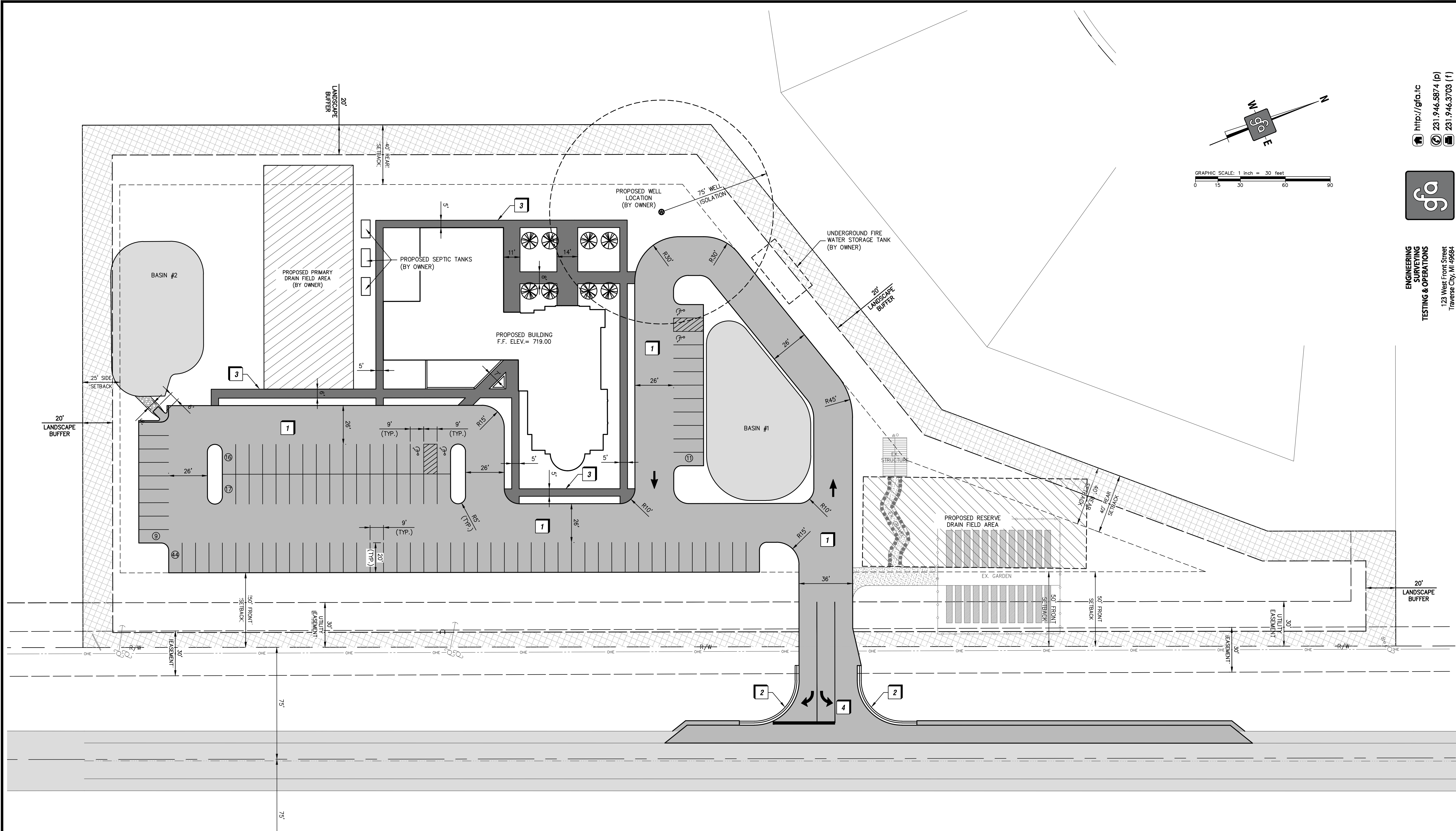
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 06-07-17
 REVISIONS
 A 06-14-17
 JOB NO.
 201525
C1.1

Legend

- | | | | |
|------|-------------------|------|-------------------|
| (C) | TANK COVER | N. | NORTH |
| (E) | ELECTRICAL PANEL | S. | SOUTH |
| (G) | GUARD POST | E. | EAST |
| (F) | FLAG POLE | W. | WEST |
| (L) | FLOOD LIGHT | ° | DEGREES |
| (B) | CATCH BASIN | ' | FEET OR MINUTES |
| (T) | TEST LEAD | " | INCHES OR SECONDS |
| (P) | CURB STOP | Sq. | SQUARE |
| (M) | MANHOLE | Ft. | FEET |
| (Tr) | ELEC. TRANSFORMER | Vol. | VOLUME |
| (H) | FIRE HYDRANT | P. | PAGE |
| (M) | MAILBOX | C | CALCULATED |
| (S) | SIGN | R | RECORD |
| (U) | UTILITY POLE | R/W | RIGHT OF WAY |
| (T) | TELE. RISER | C/L | CENTERLINE |
| (I) | FOUND IRON | T | TITLE |
| (M) | FOUND MONUMENT | | |
| (G) | GOVERNMENT CORNER | | |

BENCHMARKS:
 BM #100
 ELEV.= 723.09' (NAVD88)
 BM #101
 ELEV.= 721.84' (NAVD88)

REV A: PRELIMINARY MEETING WITH ACME TOWNSHIP



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NEW BUILDING
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 7111 U.S. 31 North, Avon, MI 49610

PROPOSED SITE PLAN
 DRAWN 06-07-17
 REVISIONS
 A 06-14-17
 JOB NO. 201525
C2.1

Site Data

PROPERTY OWNER: TG GREEK ORTHODOX MISSION CHURCH P.O. BOX 6350 TRAVERSE CITY, MI 49696	PARCEL ADDRESS: TG GREEK ORTHODOX MISSION CHURCH 7111 U.S. 31 N WILLIAMSBURG, MI 49690
PARCEL INFORMATION: PARCEL ZONING: A-1 AGRICULTURAL PROPERTY TAX NO: 28-01-226-010-02 SEC., TOWN, RANGE: 26, T28N, R10W PARCEL SIZE: 219,146 SF (5.03 AC)	MINIMUM PARCEL AREA: 5 ACRES MINIMUM LOT WIDTH: 330' STRUCTURE BUILDING HEIGHT: 35' YARD SETBACKS: • FRONT: 50' • SIDE: 25' • REAR: 40'

Parking Requirements

PARKING SPACES REQUIRED:

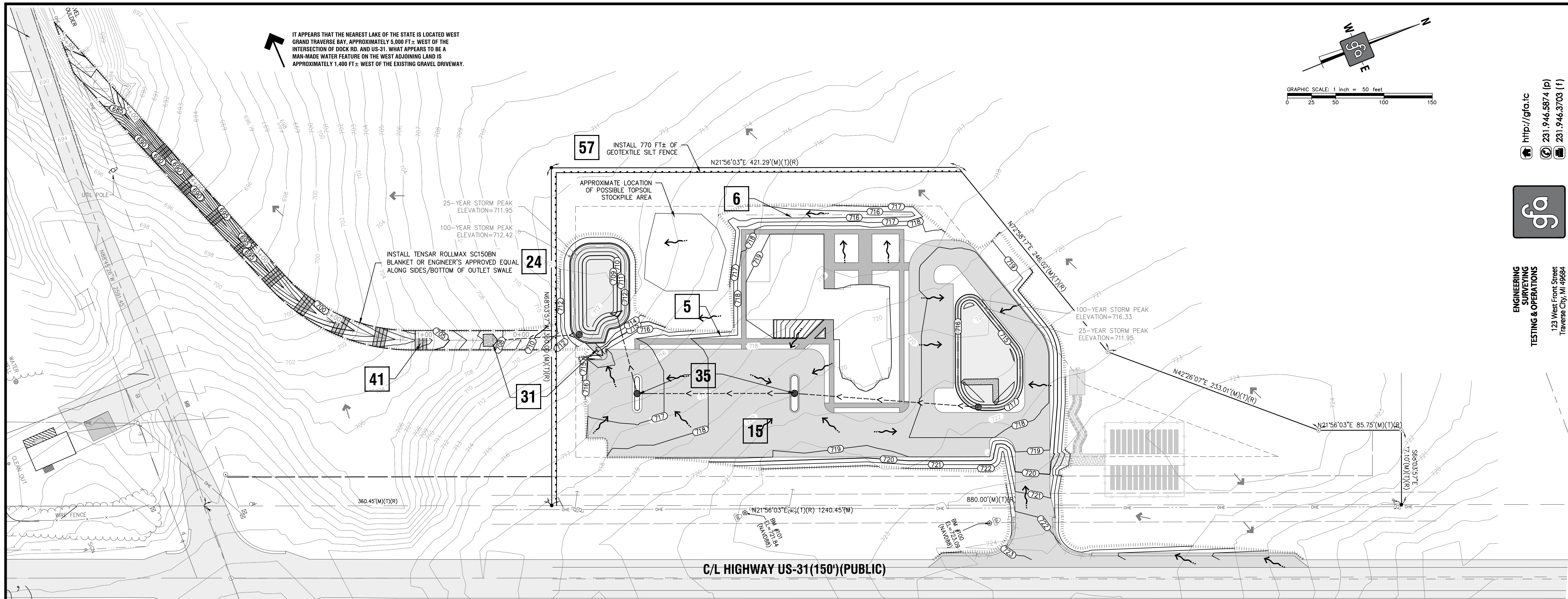
- ONE (1) SPACE PER 8 SEATS OR 250' OF BENCH/PEW (MIN.)= 204 SEATS/8= 26 SPACES
- ONE (1) SPACE PER 1.5 SEATS OR 50' OF BENCH/PEW (MAX.)= 204 SEATS/1.5= 136 SPACES
- 26-136 SPACES REQUIRED

PARKING SPACES PROVIDED:

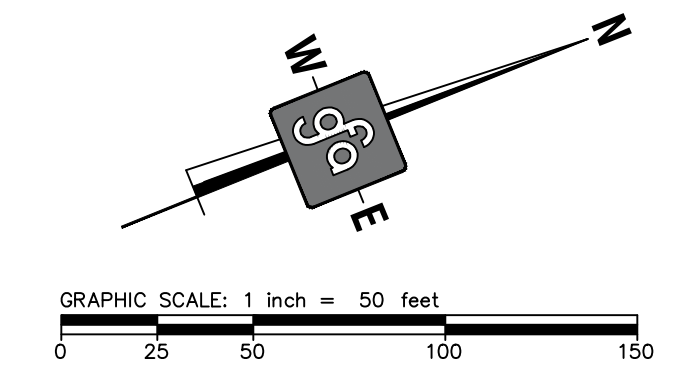
- 93 SPACES
- 4 ADA SPACES
- 97 TOTAL SPACES PROVIDED

Construction Notes

- | | |
|--|-----------|
| 1 PAVING DETAIL (SEE DETAIL 1 ON SHEET C4.1) | 8 |
| 2 CONCRETE CURB & GUTTER (SEE DETAIL 3 ON SHEET C4.1) | 9 |
| 3 CONCRETE SIDEWALK (SEE DETAIL 2 ON SHEET C4.1) | 10 |
| 4 COMMERCIAL DRIVEWAY DETAIL (SEE DETAIL 5 ON SHEET C4.1) | 11 |
| 5 | 12 |
| 6 | 13 |
| 7 | |



IT APPEARS THAT THE NEAREST LAKE OF THE STATE IS LOCATED WEST GRAND TRAVERSE BAY, APPROXIMATELY 5,000 FT ± WEST OF THE INTERSECTION OF DOCK RD. AND US-31. WHAT APPEARS TO BE A MAN-MADE WATER FEATURE ON THE WEST ADJOINING LAND IS APPROXIMATELY 1,400 FT ± WEST OF THE EXISTING GRAVEL DRIVEWAY.



