



**APPROVED**

**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, October 3, 2017, 7:00 p.m.**

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

**Members present:** J. Aukerman, C. Dye, A. Jenema, D. Nelson, P. Scott, D. White, J. Zollinger.

**Members excused:** none

**Staff present:** S. Winter, Planning & Zoning Administrator, J. Jocks, Legal Counsel, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

Susan Helton, 10513 Kay Ray Rd, stated her concerns with the Residential Fireworks Ordinance. The current wording and times are too lenient. The loud war like noises during the late hours creates a disturbance and is requesting the times to be changed.

Paul Olson, 4171 Wolverine Dr., as an agent for risk management insurance asked to be considered for bids and advice for the township. Literature was distributed to the board.

Closed to Public Comment at 7:11 pm

**B. APPROVAL OF AGENDA:**

Zollinger requested to move Old Business before New Business in the agenda.

**Motion by Dye, seconded by Nelson to move Old Business before New Business. Motion carried unanimously.**

**Motion for Approval of rest of Agenda by White, seconded by Jenema, Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 09/05/17**

**Motion by Nelson, seconded by White to approve Board meeting minutes of 09/05/17. Motion carried unanimously.**

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

**E. REPORTS**

- a. **Clerk – Dye:** Reported the new voting equipment as arrived. Draft of financials for approval will be ready in November.
- b. **Parks:** No report
- c. **Legal Counsel – J. Jocks:** Working on rewrite of Medical Marihuana, short-term rental ordinances, and 41 DEQ ACO.
- d. **Sheriff – Brian Potter:** out on medical leave
- e. **County -Carol Crawford:** Joint meeting with Parks to review empty properties to utilize for parks. Discussions will be taking place on court employee and officer compensations.
- f. **Roads –Jason Gillman:** August access road plan rating is 38%-62%. Suggested to have any road projects submitted immediately to have on the records. Projects are being delayed due to lack of contractors.

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g. **Farmland Update-Laura Regan:** Three applicants have been received for the assessment work. Reviewing the appraisals.

h. **GTMESSA September report: No report**

F. **SPECIAL PRESENTATIONS: None**

G. **CONSENT CALENDAR:**

H. **1. RECEIVE AND FILE:**

a. **Treasurer's Report**

b. **Clerk's Revenue/Expenditure Report and Balance sheet**

c. **North Flight August report**

d. **Cardno report-Grand Traverse Town center Inspection report**

e. **September RecycleSmart Newsletter**

f. **Draft Unapproved meeting minutes**

1. **Planning Commission 09/11/17**

2. **Zoning Board of Appeals 08/30/17**

3. **Parks and Trails 08/18/17**

2. **APPROVAL:**

1. **Accounts Payable Prepaid of \$121,104.05 and Current to be approved of \$7,783.48  
(Recommend approval: Clerk, C. Dye)**

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

1. None

**Motion by Nelson, seconded by White to approve Consent Calendar. Motion carried unanimously.**

J. **CORRESPONDENCE:** Email submitted by Steve and Jean Vandever, 6374 Plum Drive on disapproval of the Marijuana Ordinance.

K. **PUBLIC HEARING: None**

L. **OLD BUSINESS:**

1. **Police Power Ordinance Medical Marihuana**

Zollinger opened the meeting for public comment;

Gordie Lapointe, 6375 Plum Drive, expressed his opinion against this ordinance.

Mike Hedden, 7020 Deepwater Point, supporter and owner of Great Lakes Helping Hands  
Expressed his support of Medical Marihuana.

Al Ruggirello, 7874 Turnberry Cr. Expressed his concerns with operation of Medical Marihuana

Chuck Walters, Bates Rd., against Medical Marihuana in the township.

Jesse Rose, Grand Cru, LLC, expressed his support of Medial Marihuana

Bonne Smith, 7280 Deepwater Point. Supports Medical Marihuana.

Gail Trill, 7174 Deepwater Point, expressed her support of Medical Marihuana in the township

Dale Stevens, 6070 Bates Rd., expressed his concerns with operation of Medical Marihuana

**PUBLIC COMMENTS CLOSED**

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Zollinger stated there has been updates to the draft ordinance since last presented to the Board in August. Acme Township Medical Marihuana Licensing Ordinance Draft, under 10, License Required item #3 a License shall be valid for the calendar year in which it is issued, unless revoked for violation(s) making it null and void. This mirrors State Law also. Winter reviewed amendments and updates to the Draft Police Power Ordinance Medical Marihuana. Discussion followed regarding updates to draft, State Laws described in the ordinance along with Federal Law, including what the Acme Township responsibilities verses the Sheriff, Jeff Jocks, legal counsel answered question and gave explanations. Shawn Winter also gave input on this to the Board. The Board inquired about location of the zoned areas mentioned in the ordinance and how the Township can restrict the number of Licenses allowed in these areas.

**Motion made by Nelson, to accept the Police Power Acme Township Medical Marihuana Ordinance including the revision of the License shall be valid for a calendar year, seconded by White. Roll call motion carried by vote 5 in favor (Aukerman, Dye, Jenema, Nelson and White) opposed by two (Scott and Zollinger)**

**Motion by Nelson to move agenda Item under K. NEW BUSINESS: #6. Zoning Ordinance Amendment 045 – Medical Marihuana Facilities, to L. OLD BUSINESS: #2 for discussion following Police Power Medical Marihuana Ordinance. Seconded by Aukerman. Roll call motion carried by vote 6 in favor (Aukerman, Dye, Jenema, Nelson, Zollinger and White) opposed by one (Scott).**

2. **Zoning Ordinance Amendment 045-Medical Marihuana Facilities:** Winter reviewed amendments revisions to the #045 Zoning Ordinance Medical Marihuana. Board discussed the number of medical marihuana licenses.

**Motion made by Zollinger limiting licenses to (1) Provisional License in Commercial district, (2) Grower License and (2) Processor License in Agricultural district, and in B-4 districts allow (3) License for each of the 5 types of license (Provisional, Grower, Processor Transporter, & Compliance) and (1) License in Commercial district for Provisional. seconded by Nelson. Roll call motion carried by vote 6 in favor (Aukerman, Dye, Jenema, Nelson, Zollinger and White) opposed by one (Scott).**

Jeff Jocks will rewrite Zoning Ordinance Amendment 045 - Medical Marihuana Facilities with wording and changes. Put in 6 A and B page 2, no more than 2 growers may be licensed and no more than 2 licenses issued for operating. B 2 Medical Marihuana processor. By right but no more than 3 licenses may be issued for processing.

**Motion by Nelson to accept Amendment 045 with changes as stated by Jocks, seconded by White. Roll call motion carried by vote 6 in favor (Aukerman, Dye, Jenema, Nelson, Zollinger and White) opposed by one (Scott)**

3. **Short Term Rentals Police Power Ordinance**  
Winter reviewed Short-Term Rental Ordinance (5v) Memorandum and list of items that have been amended in draft.

Meeting opened for public comments on Short Term Rental Police Power Ordinance:

Karen Kane, 9851 Kay Ray Rd., opposes Short Term Rentals in the township

Mike High, 8934 Crockett Road, against Short Term Rentals in the township

Linda Wikle, 7174 Deepwater Pt., against Short Term Rentals in the township

Robert Evina, 6075 Arabian Lane, approves of Short Term Rentals in the township

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Teresa Woods, Owner of Visit Up North Vacation Rentals. She recommends rental properties should have contracts that charge renters fees and policies for breaking rental rules.

Amanda Beck, 7113 Deepwater Point, opposes Short Term Rentals in the township

Bonnie Smith, 7280 Deepwater Point, opposes Short Term Rentals in the township

Ginger Vary, 7113 Deepwater Point. Supports rules and regulations and the five acres minimum should remain in the ordinance.

## **Public Comment Closed**

**Motion by Nelson to table Short Term Rentals to the next board meeting. Seconded by Jenema. Motioned carried unanimously.**

## **M. NEW BUSINESS:**

### **1. Approve Bid Amount for Acme Sewer Project**

Clyde Johnson with Gosling Czubak received two bids for the projected. Sterling Excavation for \$1,088,130.00 was slightly under estimated price. It is recommended by Johnson for the board's approval. The tart trail will need to be shut down with reroutes until completion in May.

**Motioned by Jenema to approve Sterling Excavation for \$1,088,130.00 for the Acme Sewer project, seconded by White. Roll call motioned carried unanimously.**

### **2. Resolution #R-2017-30 Budget change for 590 DPW Acme sewer fund to support Sewer by pass Project.**

**Motion by Jenema to approve Resolution #R-2017-30 budget amendment for fund 590 Sewer from fund balance capital account to reflect money spent for building sewer bypass around East Bay Township pump stations 2 & 1, seconded by Nelson. Roll call motion carried unanimously.**

### **3. Board permission for additional marker in Yuba cemetery:** Dye received request from Stites family to add an additional flat marker to a family members gravesite in Yuba cemetery.

**Motion made by Scott to allow placement of an additional flat marker on the James J. Comrie gravesite located in Yuba Cemetery Lot #125 Plot #4 in remembrance of son Terry Comrie, seconded by Aukerman. Motion carried unanimously.**

### **4. Greek Church Plans Approval-Planning.**

Winter gave a overview of the Archangel Gabriel Orthodox Church plan to construct a 12,385 Square-foot church located at 7111 US-31 N. Reviewed the requirements of the of the SUP. Discussion followed on amount and type of bond to be requested by the township prior to issuing a Special land use permit.

**Motion by Nelson to approve SUP 2017-3 Archangel Gabriel Orthodox Church. To include a \$65,000 landscaping bond. Seconded by Scott. Roll call motion carried unanimously.**

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## **5. Township Phone System Replacement -Approval of Bidder on RFP-Supervisor**

Zollinger suggested Ascom North's bid with additional four-hour recording.

**Motioned by Scott to approve the Ascom bid with the additional recording time, seconded by White. Roll call motion carried unanimously.**

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

Father Ciprian with the Archangel Gabriel Orthodox Church thanked everyone at Acme Township for all the help they gave in the planning process

**ADJOURN at 10:20 pm**



**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, October 3, 2017, 7:00 p.m.**

**GENERAL TOWNSHIP MEETING POLICIES**

- A.** All cell phones shall be switched to silent mode or turned off.
- B.** Any person may make a video, audio or other record of this meeting. Standing equipment, records, or portable microphones must be located so as not to block audience view.

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

**A. LIMITED PUBLIC COMMENT:**

Public Comment periods are provided at the beginning and end of each meeting agenda. Members of the public may address the Board regarding any subject of community interest during these periods. Comment during other portions of the agenda may or may not be entertained at the moderator's discretion.

**B. APPROVAL OF AGENDA:**

**C. APPROVAL OF BOARD MINUTES: 09/05/17**

**D.**

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

**F. REPORTS**

- a.** Clerk - Dye
- b.** Parks –
- c.** Legal Counsel – J. Jocks
- d.** Sheriff – Brian Potter
- e.** County -Carol Crawford
- f.** Roads –Jason Gillman
- g.** Farmland Update-Laura Regan
- h.** GTMESA September report

**G. SPECIAL PRESENTATIONS:**

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

**1. RECEIVE AND FILE:**

- a.** Treasurer's Report
- b.** Clerk's Revenue/Expenditure Report and Balance sheet
- c.** North Flight August report
- d.** Cardno report-Grand Traverse Town center Inspection report
- e.** September RecycleSmart Newsletter
- f.** Draft Unapproved meeting minutes
  - 1.** Planning Commission 09/11/17
  - 2.** Zoning Board of Appeals 08/30/17
  - 3.** Parks and Trails 08/18/17

**2. APPROVAL:**

- 1. Accounts Payable Prepaid of \$121,104.05 and Current to be approved of \$7,783.48**

(Recommend approval: Clerk, C. Dye)

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

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

**I. CORRESPONDENCE:**

**J. PUBLIC HEARING:**

**K. NEW BUSINESS:**

1. Approve Bid Amount for Acme Sewer Project
2. Resolution -Budget change for 590 DPW Acme sewer fund to support Sewer By Pass Project.
3. Board permission for additional marker in Yuba cemetery-Clerk
4. Greek church Plans Approval-Planning
5. Township Phone System Replacement -Approval of Bidder on RFP-Supervisor
6. Zoning Ordinance Amendment 045 – Medical Marihuana Facilities

**L. OLD BUSINESS:**

1. Police power ordinance Medical Marihuana
2. Short term Rentals Police Power Ordinance

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

**ADJOURN**



**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, September 5, 2017, 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:02 p.m.**

**Members present:** J. Aukerman, C. Dye, A. Jenema (arrived 7:06 p.m.), D. Nelson, P. Scott, D. White, J. Zollinger.

**Members excused:** none

**Staff present:** V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

Bruce McLachlan, 4301 Paper Birch Lane, stated his concerns on the proposal to close the boat launch at the end of Bunker Hill Road. Zollinger informed there is not a plan to close it. Currently the township does not have the money to make major improvements.

**B. APPROVAL OF AGENDA:**

Zollinger would like to add under New Business, MI Local Hops.

**Motion by Nelson, seconded by White to approve the agenda with the addition of New Business #9 MI Local Hops. Motion carried unanimously.**

**A. APPROVAL OF BOARD MINUTES: 08/01/17 and Special Board 08/08/17**

**Motion by White, seconded by Nelson to approve Board meeting minutes of 08/01/17 and Special Board minutes 08/08/17. Motion carried unanimously.**

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

**C. REPORTS**

- a. **Clerk – Dye:** Reported the audit has been completed by the auditors and year-end financials should be finalized by October or November. Acme Township applied for a grant that is giving \$18,720 for new voting equipment. Acme Township added \$5,000 for the additional backup needed. The equipment will be delivered on September 22. There will not be an election in November of this year.
- b. **Parks - Zollinger and Jenema:** Zollinger informed that it was planned to close Bayside Park for construction on the 18<sup>th</sup>. The township needed the State's approval to remove trees and proceed ahead with construction bids. In the search to seek bids, it was determined contractors were not available. The park will remain open until the work can be started. Jenema informed at the Parks and Trails meeting it was suggested to rent out the small building at the southside of the park for revenue to offset maintenance costs for the park. Follow up on this option will be discussed at another meeting.
- c. **Legal Counsel - J. Jocks:** Jocks reported he is working with Shawn White on zoning ordinance amendments, short-term rentals, signs, special events, medical marihuana ordinances, 41 DEQ ACO document, drafts and memos.
- d. **Sheriff - Brian Potter:** Zollinger informed Potter is still out on medical leave.
- e. **County - Carol Crawford with Grand Traverse County Commissioners:** The new GT County Administrator has started. The Veterans Affairs Board is looking for a new Director for Veteran Affairs. They are working on a new budget.

- f. Roads –Jason Gillman: no report**
- g. Farmland Update-Laura Regan:** Zollinger reported in the absence of Laura, bids were sent for assessment work, only two responses have been received. An update will be given later.
- h. GTMESA September report given by Steve Apostol with GT Metro.** Reported a grant was award by the Tribe for \$17,000 to obtain new equipment for GT Metro, some of the funds may be distributed to Station 8. Gave report of incidents that had occurred in the township. Went over programs that included assistance with smoke alarms, car seat inspections, training on fire evacuation and extinguisher use.

**F. SPECIAL PRESENTATIONS: None**

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

**1. RECEIVE AND FILE:**

- a. Treasurer’s Report**
- b. Clerk’s Revenue/Expenditure Report and Balance sheet**
- c. North Flight July report**
- d. Draft Unapproved meeting minutes**
  - 1. Planning Commission 08/14/17**

**2. APPROVAL:**

- 1. Accounts Payable Prepaid of \$17,880.78 and Current to be approved of \$112,608.62 (Recommend approval: Clerk, C. Dye)**

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

Gordie LaPointe, 6375 Plum Dr., asked for the Treasurer’s Report to be removed.

**Motion by White, seconded by Dye to approve Consent Calendar minus Treasurer’s Report. Motion carried unanimously by roll call vote.**

Gordie LaPointe commented the old treasurer’s report has been removed from the packet. Jenema informed an amendment sheet with current changes was now available.

**Motion to approve Treasurers Report as presented in Consent Calendar by White, seconded by Nelson. Motion carried unanimously.**

**I. CORRESPONDENCE: None**

**J. PUBLIC HEARING: Acme Township Emergency Services Special Assessment Levy for 2017**

Presented by Chief Pat Parker from GT Metro. Zollinger informed there is a new statement with updates in the Establishing Emergency Services report with 2.35 mills for Metro’s 2018 budget year. Date correction should be by May 15, 2018 money given to Metro and in the Whereas paragraph should be 2018 instead of 2016.

**Motion for Resolution 27 to support GT Metro 2017 emergency services, by Jenema to approve date corrections and reduce police to .075 mills, 2.35 mills fire protection and .325 for ambulance, making a 2.75 taxable mill. Metro’s 2.35 funding to be passed. Seconded by Aukerman. Motion carried by a vote 6 (Aukerman, Dye, Jenema, Nelson, White, Zollinger) in favor and 1 opposing (Scott).**

**Close of Public Hearing at 7:56 p.m.**

**K. NEW BUSINESS:**

- 1. Resolution 28 - To transfer money to 402 Parks fund for Township portion of matching funds**

**Motion by Dye, seconded by Nelson to approve transfer funds from 101 Fund balance to the 402 Bayside Park, Capital fund, as part of matching funds for Bayside Park Phase II improvements. Motion carried unanimously by roll call vote.**

**2. Resolution 29 - Bayside Parks fund 402 Capital improvements**

A loan in the amount of \$185,000 from the Septage Plant Bond to the Bayside Park Fund. Leaving \$846 in the Septage Plant Bond. The loan will be paid back once the funds from the state reimbursements are received sometime in 2018.

**Motion to approve Resolution 29 Bayside Parks fund 402 Capital loan from Septage Bond of \$185,000 to be paid back once DNR Grant reimbursements are received by Scott, seconded by Aukerman. Motion carried unanimously by roll call vote.**

**3. Resolution 30 Board of review Poverty Guidelines:** Zollinger informed these guidelines are needed to protect the township if there is a state law review.

**Motion by Nelson, seconded by Scott. All in favor, motion carried unanimously.**

**4. Resolution 31 DPW Budget Amendment to Acme Sewer-** Zollinger informed this is a budget change at the county level approving the DPW budget.

**Motion to approve Resolution 31 the DPW Budget amendment by Dye, seconded by Jenema. Motion carried unanimously by roll call.**

**5. Resolution 32 DPW Technical standards for Sewer/Water.**

**Motion by Jenama to approve resolution 2 DPW Technical Standard Specification and construction details for the design and construction of water and sewer lines for the township of Acme, seconded by White. All in favor, motion carried unanimously.**

**6. Resolution 33 on Public inspection of records policy**

**Motion by Nelson to approve Resolution 33 for Public Inspection of Records Policy, seconded by Jenema. All in favor, motion carried unanimously.**

**7. Status Police Power Ordinance Medical Marihuana**

There was a brief overview and explanation of licenses. Input and suggestions will be discussed at the next meeting after the board has time to review the paperwork.

**8. Project Bills processed as Pre-paid/-request board Approval-Supervisor**

Zollinger has requested approval to pay bills as they are received so not to hold up any projects from being completed.

**Motion by Scott, seconded by White to approve bill payments of Bayside Park Project and Sewer By-pass Project bills that are with in budgeted amounts to be pre-paid. All in favor, motion carried unanimously.**

**9. MI Local Hops liquor license application for a microbrewery at the former Highpointe Golf Course club house.**

Board's approval needed to show Acme township is not opposed to their application.

**Motion by Nelson to approve the application so MI Local Hops can apply for the necessary liquor license, seconded by Jenema. All in favor, motion carried unanimously.**

**L. OLD BUSINESS:**

**1. Short Term Rentals Police Power ordinance**

Suggestions were discussed on how to enforce fees to cover township expenses that may occur. Discussion followed regarding the Short Term Rental Ordinance, specifically on the types of short term rentals allowed such as Tourist Home and Vacation Home. Discussion also included responsibilities of the rental owner such as types of permits and licenses that would be required as laid out in the ordinance. It was agreed that the suggestions, recommendations and concerns of Board Members discussed tonight that Zollinger, Jocks and Winter would get together go over and bring this back for next meeting.

**2. Status Part 41 /DEQ ACO – Zollinger informed regarding sewer at VGT violation is under negotiation with DEQ it is under contract and not yet finalized. Fine is estimated around \$2,000 and will be paid out of VGT Escrow. Zollinger asked for approval to make payment if it is sent before the next Board meeting.**

**Motion for approval to send payment for VGT sewer violation if received before the next Board meeting by Aukerman, seconded by Nelson. Motion carried unanimously by roll call.**

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

**ADJOURN AT 10:19 p.m.**



## County Staff Report September 2017

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### 2017-2018 Strategic Priorities

**PRIORITY 1: BE A MODEL EMPLOYER**

**PRIORITY 2: BE FISCALLY SUSTAINABLE, DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY**

**PRIORITY 3: MAINTAIN AND INVEST IN THE COUNTY'S INFRASTRUCTURE**

**PRIORITY 4: PROTECT VULNERABLE POPULATIONS**

**PRIORITY 5: ADVANCE THE QUALITY OF THE REGION**

**PRIORITY 6: ESTABLISH NEW COLLABORATIVE PARTNERSHIPS AND ENHANCE EXISTING PARTNERSHIPS**

**PRIORITY 7: MAINTAIN PUBLIC SAFETY**

**PRIORITY 8: ENGAGE INTERNAL AND EXTERNAL STAKEHOLDERS TO SUPPORT A STRONG BRAND**

### Administrative Services/Resource Recovery (2, 6, 8)

- Please welcome the new County Administrator, Vicki Uppal! Ms. Uppal was the County Administrator of Washington County located in Greenville, MS. Prior to joining Washington County, her career was in the automotive industry focused on administrative, financial management, and human resource management in a variety of leadership positions. Previous companies include TI Automotive, Delphi Corporation, AlliedSignal Automotive and Sandy Corporation. She earned a MBA from the University of Michigan and a Bachelor of Science in Business Administration from Central Michigan University. Administrator Uppal started with the County on September 5, 2017.
- The next Household Hazardous Waste Event will be held Saturday, October 14, 2017 from 9am-2pm. Registration is required to make an appointment. You may call the RecycleSmart Hotline at 231-941-5555 or online at [www.recyclesmart.info](http://www.recyclesmart.info)
- The Boardman Dam Removal is well underway with the draw-down complete and deconstruction of the impoundment in progress. The river has been returned to its natural path and flows underneath the Cass Road bridge. Cass Road remains closed due to bridge construction.
- The Grand Traverse County Board of Affairs has appointed an ad-hoc committee to review the structure of the Veterans Affairs Committee. Legislative changes in 2016, specifically Public Act 420 of 2016, changed the structure of the Board to eliminate the war-era requirements and to offer an opportunity to expand the membership of the Board. The Board of Commissioners will be reviewing this issue in the near future with participation from the Chairman of the Veterans Affairs Committee.

### Central Dispatch/911

- No report provided.

### Circuit Court

- No report provided.

### Circuit Court - Family Division

- No report provided.

**Commission on Aging (4)**

- No report provided.

**Community Development & Codes (5)**

- No report provided.

**County Clerk**

- Stats for month of August
  - New Circuit and Family Court Cases filed: 37 civil, 71 domestic, 32 felony, and 30 juvenile.
  - Five (5) jury pools sent out for Circuit Court trials. All trials settled prior to trial date.
  - Clerked zero trials.
  - Clerked three (3) County Commission meetings.
  - Vital Records filed: 190 births, 108 deaths, and 130 marriage licenses.
  - DBAs filed: 67
  - Concealed Pistol applications filed: 90
  - Concealed Pistol fingerprints done: 25
  - Concealed Pistol Licenses issued: 87
  - Notary Bonds/Applications: 17
  - Passport Photos taken: 132
  - Certified Copies: 658 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 9
  - Voter Registrations: 235

**District Court**

- No report provided.

**Drain Commissioner (5)**

- Responded to calls regarding the level of Duck Lake being low.
- Investigated and found that someone had removed all the top boards from the dam.
- Replaced with temporary boards until new oak boards could be sawed at Lake Ann Hardwoods.
- Met with and assisted Deputy Civil Counsel Chris Forsyth in the development of an affidavit regarding a contested case against the Boardman Dam MDEQ permit to remove the dam.
- Prepared & submitted 2018 draft budget.
- Conducted periodic inspections of the Duck Lake Dam and water level.
- Responded to several phone calls regarding flooding after heavy storm that dropped nearly 5" of rain in the region.

- Met with GT County Road Commission Engineer Jim Johnson to inspect the Old Mission Drain and flooding that occurs near the Post Office. Also spoke with some neighbors regarding flooding issues.
- Met with owners of the Old Mission Store regarding flooding issues after the heavy rain event.
- Met with Cass Road business property owner liaison regarding the Cass Road Drain Project.
- Coordinated and conducted a Cass Road Drain Project planning meeting at Garfield Township.
- Reviewed plans then prepared an Approval letter to Acme Township for the proposed Greek Orthodox Church which is also in the Deep Water Point drainage district.
- Prepared & sent out draft Cass Road meeting notes.
- Attended a meeting at Peninsula Township Hall regarding the Old Mission Drain and other drain issues in the Township.
- Prepared and sent out a letter to all Duck Lake residents regarding the September 25th Duck Lake hearing to have Court establish the legal summer and winter levels of Duck Lake and to advise residents of a special assessment to conduct repairs to the dam.
- Met with Peninsula Township planning staff and Watershed Center Bay Keeper regarding issues with a small feeder stream that runs back into the Bay after heavy rain events. An option is to establish a drainage district but not until more time is allocated to the office.

#### **Equalization / GIS ()**

- No report provided.

#### **Friend of the Court**

- No report provided.

#### **Health Department (1,2,4,5,6,7)**

##### **ADMINISTRATION & FINANCE DIVISION**

- Grant Reporting - Preparing health department program reports by projecting their expenditures for their fiscal year state grant budgets for September 30, 2017.
- Northern Michigan Public Health Alliance Annual Stakeholder Meeting: Approximately 50 people attended the Alliance's Annual Meeting, convened on August 29 in Gaylord. They included Board of Health members, as well as leaders from seven local health departments, two hospitals, two county health plans, and Michigan Department of Health and Human Services. The Health Officers who compose the Alliance Steering Committee provided presentations on the Alliance's background, history, and accomplishments, public health sustainability and Public Health 3.0. A highlight of the day was a remote presentation by

John Auerbach, PhD, who discussed the role of public health as Chief Health Strategist, a concept he developed with other public health experts. In the afternoon, participants created a “Practical Vision”, the first step for the Alliance’s Strategic Plan for 2018-2020. “What do we want to see in the Alliance by 2020 as a result of our collective action?” as follows:

- Purposefully created opportunities to share expertise, knowledge, leadership
- Seamlessly linked services
- Intentionally developed prevention programs
- Strategically developed marketing
- Enthusiastically expanded scope of public health
- Strategically integrated behavioral health and substance use disorder services
- Expertly trained workforce
- Strategically maximized resources
- Continually evaluated health outcomes
- Regionally collaborated Public Health Emergency Preparedness efforts
- Strategically engaged partners
- Consistently focused advocacy efforts

➤ Northern Michigan Community Health Innovation Region

- Planning for evaluation studies is underway for the Michigan State Innovation Model, including each of the five community health innovation regions (CHIRs). The Michigan CHIRs are charged with planning, implementing and evaluating three interconnected components: a clinical community linkages model, coordinated community health needs assessment, and comprehensive community health improvement plan. This approach is innovative: no other communities in the country have created systems connecting these pieces, although many have developed clinical community linkages models or community health assessment and improvement plans. If we are successful, the Northern Michigan Community Health Innovation Region design will be replicated in rural regions across Michigan and US. The focus is on measuring mid-term and short-term outcomes. Experts from Michigan State University and Michigan Public Health Institute (MPHI) are working with the NMCHIR to collaboratively design three types of evaluation: 1) Cross-CHIR study of a common set of (emerging) metrics , 2) Overall CHIR effectiveness, including governance, decision-making, community engagement, and backbone organization, 3) Interventions to reduce preventable or avoidable use of Emergency Department (current year) and to increase the proportion of the population at a healthy weight (next year).
- Community Connections Clinical Community Linkages Model: The NMCHIR has achieved a major milestone! On August 1, 2017, the number of Community Connections HUBs in increased from one to three and the number of counties served in the region expanded from three to 10. Community Connections HUBs utilizes evidence-based clinical community linkages models implemented for three years by the Health Department of Northwest Michigan. Pat Fralick, HUB Lead and former Director of Family Health Services, worked with the new HUBs to achieve efficiencies through common policies and procedures, electronic medical record, staffing model, and orientation and training for HUB staff.

- Comprehensive Community Health Improvement Plan: The NMCHIR is utilizing the ABLe Change framework to develop a comprehensive Community Health Improvement Plan to increase the proportion of the population at a healthy weight. After compiling and analyzing available data, we developed a Shared Vision based on a two-day meeting in June facilitated by ABLe's creators.

➤ Outreach and Education

- Attended the annual Michigan Home Visiting Conference in Grand Rapids August 1-3.
- Participated in the following community partnership collaborative teams:
  - Infant Mortality Advisory Council hosted at Munson August 11th.
  - Northern Michigan Perinatal Regional Collaborative Network in Kalkaska August 22nd.
  - Northern Michigan Vaccine Preventable Disease Task Force meeting hosted by Munson on 8/17.

### **MEDICAL EXAMINER DIVISION**

- MDILog Data Conversion- Medical examiner case data prior to 2017 is being migrated to our current web-based database system, MDILog. Cost of the conversion is covered by the Health Innovation Grant for 2017 awarded to the medical examiner program.
- Munson Morgue Agreement- Drafted a morgue facility use agreement, which is currently being reviewed by Munson. This agreement will allow for continued use of the morgue facility by the medical examiner staff for telemedicine examinations and investigations. It formalizes what has been in place for years and will allow for the telemedicine equipment installation, also due to the Health Innovation Grant, will be completed once this agreement is in place.

### **ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION**

➤ Environmental Health

- Beach monitoring continued throughout the month. Sunset Beach was upgraded to Level 1 (Full Body Contact) on August 17th and has remained at Level 1.
- Septic and well permits for new construction and existing homes continue to be busy as the area is experiencing robust construction activity.
- Several temporary food licenses were issued as part of the TC Film Festival and other summer events.
- Food Service inspection program continues to be busy with routine inspections and plan reviews for new restaurants and food trucks.

➤ Animal Control

- Continues to be extremely busy with responding to calls regarding a variety of issues such as dogs at large, hot dogs in cars, and potential abuse and neglect cases.

- o Attended Board of Commissioners Animal Control Ad Hoc Committee meeting and gave an update on Animal Control activities.