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Soil Erosion & Storm Water Control

Michigan Unified Keying System

1	STRIPPING & STOCKING TOPSOIL	TOPSOIL MAY BE STOCKPILED ABOVE BORROW AREA TO ACT AS A DIVERSION STOCKPILE SHOULD BE TEMPORARILY SEEDED
5	SEEDING	INEXPENSIVE AND VERY EFFECTIVE. STABILIZES SOIL, THIS MINIMIZING EROSION PERMITS RUNOFF TO INFILTRATE SOIL, REDUCING RUNOFF VOLUME SHOULD INCLUDE PREPARED TOPSOIL BED
6	SEEDING w/ MULCH OR MATTING	FACILITATES ESTABLISHMENT OF VEGETATIVE COVER, EFFECTIVE FOR DRAINAGEWAYS w/ LOW VELOCITY, EASILY PLACED IN SMALL QUANTITIES BY INEXPERIENCED PERSONNEL SHOULD INCLUDE PREPARED TOPSOIL BED
15	PAVING	PROTECTS AREA WHICH OTHERWISE CANNOT BE PROTECTED, BUT INCREASES RUNOFF VOLUME AND VELOCITY IRREGULAR SURFACE WILL HELP SLOW VELOCITY
24	GRASSSED WATERWAY	MUCH MORE STABLE FORM OF DRAINAGEWAY THAN BARE CHANNEL GRASS TENDS TO SLOW RUNOFF AND FILTER OUT SEDIMENT USED WHERE BARE CHANNEL WOULD BE ERODED
41	STONE AND ROCK CROSSING	MAY BE ROCK OR CLEAN RUBBLE MINIMIZES STEAM TURBIDITY, INEXPENSIVE MAY ALSO SERVE AS DITCH CHECK OR SEDIMENT TRAP
31	ENERGY DISSIPATOR	SLOWS RUNOFF VELOCITY TO NON-EROSIVE LEVEL PERMITS SEDIMENT COLLECTION FROM RUNOFF
35	STORM SEWER	SYSTEM REMOVES COLLECTED RUNOFF FROM SITE, PARTICULARLY FROM PAVED AREAS CAN ACCEPT LARGE CONCENTRATIONS OF RUNOFF CONDUITS RUNOFF TO MUNICIPAL SEWER SYSTEM OR STABILIZED OUTFALL LOCATION USE CATCH BASINS TO COLLECT SEDIMENT
57	GEOTEXTILE SILT FENCE	USES GEOTEXTILE AND PISTS OR BALES MAY BE CONSTRUCTED OR PREPACKAGED EASY TO CONSTRUCT AND LOCATE AS NECESSARY

- TOPSOIL TO BE STRIPPED AND STOCKPILED IN A LOCATION DESIGNATED BY THE OWNER'S REPRESENTATIVE.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED. WITH THE USE OF SILT FENCE AND OTHER TEMPORARY MEASURES THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM ACCELERATED EROSION AND SEDIMENTATION FLOWS RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT.
- INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED TO BE NECESSARY BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER THEY SHALL BE IN PLACE NO LATER THAN 24 HOURS FROM THE TIME OF NOTIFICATION TO THE GENERAL CONTRACTOR FOR THE PROJECT. IF NOT PLACED IN 24 HOURS OR LESS ALL ON SITE CONSTRUCTION WILL BE HALTED UNTIL SUCH MEASURES ARE INSTALLED AND APPROVED BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER.
- ALL DISTURBED NON-HARD SURFACE AREAS TO BE STABILIZED WITH TOPSOIL, SEEDED, FERTILIZED AND MULCHED. DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH NOT LESS THAN FOUR (4) INCHES. SLOPES BETWEEN 1 ON 3 AND 1 ON 2 SHALL BE SODDED AND STAKED OR RECEIVE SEED WITH MULCH BLANKET.
- IF REQUESTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, A WATER TRUCK SHALL BE KEPT ON STAND-BY ON SITE DURING THE CONSTRUCTION PHASE OF THE PROJECT. THE WATER TRUCK SHALL BE USED AS DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER TO CONTROL WIND EROSION.
- ALL STORM DRAINAGE PIPE SHALL BE CORRUGATED GALVANIZED STEEL PIPE, HDPE OR APPROVED EQUAL.
- A MINIMUM OF TWO (2) FEET OF COVER FROM FINISHED ELEVATIONS SHALL BE MAINTAINED OVER ALL STORM DRAIN PIPES.
- ALL DRAINAGE PIPES THAT OUTLET AT GROUND SURFACE SHALL INCLUDE END SECTIONS.
- EXISTING STORM DRAINAGE DITCHES SHALL BE REBUILT IF FILLED IN OR REMOVED DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE, AS REQUIRED, ALL DRAINAGE CULVERTS DAMAGED DURING CONSTRUCTION AND SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT.
- THE CONTRACTOR SHALL REMOVE OR CAUSE TO BE REMOVED ALL SEDIMENT OR SOILS THAT HAVE BEEN DROPPED, WASHED ONTO OR TRACKED OUT ONTO PUBLIC RIGHT-OF-WAY OR PRIVATE ROADS AT THE END OF EACH WORKING DAY OR AFTER EACH RAIN EVENT ON NON-WORK DAYS.
- ALL REMOVED TOPSOIL WILL BE STOCKPILED WITHIN THE PROJECT AREA. IF ADDITIONAL TOPSOIL IS AVAILABLE AFTER TOPSOILING THE CONSTRUCTION AREA, IT WILL BE STOCKPILED WITHIN 1000 FEET OF THE CONSTRUCTION AREA AS DIRECTED BY THE OWNER OR ENGINEER.
- THE CONTRACTOR SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL REMOVE ALL SEDIMENT FROM EXISTING CATCH BASINS.

Map Unit Legend

Grand Traverse County, Michigan (M055)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
EyA	Emmet sandy loam, 0 to 2 percent slopes	27.8	72.8%
EyB	Emmet sandy loam, 2 to 6 percent slopes	6.1	15.9%
EyC	Emmet sandy loam, 6 to 12 percent slopes	0.1	0.2%
EyD	Emmet sandy loam, 12 to 18 percent slopes	0.5	1.4%
EyE	Emmet sandy loam, 18 to 25 percent slopes	0.0	0.1%
EyE2	Emmet sandy loam, 18 to 25 percent slopes, moderately eroded	3.7	9.7%
RcA	Richter loams, 0 to 2 percent slopes, overwash	0.0	0.0%
Totals for Area of Interest		38.2	100.0%



NRCS Soil Survey Information

REV A: PRELIMINARY MEETING WITH ACME TOWNSHIP

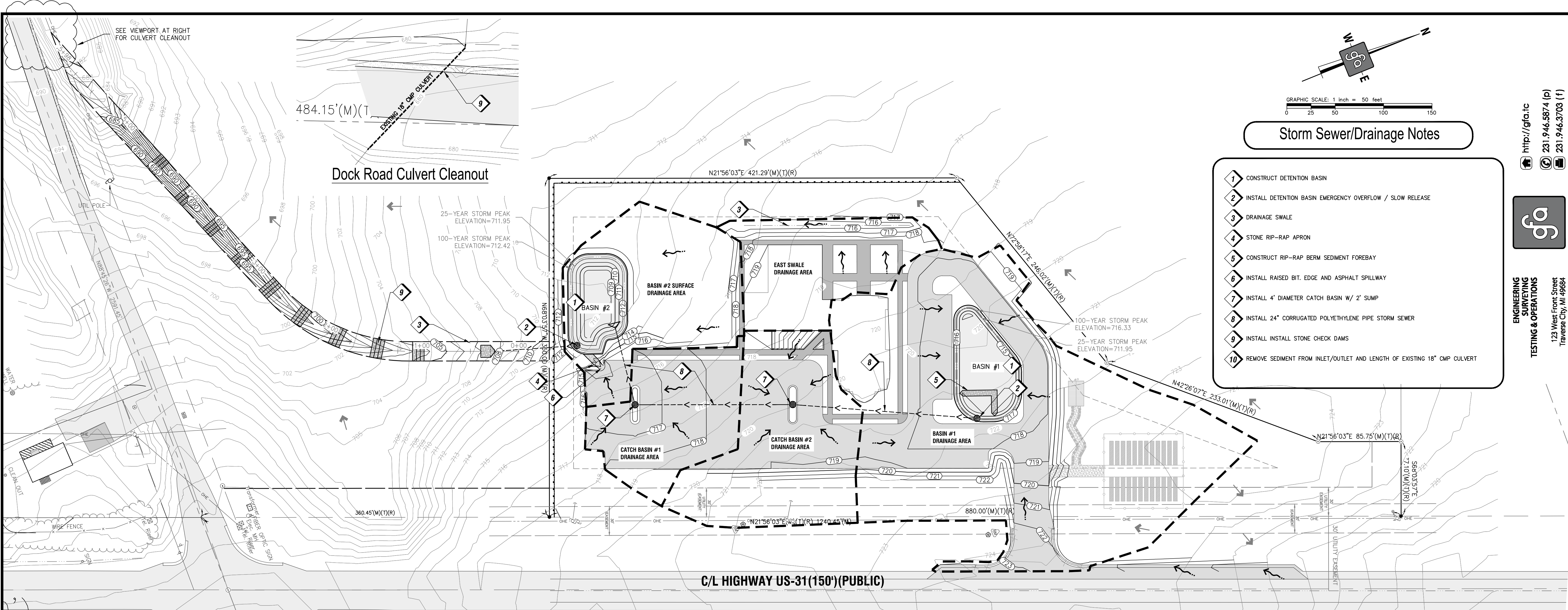
NEW BUILDING
 ARCHANGEL GREEK ORTHODOX CHURCH
 7111 U.S.-31 North, Acme, MI 49610

PROPOSED DRAINAGE
 PLAN

DRAWN
 06-07-17
 REVISIONS
 A 06-14-17

JOB NO.
 201525

C3.1



Storm Sewer/Drainage Notes

- 1 CONSTRUCT DETENTION BASIN
- 2 INSTALL DETENTION BASIN EMERGENCY OVERFLOW / SLOW RELEASE
- 3 DRAINAGE SWALE
- 4 STONE RIP-RAP APRON
- 5 CONSTRUCT RIP-RAP BERM SEDIMENT FOREBAY
- 6 INSTALL RAISED BIT. EDGE AND ASPHALT SPILLWAY
- 7 INSTALL 4' DIAMETER CATCH BASIN W/ 2' SUMP
- 8 INSTALL 24" CORRUGATED POLYETHYLENE PIPE STORM SEWER
- 9 INSTALL INSTALL STONE CHECK DAMS
- 10 REMOVE SEDIMENT FROM INLET/OUTLET AND LENGTH OF EXISTING 18" CMP CULVERT

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Watershed Area Summary

Summary for Subcatchment 3S: BASIN #1				
Runoff =	4.55 cfs @ 12.07 hs.	Volume =	0.271 af	Depth = 1.65"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span = 5.00-20.00 hs, dt = 0.05 hs, Type II 24-hr 25-Year Rainfall = 3.89"				
Area (sf)	CN	Description		
39,115	98	Paved parking, HSG B		
46,863	61	>75% Grass cover, Good, HSG B		
85,978	78	Weighted Average		
46,863		54.51% Pervious Area		
39,115		45.49% Impervious Area		
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)
15.0				
Direct Entry, Minimum Tc				
Summary for Subcatchment 7S: CB#1				
Runoff =	1.55 cfs @ 12.06 hs.	Volume =	0.100 af	Depth = 3.01"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span = 5.00-20.00 hs, dt = 0.05 hs, Type II 24-hr 25-Year Rainfall = 3.89"				
Area (sf)	CN	Description		
15,320	98	Paved parking, HSG B		
2,089	61	>75% Grass cover, Good, HSG B		
17,409	94	Weighted Average		
2,089		12.00% Pervious Area		
15,320		88.00% Impervious Area		
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)
15.0				
Direct Entry, Minimum Tc				
Summary for Subcatchment 11S: EAST SWALE				
Runoff =	1.01 cfs @ 12.07 hs.	Volume =	0.060 af	Depth = 1.72"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span = 5.00-20.00 hs, dt = 0.05 hs, Type II 24-hr 25-Year Rainfall = 3.89"				
Area (sf)	CN	Description		
8,727	98	Paved parking, HSG B		
9,496	61	>75% Grass cover, Good, HSG B		
18,223	79	Weighted Average		
9,496		52.11% Pervious Area		
8,727		47.89% Impervious Area		
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)
15.0				
Direct Entry, Minimum Tc				
Summary for Subcatchment 5S: CB#2				
Runoff =	1.55 cfs @ 12.07 hs.	Volume =	0.093 af	Depth = 1.72"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span = 5.00-20.00 hs, dt = 0.05 hs, Type II 24-hr 25-Year Rainfall = 3.89"				
Area (sf)	CN	Description		
13,758	98	Paved parking, HSG B		
14,414	61	>75% Grass cover, Good, HSG B		
28,172	79	Weighted Average		
14,414		51.16% Pervious Area		
13,758		48.84% Impervious Area		
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)
15.0				
Direct Entry, Minimum Tc				
Summary for Subcatchment 10S: BASIN #2 SURFACE DRAINAGE				
Runoff =	0.89 cfs @ 12.08 hs.	Volume =	0.055 af	Depth = 1.07"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span = 5.00-20.00 hs, dt = 0.05 hs, Type II 24-hr 25-Year Rainfall = 3.89"				
Area (sf)	CN	Description		
5,898	98	Paved parking, HSG B		
20,916	61	>75% Grass cover, Good, HSG B		
26,814	69	Weighted Average		
20,916		78.59% Pervious Area		
5,898		21.41% Impervious Area		
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)
15.0				
Direct Entry, Minimum Tc				

Basin #1 Design Summary

Basin #1

Catchment Characteristics:
 Impervious Area = 39,115 SF (0.90 Acre) Pervious Area = 46,863 SF (1.07 Acre)
 Weighted CN = 78 say 80 for Table 6

Treatment Volume Criteria Summary
 Treatment Volume (CF, 2.5-year storm routed via HydroCAD) = 4138
 Minimum Treatment Volume (5,000 CF/Impervious Acre) = 4490 <Controls>
 Max. release rate to detain this volume for at least 24 hours is 0.05 cfs/impervious acre.
 Max release rate (CFS) = 0.04
 Actual release rate (CFS, 2.06" routed through HydroCAD) = 0.03 <less than max., okay>
 (with (1) 1.25" orifice set at 714.00)

Flood Control Volume Criteria Summary
 Set flood control orifice(s) at or above elevation to obtain treatment volume from above
 The flood control volume shall be sized to detain the 25-year rainfall event from the entire contributing area with a maximum release rate of 0.13 cfs/acre. The minimum storage required per acre is given in Table 6.
 25-year storm routed via HydroCAD = 10,890
 Min. storage required from Table 6, assuming "CN" is equivalent to "C" (CF) = 8,120 <25-year controls>
 Max. release rate of 0.13 cfs/acre (CFS) = 0.26
 Actual release rate (CFS, 25-Year Storm routed through HydroCAD) = 0.11 <less than max., okay>
 (with (2) 1.25" orifice set at 715.25)

Emergency Overflow
 Provision for emergency overflow from Basin #1 is the top of the 24" slow release structure and storm sewer to Basin #2

Slow Release Structure Capacity
 Top of structure set at 716.25 (1 ft below top of basin)
 Volume Provided at 716.25 = 10,962 CF (Required = 10,890 CF)
 Via HydroCAD, 0.60 CFS passes through the top of structure during 100-Year event
 Actual Capacity of horizontal orifice = Q = CA (2gh)^{1/2} 125 CFS <capacity of structure much greater than actual flow., okay>

24 inch Storm Sewer Capacity
 Via HydroCAD, 0.72 CFS passes through the 24" Storm Sewer during 100-Year event
 Actual Capacity of Storm Sewer using Mannings = 22 CFS <capacity of storm sewer much greater than actual flow., okay>

Sediment Forebay
 Since surface drainage is proposed into Basin #1 a sediment forebay is proposed around the basin's outlet structure equivalent to a traditional inlet structure. Forebay to have a volume 5% of 25-year volume
 Forebay Volume Required (CF) = 10,890 CF * 0.05 545
 Forebay Volume Provided (CF) = 575
 (with 1 ft high rip-rap per plan)

Basin #2 Design Summary

Basin #2

Catchment Characteristics:
 Impervious Area = 43,503 SF (1.0 Acre) Pervious Area = 46,915 SF (1.07 Acre)
 Weighted CN = 79 say 80 for Table 6

Treatment Volume Criteria Summary
 Treatment Volume (CF, 2.5-year storm routed via HydroCAD) = 1655
 Minimum Treatment Volume (5,000 CF/Impervious Acre) = 5685 <Controls>
 Max. release rate to detain this volume for at least 24 hours is 0.05 cfs/impervious acre.
 Max release rate (CFS) = 0.06
 Plus, the additional 0.03 CFS from Basin #1.
 Max. release rate (CFS) = 0.09
 Actual release rate (CFS, 2.06" routed through HydroCAD) = 0.08 <less than max., okay>
 (with (1) 1.25" orifice set at 709.00)

Flood Control Volume Criteria Summary
 Set flood control orifice(s) at or above elevation to obtain treatment volume from above
 The flood control volume shall be sized to detain the 25-year rainfall event from the entire contributing area with a maximum release rate of 0.13 cfs/acre. The minimum storage required per acre is given in Table 6.
 25-year storm routed via HydroCAD = 6,185
 Min. storage required from Table 6, assuming "CN" is equivalent to "C" (CF) = 8,120 <Controls>
 Max. release rate of 0.13 cfs/acre (CFS) = 0.27
 Plus, the additional 0.16 CFS from Basin #1
 Max. release rate (CFS) = 0.41
 Actual release rate (CFS, 25-Year Storm routed through HydroCAD) = 0.32 <less than max., okay>
 (with (6) 1.25" orifice set at 711.25)

Emergency Overflow
 Provision for emergency overflow from Basin #1 is the top of the 24" slow release structure and storm sewer outlet to the drainage swale

Slow Release Structure Capacity
 Top of structure set at 716.00 (1 ft below top of basin and above minimum storage requirement above)
 Volume Provided at 716.25 = 9,924 CF (Required = 4,250 CF)
 Via HydroCAD, 2.37 CFS passes through the top of structure during 100-Year event
 Actual Capacity of horizontal orifice = Q = CA (2gh)^{1/2} 125 CFS <capacity of structure much greater than actual flow., okay>

24 inch Storm Sewer Capacity
 Via HydroCAD, 0.72 CFS passes through the 24" Storm Sewer during 100-Year event
 Actual Capacity of Storm Sewer using Mannings = 22 CFS <capacity of storm sewer much greater than actual flow., okay>

Sediment Forebay
 Since surface drainage is proposed into Basin #1 a sediment forebay is proposed around the basin's outlet structure equivalent to a traditional inlet structure. Forebay to have a volume 5% of 25-year volume
 Forebay Volume Required (CF) = 10,890 CF * 0.05 545
 Forebay Volume Provided (CF) = 575
 (with 1 ft high rip-rap per plan)

25-Year Flow thru Outlet Swale Summary

Summary for Reach 11R: Outlet Swale

[79] Warning: Submerged Pond 9P Primary device # 1 INLET by 0.13'

Inflow Area = 4,049 ac, 46.84% Impervious, Inflow Depth > 0.60' for 25-year event
 Inflow = 0.32 cfs @ 14.56 hs, Volume = 0.203 af
 Outflow = 0.32 cfs @ 14.64 hs, Volume = 0.201 af, Alter = 0%, Lag = 5.8 min

Routing by Slope-1/2-Triang method, Time Span = 5.00-20.00 hs, dt = 0.05 hs
 Max. Velocity = 3.05 fps, Min. Travel Time = 3.3 min
 Avg. Velocity = 2.18 fps, Avg. Travel Time = 4.6 min

Peak Storage = 63 cf @ 14.59 hs
 Average Depth at Peak Storage = 0.23'
 Bank-Full Depth = 1.00' Flow Area = 2.0 sf, Capacity = 16.28 cfs

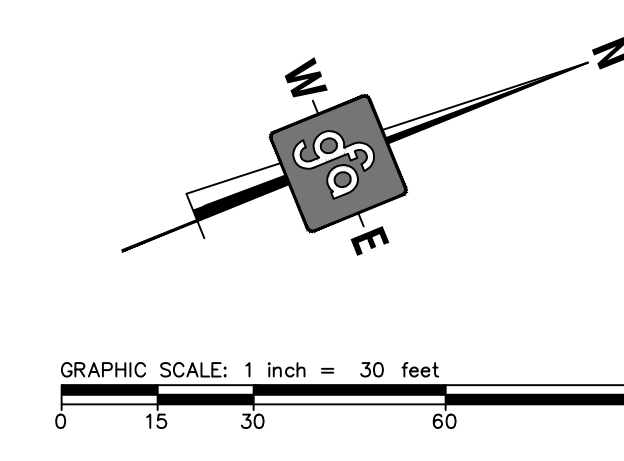
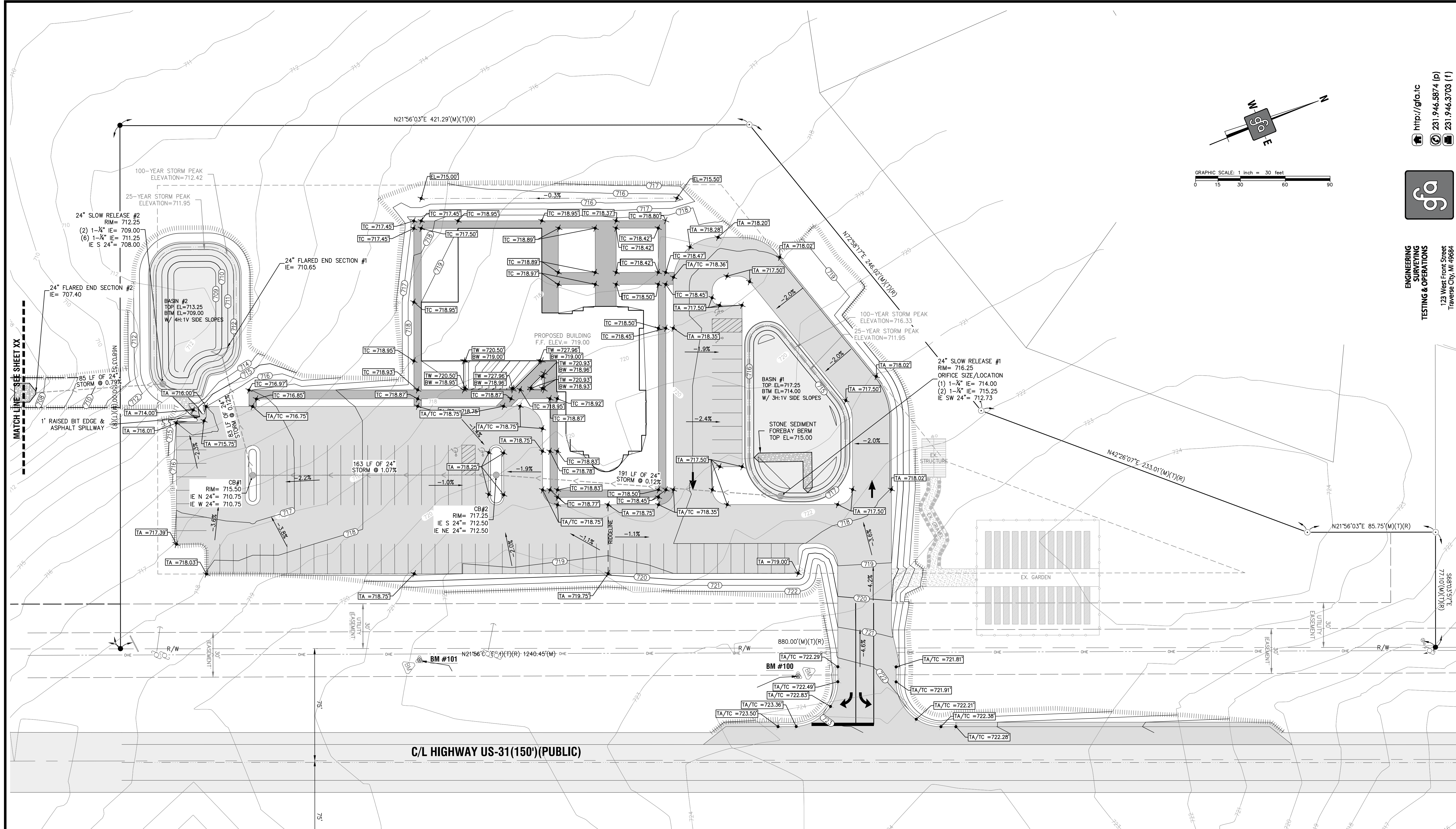
0.00' x 1.00' deep channel, n = 0.022 Earth, clean & straight
 Side Slope Z=1.5:1 Top Width = 4.00'
 Length = 568.0' Slope = 0.0425%
 Inlet Invert = 707.40', Outlet Invert = 682.00'

General Notes

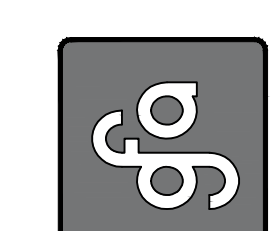
1. STORM WATER BASINS DESIGNED AS DETENTION BASINS WITH SLOW RELEASE STRUCTURES PER ACME TOWNSHIP STORM WATER ORDINANCE.
2. BASIN #1 IS PROPOSED TO SLOW RELEASE INTO STORM SEWER THAT OUTLETS INTO BASIN #2. BASIN #2 IS PROPOSED TO OUTLET INTO A PROPOSED DRAINAGE SWALE WHICH OUTLETS TO THE DOCK ROAD RIGHT-OF-WAY AS SHOWN. OWNER IS IN PROCESS OF OBTAINING DRAINAGE EASEMENT AND PROPER DOCUMENTATION OF EASEMENT TO BE PROVIDED BY OWNER.
3. STORM WATER INFORMATION IS A SUMMARY OF STORM WATER CALCULATIONS COMPLETED USING HYDROCAD. DETAILED HYDROCAD OUTPUT OF ELECTRONIC FILE AVAILABLE UPON REQUEST.