## **EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION**

### ➤ Emergency Management

- o Prepared and published National Cherry Festival After Action Report and Vulnerability/Threat assessment
- o Set up and published 2017-18 School Drill Schedule Survey to all 48 schools and 5 school districts in the county
- o Presented Emergency Management Preparedness to Kingsley Senior Center luncheon
- o Completed Threats/Hazards Assessments at all Hagerty Insurance locations and Greenspire School
- o Presented to multiple disability networks/organizations for assistance creating vulnerable citizen database to be used during disasters/emergencies

### ➤ Emergency Preparedness

- o Public Health Emergency Preparedness has begun a 12 month process with the State of Michigan Department of Emergency Preparedness and Response to completely revitalize the Distribution and Dispensing of pharmaceuticals during a large scale public health emergency.
- o New partnerships with Closed Point of Dispensing Partners have begun to be formalized across the jurisdiction to assist in the distribution of public health aid and support during large scale public health emergencies.
- o Closed Points of Dispensing Partners are private industry, public and governmental agencies, and non-for profit entities that will work alongside public health during an emergency to lighten the burden on the public.

## **COMMUNITY HEALTH DIVISION**

### **DISEASE CONTROL AND PREVENTION PROGRAMS:**

#### ➤ Communicable Disease Program

- o Communicable Disease staff investigated 85 communicable diseases/animal bites and bat exposures for the month of August.
- o Four public health clinic staff attended the annual Michigan HIV & STD Conference held 8/8-8/9 in Ypsilanti to learn more about the current testing, trends, treatment and prevention of these communicable diseases.
- o Staff began distribution of packets to daycares and schools within Grand Traverse County; these packets gave detailed instructions on the mandatory "Weekly Communicable Disease Reporting" requirement and gave the communicable disease nurses an opportunity to introduce themselves to school staff, as well as provide

information about all the services offered through the Health Department, such as assistance with Medicaid applications, WIC and Immunizations.

- o Staff participated in the Pediatric and Adult Influenza Webinar 2017-2018 season to prepare for the upcoming flu season.

➤ Reproductive Health

- o Reproductive Health staff provided services for 93 men and women, of which 54 were new clients to the program. A high number of sexually transmitted disease (STD) screenings were completed this month (43), thanks to staff's excellent skills at identifying behavior risks and providing comprehensive education and counseling.
- o Continued participation in the Health Systems Change for Tobacco Dependence Grant through phone conference; supervisor was selected to participate in a "Getting to the Heart of the Matter" interview through the Michigan Department of Health and Human Services related to this grant.
- o Supervisor participated in two webinars from the Office of Population Affairs - "Impact of Health Systems Change on the Title X Network" and "Title X Database Updates".
- o An additional Grand Traverse location received "Wear One" condom packs as part of our continued collaboration/mini-grant with the Health Department of Northwest Michigan; the "Wear One" campaign focuses on widespread condom distribution across northern Michigan and the development of sexual health outreach materials in order to increase access to sexual health services and decrease sexually transmitted infections and unintended pregnancies. The five "Wear One" locations where free condoms are distributed include Kilkenny's Irish Pub, Tilley's Party Store and Disc Golf, The Laughing Buddha, Side Traxx, and Francisco's Market and Deli.
- o Informed over 700 students and staff at Northwestern Michigan College about the services available at the Reproductive Health Clinic and Adolescent Health Clinics during the "Pine Palooza" student fair held on August 29th. Over 1200 condoms were also distributed at this event.

➤ Immunizations

- o Grand Traverse County Health Department hosted a Tuberculin Skin Testing class on August 24th for internal and external area providers.
- o Our clinic staff administered nearly 600 vaccinations in August, a 7% increase from the same time last year.
- o Immunization Coordinator Sheila Corner participated in the Northern MI Regional Immunization Workgroup in Grayling August 15th.

**MATERNAL AND CHILD HEALTH PROGRAMS:**

➤ Maternal Infant Health Program

- o New MIHP staff have completed orientation and now are able to take on a caseload of pregnant women and infants.

- o Current caseload resulted in a rise of births in the month of August as we also saw a 35% upward swing in our mom and baby visits.
- o Admissions to the MIHP program hit 30 new clients for the month.
- Healthy Futures- Healthy Futures provided 29 lactation visits to new mothers and babies in August. The number of visits has almost doubled in the last year thanks to a concentrated effort by both registered nurses, International Board of Lactation Consultant Examiners, Deb Deering and Pat Drake.
- Children's Special Health Care Services- Once again this year staff attended Kids Day at the fair to promote outreach for Children's Special Health Care and other health department programs. Over 100 kids and family members stopped by the booth to play games and learn about services.
- Pediatric Cardiac Clinic- Status quo
- Adolescent Health
  - o Stacy Zachman-Dobreff began as the new physician assistant at K-Town Youth Health Center.
  - o Marjie Rich, Adolescent Health Coordinator, and Anne Hughes, Adolescent Health NP, attended Moving Toward Solutions conference on teen pregnancy prevention.
  - o K-Town Youth Health Center had 107 office visits with a 96% show rate. One-third of those visits were with the Social Worker; two thirds of the visits were with the clinical provider.
  - o August was a busy month with a total of 13 outreach venues: Friday Night Live, Youth Connect fair (for homeless youth population), 2 dates at the Traverse City High School Orientations, Kingsley High School staff presentation, Kingsley Middle school staff presentation, Pine Palooza (Northwestern Michigan College), Kingsley High School Open House, Kinsley Middle School Open House, 2 dates at the Career Tech Center Orientations, Career Tech Center Staff Presentation on clinic services, Career Tech Center Presentation on mental health and depression. A grand total of 2,660 participated in total at the 13 outreach events.
- Head Start
  - o This is the fourth year that GTCHD has hosted Head Start orientation clinics. Participating children are offered onsite services including: vision and hearing screenings, physical assessments, immunizations, immunization waivers, blood lead screenings, and hemoglobin screenings. This is also an excellent time to provide families with referrals to GTCHD services: WIC, Reproductive Health, Immunizations, and to Dental Clinics North. The Head Start orientation clinics have been well received by Head Start staff and families.
  - o Head Start orientation clinic took place on August 29th; 25 children were seen.

- o Two additional orientation clinics are scheduled in September, including the K-Town Youth Care Clinic located in downtown Kingsley. We anticipate screening an additional 50 children during these clinics.
- o Two clean-up dates are scheduled at the end of September and in October for children who miss earlier orientation dates.
- WIC (Women, Infant and Children)
  - o WIC continues to increase lead screenings with 34 performed in August, up from 26 in July, and 10 screenings in June.
  - o WIC continuing with fluoride varnishes with 18 varnishes applied in August with only one nurse available to apply the treatments. WIC plans to add two additional nurses to the clinic this fall to increase capacity for fluoride varnish applications.
  - o Breastfeeding Peer Counselor, Heather Pineda, researched and applied for donations for our clients to celebrate National Breastfeeding Week ( August 1 - 7) and Breastfeeding Awareness month (August) through the company Leading Lady. Heather secured donations of 50 nursing bras, nursing tank tops, 10 nursing covers, 11 maternity leggings, and 1 maternity belt that our Breastfeeding Peer Counselors were able to distribute to WIC clients to promote breastfeeding! Heather also used this donation as an opportunity to promote WIC outreach via advertising on the Grand Traverse Breastfeeding Support Facebook Page. In the week following her post, Facebook pageviews, reach and post engagements were up 200%.
- Hearing & Vision- See Head Start report
- Blood Lead
  - o Michele Felber and Amy Leiva, both registered nurses at GTCHD, recently attended a lead case management training for children with confirmed elevated lead levels.
  - o Michigan Department of Health and Human Services provides weekly lead reports which are reviewed and tracked by GTCHD. In the event of a confirmed elevated lead exposure case, the child's family would be contacted by Amy Leiva and offered a health assessment and visual assessment of the child's home environment for possible sources of lead exposure. Currently, there are no confirmed cases of childhood lead poisoning in Grand Traverse County.

#### **MSU Extension (4,5,6)**

- Registration is now open for [Get Engaged: A Guide to Getting Involved in Your Community](#). This 7 session course begins October 2 and is designed for anyone interested in learning more about local government, your rights and responsibilities as a citizen, and how to get involved in the community. More information can be found on the registration site <https://events.anr.msu.edu/GetEngagedGTCounty/> or by contacting Eric Walcott, MSU Extension Government & Public Policy Specialist, at [walcott3@msu.edu](mailto:walcott3@msu.edu).

- Northwest Lower Michigan has a new Viticulture Extension Educator, Thomas Todaro. Thomas was born and raised in Wooster Ohio, and is a recent graduate of The Ohio State University in the department of Horticulture and Crop Science specializing in Viticulture. His experience in viticulture research began in 2012 and includes employment at The Ohio State University Viticulture Program as a Research Aide, Graduate Research Associate (GRA), and currently, Research Assistant. During this time, he conducted and presented projects focused on cultural practices to improve fruit and wine quality, increase freezing tolerance of bud and cane tissues, and improve efficiency in vine recovery following winter damage.

Thomas' experience in viticulture extension includes assistance in the planning and organization of viticulture workshops, field days, and presenting projects to growers in the form of newsletters, posters, educational videos, and conference presentations. In 2014 and 2015, Ohio vineyards sustained severe winter damage. It was at this time, Thomas and his advisor, Imed Dami, addressed the region's industry's need for research based information on vine recovery following severe winter injury through his thesis project titled: "Evaluating Cultural Practices for Recovery from Cold Damage in Grapevines." This project investigated various training and pruning methods on multiple cultivars to determine optimum vine recovery practices.

Thomas' research and extension experience in cool climate viticulture will be put to good use as the Viticulture Extension Educator, where he is proud to lead the MSU Extension efforts, and eager to learn the industry's specific needs, with the goal to achieve efficient, profitable and sustainable viticulture, and contribute to the overall advancement for the Michigan viticulture industry.

#### **Parks and Recreation (4, 5, 6, 8)**

- Parks and Recreation Partner Norte! just received a three-year, \$50,000-per-year grant from the Grand Traverse Regional Community Foundation, which will allow the organization's director, Ty Schmidt, to work full-time to help fulfill wellness initiatives aimed at a healthier region. The grant was funded by a small group of donors through the foundation and will help the nonprofit organization become sustainable.
- Easling Pool: The Friends of Easling Pool and Parks and Recreation-sponsored Community Day at Civic Center Park, which marked the official kick-off of the Easling Pool Community Campaign and a ribbon-cutting ceremony for the new Campbell Community Playground, was a huge success. Over 50 volunteers helped! Statistics: Jimmy John's fed over 250 people; over 300 snow cones were passed out; the dunk tank received constant "business"; 120 Bill Marsh test drives took place, totaling a \$1,200 donation to the campaign; the ribbon-cutting was attended by nearly 100. The bands, bingo, bounce house, carnival games, and AquaGlide in the pool drew many participants. Thank you, community and volunteers, for your generosity that made this event so very special!
- Howe Arena: Ice down the week of September 4, with programming underway September 6.

- Medalie Roadside Park: Director met with Tom Vitale, Parkland Steward for Conservation District, to discuss removing invasive species from Medalie Park and cutting away vegetation to restore view of Boardman Lake and river. Will work on a plan to start this fall, and continue annually. Medalie Park's recreational use has increased exponentially this summer, indicating there might be a need to staff the park with a ranger in 2018 to monitor the park and stave off vandalism and illegal camping. In the meantime, Department will contact Sheriff's Department to request increased patrolling.
- Maple Bay Park and Natural Area Farmhouse and Barn: Director researched whether house and barn on east side of Highway 131 could be renovated and leased. According to the Michigan Natural Resources Trust Fund Land Acquisition Project Agreement, dated January 1, 2002: "The project area and any facilities located thereon shall not be wholly or partially conveyed, either in fee or otherwise leased for a term of years or for any other period, nor shall there be any whole or partial transfer of title, ownership, or right of ownership or control without the written approval and consent of the Department [MDNR]." The language quoted above indicates that the house and farmhouse may not be leased, long-term. Acceptance of a proposal to refurbish the house and the barn in return for a long-term residential lease would not be authorized under this agreement. It appears the agreement does permit using the structures for recreational purposes, such as education, meetings, events, etc., similar to Twin Lakes Park and Civic Center Park. Director is working with MDNR Grants Management to clarify options for these facilities.
- Power Island: Between May 26 and September 7 (108 days), campsites have been used 84 days, with 88 reservations, and revenue totaling \$10,000 as of September 7. In 2016, campsites were used 111 out of 144 days (beginning to end of season), with 87 total reservations, and \$12,000 total revenue.
- United Way VISTA Assignment: Peter Forton started serving the Parks and Recreation Department the week of August 28th. He will provide research and survey support for the new five-year Parks and Recreation Master Plan; support Senior Center and Parks and Recreation marketing and branding efforts; and support the fundraising efforts for the Easling Pool and Senior Center refurbishment projects.

#### **Parks and Recreation/Senior Center Network (4)**

- 1,606 seniors participated in 7,639 units of service; 63 new members.
- August Special Programs: Kayaking rescue, "Living in a Lighthouse," "Our National Parks", foot pain, singles' night, DNR presentation on deer herds, emergency preparedness presented by Grand Traverse County Emergency Management team, scam prevention seminar with AARP, including free shredding on site (over 100 people participants!). 23rd Annual Celebrity Art Baur Shuffleboard Tournament: Sponsored by Reynolds-Jonkhoff Funeral Home, over 40 local business leaders and elected officials competed for the travel trophy. Parks and Recreation Commissioner Rod Kivell, and his partner Grand Traverse Bay YMCA CEO Jay Buckmaster, took first place. This event is an opportunity to educate leaders about Senior Center services and programs, and to showcase the oldest shuffleboard courts in the state. Summer sports: Hiking, cycling, golf, pickleball, tennis, shuffleboard, and yoga on the beach, continued. Trips: Little River Casino (day trip)

- September 2017: Trips to Colorado, Detroit Tigers and the Grand Rapids Art Prize; National Senior Center Month, celebrated across the nation; National Fall Prevention Month with a panel of experts from Fit for You, FYZICAL Therapy and Balance Centers, and Dr. Mary Beth Hardwicke, a retired physician, discussing fall prevention at the Munson Community Health Clinic, September 22.
- September Special Programs: Walking tour of Old Indian Trail Markers; "Hospice 101;" Reiki, weaving, "Home Improvement Scams;" flea market; "Age Matters Support Group," Medicare updates, knitting and crocheting class, hearing screening; canning class; exotic bird rescue; MahJongg tournament; health fairs in Fife Lake, Grawn, and Kingsley; beneficiary designation; "Parade of Senior Homes;" fish fry with local Steelheaders group; "BATA Ride Day;" tailgate parties; Air Force One presentation; "Brain Health;" "Preparing for Retirement;" estate planning; "Color Cruise;" and "Aging in Place Home Modifications."
- Ongoing Support Groups: Job support provided by Kelly Services; "Options for Senior Living" assists seniors with questions about housing; Parkinson's; healthy eating; free legal advice, tech support for smart devices, and various grief support groups in cooperation with Munson Medical Center.
- Regular Programming: Lunch served daily at noon; daily exercise classes; monthly blood pressure and glucose monitoring, massages, reflexology, and foot care; art classes; knitting clubs; quilting group; basket weaving; fisherman's club; games of all kinds; monthly casino trip to Manistee; daily information and referral service provided, as needed.
- United Way VISTA Assignment: Julie Kerr started the week of August 28 and is being oriented to programs and services provided by the Senior Center. Her position will provide administrative and clerical support to staff, and focus on fundraising and community development.
- AARP Senior Employment Program Assignment: Employee will begin in September. Position will provide maintenance and janitorial support at no cost. Senior Center has been a host site for many years, and has greatly benefitted from this collaboration.

### Planning (3,5,6)

- Registration is now open for the Capital Improvement Planning Workshop on Thursday, October 19 from 6pm to 9pm at the Governmental Center. The workshop will provide training for local officials and organizations on energy efficiency and cost savings approaches to capital projects. Only \$15 per person for local officials and planning commissioners. Discounted rate for others too.
- Staff continues to work with East Bay Township in efforts to improve US-31, one of the County's busiest corridors. Initial branding calls for the area to be known as the Beach District. The next public meeting is scheduled for Monday, September 25 at 5:30 pm at the East Bay Township office.

- Staff is devising a new approach to linking community land use planning with transportation improvements. Utilizing part of the Michigan Planning Enabling Act, a Master Street Plan would outline how appropriate motorized and non-motorized transportation improvements could be made to respond to residential and commercial development. Staff is working with staff at Traverse Transportation Coordinating Initiative (TTCI) on a draft concept.

#### **Probate Court**

- No report provided.

#### **Prosecuting Attorney**

##### ➤ Prosecution

As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of August, we engaged in the following:

- Authorized 176 misdemeanor warrants
- Authorized 59 felony warrants
- Authorized 26 juvenile petitions
- Handled the following matters in Family Court:
  - 15 allegedly mentally ill cases
  - 3 Neglect/Abuse cases

##### ➤ Civil Counsel

Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of August, we reviewed four contracts for the following departments:

- Parks and Recreation: two
- Clerk: one
- Health: one

FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of August, we reviewed ten requests, and provided advice and consultation to the following departments:

- Administration: three
- Parks and Recreation: one
- Sheriff: two
- Clerk: one
- Human Resources: one
- Prosecutor: one

- Finance: one

Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of August, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Animal Control

Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For August, we did not prepare any ordinances.

Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of August, we represented the County in the following:

- ○ In the Matter of Duck Lake. On May 8<sup>th</sup>, we appeared before Judge Power who held a hearing to reaffirm the normal lake level and confirm the special assessment district boundaries. Several property owners owning land abutting the lake appeared and made comments on the record. Judge Power will schedule a second public hearing to allow additional public comments. In August, we received notice that a second hearing will be held on September 25, 2017 at 2:30 p.m.
- ○ In the Matter of Edwin Martel et al, on the permit issued to Grand Traverse County. On September 10, 2016, Edwin Martel, William Lane, and Bruce Campbell filed a petition with the Department of Environmental Quality ("DEQ") challenging DEQ's issuance of a permit to Grand Traverse County permitting the removal of the Boardman Dam. Mr. Martel and the other petitioners are claiming that the issuance of the permit and the removal of the dam will result in the destruction of the Education Reserve, which is a public trust. DEQ is represented by the Attorney General who has filed an appearance in this matter. In January, Administrative Law Judge Daniel Pulter granted our motion to intervene in the case. On April 25<sup>th</sup>, Judge Pulter held a pre hearing conference by telephone. At this hearing, Mr. Martel accused Judge Pulter of being biased against him and the other petitioners. Mr. Martel filed his motion requesting recusal which was denied. Thereafter, we received notice of the hearing on the petition, which will be heard on September 12<sup>th</sup> through the 14<sup>th</sup>. We have filed a motion for summary disposition requesting that the petition be dismissed. Judge Pulter has given the petitioners until November 15<sup>th</sup> to file a response to our motion. In the meantime, two individuals, David Grebner and Elisabeth Barrett, have requested to intervene as petitioners in the case. We have filed objections to their requests to intervene.
- ○ Camelback IX, LLC v Grand Traverse County Treasurer et al. Plaintiff has filed this lawsuit on April 13, 2017 seeking to foreclose a mortgage on a parcel of property located in Grant Township and owned by Douglas Prause. Plaintiff obtained this mortgage

through an assignment from another financial institution. This assignment was recorded on February 17, 2017. Prior to the assignment being recorded, the Treasurer obtained a judgment of foreclosure for the parcel because the property owner failed to pay property taxes. By obtaining the judgment prior to Plaintiff recording the assignment, the County Treasurer has valid ownership of the property, which takes priority and extinguishes whatever lien Plaintiff has on the real estate. We filed our answer to Plaintiff's complaint. We will next file a motion for summary disposition and request that Plaintiff's complaint be dismissed. On August 30, 2017, we filed a motion for summary disposition requesting the Court to dismiss Plaintiff's complaint. Judge Power will hear our motion on September 25, 2017 at 10:30 a.m.

Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of August, Chris Forsyth attended the regular board meetings and the animal control ad hoc committee meeting held on August 23<sup>rd</sup>.

**Public Works ()**

- No report provided.

**Register of Deeds ()**

- No report provided.

**Sheriff (7)**

- No report provided.

**Treasurer ()**

- Had successful auction, sold all parcels at first auction so second auction is not necessary.
- Preparing for personal service on forfeited properties next month, working on tablet software for reporting eliminating the paper record and utilizing GPS for finding the parcel. Updated software will allow access to our posting images through our title lookup account for easier retrieval in the future.
- Working with Cherryland Humane Society to allow them to accept credit cards payments for Grand Traverse County Processing and Boarding fees collected by CHS.
- Worked with bond counsel to refund Blair Township Bonds generating significant savings for the citizens of Blair Township. Had meeting with Standard & Poor's; they reaffirmed the County's AA bond rating for the refunding bonds.
- Successfully processed and billed 128 July Board of Review adjustments on time.
- Processed 123 regular service, and 16 expedited passports for a total of 139 in August compared to 183 August 2016. East Bay Township has been approved to accept passport applications also so hopefully this reduction trend will continue. We had a successful 2017 Passport Facility Audit by the U. S. Department of State.

**Veterans Affairs (4)**

- The Veteran's Affairs Committee is in the process of interviewing candidates for the position of Director. Seven candidates have been selected for on-site interviews during the month of September.

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
 FROM 08/01/2017 TO 08/31/2017

Bank Code	Description	Beginning Balance 08/01/2017	Total Debits	Total Credits	Ending Balance 08/31/2017
CHASE	GENERAL FUND				
101	GENERAL FUND	640,758.00	70,070.02	52,398.09	658,429.93
206	FIRE FUND	51,423.42	0.00	7,291.66	44,131.76
207	POLICE PROTECTION	90,910.03	0.00	0.00	90,910.03
208	PARK FUND	6,095.11	765.70	4,212.35	2,648.46
209	CEMETERY FUND	12,946.84	1,533.70	66.90	14,413.64
212	LIQUOR FUND	1,122.90	0.00	0.00	1,122.90
	GENERAL FUND	803,256.30	72,369.42	63,969.00	811,656.72
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	583,842.59	89.23	0.00	583,931.82
	FARMLAND PRESERVATION	583,842.59	89.23	0.00	583,931.82
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,203.19	0.22	0.00	5,203.41
	FARMLAND PRESERVATION - MONEY MARKET	5,203.19	0.22	0.00	5,203.41
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	157,033.26	20.01	0.00	157,053.27
	GENERAL FUND - HIGH YIELD	157,033.26	20.01	0.00	157,053.27
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	297,755.95	50.58	0.00	297,806.53
	GENERAL FUND - MONEY MARKET	297,755.95	50.58	0.00	297,806.53
LIQ	LIQUOR MONEY MARKET				
212	LIQUOR FUND	6,995.02	0.30	0.00	6,995.32
	LIQUOR MONEY MARKET	6,995.02	0.30	0.00	6,995.32
PARKS	BAYSIDE PARK				
401	SAYLER PARK BOAT LAUNCH CAPITAL FUND	682.45	224.70	224.70	682.45
	BAYSIDE PARK	682.45	224.70	224.70	682.45
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	200.00	0.00	0.00	200.00

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
FROM 08/01/2017 TO 08/31/2017

Bank Code	Description	Beginning Balance 08/01/2017	Total Debits	Total Credits	Ending Balance 08/31/2017
SADH 811	HOLIDAY 818 HOLIDAY HILLS AREA IMPROVEMENT	302,842.80	0.00	0.00	302,842.80
	HOLIDAY 818	302,842.80	0.00	0.00	302,842.80
SEWER 590	ACME RELIEF SEWER ACME RELIEF SEWER	2,614,674.89	77,840.20	52,043.21	2,640,471.88
	ACME RELIEF SEWER	2,614,674.89	77,840.20	52,043.21	2,640,471.88
SEWMM 590	ACME RELIEF SEWER MONEY MARKET ACME RELIEF SEWER	197,091.74	25.11	0.00	197,116.85
	ACME RELIEF SEWER MONEY MARKET	197,091.74	25.11	0.00	197,116.85
SHORE 296	SHORELINE PRESERVATION SHORELINE PPRESERVATION	1,379.67	0.21	0.00	1,379.88
	SHORELINE PRESERVATION	1,379.67	0.21	0.00	1,379.88
TAX 703	CURRENT TAX COLLECTION CURRENT TAX COLLECTION	34,175.63	1,136,152.08	574,286.50	596,041.21
	CURRENT TAX COLLECTION	34,175.63	1,136,152.08	574,286.50	596,041.21
TRUST 701	TRUST & AGENCY TRUST AND AGENCY	8,800.00	8,800.00	12,000.00	5,600.00
	TRUST & AGENCY	8,800.00	8,800.00	12,000.00	5,600.00
	TOTAL - ALL FUNDS	5,013,933.49	1,295,572.06	702,523.41	5,606,982.14

*Sarah Lawrence*  
Deputy Treasurer

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-402.000	CURRENT PROPERTY TAXES	224,100.00	0.00	0.00	224,100.00	0.00		
101-000-412.000	PERSONAL PROP TAXES	14,005.00	0.00	0.00	14,005.00	0.00		
101-000-445.020	PENALTIES& INTEREST	2,600.00	0.00	0.00	2,600.00	0.00		
101-000-447.000	ADMINISTRATIVE FEE 1%	98,500.00	14,483.04	5,641.78	84,016.96	14.70		
101-000-448.000	CABLE TV FEE	82,000.00	22,363.30	0.00	59,636.70	27.27		
101-000-465.000	PASSPORT FEES	1,500.00	222.40	147.40	1,277.60	14.83		
101-000-574.000	ST SHARED SALES TAX	340,695.00	60,715.00	60,715.00	279,980.00	17.82		
101-000-577.000	SWAMP TAX	1,350.00	0.00	0.00	1,350.00	0.00		
101-000-602.000	GRANTS	35,000.00	0.00	0.00	35,000.00	0.00		
101-000-607.000	CHARGES FOR SERVICES	0.00	281.28	0.00	(281.28)	100.00		
101-000-608.001	Zoning Fees	6,510.00	2,605.00	1,075.00	3,905.00	40.02		
101-000-610.000	Revenues for Escrow Account	43,000.00	2,500.00	0.00	40,500.00	5.81		
101-000-631.000	CONS INDUSTRY ANNUAL MAINT FE	6,450.00	0.00	0.00	6,450.00	0.00		
101-000-665.000	INTEREST ON INVESTMENTS	350.00	141.16	70.59	208.84	40.33		
101-000-665.001	INTEREST SEPTAGE RECEIVED	2,616.00	0.00	0.00	2,616.00	0.00		
101-000-667.000	RENT-PARKS	100.00	0.00	0.00	100.00	0.00		
101-000-671.000	MISC REVENUES	6,500.00	0.00	0.00	6,500.00	0.00		
101-000-676.000	REIMBURSEMENTS	46,700.00	3,050.35	2,488.24	43,649.65	6.53		
101-000-676.701	REIMBURSEMENTS FROM 701	1,200.00	0.00	0.00	1,200.00	0.00		
101-000-699.000	TRANS IN FRM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00		
Total Dept 000		938,176.00	106,361.53	70,138.01	831,814.47	11.34		
TOTAL REVENUES		938,176.00	106,361.53	70,138.01	831,814.47	11.34		
Expenditures								
Dept 000								
101-000-465.001	POSTAGE FOR PASSPORTS	700.00	95.84	95.84	604.16	13.69		
101-000-992.000	CONTINGENCY	75,000.00	0.00	0.00	75,000.00	0.00		
101-000-994.000	TC TALUS CONTRACT SERVICES	1,200.00	0.00	0.00	1,200.00	0.00		
101-000-997.300	FOURTH OF JULY FIREWORKS	400.00	0.00	0.00	400.00	0.00		
101-000-998.000	GT COUNTY ROAD COMMISION TART	11,595.00	0.00	0.00	11,595.00	0.00		
Total Dept 000		88,895.00	95.84	95.84	88,799.16	0.11		
Dept 101-TOWNSHIP BOARD OF TRUSTEES								
101-101-702.000	SALARIES	27,243.00	4,561.52	2,396.14	22,681.48	16.74		
101-101-703.001	SECRETARY	31,100.00	4,801.60	3,551.20	26,298.40	15.44		
101-101-705.001	PER DIEM TRUSTEES	250.00	0.00	0.00	250.00	0.00		
101-101-714.000	FICA LOCAL SHARE	4,587.00	763.34	490.26	3,823.66	16.64		
101-101-726.000	SUPPLIES & POSTAGE	2,500.00	0.00	0.00	2,500.00	0.00		
101-101-801.000	ACCOUNTING & AUDIT	11,000.00	0.00	0.00	11,000.00	0.00		
101-101-801.001	INTERNAL ACCOUNTANT	1,000.00	0.00	0.00	1,000.00	0.00		
101-101-802.001	ATTORNEY SERVICES LITIGATION	1,700.00	0.00	0.00	1,700.00	0.00		
101-101-802.002	ATTORNEY SERVICES	13,000.00	1,007.13	1,007.13	11,992.87	7.75		
101-101-802.005	CONTRACTED COMMUNITY SERVICES	15,000.00	0.00	0.00	15,000.00	0.00		
101-101-803.003	ENGINEERING SERVICES	40,000.00	0.00	0.00	40,000.00	0.00		
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	24,500.00	2,801.30	1,400.65	21,698.70	11.43		
101-101-860.000	TRAVEL & MILEAGE	250.00	0.00	0.00	250.00	0.00		
101-101-874.000	RETIREMENT/PENSION	3,520.00	567.88	425.91	2,952.12	16.13		
101-101-900.000	PUBLICATIONS	1,250.00	117.50	117.50	1,132.50	9.40		
101-101-910.000	INSURANCE	6,700.00	788.97	635.12	5,911.03	11.78		
101-101-958.000	EDUCATION/TRAINING/CONVENTION	300.00	0.00	0.00	300.00	0.00		