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PROPOSED DRAINAGE PLAN & STORM WATER CALCULATION SUMMARY
 DRAWN 06-07-17
 REVISIONS A 06-14-17
 JOB NO. 201525
C3.2

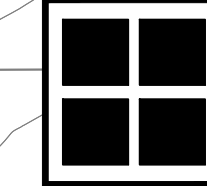


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**PROPOSED SITE
 GRADING**

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 REVISIONS
 A 06-14-17

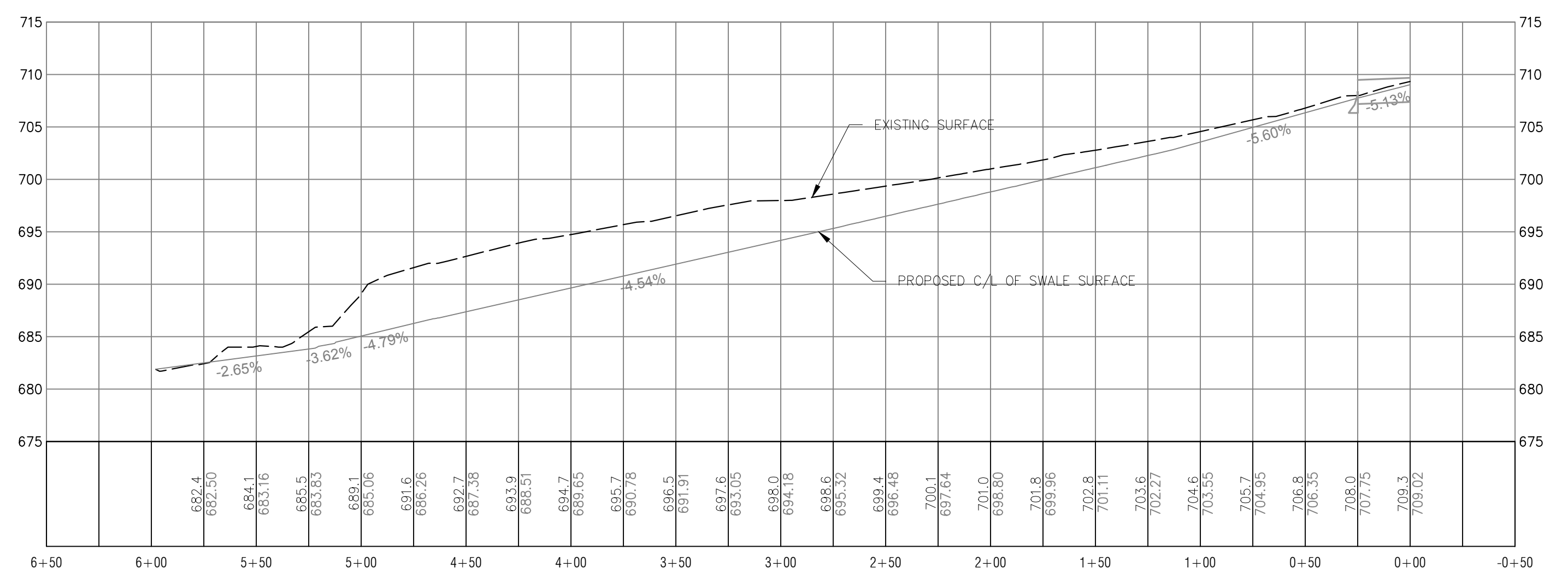
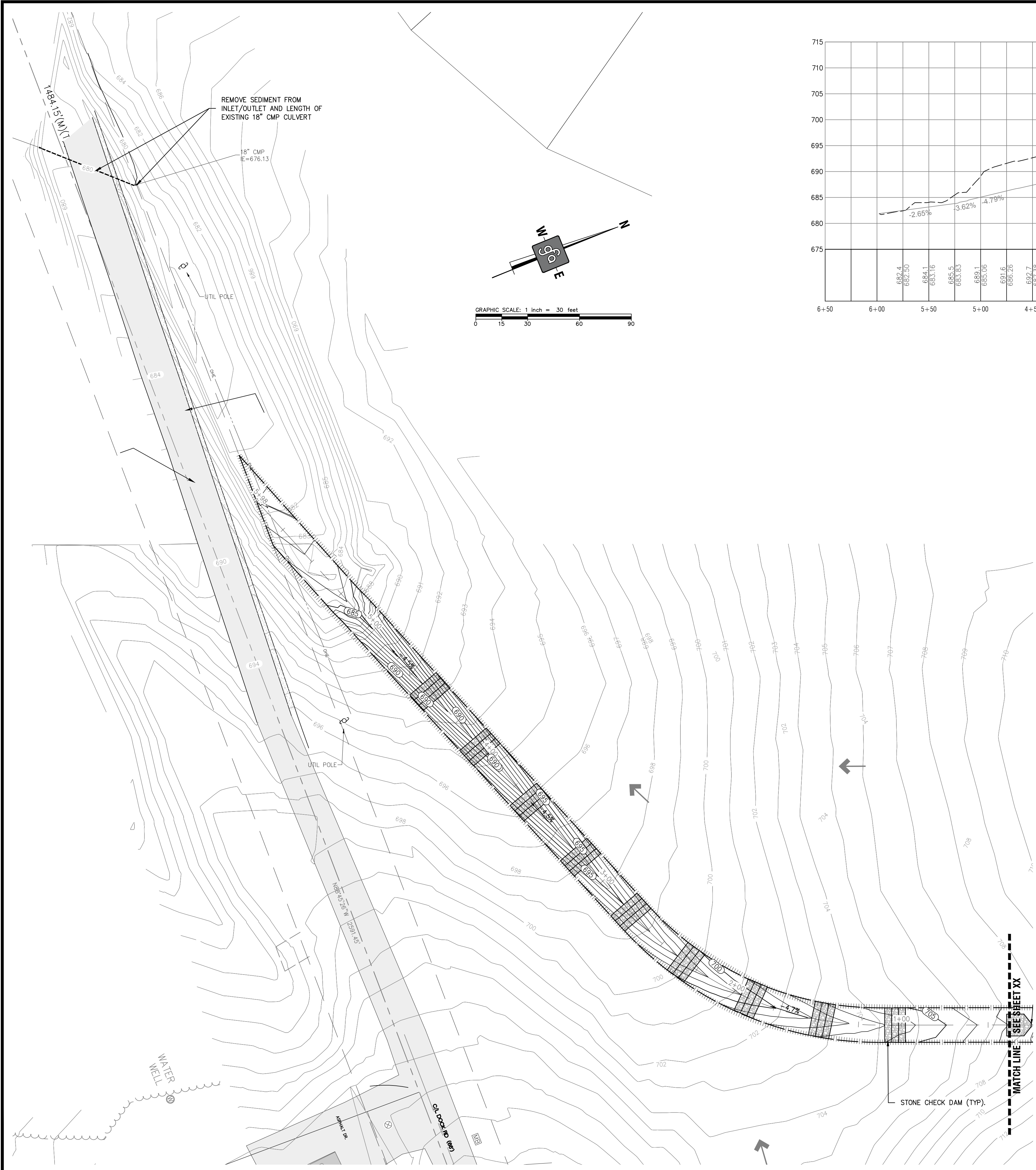
JOB NO.
 201525

C3.3



Legend			
	EXISTING CONTOURS		PROPOSED DRAINAGE FLOW
	PROPOSED CONTOURS		PROPOSED CATCH BASIN
	PROPOSED GRADING LIMITS		PROPOSED MANHOLE
	PROPOSED SPOT ELEVATION		EXISTING DIRECTION OF FLOW
	TW = TOP OF WALL		25/100-YEAR STORM PK. ELEV.
	BW = BOTTOM OF WALL		
	TC = TOP OF CONCRETE		
	TA = TOP OF ASPHALT		

REV A: PRELIMINARY MEETING WITH ACME TOWNSHIP



Outlet Swale Profile
Scale: 1"=50'H:1"=10'V

Legend

- 665 EXISTING CONTOURS
- 665 PROPOSED CONTOURS
- WATERSHED BOUNDARY
- 660.5 PROPOSED SPOT ELEVATION
- TW = TOP OF WALL
- BW = BOTTOM OF WALL
- TC = TOP OF CONCRETE
- TA = TOP OF ASPHALT
- PROPOSED DRAINAGE FLOW
- PROPOSED CATCH BASIN
- PROPOSED MANHOLE
- EXISTING DIRECTION OF FLOW

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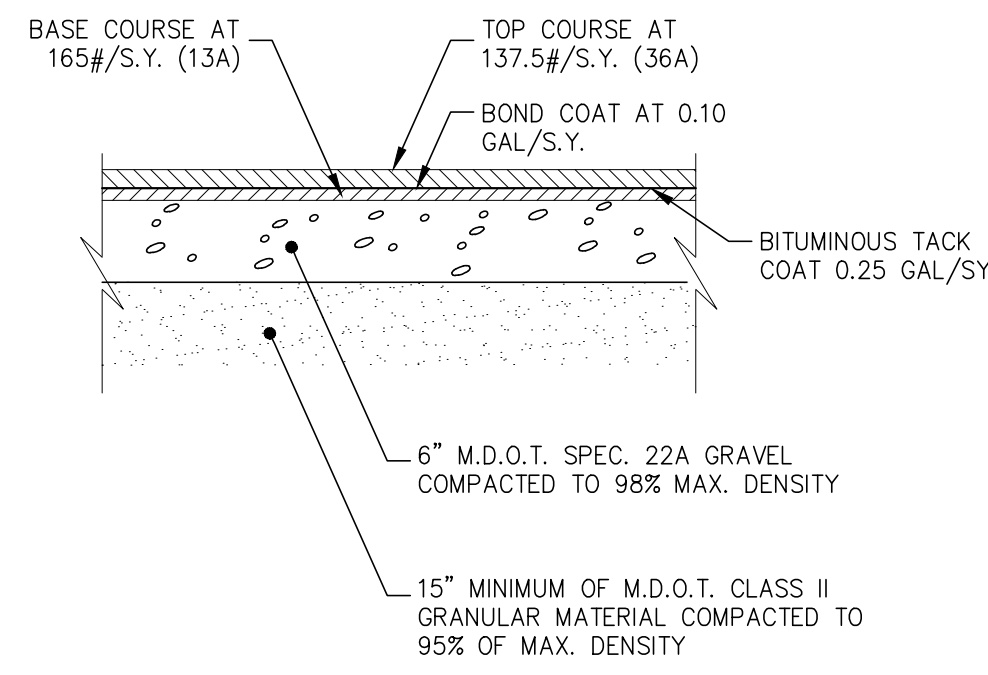
PROPOSED GRADING
 OUTLET SWALE &
 PROFILE