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH 08/31/2017	AVAILABLE BALANCE	% BDGT USED
			08/31/2017 NORMAL (ABNORMAL)			
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-101-960.000	dues subscriptions	5,900.00	89.95	19.95	5,810.05	1.52
Total Dept 101-TOWNSHIP BOARD OF TRUSTEES		189,800.00	15,499.19	10,043.86	174,300.81	8.17
Dept 171-SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	40,000.00	6,153.84	4,615.38	33,846.16	15.38
101-171-714.000	FICA LOCAL SHARE	3,590.00	517.87	388.40	3,072.13	14.43
101-171-726.000	SUPPLIES & POSTAGE	100.00	0.00	0.00	100.00	0.00
101-171-860.000	TRAVEL & MILEAGE	400.00	0.00	0.00	400.00	0.00
101-171-874.000	RETIREMENT/PENSION	4,725.00	676.92	507.69	4,048.08	14.33
101-171-910.000	INSURANCE	4,000.00	615.40	461.55	3,384.60	15.39
101-171-958.000	EDUCATION/TRAINING/CONVENTION	400.00	0.00	0.00	400.00	0.00
Total Dept 171-SUPERVISOR EXPENDITURES		53,215.00	7,964.03	5,973.02	45,250.97	14.97
Dept 191-ELECTION EXPENDITURES						
101-191-702.000	SALARIES	10,000.00	0.00	0.00	10,000.00	0.00
101-191-726.000	SUPPLIES & POSTAGE	6,050.00	0.00	0.00	6,050.00	0.00
Total Dept 191-ELECTION EXPENDITURES		16,050.00	0.00	0.00	16,050.00	0.00
Dept 209-ASSESSOR'S EXPENDITURES						
101-209-702.000	SALARIES	5,000.00	833.34	416.67	4,166.66	16.67
101-209-714.000	FICA LOCAL SHARE	500.00	63.75	31.88	436.25	12.75
101-209-726.000	SUPPLIES & POSTAGE	4,000.00	0.00	0.00	4,000.00	0.00
101-209-803.002	ASSESSING CONTRACT SERVICES	41,600.00	10,404.00	0.00	31,196.00	25.01
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-209-804.000	SOFTWARE SUPPORT & PROCESSIN	2,600.00	0.00	0.00	2,600.00	0.00
Total Dept 209-ASSESSOR'S EXPENDITURES		56,700.00	11,301.09	448.55	45,398.91	19.93
Dept 215-CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	40,008.00	6,155.08	4,616.31	33,852.92	15.38
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	17,680.00	2,380.00	2,040.00	15,300.00	13.46
101-215-714.000	FICA LOCAL SHARE	4,390.00	575.75	454.86	3,814.25	13.12
101-215-726.000	SUPPLIES & POSTAGE	850.00	252.74	106.49	597.26	29.73
101-215-804.000	SOFTWARE SUPPORT & PROCESSIN	2,300.00	0.00	0.00	2,300.00	0.00
101-215-860.000	TRAVEL & MILEAGE	2,000.00	115.25	103.95	1,884.75	5.76
101-215-874.000	RETIREMENT/PENSION	5,670.00	853.52	665.64	4,816.48	15.05
101-215-910.000	INSURANCE	12,535.00	860.04	860.04	11,674.96	6.86
101-215-958.000	EDUCATION/TRAINING/CONVENTION	2,100.00	0.00	0.00	2,100.00	0.00
Total Dept 215-CLERK'S EXPENDITURES		87,533.00	11,192.38	8,847.29	76,340.62	12.79
Dept 247-BOARD OF REVIEW						
101-247-702.000	SALARIES	700.00	0.00	0.00	700.00	0.00
101-247-714.000	FICA LOCAL SHARE	55.00	0.00	0.00	55.00	0.00
101-247-900.000	PUBLICATIONS	75.00	0.00	0.00	75.00	0.00
101-247-956.000	MISCELLANEOUS	125.00	0.00	0.00	125.00	0.00

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2017	MONTH 08/31/2017	BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 247-BOARD OF REVIEW		955.00	0.00	0.00	955.00	0.00
Dept 253-TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	25,159.00	3,870.60	2,902.95	21,288.40	15.38
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	28,159.00	4,332.16	3,249.12	23,826.84	15.38
101-253-714.000	FICA LOCAL SHARE	3,830.00	617.92	464.24	3,212.08	16.13
101-253-726.000	SUPPLIES & POSTAGE	5,000.00	0.00	0.00	5,000.00	0.00
101-253-804.000	SOFTWARE SUPPORT & PROCESSIN	1,500.00	0.00	0.00	1,500.00	0.00
101-253-860.000	TRAVEL & MILEAGE	400.00	0.00	0.00	400.00	0.00
101-253-874.000	RETIREMENT/PENSION	5,730.00	820.28	615.21	4,909.72	14.32
101-253-910.000	INSURANCE	4,000.00	127.62	127.62	3,872.38	3.19
101-253-958.000	EDUCATION/TRAINING/CONVENTION	500.00	0.00	0.00	500.00	0.00
Total Dept 253-TREASURER'S EXPENDITURES		74,278.00	9,768.58	7,359.14	64,509.42	13.15
Dept 265-TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	2,400.00	201.43	15.29	2,198.57	8.39
101-265-850.000	TELEPHONE	4,600.00	0.00	0.00	4,600.00	0.00
101-265-851.000	CABLE INTERNET SERVICES	5,150.00	699.13	350.36	4,450.87	13.58
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	20,000.00	2,058.81	1,192.72	17,941.19	10.29
101-265-921.000	STREET LIGHTS	11,500.00	1,308.27	1,308.27	10,191.73	11.38
101-265-922.000	MICH CON GAS	3,600.00	74.76	74.76	3,525.24	2.08
101-265-923.000	SEWER TOWNSHIP HALL	1,200.00	60.00	60.00	1,140.00	5.00
101-265-930.000	REPAIRS & MAINT	8,000.00	1,459.61	682.42	6,540.39	18.25
Total Dept 265-TOWNHALL EXPENDITURES		56,450.00	5,862.01	3,683.82	50,587.99	10.38
Dept 410-PLANNING & ZONING EXPENDITURES						
101-410-702.002	ZONING ADMIN SALARY	60,000.00	9,230.76	6,923.07	50,769.24	15.38
101-410-705.000	PER DIEM PLANNING/ZBA	15,000.00	0.00	0.00	15,000.00	0.00
101-410-714.000	FICA LOCAL SHARE	4,846.00	753.23	564.92	4,092.77	15.54
101-410-726.000	SUPPLIES & POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-410-726.001	POSTAGE T & A	100.00	0.00	0.00	100.00	0.00
101-410-802.001	ATTORNEY SERVICES LITIGATION	5,000.00	330.00	330.00	4,670.00	6.60
101-410-802.002	ATTORNEY SERVICES	15,000.00	492.87	492.87	14,507.13	3.29
101-410-802.003	ATTORNEY T & A	10,000.00	0.00	0.00	10,000.00	0.00
101-410-803.000	PLANNER SERVICES	8,050.00	0.00	0.00	8,050.00	0.00
101-410-803.001	PLANNING CONSULTANT	15,000.00	0.00	0.00	15,000.00	0.00
101-410-803.004	ENGINEERING SERVICES T&A	15,000.00	0.00	0.00	15,000.00	0.00
101-410-803.005	PLANNING & CONSULTANT T & A	15,000.00	0.00	0.00	15,000.00	0.00
101-410-803.006	STAFF REVIEW T & A	1,500.00	281.28	0.00	1,218.72	18.75
101-410-804.000	SOFTWARE SUPPORT & PROCESSIN	500.00	0.00	0.00	500.00	0.00
101-410-860.000	TRAVEL & MILEAGE	600.00	170.02	170.02	429.98	28.34
101-410-874.000	RETIREMENT/PENSION	6,400.00	984.60	738.45	5,415.40	15.38
101-410-900.000	PUBLICATIONS	2,000.00	0.00	0.00	2,000.00	0.00
101-410-910.000	INSURANCE	4,000.00	615.40	461.55	3,384.60	15.39
101-410-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-410-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-410-958.000	EDUCATION/TRAINING/CONVENTION	2,500.00	624.00	624.00	1,876.00	24.96
101-410-960.000	dues subscriptions	800.00	0.00	0.00	800.00	0.00
101-410-964.000	REIMBURSEMENTS	0.00	647.45	0.00	(647.45)	100.00
Total Dept 410-PLANNING & ZONING EXPENDITURES		182,696.00	14,129.61	10,304.88	168,566.39	7.73

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 750-MAINT & PARKS EXPENDITURES						
101-750-703.000	WAGES DEPUTY/SEC/PRT TIME	15,120.00	3,900.00	2,820.00	11,220.00	25.79
101-750-714.000	FICA LOCAL SHARE	1,187.00	298.35	215.72	888.65	25.13
101-750-726.000	SUPPLIES & POSTAGE	1,700.00	102.24	51.12	1,597.76	6.01
101-750-860.000	TRAVEL & MILEAGE	500.00	0.00	0.00	500.00	0.00
101-750-930.000	REPAIRS & MAINT	44,525.00	2,162.35	2,085.90	42,362.65	4.86
101-750-956.000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 750-MAINT & PARKS EXPENDITURES		65,032.00	6,462.94	5,172.74	58,569.06	9.94
Dept 865-INSURANCE						
101-865-910.000	INSURANCE	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 865-INSURANCE		15,000.00	0.00	0.00	15,000.00	0.00
Dept 970-CAPITAL IMPROVEMENTS						
101-970-750.000	MAINT & PARKS EXPENDITURES	4,500.00	0.00	0.00	4,500.00	0.00
101-970-974.000	ELECTIONS CAPITAL IMPROVEMENT	6,500.00	0.00	0.00	6,500.00	0.00
101-970-975.000	TWNHALL CAPITAL IMPROVE	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 970-CAPITAL IMPROVEMENTS		30,000.00	0.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		916,604.00	82,275.67	51,929.14	834,328.33	8.98
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		938,176.00	106,361.53	70,138.01	831,814.47	11.34
TOTAL EXPENDITURES		916,604.00	82,275.67	51,929.14	834,328.33	8.98
NET OF REVENUES & EXPENDITURES		21,572.00	24,085.86	18,208.87	(2,513.86)	111.65
BEG. FUND BALANCE		1,325,075.85	1,325,075.85			
NET OF REVENUES/EXPENDITURES - 2016-17			(26,231.91)		(26,231.91)	
END FUND BALANCE		1,346,647.85	1,322,929.80			

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	724,767.00	0.00	0.00	724,767.00	0.00
206-000-402.002	CURRENT PROPERTY TAX AMBULANCE	100,233.00	0.00	0.00	100,233.00	0.00
Total Dept 000		825,000.00	0.00	0.00	825,000.00	0.00
TOTAL REVENUES		825,000.00	0.00	0.00	825,000.00	0.00
Expenditures						
Dept 000						
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	98,500.00	14,583.32	7,291.66	83,916.68	14.81
206-000-805.000	METRO FIRE CONTRACT	724,760.00	0.00	0.00	724,760.00	0.00
Total Dept 000		823,260.00	14,583.32	7,291.66	808,676.68	1.77
TOTAL EXPENDITURES		823,260.00	14,583.32	7,291.66	808,676.68	1.77
Fund 206 - FIRE FUND:						
TOTAL REVENUES		825,000.00	0.00	0.00	825,000.00	0.00
TOTAL EXPENDITURES		823,260.00	14,583.32	7,291.66	808,676.68	1.77
NET OF REVENUES & EXPENDITURES		1,740.00	(14,583.32)	(7,291.66)	16,323.32	838.12
BEG. FUND BALANCE		32,491.61	32,491.61			
NET OF REVENUES/EXPENDITURES - 2016-17			26,223.47		26,223.47	
END FUND BALANCE		34,231.61	44,131.76			

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	46,100.00	0.00	0.00	46,100.00	0.00
207-000-671.000	MISC REVENUES	27,600.00	0.00	0.00	27,600.00	0.00
207-000-699.000	TRANS IN FRM OTHER FUNDS	8,600.00	0.00	0.00	8,600.00	0.00
Total Dept 000		82,300.00	0.00	0.00	82,300.00	0.00
TOTAL REVENUES		82,300.00	0.00	0.00	82,300.00	0.00
Expenditures						
Dept 000						
207-000-802.000	COMMUNITY POLICING CONTRACT	81,000.00	0.00	0.00	81,000.00	0.00
207-000-956.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		86,000.00	0.00	0.00	86,000.00	0.00
TOTAL EXPENDITURES		86,000.00	0.00	0.00	86,000.00	0.00
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		82,300.00	0.00	0.00	82,300.00	0.00
TOTAL EXPENDITURES		86,000.00	0.00	0.00	86,000.00	0.00
NET OF REVENUES & EXPENDITURES		(3,700.00)	0.00	0.00	(3,700.00)	0.00
BEG. FUND BALANCE		100,723.06	100,723.06			
NET OF REVENUES/EXPENDITURES - 2016-17			(9,813.03)		(9,813.03)	
END FUND BALANCE		97,023.06	90,910.03			

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REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-600.000	CONTRIBUTIONS FROM RESIDENTS	3,000.00	1,788.00	653.35	1,212.00	59.60
Total Dept 000		3,000.00	1,788.00	653.35	1,212.00	59.60
TOTAL REVENUES		3,000.00	1,788.00	653.35	1,212.00	59.60
Expenditures						
Dept 000						
208-000-930.005	SHORELINE REDEVELOPMENT	4,900.00	0.00	0.00	4,900.00	0.00
Total Dept 000		4,900.00	0.00	0.00	4,900.00	0.00
TOTAL EXPENDITURES		4,900.00	0.00	0.00	4,900.00	0.00
Fund 208 - PARK FUND:						
TOTAL REVENUES		3,000.00	1,788.00	653.35	1,212.00	59.60
TOTAL EXPENDITURES		4,900.00	0.00	0.00	4,900.00	0.00
NET OF REVENUES & EXPENDITURES		(1,900.00)	1,788.00	653.35	(3,688.00)	94.11
BEG. FUND BALANCE		64,439.48	64,439.48			
NET OF REVENUES/EXPENDITURES - 2016-17			(63,579.02)		(63,579.02)	
END FUND BALANCE		62,539.48	2,648.46			

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-643.000	CEMETARY lot & plots	3,400.00	1,800.00	0.00	1,600.00	52.94
209-000-646.000	BURIAL FEE PAYMENTS	3,500.00	1,900.00	1,500.00	1,600.00	54.29
Total Dept 000		6,900.00	3,700.00	1,500.00	3,200.00	53.62
TOTAL REVENUES		6,900.00	3,700.00	1,500.00	3,200.00	53.62
Expenditures						
Dept 000						
209-000-726.000	SUPPLIES & POSTAGE	300.00	188.95	0.00	111.05	62.98
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	2,800.00	0.00	0.00	2,800.00	0.00
209-000-930.000	REPAIRS & MAINT	1,500.00	33.20	33.20	1,466.80	2.21
Total Dept 000		4,600.00	222.15	33.20	4,377.85	4.83
TOTAL EXPENDITURES		4,600.00	222.15	33.20	4,377.85	4.83
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		6,900.00	3,700.00	1,500.00	3,200.00	53.62
TOTAL EXPENDITURES		4,600.00	222.15	33.20	4,377.85	4.83
NET OF REVENUES & EXPENDITURES		2,300.00	3,477.85	1,466.80	(1,177.85)	151.21
BEG. FUND BALANCE		9,407.41	9,407.41			
NET OF REVENUES/EXPENDITURES - 2016-17			1,528.38		1,528.38	
END FUND BALANCE		11,707.41	14,413.64			

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REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

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PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 212 - LIQUOR FUND						
Revenues						
Dept 000						
212-000-443.000	LIQUOR LICENSE FEES	9,400.00	0.00	0.00	9,400.00	0.00
212-000-665.000	INTEREST ON INVESTMENTS	3.00	0.60	0.30	2.40	20.00
Total Dept 000		9,403.00	0.60	0.30	9,402.40	0.01
TOTAL REVENUES		9,403.00	0.60	0.30	9,402.40	0.01
Expenditures						
Dept 000						
212-000-999.000	TRANSFER TO OTHER FUNDS	8,600.00	0.00	0.00	8,600.00	0.00
Total Dept 000		8,600.00	0.00	0.00	8,600.00	0.00
TOTAL EXPENDITURES		8,600.00	0.00	0.00	8,600.00	0.00
Fund 212 - LIQUOR FUND:						
TOTAL REVENUES		9,403.00	0.60	0.30	9,402.40	0.01
TOTAL EXPENDITURES		8,600.00	0.00	0.00	8,600.00	0.00
NET OF REVENUES & EXPENDITURES		803.00	0.60	0.30	802.40	0.07
BEG. FUND BALANCE		7,128.69	7,128.69			
NET OF REVENUES/EXPENDITURES - 2016-17			988.93		988.93	
END FUND BALANCE		7,931.69	8,118.22			