DRAWN 06-07-17
 REVISIONS A 06-14-17

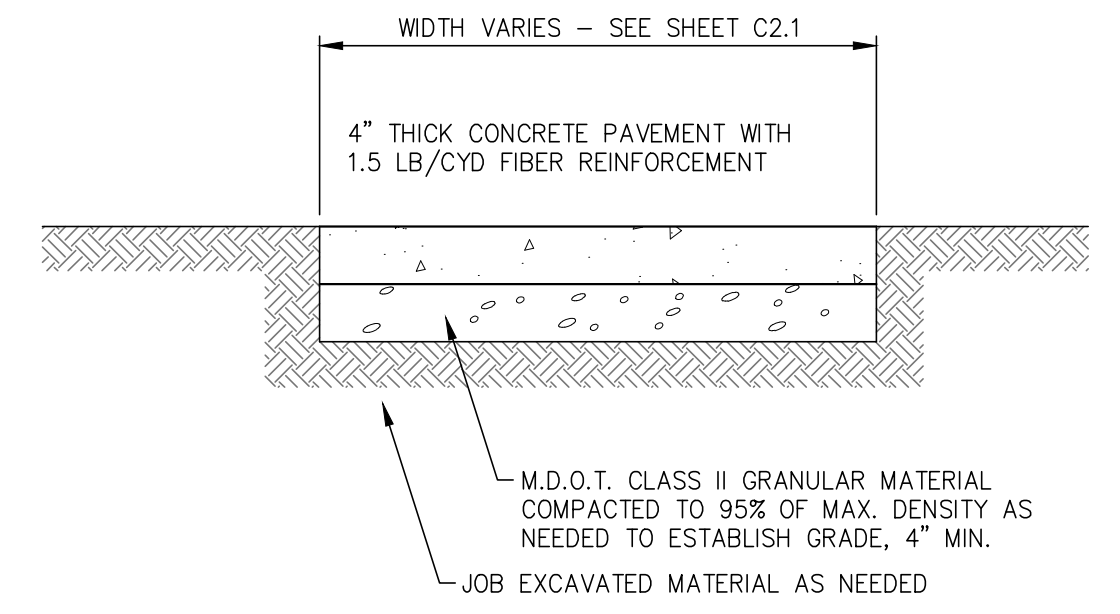
JOB NO. 201525

C3.4

REV A: PRELIMINARY MEETING WITH ACME TOWNSHIP

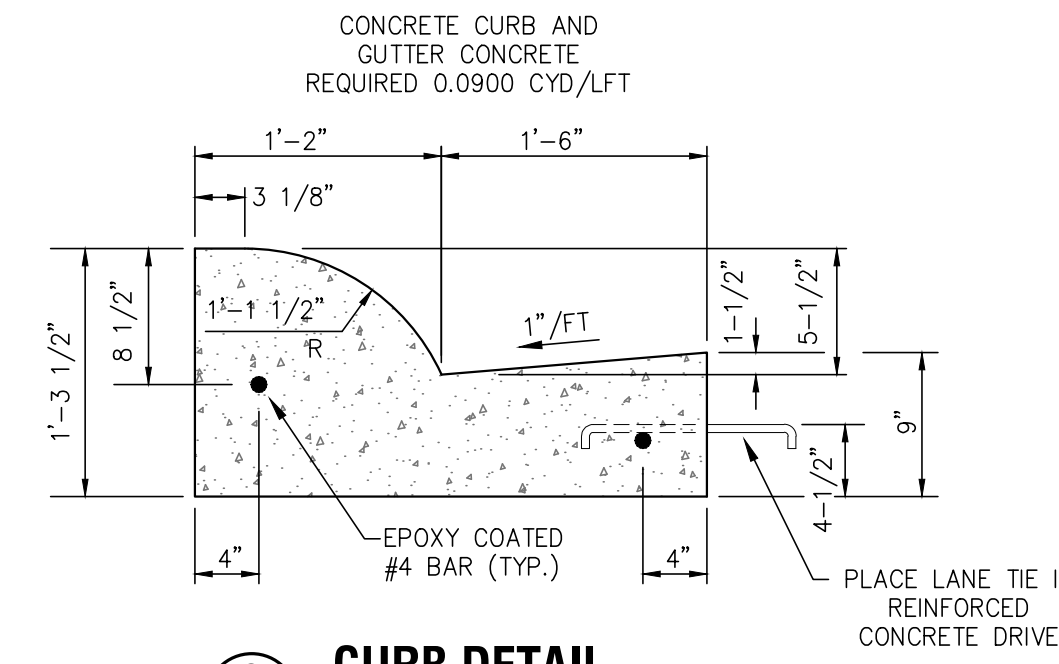


1 PAVING DETAIL
C4.1 NO SCALE

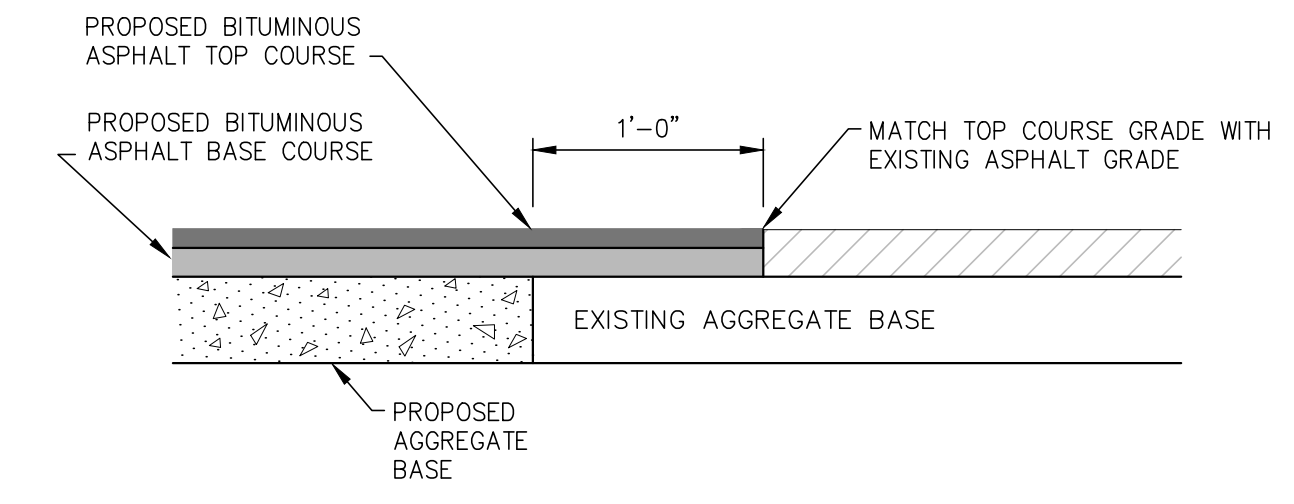


NOTE: SAWCUT OR TOOL WALK IN SQUARE PATTERN. PROVIDE EXPANSION JOINTS AT ALL SPRING POINTS AND PERMANENT STRUCTURES WITH MAX. SPACING OF FOUR TIMES WALK WIDTH.

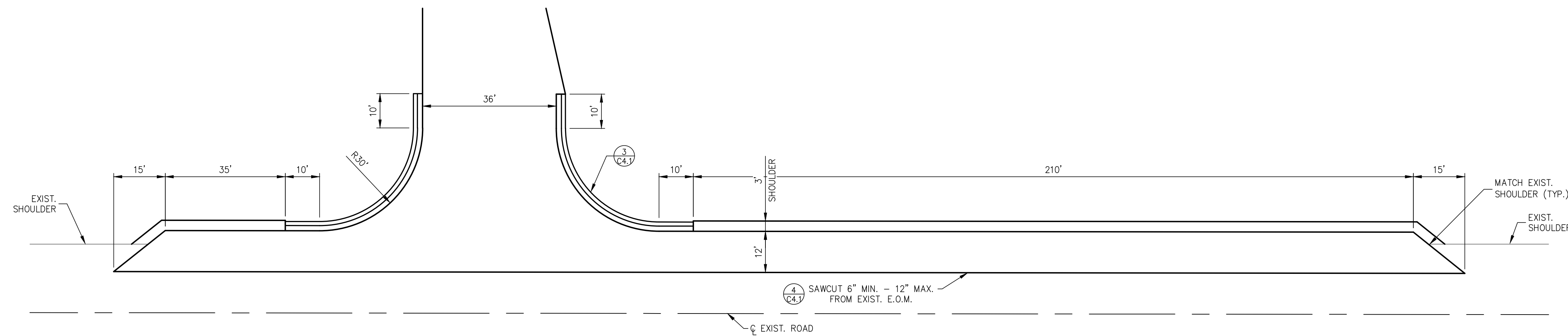
2 CONCRETE WALK DETAIL
C4.1 NO SCALE



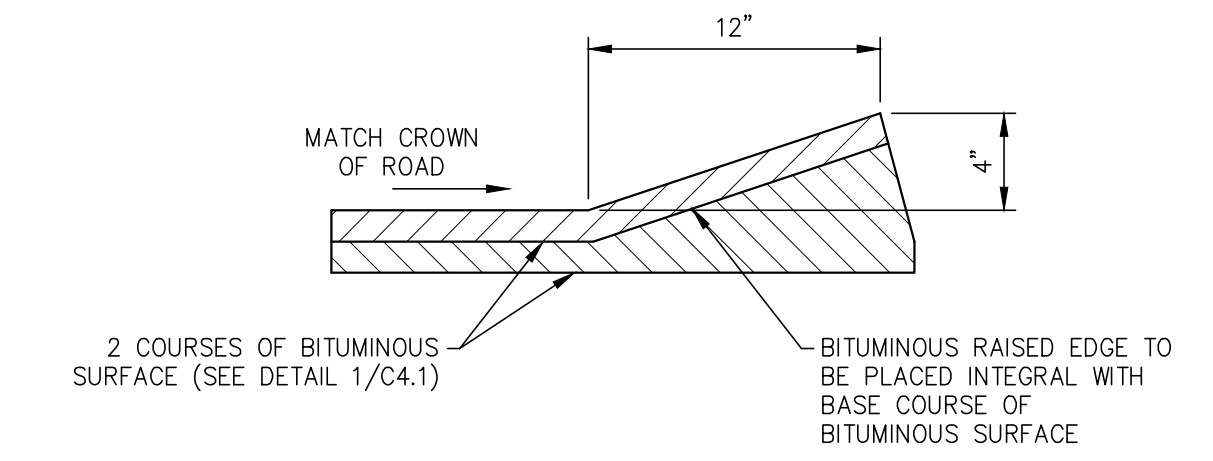
3 CURB DETAIL
C4.1 (M.D.O.T. TYPE B2) NO SCALE



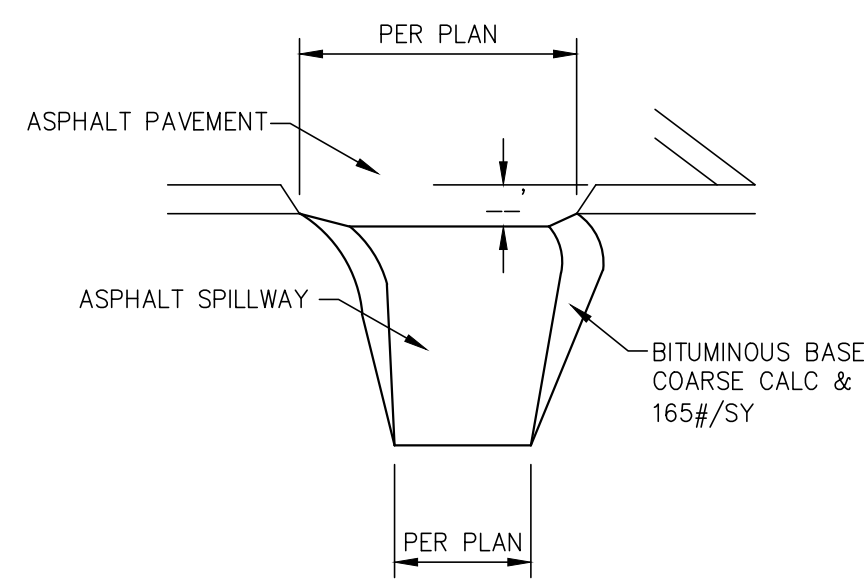
4 BUTT JOINT DETAIL
C4.1 NO SCALE



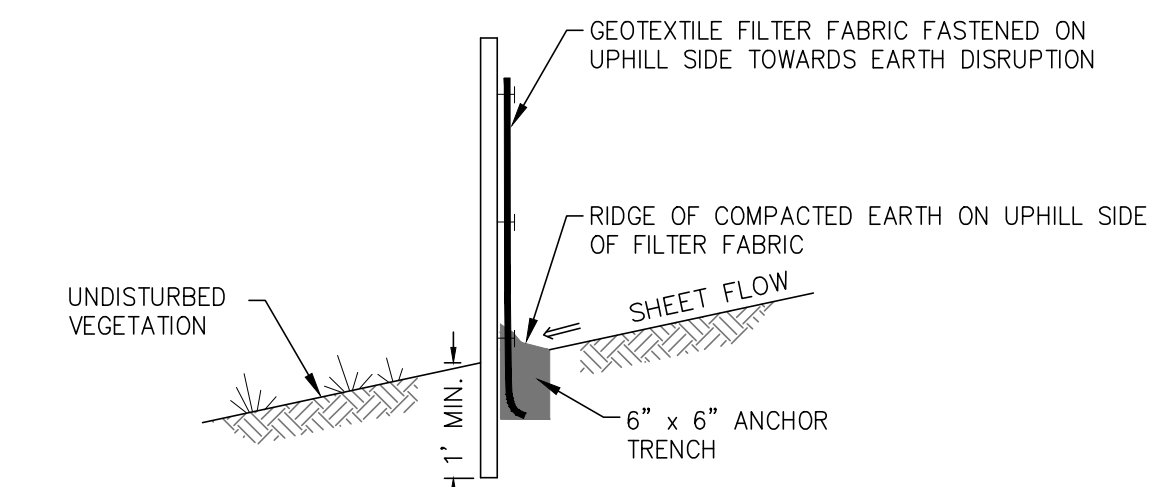
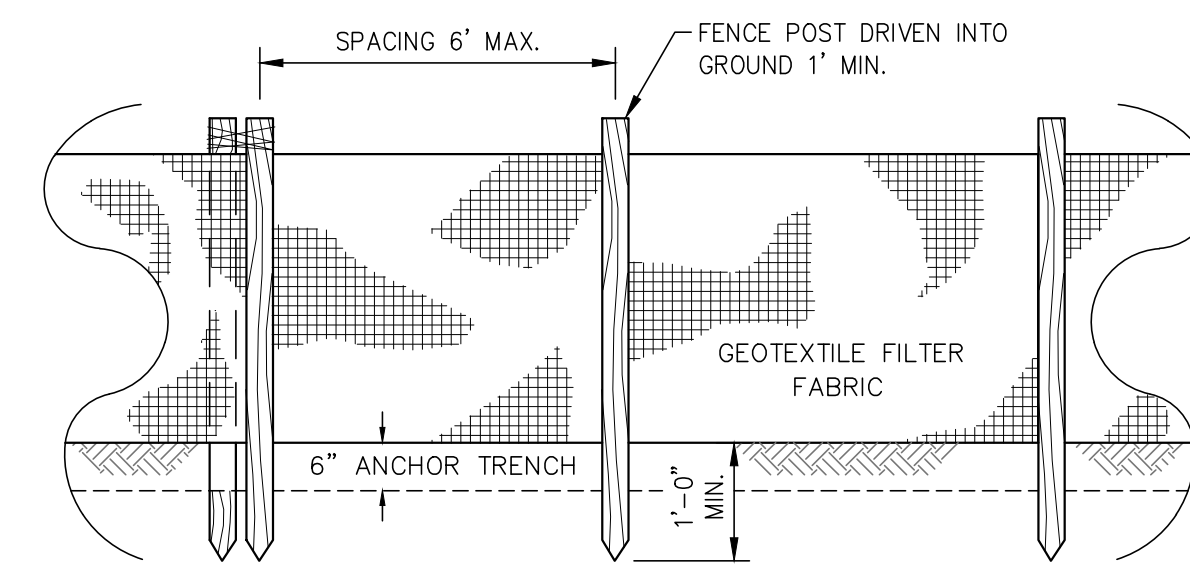
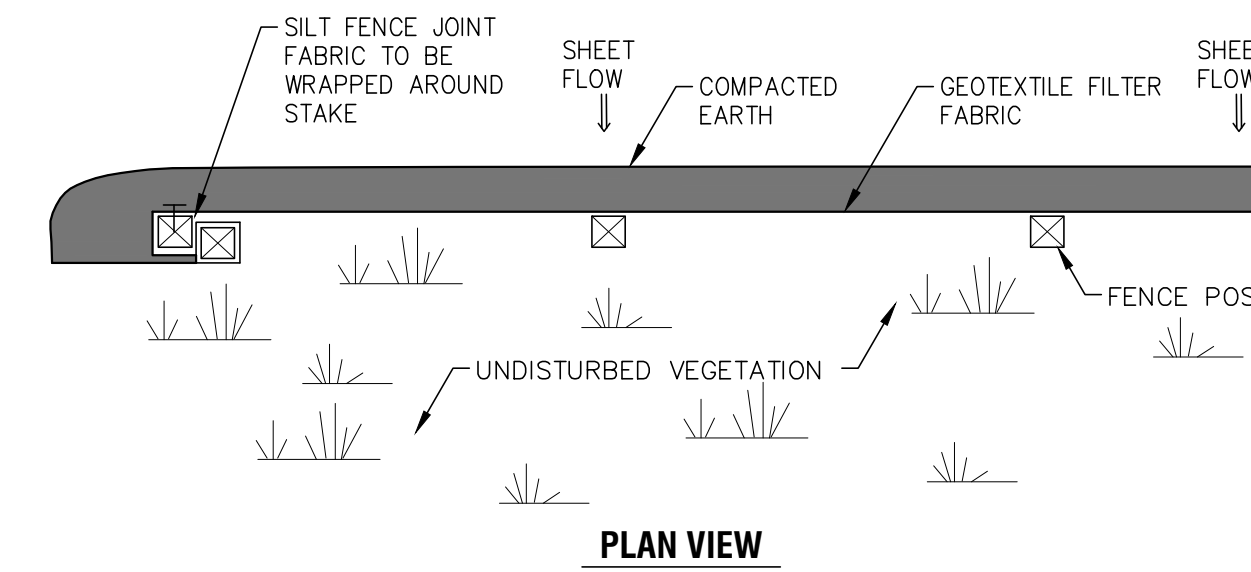
5 COMMERCIAL DRIVEWAY DETAIL
C4.1 NO SCALE