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 225 - FARMLAND PRESERVATION						
Revenues						
Dept 000						
225-000-402.000	CURRENT PROPERTY TAXES	230,800.00	0.00	0.00	230,800.00	0.00
225-000-665.000	INTEREST ON INVESTMENTS	100.00	178.89	89.45	(78.89)	178.89
Total Dept 000		230,900.00	178.89	89.45	230,721.11	0.08
TOTAL REVENUES		230,900.00	178.89	89.45	230,721.11	0.08
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	30,000.00	0.00	0.00	30,000.00	0.00
225-000-941.000	PDR PYMT TO LANDOWNERS	300,000.00	0.00	0.00	300,000.00	0.00
225-000-942.000	APPRAISAL EXPENSES	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		334,500.00	0.00	0.00	334,500.00	0.00
TOTAL EXPENDITURES		334,500.00	0.00	0.00	334,500.00	0.00
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		230,900.00	178.89	89.45	230,721.11	0.08
TOTAL EXPENDITURES		334,500.00	0.00	0.00	334,500.00	0.00
NET OF REVENUES & EXPENDITURES		(103,600.00)	178.89	89.45	(103,778.89)	0.17
BEG. FUND BALANCE		393,288.04	393,288.04			
NET OF REVENUES/EXPENDITURES - 2016-17			195,668.30		195,668.30	
END FUND BALANCE		289,688.04	589,135.23			

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 296 - SHORELINE PPRESERVATION						
Revenues						
Dept 000						
296-000-665.000	INTEREST ON INVESTMENTS	0.00	0.58	0.21	(0.58)	100.00
Total Dept 000		0.00	0.58	0.21	(0.58)	100.00
TOTAL REVENUES		0.00	0.58	0.21	(0.58)	100.00
Fund 296 - SHORELINE PPRESERVATION:						
TOTAL REVENUES		0.00	0.58	0.21	(0.58)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.58	0.21	(0.58)	100.00
BEG. FUND BALANCE		1,378.08	1,378.08			
NET OF REVENUES/EXPENDITURES - 2016-17			1.22		1.22	
END FUND BALANCE		1,378.08	1,379.88			

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 402 - BAYSIDE PARK CAPITAL FUND						
Revenues						
Dept 000						
402-000-600.000	CONTRIBUTIONS FROM RESIDENTS	3,000.00	0.00	0.00	3,000.00	0.00
402-000-602.002	TRUST FUND DEVELOPMENT GRANT-MDNR	300,000.00	0.00	0.00	300,000.00	0.00
402-000-671.000	MISC REVENUES	200,000.00	0.00	0.00	200,000.00	0.00
402-000-699.000	TRANS IN FRM OTHER FUNDS	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 000		603,000.00	0.00	0.00	603,000.00	0.00
TOTAL REVENUES		603,000.00	0.00	0.00	603,000.00	0.00
Expenditures						
Dept 000						
402-000-803.000	PLANNER SERVICES	80,000.00	0.00	0.00	80,000.00	0.00
402-000-803.003	ENGINEERING SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
402-000-930.002	PARKS & RECREATION EXPENDITURE	510,000.00	0.00	0.00	510,000.00	0.00
Total Dept 000		600,000.00	0.00	0.00	600,000.00	0.00
TOTAL EXPENDITURES		600,000.00	0.00	0.00	600,000.00	0.00
Fund 402 - BAYSIDE PARK CAPITAL FUND:						
TOTAL REVENUES		603,000.00	0.00	0.00	603,000.00	0.00
TOTAL EXPENDITURES		600,000.00	0.00	0.00	600,000.00	0.00
NET OF REVENUES & EXPENDITURES		3,000.00	0.00	0.00	3,000.00	0.00
BEG. FUND BALANCE						
END FUND BALANCE		3,000.00				

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REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

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PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 590 - ACME RELIEF SEWER								
Revenues								
Dept 000								
590-000-460.000	USAGE&CONNECTION FEES	884,500.00	76,273.24	76,273.24	808,226.76	8.62		
590-000-633.000	REPLACEMENT	2,500.00	0.00	0.00	2,500.00	0.00		
590-000-634.000	IMPROVEMENTS	22,680.00	0.00	0.00	22,680.00	0.00		
590-000-665.000	INTEREST ON INVESTMENTS	0.00	841.91	425.43	(841.91)	100.00		
590-000-668.000	INTEREST & FEES	2,210.00	0.00	0.00	2,210.00	0.00		
Total Dept 000		911,890.00	77,115.15	76,698.67	834,774.85	8.46		
Dept 550-HOPE VILLAGE- WATER								
590-550-450.000	USAGE FEES	0.00	1,166.64	1,166.64	(1,166.64)	100.00		
Total Dept 550-HOPE VILLAGE- WATER		0.00	1,166.64	1,166.64	(1,166.64)	100.00		
TOTAL REVENUES		911,890.00	78,281.79	77,865.31	833,608.21	8.58		
Expenditures								
Dept 000								
590-000-802.002	ATTORNEY SERVICES	5,000.00	585.00	585.00	4,415.00	11.70		
590-000-803.003	ENGINEERING SERVICES	20,000.00	0.00	0.00	20,000.00	0.00		
590-000-956.001	OPERATING & MAINT EXP	406,714.00	0.00	0.00	406,714.00	0.00		
590-000-956.003	HOCH ROAD #697 EXP	1,000.00	0.00	0.00	1,000.00	0.00		
590-000-995.001	INTEREST on BONDS	25,200.00	0.00	0.00	25,200.00	0.00		
590-000-995.002	PRINCIPAL ON JOINT VENTURE	86,381.00	0.00	0.00	86,381.00	0.00		
Total Dept 000		544,295.00	585.00	585.00	543,710.00	0.11		
TOTAL EXPENDITURES		544,295.00	585.00	585.00	543,710.00	0.11		
Fund 590 - ACME RELIEF SEWER:								
TOTAL REVENUES		911,890.00	78,281.79	77,865.31	833,608.21	8.58		
TOTAL EXPENDITURES		544,295.00	585.00	585.00	543,710.00	0.11		
NET OF REVENUES & EXPENDITURES		367,595.00	77,696.79	77,280.31	289,898.21	21.14		
BEG. FUND BALANCE		8,192,044.28	8,192,044.28					
NET OF REVENUES/EXPENDITURES - 2016-17			212,768.25		212,768.25			
END FUND BALANCE		8,559,639.28	8,482,509.32					

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND- HOPE VILLAGE						
Revenues						
Dept 550-HOPE VILLAGE- WATER						
591-550-460.000	USAGE&CONNECTION FEES	15,400.00	0.00	0.00	15,400.00	0.00
Total Dept 550-HOPE VILLAGE- WATER		15,400.00	0.00	0.00	15,400.00	0.00
TOTAL REVENUES		15,400.00	0.00	0.00	15,400.00	0.00
Expenditures						
Dept 550-HOPE VILLAGE- WATER						
591-550-956.001	OPERATING & MAINT EXP	15,300.00	0.00	0.00	15,300.00	0.00
Total Dept 550-HOPE VILLAGE- WATER		15,300.00	0.00	0.00	15,300.00	0.00
TOTAL EXPENDITURES		15,300.00	0.00	0.00	15,300.00	0.00
Fund 591 - WATER FUND- HOPE VILLAGE:						
TOTAL REVENUES		15,400.00	0.00	0.00	15,400.00	0.00
TOTAL EXPENDITURES		15,300.00	0.00	0.00	15,300.00	0.00
NET OF REVENUES & EXPENDITURES		100.00	0.00	0.00	100.00	0.00
BEG. FUND BALANCE						
END FUND BALANCE		100.00				

## REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
Dept 000						
703-000-876.000	REFUNDS &OVERPAYMENTS	0.00	(8.63)	(5.22)	8.63	100.00
Total Dept 000		0.00	(8.63)	(5.22)	8.63	100.00
TOTAL EXPENDITURES		0.00	(8.63)	(5.22)	8.63	100.00
<hr/>						
Fund 703 - CURRENT TAX COLLECTION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(8.63)	(5.22)	8.63	100.00
NET OF REVENUES & EXPENDITURES		0.00	8.63	5.22	(8.63)	100.00
BEG. FUND BALANCE						
NET OF REVENUES/EXPENDITURES - 2016-17			(3.00)		(3.00)	
END FUND BALANCE			5.63			

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP  
 PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Dept 000						
811-000-672.000	ASSESSMENTS CURRENT	68,100.00	0.00	0.00	68,100.00	0.00
Total Dept 000		68,100.00	0.00	0.00	68,100.00	0.00
TOTAL REVENUES		68,100.00	0.00	0.00	68,100.00	0.00
Expenditures						
Dept 000						
811-000-997.000	DEBT PAYMENT TO COUNTY	60,213.00	0.00	0.00	60,213.00	0.00
Total Dept 000		60,213.00	0.00	0.00	60,213.00	0.00
TOTAL EXPENDITURES		60,213.00	0.00	0.00	60,213.00	0.00
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		68,100.00	0.00	0.00	68,100.00	0.00
TOTAL EXPENDITURES		60,213.00	0.00	0.00	60,213.00	0.00
NET OF REVENUES & EXPENDITURES		7,887.00	0.00	0.00	7,887.00	0.00
BEG. FUND BALANCE		275,150.61	275,150.61			
NET OF REVENUES/EXPENDITURES - 2016-17			27,692.19		27,692.19	
END FUND BALANCE		283,037.61	302,842.80			
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		3,694,069.00	190,311.39	150,246.63	3,503,757.61	5.15
NET OF REVENUES & EXPENDITURES		3,398,272.00	97,657.51	59,833.78	3,300,614.49	2.87
BEG. FUND BALANCE - ALL FUNDS		295,797.00	92,653.88	90,412.85	203,143.12	31.32
END FUND BALANCE - ALL FUNDS		10,401,127.11	10,401,127.11			
		10,696,924.11	10,859,024.77			

Fund 101 GENERAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
101-000-001.000	CASH-CHECKING	675,197.72	658,429.93
101-000-002.000	CASH ON HAND (PETTY CASH)	200.00	200.00
101-000-004.000	3735-MONEY MARKET	297,705.38	297,806.53
101-000-005.000	1886-HIGH YIELD	157,013.26	157,053.27
101-000-018.000	MISC RECEIVABLE (IMMANUAL/BATES ACCT)	49,346.27	49,346.27
101-000-072.000	G.T. COUNTY SEPTAGE BOND/LOAN	126,756.00	126,756.00
101-000-100.000	ACCOUNTS RECEIVABLE	22,363.30	22,363.30
101-000-101.000	DUE FROM STATE OF MICHIGAN	58,549.00	58,549.00
101-000-123.000	PREPAID EXPENSE	3,628.32	3,628.32
Total Assets		1,390,759.25	1,374,132.62
*** Liabilities ***			
101-000-231.200	OTHER PAYROLL DEDUCTIONS	1,409.36	1,856.55
101-000-339.000	DEFERRED REVENUE	49,346.27	49,346.27
Total Liabilities		91,915.31	51,202.82
*** Fund Balance ***			
101-000-390.000	Fund Balance	1,325,075.85	1,325,075.85
Total Fund Balance		1,325,075.85	1,325,075.85
Beginning Fund Balance - 16-17			1,325,075.85
Net of Revenues VS Expenditures - 16-17			(26,231.91)
*16-17 End FB/17-18 Beg FB		1,298,843.94	
Net of Revenues VS Expenditures - Current Year			24,085.86
Ending Fund Balance			1,322,929.80
Total Liabilities And Fund Balance			1,374,132.62

\* Year Not Closed

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## Fund 206 FIRE FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
206-000-001.000	CASH-CHECKING	58,715.08	44,131.76
Total Assets		58,715.08	44,131.76
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
206-000-390.000	Fund Balance	32,491.61	32,491.61
Total Fund Balance		32,491.61	32,491.61
Beginning Fund Balance - 16-17			32,491.61
Net of Revenues VS Expenditures - 16-17			26,223.47
*16-17 End FB/17-18 Beg FB		58,715.08	
Net of Revenues VS Expenditures - Current Year			(14,583.32)
Ending Fund Balance			44,131.76
Total Liabilities And Fund Balance			44,131.76

\* Year Not Closed

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BALANCE SHEET FOR ACME TOWNSHIP  
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Fund 207 POLICE PROTECTION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
207-000-001.000	CASH-CHECKING	90,910.03	90,910.03
Total Assets		90,910.03	90,910.03
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
207-000-390.000	Fund Balance	100,723.06	100,723.06
Total Fund Balance		100,723.06	100,723.06
Beginning Fund Balance - 16-17			100,723.06
Net of Revenues VS Expenditures - 16-17			(9,813.03)
*16-17 End FB/17-18 Beg FB		90,910.03	
Net of Revenues VS Expenditures - Current Year			0.00
Ending Fund Balance			90,910.03
Total Liabilities And Fund Balance			90,910.03

\* Year Not Closed

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BALANCE SHEET FOR ACME TOWNSHIP  
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Fund 208 PARK FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
208-000-001.000	CASH-CHECKING	4,960.46	2,648.46
Total Assets		4,960.46	2,648.46
*** Liabilities ***			
Total Liabilities		4,100.00	0.00
*** Fund Balance ***			
208-000-390.000	Fund Balance	64,439.48	64,439.48
Total Fund Balance		64,439.48	64,439.48
Beginning Fund Balance - 16-17			64,439.48
Net of Revenues VS Expenditures - 16-17			(63,579.02)
*16-17 End FB/17-18 Beg FB		860.46	
Net of Revenues VS Expenditures - Current Year			1,788.00
Ending Fund Balance			2,648.46
Total Liabilities And Fund Balance			2,648.46

\* Year Not Closed

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BALANCE SHEET FOR ACME TOWNSHIP  
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Fund 209 CEMETERY FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
209-000-001.000	CASH-CHECKING	14,615.79	14,413.64
Total Assets		14,615.79	14,413.64
*** Liabilities ***			
Total Liabilities		3,680.00	0.00
*** Fund Balance ***			
209-000-390.000	Fund Balance	9,407.41	9,407.41
Total Fund Balance		9,407.41	9,407.41
Beginning Fund Balance - 16-17			9,407.41
Net of Revenues VS Expenditures - 16-17			1,528.38
*16-17 End FB/17-18 Beg FB		10,935.79	
Net of Revenues VS Expenditures - Current Year			3,477.85
Ending Fund Balance			14,413.64
Total Liabilities And Fund Balance			14,413.64

\* Year Not Closed

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## Fund 212 LIQUOR FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
212-000-001.000	CASH-CHECKING	1,122.90	1,122.90
212-000-004.000	0650-MONEY MARKET	6,994.72	6,995.32
<b>Total Assets</b>		<b>8,117.62</b>	<b>8,118.22</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
212-000-390.000	Fund Balance	7,128.69	7,128.69
<b>Total Fund Balance</b>		<b>7,128.69</b>	<b>7,128.69</b>
<b>Beginning Fund Balance - 16-17</b>			<b>7,128.69</b>
<b>Net of Revenues VS Expenditures - 16-17</b>			<b>988.93</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>8,117.62</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>			<b>0.60</b>
<b>Ending Fund Balance</b>			<b>8,118.22</b>
<b>Total Liabilities And Fund Balance</b>			<b>8,118.22</b>

\* Year Not Closed

## Fund 225 FARMLAND PRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
225-000-001.000	9937-CASH-CHECKING	583,753.37	583,931.82
225-000-004.000	4319-MONEY MARKET	5,202.97	5,203.41
Total Assets		588,956.34	589,135.23
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
225-000-390.000	Fund Balance	393,288.04	393,288.04
Total Fund Balance		393,288.04	393,288.04
Beginning Fund Balance - 16-17			393,288.04
Net of Revenues VS Expenditures - 16-17			195,668.30
*16-17 End FB/17-18 Beg FB		588,956.34	
Net of Revenues VS Expenditures - Current Year			178.89
Ending Fund Balance			589,135.23
Total Liabilities And Fund Balance			589,135.23