6 BITUMINOUS RAISED EDGE DETAIL
C4.1 NO SCALE

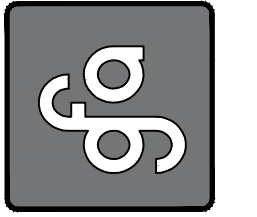


7 ASPHALT SPILLWAY DETAIL
C4.1 NO SCALE



8 SILT FENCE DETAILS
C4.1 NO SCALE

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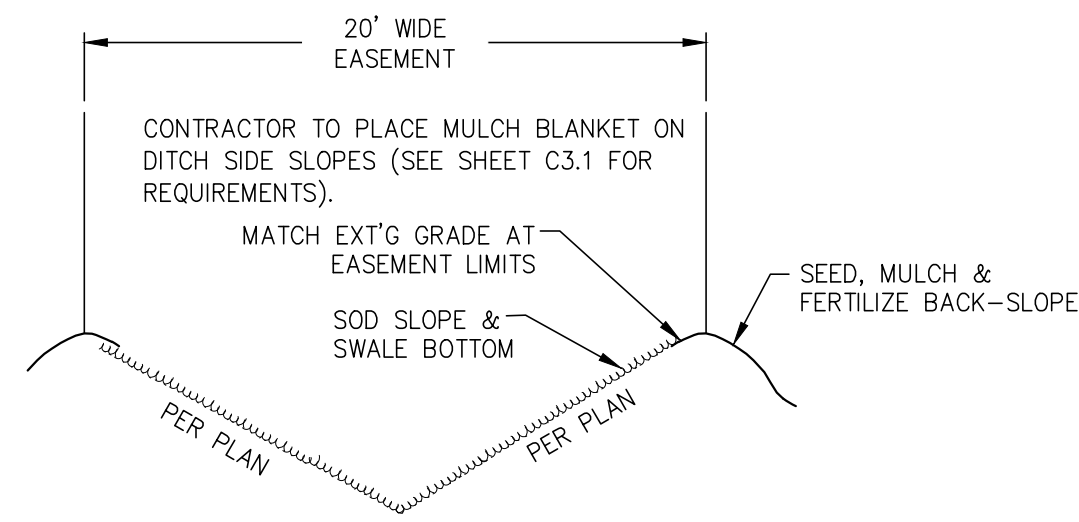


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Tel: 231-946-7711 Fax: 231-946-7712

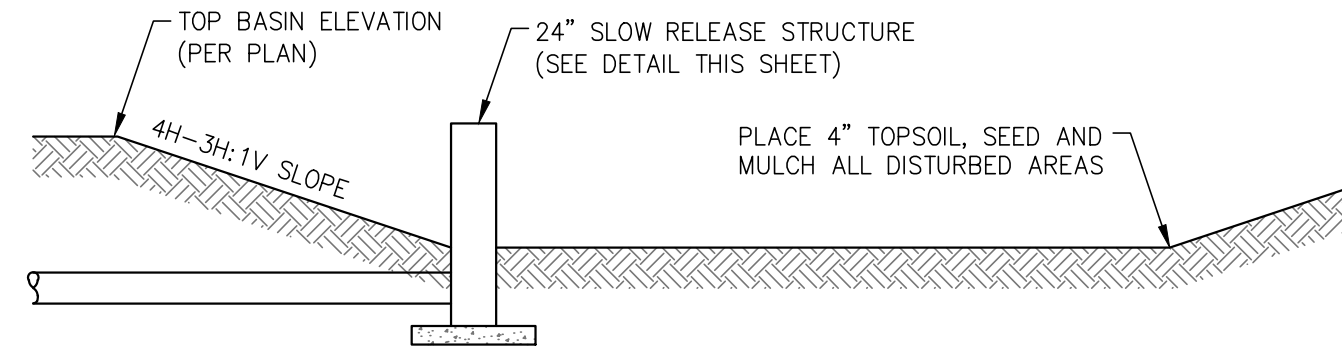
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CONSTRUCTION DETAILS

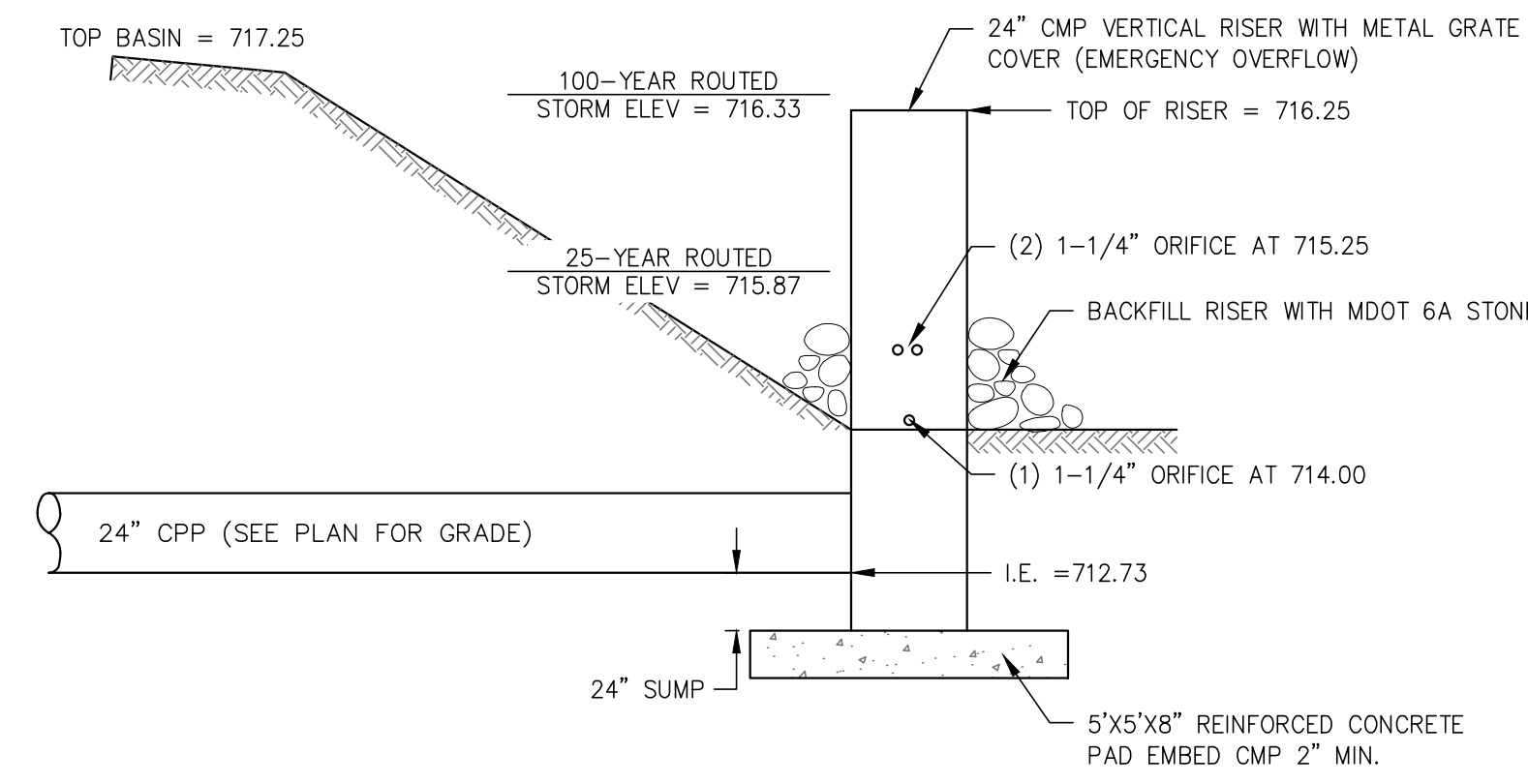
DRAWN	06-07-17
REVISIONS	
A	06-14-17
JOB NO.	201525
C4.1	



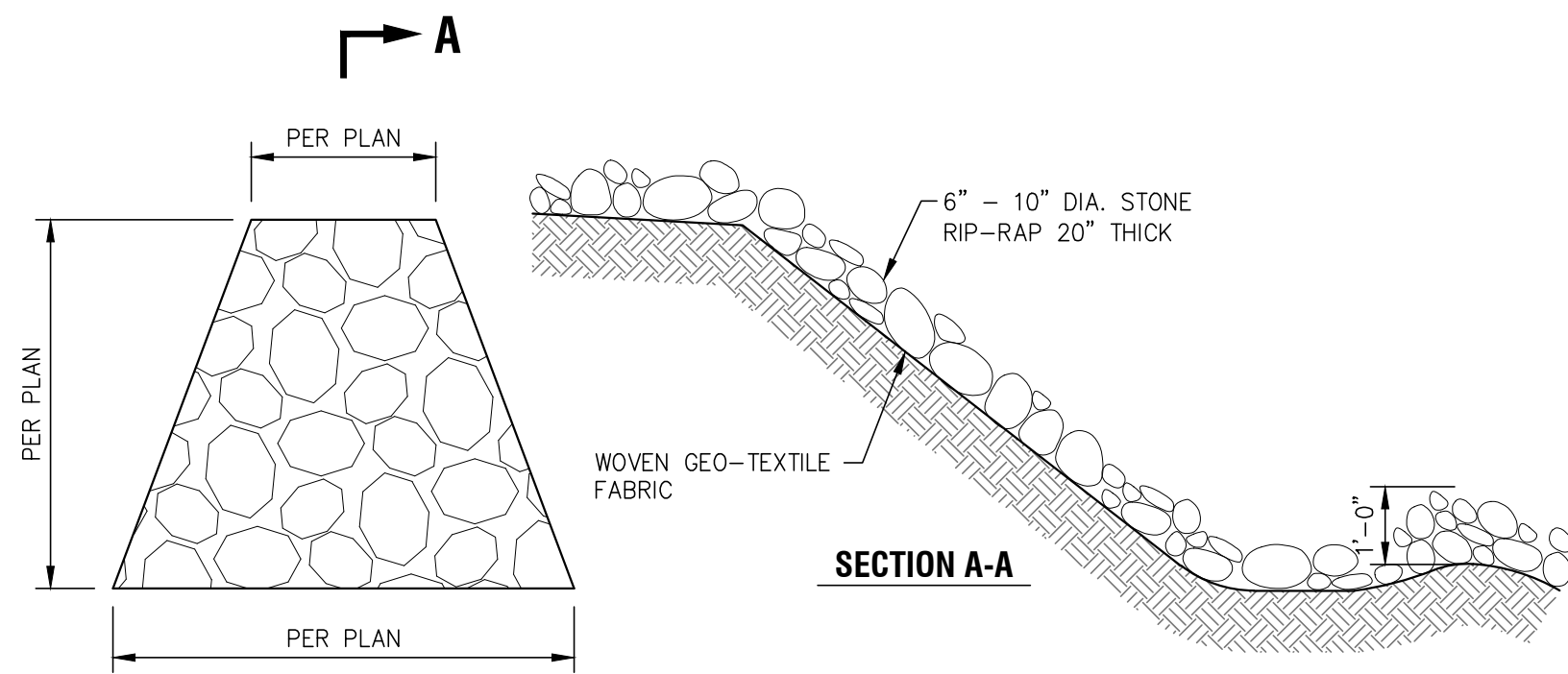
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C4.2 **DRAINAGE SWALE DETAIL**
NO SCALE