\* Year Not Closed

## Fund 296 SHORELINE PPRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
296-000-001.000	CASH-CHECKING	1,379.30	1,379.88
Total Assets		1,379.30	1,379.88
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
296-000-390.000	Fund Balance	1,378.08	1,378.08
Total Fund Balance		1,378.08	1,378.08
Beginning Fund Balance - 16-17			1,378.08
Net of Revenues VS Expenditures - 16-17			1.22
*16-17 End FB/17-18 Beg FB		1,379.30	
Net of Revenues VS Expenditures - Current Year			0.58
Ending Fund Balance			1,379.88
Total Liabilities And Fund Balance			1,379.88

\* Year Not Closed

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Period Ending 08/31/2017

DB: Acme Township

## Fund 401 SAYLER PARK BOAT LAUNCH CAPITAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
401-000-001.000	CASH-CHECKING	682.45	682.45
Total Assets		682.45	682.45
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
401-000-390.000	Fund Balance	114,880.66	114,880.66
Total Fund Balance		114,880.66	114,880.66
Beginning Fund Balance - 16-17			114,880.66
Net of Revenues VS Expenditures - 16-17			(114,198.21)
*16-17 End FB/17-18 Beg FB		682.45	
Net of Revenues VS Expenditures - Current Year			0.00
Ending Fund Balance			682.45
Total Liabilities And Fund Balance			682.45

\* Year Not Closed

Fund 590 ACME RELIEF SEWER

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
590-000-001.000	9945-CASH-CHECKING	2,541,597.75	2,640,471.88
590-000-004.000	0651-MONEY MARKET	197,066.63	197,116.85
590-000-132.000	SEPTIC PLANT	470,853.00	470,853.00
590-000-133.000	ACCUMULATED DEPRECIATION	(93,988.24)	(93,988.24)
590-000-152.000	WATER SYSTEMS	177,000.00	177,000.00
590-000-153.000	ACCUMULATED DEPRECIATION-WATE	(71,095.00)	(71,095.00)
590-000-154.000	SEWER SYSTEMS	11,611,103.07	11,611,103.07
590-000-155.000	ACCUMULATED DEPREC-SEWER	(5,876,837.24)	(5,876,837.24)
Total Assets		9,031,045.74	9,054,624.32
*** Liabilities ***			
590-000-250.000	BONDS PAYABLE LONG TERM	429,846.00	429,846.00
590-000-250.001	ACCR.INTEREST ON BONDS	3,021.00	3,021.00
590-000-250.100	Current portion of Bonds	97,160.00	97,160.00
590-000-251.002	PREMIUM OF REFUNDED BONDS	36,908.00	36,908.00
590-000-310.000	CONTRACTS PAYABLE-COUNTY DPW	5,180.00	5,180.00
Total Liabilities		626,233.21	572,115.00
*** Fund Balance ***			
590-000-390.000	Fund Balance	8,192,044.28	8,192,044.28
Total Fund Balance		8,192,044.28	8,192,044.28
Beginning Fund Balance - 16-17			8,192,044.28
Net of Revenues VS Expenditures - 16-17			212,768.25
*16-17 End FB/17-18 Beg FB		8,404,812.53	
Net of Revenues VS Expenditures - Current Year			77,696.79
Ending Fund Balance			8,482,509.32
Total Liabilities And Fund Balance			9,054,624.32

\* Year Not Closed

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BALANCE SHEET FOR ACME TOWNSHIP  
Period Ending 08/31/2017

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Fund 701 TRUST AND AGENCY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
701-000-001.000	CASH-CHECKING	8,800.00	5,600.00
Total Assets		8,800.00	5,600.00
*** Liabilities ***			
701-400-282.423	POW/WINDWARD RIDGE	8,800.00	5,600.00
Total Liabilities		8,800.00	5,600.00
*** Fund Balance ***			
Total Fund Balance		0.00	0.00
Beginning Fund Balance - 16-17			0.00
Net of Revenues VS Expenditures - 16-17			0.00
*16-17 End FB/17-18 Beg FB		0.00	
Net of Revenues VS Expenditures - Current Year			0.00
Ending Fund Balance			0.00
Total Liabilities And Fund Balance			5,600.00

\* Year Not Closed

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DB: Acme Township

BALANCE SHEET FOR ACME TOWNSHIP  
Period Ending 08/31/2017

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Fund 703 CURRENT TAX COLLECTION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
703-000-001.000	CASH-CHECKING	28,967.81	596,041.21
Total Assets		28,967.81	596,041.21
*** Liabilities ***			
703-000-202.000	ACCOUNTS PAYABLE	181.03	181.03
703-000-273.000	UNDISTRIBUTED TAX	28,788.86	595,853.63
703-000-274.000	EARNED INTEREST UNDISTIBUTED	0.92	0.92
Total Liabilities		28,970.81	596,035.58
*** Fund Balance ***			
Total Fund Balance		0.00	0.00
Beginning Fund Balance - 16-17			0.00
Net of Revenues VS Expenditures - 16-17			(3.00)
*16-17 End FB/17-18 Beg FB		(3.00)	
Net of Revenues VS Expenditures - Current Year			8.63
Ending Fund Balance			5.63
Total Liabilities And Fund Balance			596,041.21

\* Year Not Closed

## Fund 811 HOLIDAY HILLS AREA IMPROVEMENT

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
811-000-001.000	CASH-CHECKING	302,842.80	302,842.80
811-000-045.000	RECEIVABLE-CURRENT	695,882.25	695,882.25
<b>Total Assets</b>		<b>998,725.05</b>	<b>998,725.05</b>
*** Liabilities ***			
811-000-339.000	DEFERRED REVENUE	695,882.25	695,882.25
<b>Total Liabilities</b>		<b>695,882.25</b>	<b>695,882.25</b>
*** Fund Balance ***			
811-000-390.000	Fund Balance	275,150.61	275,150.61
<b>Total Fund Balance</b>		<b>275,150.61</b>	<b>275,150.61</b>
<b>Beginning Fund Balance - 16-17</b>			<b>275,150.61</b>
<b>Net of Revenues VS Expenditures - 16-17</b>			<b>27,692.19</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>302,842.80</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>			<b>0.00</b>
<b>Ending Fund Balance</b>			<b>302,842.80</b>
<b>Total Liabilities And Fund Balance</b>			<b>998,725.05</b>

\* Year Not Closed

## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 08/01/2017 AND 08/31/2017; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
<b>NORTH FLIGHT INC</b>							
<b>Dispatched</b>							
11890	8/2/2017	NF 8: NF 8	07:56:01	Prehospital	CANCEL, PREHOSPITAL	6000 HOLT RD	
12018	8/3/2017	NF 8: NF 8	16:21:51	Prehospital		ACME TERRACE AFC	
12040	8/4/2017	NF 8: NF 8	07:33:04	Prehospital	CANCEL, PREHOSPITAL	SAMARITAS SR CARE - ACME 1124	
12062	8/4/2017	NF 8: NF 8	12:12:09	Prehospital		PEACEFUL VLY & CLEARWATER DR	MUNSON MEDICAL CENTER ER
12201	8/6/2017	NF 8: NF 8	14:48:01	Prehospital		6070 ARABIAN LN	MUNSON MEDICAL CENTER ER
12285	8/7/2017	NF 8: NF 8	13:46:41	Community Benefit		<Unknown>US-31 N & 4 MILE RD between 4 and 5 mile rd	
12290	8/7/2017	NF 8: NF 8	15:22:40	Prehospital		MEIJER ACME	MUNSON MEDICAL CENTER ER
12350	8/8/2017	NF 8: NF 8	17:29:43	Prehospital		GRAND TRAVERSE RESORT Spa Entrance	MUNSON MEDICAL CENTER ER
12365	8/9/2017	NF 3: NF 3	02:50:12	Prehospital		4549 BROOKVIEW DRIVE	MUNSON MEDICAL CENTER ER
12413	8/9/2017	NF 17: NF 17	23:20:36	Prehospital	<Unknown>	SAMARITAS SR CARE - ACME 1118	
12443	8/10/2017	NF 15: NF 15	10:04:56	Prehospital		4820 5 MILE RD	MUNSON MEDICAL CENTER ER
12496	8/11/2017	NF 3: NF 3	01:08:53	Prehospital		4416 W TIMBERWOOD DR	MUNSON MEDICAL CENTER ER
12499	8/11/2017	NF 3: NF 3	05:34:00	Prehospital		WATERS EDGE ASSISTED LIVING APT 307	MUNSON MEDICAL CENTER ER
12526	8/11/2017	NF 10: NF 10	12:46:27	Prehospital		GRAND TRAVERSE RESORT	MUNSON MEDICAL CENTER ER
12531	8/11/2017	NF 10: NF 10	14:12:03	Prehospital		GRAND TRAVERSE RESORT SPA	MUNSON MEDICAL CENTER ER
12607	8/13/2017	NF 8: NF 8	08:01:27	Prehospital	CANCEL, PREHOSPITAL	WATERS EDGE ASSISTED LIVING	
12764	8/16/2017	NF 11: NF 11	00:52:56	Prehospital		5555 M 72 E SITE 44	
12839	8/16/2017	NF 8: NF 8	18:34:28	Community Benefit		FIRE, STANDBY4343 EAGLECREST DR	
12844	8/16/2017	NF 8: NF 8	19:13:40	Prehospital		4343 EAGLECREST DR	

\* Shaded records indicate that trip has been cancelled

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## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 08/01/2017 AND 08/31/2017; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
12945	8/18/2017	NF 8: NF 8	08:04:03	Prehospital		2895 HOLIDAY PINES RD	2895 HOLIDAY PINES RD
12981	8/18/2017	NF 8: NF 8	20:05:03	Prehospital		5200 US HIGHWAY 31 N	MUNSON MEDICAL CENTER ER
13042	8/19/2017	NF 8: NF 8	19:19:04	Prehospital		GRAND TRAVERSE RESORT JACKS	MUNSON MEDICAL CENTER ER
13109	8/21/2017	NF 8: NF 8	10:15:11	Prehospital		4784 BARTLETT RD	MUNSON MEDICAL CENTER ER
13268	8/23/2017	NF 8: NF 8	12:22:52	Prehospital		SAMARITAS SR CARE - ACME 1118	MUNSON MEDICAL CENTER ER
13269	8/23/2017	NF 5: NF 5	13:00:55	Prehospital	<Unknown>	SAMARITAS SR CARE - ACME 1109	
13277	8/23/2017	NF 8: NF 8	15:32:21	Prehospital		US HIGHWAY 31 N & BUNKER HILL RD	MUNSON MEDICAL CENTER ER
13279	8/23/2017	NF 5: NF 5	15:32:21	Prehospital	<Unknown>	US HIGHWAY 31 N & BUNKER HILL RD	
13411	8/25/2017	NF 8: NF 8	17:19:14	Community Benefit		CANCEL, PREHOSPITALS	SAMARITAS SR CARE - ACME
13434	8/26/2017	NF 11: NF 11	05:53:53	Prehospital		4658 BARTLETT RD	MUNSON MEDICAL CENTER ER
13458	8/26/2017	NF 8: NF 8	15:58:24	Prehospital		3545 SHORES BEACH LN DEAD END	MUNSON MEDICAL CENTER ER
13495	8/27/2017	NF 8: NF 8	14:00:41	Prehospital		SAMARITAS SR CARE - ACME 118	MUNSON MEDICAL CENTER ER
13540	8/28/2017	NF 8: NF 8	16:20:10	Prehospital		SAMARITAS SR CARE - ACME 1118	SAMARITAS SR CARE - ACME
13583	8/29/2017	NF 8: NF 8	14:32:55	Prehospital		6250 BUNKER HILL RD	MUNSON MEDICAL CENTER ER

## NORTH FLIGHT INC (cont.)

### Dispatched (cont.)

13647	8/30/2017	NF 8: NF 8	21:10:58	Prehospital		6000 HOLT RD UNIT 2	6000 HOLT RD UNIT 2
13657	8/31/2017	NF 8: NF 8	08:01:02	Prehospital		4899 DAVID DR	MUNSON MEDICAL CENTER ER
13677	8/31/2017	NF 8: NF 8	14:16:37	Prehospital		SAMARITAS SR CARE - ACME 118	SAMARITAS SR CARE - ACME
13720	8/31/2017	NF 8: NF 8	21:07:18	Community Benefit		CANCEL, PREHOSPITAL	MI-72 & HILLTOP WAY
13721	8/31/2017	NF 8: NF 8	21:31:39	Community Benefit		FIRE, STANDBY	3139 BUTTERMILK LOOP

Total Calls Dispatched: 38

Total Transports: 24

Total Calls for NORTH FLIGHT INC: 38

Total Transports: 24

\* Shaded records indicate that trip has been cancelled

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## Trip List - Dispatch (Short)

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Run # or

Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
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\* Shaded records indicate that trip has been cancelled

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Grand Traverse Town Center  
Development  
Constructed Wetland  
Inspection Report



## Contact Information

**Joe von Wahlde**  
 Senior Consultant  
 11181 Marwill Avenue  
 West Olive, MI 49460  
[www.cardno.com](http://www.cardno.com)

Author(s):   
 Joseph R. von Wahlde  
 Senior Consultant



11181 Marwill Ave. West  
 Olive, MI, 49460

## Document Information

Prepared for **Beckett and Raeder, Inc.**  
 535 West William,  
 Suite 101,  
 Ann Arbor, MI, 48103

Project Name      Grand Traverse Town Center  
 Storm water basin monitoring

Version Number      1.0

Effective Date      8/4/2017

## Document History

Version	Effective Date	Description of Revision	Prepared by:	Reviewed by:
1.0	8/4/2017	Initial Draft	Joe von Wahlde	Jamie Edelyn - Barr
2.0	9/1/2017	Second Draft	Joe von Wahlde	Cardno
3.0		Client Reviewed Draft		
4.0		Final		

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# 1 Introduction

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Cardno Inc. and Barr Engineering were contracted by Acme Township and the Village at Grand Traverse, LLC (VGT), respectively to assess the conditions of the wetland plantings within the site storm water management system at the Grand Traverse Town Center (Site) located in Acme Township, Grand Traverse County Michigan. The Site consists primarily of newly constructed and proposed commercial and retail buildings. Storm water detention and treatment at the Site relies on two detention basins, the east basin and the west basin, draining 47 acres and 40 acres respectively.

This document summarizes the progress of the storm water detention basins and associated plantings two years after implementation. Cardno and Barr will provide recommendations to Acme Township for further action and monitoring at the site.

## 2 Site Layout

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The storm water system for the Site is comprised of two basins, the east basin (Basin #1) and the west basin (Basin #2). Basin #1 empties into three marsh pools separated by low berms and then empties into a grassed swale before exiting through natural wetlands adjacent to Acme Creek. Basin 2 empties into a grassed swale which flows into two marsh pools separated by a low berm and then flows into the natural wetland adjacent to Acme Creek.

## 3 Methodology

---

### 3.1 Biological Monitoring of Storm Water Basins and Treatment Train

Monitoring of the vegetation within the storm water basins, marsh pools, and grassed swales was accomplished by senior biologist, Joe von Wahlde of Cardno. Each area was walked in a meander style survey method and plant species were identified within each habitat. Unknown species at the time of the investigation were collected and brought back for keying out to species. General observations of wildlife presence and use were noted. Additionally, observations were recorded on sediment deposition within the planted zones, turbidity in the water, water depth within the basins, pools, and swales, and general plant health. Representative photographs were taken in each area.