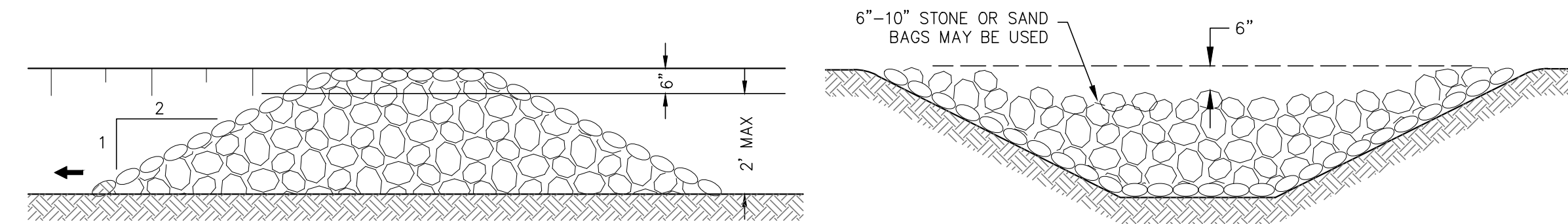
2
C4.2 **DETENTION BASIN DETAIL**
NO SCALE



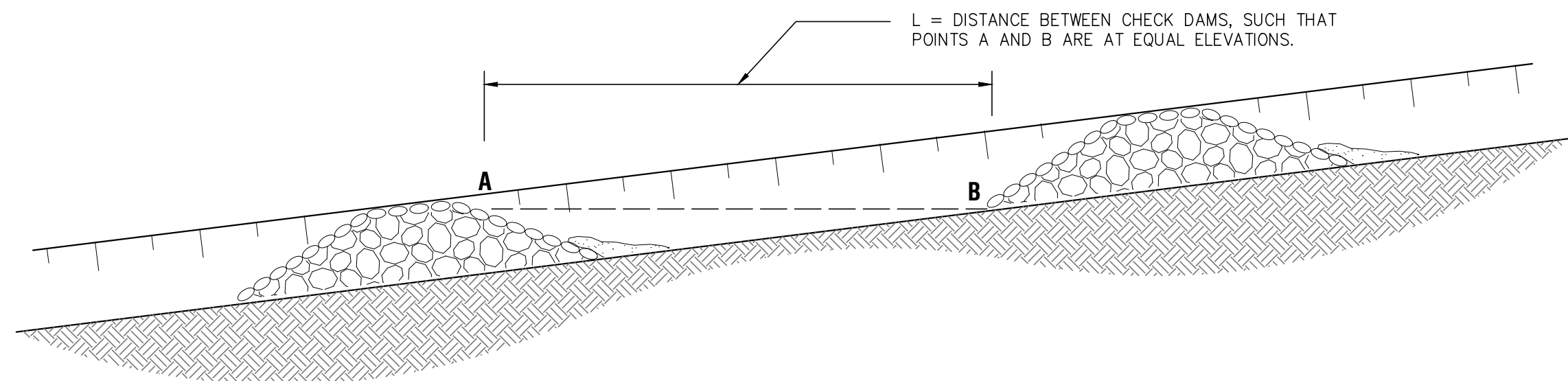
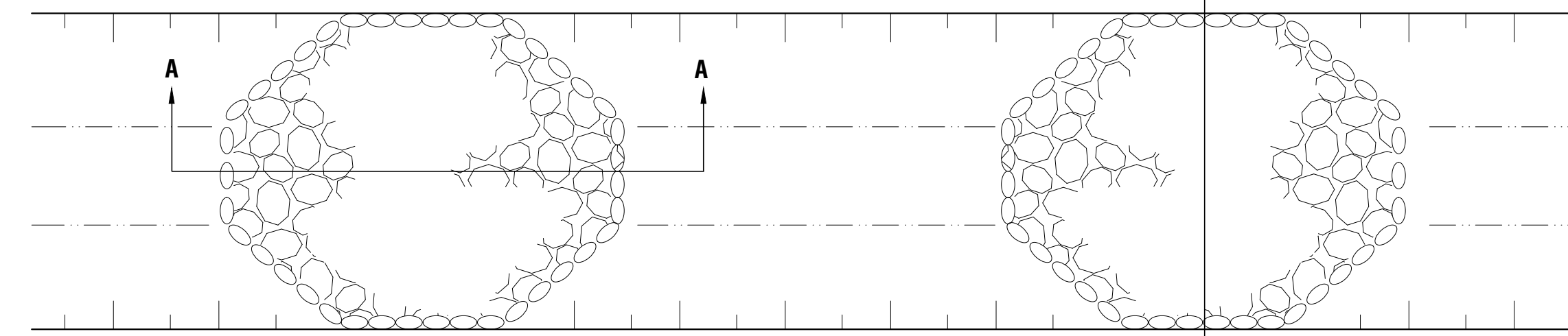
3
C4.2 **BASIN #1 SLOW RELEASE RISER DETAIL**
NO SCALE



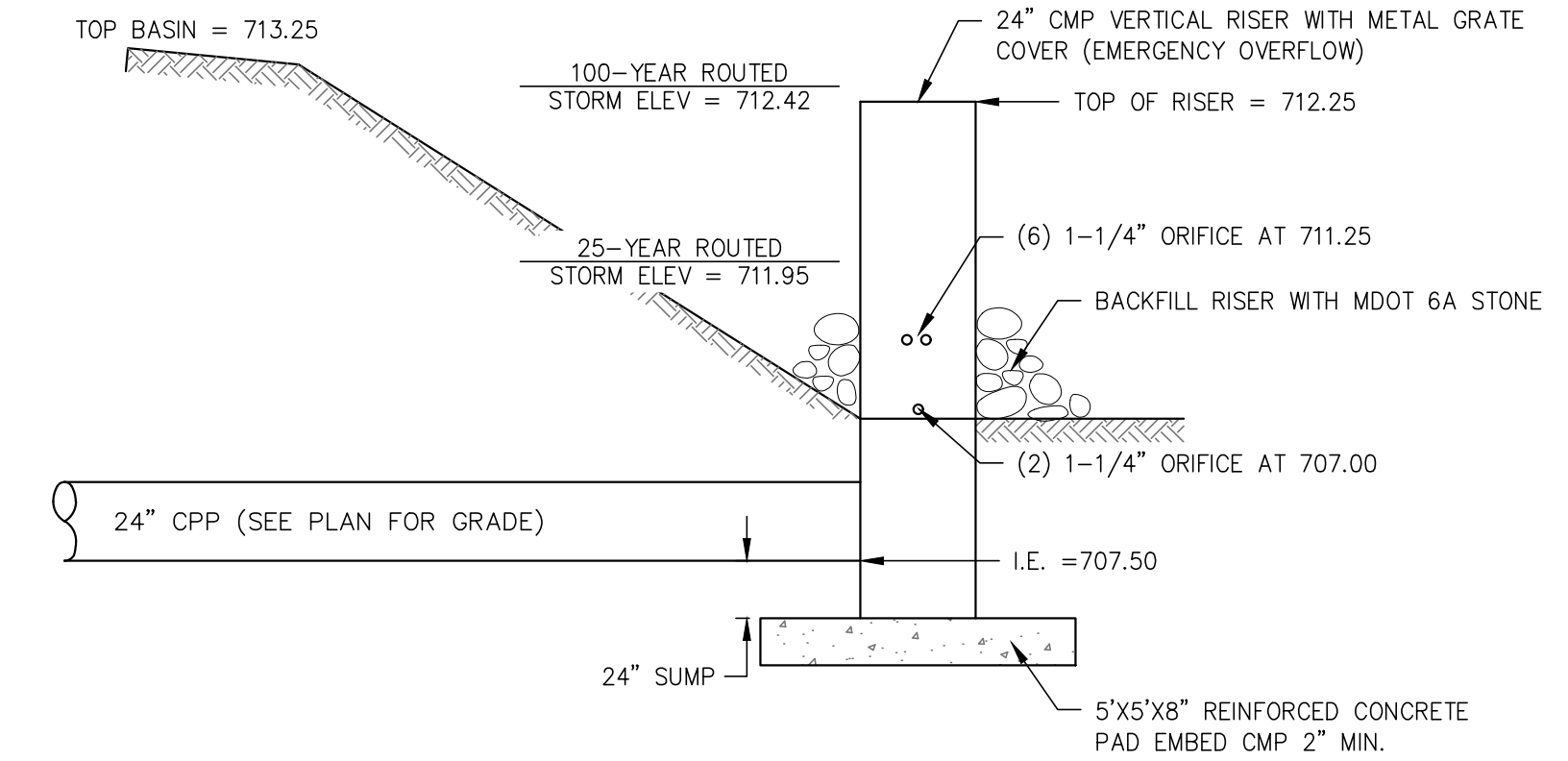
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C4.2 **STONE RIP-RAP APRON**
NO SCALE



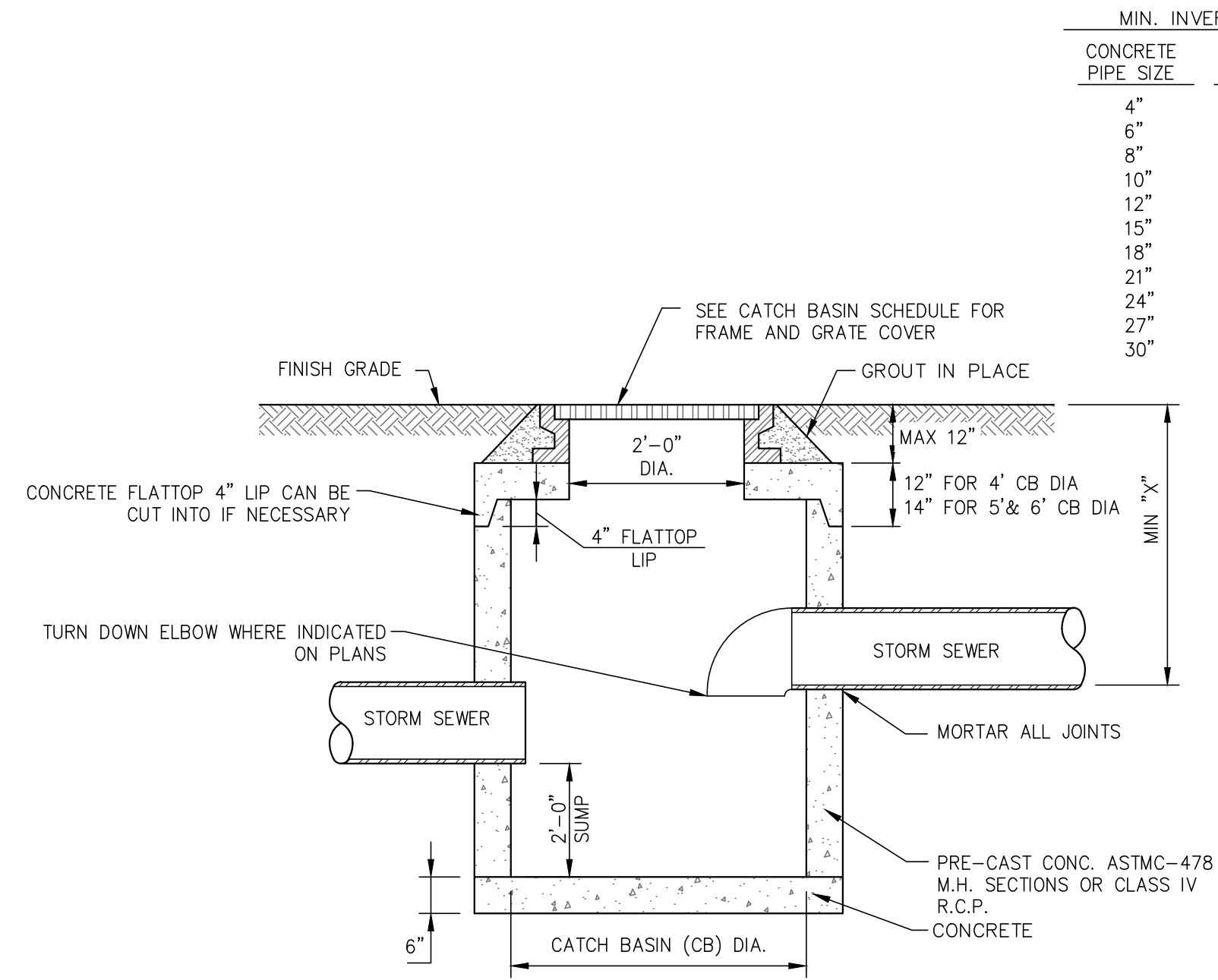
NOTE: CHECK DAMS GREATER THAN TWO FEET IN DEPTH MAY SERIOUSLY IMPACT THE FLOW CHARACTERISTICS OF THE DITCH.



7
C4.2 **CHECK DAM CROSS SECTION**
NO SCALE



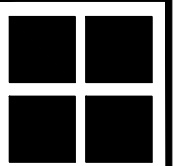
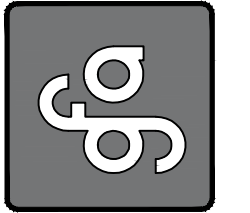
5
C4.2 **BASIN #2 SLOW RELEASE RISER DETAIL**
NO SCALE



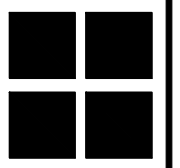
6
C4.2 **4', 5', & 6' DIA. CATCH BASIN DETAIL**
NO SCALE

CONCRETE PIPE SIZE	"X"-MIN DEPTH TO INVERT ELEV.
4"	2.68'
6"	2.83'
8"	3.08'
10"	3.25'
12"	3.42'
15"	3.75'
18"	4.00'
21"	4.25'
24"	4.50'
27"	5.00'
30"	5.25'

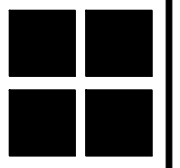
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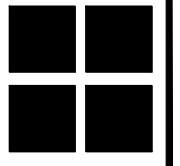


CONSTRUCTION DETAILS

DRAWN 06-07-17
REVISIONS
A 06-14-17

JOB NO. 201525

C4.2



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

1 **Section 1.5: Definitions**

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

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

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

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

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

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

- 19 1. A summary of the following Acme Township Ordinances and all applicable penalties:
- 20 a. Consumer Fireworks Ordinance [2016-01]
- 21 b. Fire Prevention Ordinance [2015-01]
- 22 c. Refuse Collection Ordinance [2011-01]
- 23 d. Junk Ordinance [2005-04]
- 24 e. Noise Ordinance [2005-03]
- 25 f. Trespass Ordinance [87-2]
- 26 2. A reminder that the short-term rental may be operating in a residential neighborhood and
 27 that the neighbors may not be vacationing.
- 28 3. A reminder that the short-term rental may be operating in an agricultural district and that
 29 necessary agricultural activities may take place that are protected under the Michigan Right
 30 to Farm Act (Public Act 93 of the Public Acts of 1981)
- 31 4. A statement informing the occupant(s) that neighboring property owners may contact the
 32 local agent, sheriff's department, Township, or Township designee to report any issues
 33 relating to the property.

34 **Local Agent:** An individual designated to oversee the short-term rental of a dwelling unit in
 35 accordance with this Ordinance. The local agent shall respond to calls from renters, concerned
 36 citizens, and representatives of the Township, live or maintain a place of business within thirty (30)
 37 miles of the dwelling unit, be available twenty-four (24) hours a day while the short-term rental
 38 property is occupied, and respond within sixty (60) minutes to any issues that may arise. A property
 39 owner who meets these criteria may be the local agent.

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

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

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

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

12 **Special Event:**

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

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

17
18 **Section 1.6: Severability**

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

22
23
24 **ARTICLE 3: GENERAL STANDARDS**

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

26
27 **Section 2.1: Permit Required**

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

- 29 a. Be valid for one calendar year,
- 30 b. Be required for each short-term rental unit,
- 31 c. Be issued prior to advertising a short-term rental,
- 32 d. Not transfer with the sale of the property, or be transferred from one property to another.
- 33 e. Be displayed on the front door, or in a prominent location on the façade or nearby window not
34 more than five (5) feet from the front door, measured from the edge of the door frame,
- 35 f. Display the maximum number of occupants allowed,
- 36 g. Display the contact information for the local agent and Township, or Township designee.

1 **Section 2.2: Exceptions and Exemptions**

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

- 4 **a. *Family occupancy.*** Any member of a family (and that family member’s guests) may occupy a
5 dwelling as long as any other member of that family is the owner of the dwelling or dwelling unit.
6 Family occupancy also exempts guest houses or similarly separate dwelling units located on the
7 same premises as the owner's domicile, when occupied by family guests, exchange students,
8 visiting clergy, medical caregivers, and child care givers, without compensation to the owner.
- 9 **b. *House-sitting.*** During the temporary absence of the owner and owner's family the owner may
10 permit non-owner occupancy of the premises, without compensation to the owner, without a
11 short-term rental permit.
- 12 **c. *Dwelling sales.*** Occupancy by a prior owner after the sale of a dwelling under a rental agreement.
- 13 **d. *Estate representative.*** Occupancy by a personal representative, trustee, or guardian of the estate
14 and his family, with or without compensation.
- 15 **e. *Limited Duration*** – Any dwelling unit that is rented on a short-term basis for fourteen (14) or less
16 days per calendar year.

17

18 **Section 2.2: Local Agent**

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

22

23 **Section 2.3: Good Visitor Guidelines:**

24 A copy of the Good Visitor Guidelines established by the Township shall be provided to all occupants for
25 review and remain on premises.

26

27 **Section 2.4: Refuse and Recyclables**

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

- 30 **a.** All refuse and recyclables shall be stored in a container with a tight-fitting lid approved by the
31 waste hauler.
- 32 **b.** Refuse and recyclable containers shall be placed in front of the premise for pick up only on the
33 day designated by the waste hauler.

34

35 **Section 2.5: Pets**

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

1 **Section 2.6: Wastewater**

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

5
6 **Section 2.7: Parking**

7 All parking by the occupants and guests of a short-term rental shall only park in designated parking spaces
8 as defined by this Ordinance.

9
10 **Section 2.8: Fireworks**

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

15
16 **Section 2.9: Noise**

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

23
24 **Section 2.10: Signage**

25 Signage advertising the existence of a short-term rental is prohibited.

26
27 **Section 2.11: Events**

28 Special events are not permitted.

29
30 **Section 2.12: Recreational Vehicles**

31 Recreational vehicles shall not be used on the property by occupants or the property owner while a short-
32 term rental is being occupied.

33
34 **ARTICLE 3: TOURIST HOME STANDARDS**

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

1 **Section 3.1: Maximum Occupancy**

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

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

5 The property owner shall inform the Township of any renovations or additions to the tourist home that
6 will result in an increase in the maximum occupancy.

7
8 **Section 3.2: Owner Occupancy**

9 The owner of the tourist home shall have their legal residence established at the location of the operation,
10 and be living in the dwelling unit and present overnight at the time occupants are staying on the property.

11
12 **Section 3.3: Application**

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

30
31
32 **ARTICLE 4: VACATION HOME STANDARDS**

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

35
36 **Section 4.1: Maximum Occupancy**

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

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

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

6

7 **Section 4.2: Application**

- 8 a. *Responsibility* – It shall be the responsibility of the owner of a vacation home to register the
 9 operation and obtain a permit from the Township.
- 10 b. *Application* – The owner shall truthfully provide and certify as true the following on a form
 11 prepared and supplied by the Township:
- 12 1. Name, address, telephone number, and email of the owner of the tourist home.
 13 2. Name, address, telephone number, and email of the designated local agent.
 14 3. The number of bedrooms in the tourist home intended to be used by occupants.
 15 4. A description of the property that states the number of acres.
 16 5. A sketch of designated parking spaces.
 17 6. An affidavit signed by the owner acknowledging the provisions of this Ordinance, and all
 18 applicable local and state laws.
- 19 c. *Fee* – An application for a vacation home permit under this Ordinance shall be accompanied by a
 20 fee in the amount established by resolution of the Acme Township Board. There shall be no
 21 proration of fees. Fees are non-refundable once a permit has been issued by the Township Zoning
 22 Administrator.
- 23 d. *Number of Permits* – The number of vacation rental permits issued annually by the Township
 24 through application shall not exceed one hundred fifty (150). Permittees that have a valid permit
 25 and are in good standing with the Township shall have first priority in receiving a permit for the
 26 following calendar year. The remaining balance of permits may be issued to applicants who have
 27 submitted a complete application. If the number of applications, including renewal applications,
 28 exceeds one hundred fifty (150), then the Township will conduct a lottery to determine which of
 29 the new applicants shall receive a permit.
- 30 e. *Renewal* – All vacation home permits shall expire on December 31st of the calendar year they are
 31 issued. The owner of a permitted vacation home may reapply for the next calendar year at any
 32 point between October 1st and October 31st. All renewal permits shall be issued by November 15th.
 33 The number of permittees that have not submitted an application for renewal by October 31st
 34 shall have their permit added to the balance of permits available to new applicants and may apply
 35 as a new applicant.
- 36 f. *New Applicants* – All persons seeking a permit for new vacation home operation may apply for
 37 the next calendar year at any point between November 1st and November 30th. All new permits
 38 shall be issued by December 15th. The number of new permits issued will be based on the total
 39 number allowed in the Township and the number of renewal permits that have been issued.

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ARTICLE 5: VIOLATIONS AND PENALTIES

Section 5.1: Violations

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

Section 5.2: Penalties

- a. *Penalties* – the following penalties shall apply for violating this Ordinance:
 - 1. *Short-Term Rental Without a Permit*
 - i. *First Violation* – The first violation in a calendar year shall result in a Notice of Violation delivered to the property owner through certified mail.
 - ii. *Second Violation* – The second violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$750.
 - iii. *Third Violation* – The third violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$1,500.
 - iv. *Fourth Violation* – The fourth violation in the same calendar year shall result in municipal civil infraction subject to a fine of \$5,000 and/or 90 days in jail.
 - 2. *Exceeding Maximum Occupancy*
 - i. *First Violation* – The first violation in a calendar year shall result in a Notice of Violation delivered to the property owner through certified mail.
 - ii. *Second Violation* – The second violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$500.
 - iii. *Third Violation* – The third violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$1,000.
 - 3. *All Other Violations*
 - i. *First Violation* – The first violation in a calendar year shall result in a Notice of Violation delivered to the property owner through certified mail.
 - ii. *Second Violation* – The second violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$500.
 - iii. *Third Violation* – The third violation in the same calendar year shall result in a municipal civil infraction subject to a fine of \$1,000.

- 1 **b. Revocation** – The Township may revoke a short-term rental permit for any dwelling unit for the
2 reasons below and through the subsequent procedure:
- 3 **1. Requirements for Revocation** – A short-term rental permit may be revoked if at least three
4 (3) separate violation incidents, occurring of three (3) separate days, within a calendar
5 year.
- 6 **2. Revocation Procedure** – Upon a determination by the Zoning Administrator that the short-
7 term rental permit of a dwelling is subject to revocation, the following procedure shall be
8 in effect:
- 9 i. The Zoning Administrator shall issue a notice to the property owner and local
10 agent, in writing through certified mail, that the Township intends to revoke the
11 short-term rental permit.
- 12 ii. The property owner or local agent may request a hearing before the Township
13 Board to show cause as to why the short-term rental permit should not be
14 revoked within fourteen (14) days of service of the notice.
- 15 iii. If a hearing is timely requested, then the Zoning Administrator shall inform the
16 property owner and/or local agent, and Township Board of the time and place of
17 the hearing.
- 18 iv. The property owner and/or local agent may present evidence at the hearing that
19 the violations of this Ordinance were due to extenuating circumstances. If the
20 Township Board finds the violations to be due to extenuating circumstances, then
21 they may elect to waive the revocation. Otherwise, the revocation of the short-
22 term rental permit shall become effective.
- 23 **3. Duration** – Upon revocation of a short-term rental permit, a property owner may not
24 reapply for a new short-term rental permit for the dwelling at that address, or any
25 additional dwellings in Acme Township, for a period of twelve (12) months. **ADDRESS THIS**
26 **SECTION WITH JEFF.**
- 27 **4. Subsequent Revocations** – Any property owner who has had a short-term rental permit
28 revoked twice for the same short-term rental within five (5) years shall be permanently
29 prohibited operating a short-term rental at that location. Furthermore, the property
30 owner shall be prohibited from applying for any additional, new short-term rentals in the
31 Township. If the property owner has other short-term rentals permitted in good standing
32 in the Township at the time of the prohibition, then the property owner shall be allowed
33 to reapply for a permit for those existing short-term rentals.