Cardno can provide a detailed list of plant species recorded in each area upon request.

## 4 Site Observations

---

### 4.1 East Side

#### 4.1.1 Basin

The vegetation in the main storm water basin (Basin #1) has increased in density along the north and east edges compared to the lack of vegetation in these areas last year. The water in the basin appears to be approximately two feet or deeper and there is vegetation growing below the surface of the water. The south end of the basin, near the outlet, has the greatest density of vegetation within the whole basin. The banks

are well vegetated. The east bank still contains some bare ground areas, but they appear to be filling in with vegetation. There does not appear to be any erosion concerns.

Of the species planted for the Basin Shelf plant list, approximately 50% of the species were present in Basin #1 which is an eight percent increase from last year. Of the species planted for the herbaceous plant list, approximately 60% were present in Basin #1. Comparing the number of plants identified and species present in Basin #1 in 2017 with 2016, there is marked improvement. Reed canary grass (*Phalaris arundinacea*) is still present, but it does not appear to have spread through the basin because it is still concentrated in small clumps at the south end of the basin.

Wildlife observations include northern leopard frog (*Lithobates pipiens*), green frog (*Lithobates clamitans*), killdeer (*Charadrius vociferus*), red-winged blackbirds (*Agelaius phoeniceus*), green heron (*Butorides virescens*), mallards (*Anas platyrhynchos*), damselfly (*Odonata*) species. Canada goose (*Branta canadensis*) droppings and white-tailed deer (*Odocoileus virginianus*) tracks were also observed at the water's edge.

Water flowing out of the basin into the first marsh pool is clear which indicates the basin is effective in minimizing sedimentation.

#### **4.1.2 Marsh Pool #1**

The water flowing into Marsh Pool #1 (formerly labeled Basin 1A in 2015) is clear and snails were observed in the sediment at the outflow. This marsh pool is very dense with vegetation throughout the entire pool.

Of the species planted from the Basin Shelf seed mix, approximately 63% of the total species were observed in this pool. From the herbaceous plant list, approximately 55% of the total species were observed in this pool. Hard-stemmed bulrush (*Scirpus acutus*) was observed this year and was not present last year. There were additional plant species present this year which were not planted. Reed canary grass was observed in small quantities intermixed with the native vegetation.

Wildlife observed included snails, northern leopard frogs and green frogs (*Rana clamitans*), and tadpoles. The vegetation was fairly dense prohibiting observations of other wildlife species.

Water depths ranged from six inches at the outlet to a foot at the berm separating the first and second pool. These water depths have increased since the 2016 visit when water depths ranged from four to six inches. Water was flowing well between the two marsh pools and the water was not turbid.

#### **4.1.3 Marsh Pool #2**

Vegetation in Marsh Pool #2 was also fairly dense and has increased in density since 2016. Of the total species planted from the Basin Shelf seed mix, approximately 83% were observed in Marsh Pool #2. Of the total species planted from the herbaceous plant list, the total plant species has not changed from the previous year and remains at 56% of the total planted. Reed canary grass was observed in small quantities intermixed with the native vegetation.

Water depths ranged from 24 inches at the berm separating Pool 1 from Pool 2 to 12 inches at the berm separating Pool 2 from Pool 3. There is not much change from the previous year.

Wildlife observed in Pool 2 included northern leopard frogs, damselflies, dragonflies, mallard, green heron, and red-wing blackbird (*Agelaius phoeniceus*). As was observed last year, there was a mallard hen that was flushed along the bank of Pool #2 and her observed behavior indicated that she had a nest or ducklings nearby. This appears to be suitable nesting habitat for mallards.

#### **4.1.4 Marsh Pool #3**

Pool 3 was dense with vegetation and remained similar to that observed in 2016. In 2015, it was observed that 50% of the area planted for cattails had dead vegetation and 90% of the area planted to

bur reed (*Sparganium eurycarpum*) were dead. Observations in 2016 indicated that these two species bounced back and did not show any signs of mortality and in 2017, there was no signs of mortality. Of the species planted for the Basin Shelf mix, approximately 83% were observed. Of the species planted from the herbaceous plants, approximately 55% were observed. There was a marked improvement from 2016 where the planted species observed was 33% of the total plants for both the Basin Shelf mix and the herbaceous mix. Reed canary grass was present in small quantities intermixed with the native vegetation.

Water depths ranged from six inches at the berm separating Pool 2 from Pool 3 to nine inches at the berm exiting to the grassed swale. These water depths were a bit deeper than those observed in 2016.

Wildlife observed included northern leopard frogs.

#### **4.1.5 Grassed Swale**

Water leaving Pool #3 into the grassed swale was flowing well and was clear of turbidity. Water depths ranged from four to six inches. Of the total species in the Grassed Swale seed mix, 36% were observed in the swale which is a slight increase from last year. Reed canary grass was present within this habitat, though not in great abundance. There were several clumps of reed canary grass observed towards the west end of the swale. Wildlife observations included deer tracks. No erosion within the wetland was observed at the grass swale outlet location and water was clear.

### **4.2 West Side**

#### **4.2.1 Basin**

This basin (Basin #2) has improved since the site visit in 2016. In 2016, the primary issue was the presence of algal mats. The water levels appeared to be higher this year than in 2017 and it also appeared there was more flow out of the basin. The shore areas had filled in well with vegetation and saturation occurred to the toe of slope. There appeared to be more wetland vegetation in the saturated zones. There was also an increase of the invasive reed canary grass along the north and west sides of the basin.

Of the species planted for the Basin Shelf plant list, approximately 50% of the species were present in Basin #2 which is a 46% increase from last year. Of the species planted for the herbaceous plant list, approximately 88% were present in Basin #2. Dead river bulrush stalks were observed in 2015 and no river bulrush was observed in 2016 or 2017. River bulrush is the only species in the herbaceous plant list that is not present in the basin. There are additional wetland species that were not planted occurring in the basin this year which supplements the absent planted vegetation.

Wildlife observations include green frogs, leopard frogs, green heron, killdeer, Belted Kingfisher (*Megaceryle alcyon*) and damselflies. There were two families of mallards in the basin. No plant herbivory was observed near the basin's edge.

There were no green algal mats.

Water flowing out of the basin into the grassed swale is clear which indicates the basin is effective in minimizing sedimentation.

#### **4.2.2 Grassed Swale**

The grassed swale was more vegetated and had more hydrology in it compared with observations recorded in 2016. This year, of the total species in the Grassed Swale seed mix, 56% were observed in the swale which is a 75% increase from last year. There were no invasive species observed within the swale. Wildlife observations included leopard frogs and deer tracks.

#### 4.2.3 Marsh Pool #1

The appearance of this Marsh Pool has changed slightly from observations in 2016. There does not appear to be much herbivory in the pool and the vegetation is dense.

Of the species planted from the Basin Shelf seed mix, approximately 55% of the total species were observed in this pool which is a 60% increase from last year. From the herbaceous plant list, approximately 67% of the total species were observed in this pool which is a 50% increase from last year. Reed canary grass was observed in this pool this year.

Wildlife observed included northern leopard frogs and green frogs. The average pool depth is approximately 6 inches.

#### 4.2.4 Marsh Pool #2

In 2017, the average water depth was approximately six inches (at pool center). Of the species planted from the Basin Shelf seed mix, approximately 55% of the total species were observed in this pool which is a 60% increase from last year. From the herbaceous plant list, approximately 67% of the total species were observed in this pool which is a 50% increase from last year. In 2017, there are other supplemental wetland species that have been colonized into this habitat. Reed canary grass is present in this pool. Water flowing out of this pool, through the swale, and into the natural wetland adjacent to Acme Creek was not turbid. No erosion within the wetland was observed at the grass swale outlet location.

## 5 Summary and Conclusions

The diversity of plant life in both basins and associated pools and swales have increased from 2016. The East Basin has a higher density of vegetation and more diversity. The West basin has a higher diversity of vegetation than last year and no presence of algal mats. The average percentage of species observed that were planted in the East Basin is 63% which is an increase from 30% last year. In the West basin, the average percentage of species observed that were planted is 54% compared with 37% last year. The number of plant species observed that were planted in each of the habitats ranges from seven to 15 with an average of 11 species. Last year, it was observed that 18 wetland species were inhabiting these areas. In 2017, both basins have over 20 wetland species.

The only issue that has not been resolved in the basin systems is the presence of the invasive species Reed Canary grass. However, in observations collected this year, it does not appear to be dominating the systems or increasing in density where it was discovered in 2016. It has colonized in the West basin and the pools of the West Basin where it had not been previously observed in 2016. It will be present in all of the basins and pools because it grows in the landscape surrounding the systems. There is a natural wetland between the East and the West basin where it dominates the wetland. Any attempts to treat the Basins to eradicate this plant species will be a losing battle because the other reed canary grass populations in the landscape will continue to provide a seed source.

Although this is an engineered storm water management system and not a wetland mitigation project, performance standards used to judge wetland mitigation projects suggest that 20 species by the end of a five year monitoring period is a successful outcome. It is our opinion, that wetland portion of the storm water basins has met the goals of creating diversity and the designed habitats to facilitate improvement of the water quality prior to it entering the watershed. It is Cardno's professional opinion that the wetland plant community has become established and further monitoring is no longer required.



# RecycleSmart

WWW.RECYCLESMAART.INFO

September 2017

***Schedule Your Appointment***  
***This is the last HHW event for 2017***

**Household Hazardous Waste Event**  
**Saturday October 14**  
**9:00 am - 2:00 pm**

**PESTICIDES  
CHEMICALS  
& PAINTS...OH MY!**

**Get Rid of It! Oct. 14**

RecycleSmart 

**APPOINTMENTS NOW AVAILABLE**

## **RESIDENTS**

Appointments are required for all HHW events and can be made:

1. Online using the scheduling system at [www.recyclesmart.info](http://www.recyclesmart.info)
2. By calling the RecycleSmart hotline at 231-941-5555

## **NON-RESIDENTS (businesses, organizations, schools, etc.)**

1. Download the [2017 CESQG Registration and Certification](#) form.
2. Download the [2017 CESQG Hazardous Materials Inventory Worksheet](#).
3. Appointments are required. Call the RecycleSmart Hotline at 231-941-5555 to register for an HHW event. **(CESQGs are NOT allowed to make an online appointment).**
4. Not sure if you are a Conditionally Exempt Small Quantity Generator (CESQG)? Review the State of Michigan guidelines [here](#).

**What can you bring to a Household Hazardous Waste event? Click [here](#).**

**Click [here](#) for more information about proper paint disposal.**

## **Mattress Recycling**

Bay Area Recycling for Charities (BARC) accepts old mattresses and box springs for recycling.

Mattresses need to be dry, intact, and have no signs of bed bugs. Some light staining is okay but darker brown stains will not be accepted.



## Bay Area Recycling for Charities - New Traverse City Location

BARC is now located in the EPI Building with EmbroidMe  
1567 S. Airport Road, Door H  
Traverse City 49686  
(Go to the back of the building at Door H & Overhead Door 7)  
(231) 632-2272  
info@mybarc.org  
<http://mybarc.org/mattress-recycling/>

Costs: \$20 for each mattress or box spring, no matter the size.

Drop off Service: Monday to Friday 9 am to 4 pm. No Weekend Dropoffs.

Pick up Service: For a \$30 - \$50 fee BARC will pick up old mattresses & box springs for individuals within the 6 county area of Northern Michigan (Grand Traverse, Antrim, Kalkaska, Leelanau, Benzie, Manistee).

Call (231) 632-2272 to schedule a pick up.

Mattresses should be stored either indoors or off the ground, under a tarp, prior to drop off.

## What's Recycled from A Mattress?

BARC is able to recycle about 95% of a mattress.  
Here's how:

- The steel is baled and stays within Michigan to be made into new steel products.
- The foam, quilt cover, cotton and other fabrics are shipped to California for use in carpet padding, industrial absorbents and insulation.
- The wood is ground up and mixed in with compost or sold as kindling wood.



BARC processes 500 mattresses a week from as far as Ohio and Wisconsin.

Not much is wasted from a mattress at all! For every 12,500 mattresses, BARC produces only a semi load of contaminated quilt. So overall, only about 4% goes to the landfill.

### Take It Back Directory

Residents of Grand Traverse County: Learn where and how to reuse, recycle, compost or properly dispose of just about anything with the new, easy to use format for the RecycleSmart Take It Back Recycling Directory.



Take It Back Directory

Take It Back Directory

Here's Help!

← Batteries - Household (Disposable)

There is no curbside collection of this item. Household batteries or "disposable batteries" are the small portable batteries used daily by most people in devices such as radios, toys, flashlights and lanterns, games, watches, calculators, hearing aids, cameras, telephones and other communications devices, but do not include the larger batteries used in motor vehicles, commercial and industrial, military and other applications. They are called "dry cell batteries" because they contain no free-flowing liquid or pools of liquid electrolyte.

Drop-off - Batteries - Household

Please contact the participating locations to inquire for business hours.

## Not Sure What To Do With Your Stuff?

Use the RecycleSmart Take-It-Back Recycling Directory to learn where to reuse, recycle, return, compost, donate or throw away your unwanted items.

Visit the [RecycleSmart Take It Back Directory](#).



**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
September 11<sup>th</sup>, 2017 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Members present: B. Balentine (Secretary), D. White, K. Wentzloff (Chair), D. Rosa, M. Timmins, D. VanHouten S. Feringa (Vice Chair)

Members excused: none

Staff present: S. Winter, Planning & Zoning Administrator, J. Jocks, Legal Counsel, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

**Opened at 7:00**

Jim Heffner, 4050 Bayberry Lane, commented on the report by Cardno Consulting on the latest evaluation of the storm water system. The report stated the system has exceeding expectations and they no longer feel it is required to do evaluations. Heffner praised Acme Township, the Tribe and VGT Developers and feels this good news should be spread to the surrounding communities.

Closed for Public Comment at 7:02

**B. APPROVAL OF AGENDA:**

Timmins motioned to approve the agenda. Supported by Balentine. Motion carried unanimously to approve the agenda as presented.

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

Wentzloff recused herself from item H -2 Public Hearing on Zoning Ordinance Amendment 045 – Medical Marihuana Facilities and J-2 Old Business Zoning Ordinance Amendment 045 – Medical Marihuana Facilities, due to a conflict with a client.

**D. SPECIAL PRESENTATIONS:**

1. None

**E. CONSENT CALENDAR:**

**1. RECEIVE AND FILE**

- a. Township Board Special Meeting Draft Minutes 08/08/17
- b. Zoning Board of Appeals Draft Minutes 08/30/17
- c. Grand Traverse Town Center Development Constructed Wetland Inspection Report

**2. ACTION:**

- a. Adopt Planning Commission Minutes 08/14/17

Feringa requested the Adopt Planning Commission Minutes 08/14/17 be removed from the Consent Calendar.

Timmins motioned to approve the Consent Calendar with the removal of Adopt Planning Commission Minutes 08/14/17, supported by Feringa. Motion carried unanimously

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

1. Adopt Planning Commission Minutes 08/14/17

Corrections of misspelling of Timmins in B and E-2 and Balentine in E-2.

Timmins motioned to approve the minutes with corrections as stated, support by White for approval of the Planning Commission Minutes 08/14/17. Motion carried unanimously.

**G. CORRESPONDENCE:**

1. Haggards Plumbing and Heating re SUP 2017-03 – see attached correspondence.
2. Northern Michigan Housing Summit 2017 announcement – see attached correspondence. If interest in attending, let Winter know and he will get you registered.
3. Capital Improvements Programs (CIP) Workshop announcement – see attached correspondence. If interest in attending, let Winter know and he will get you registered.

**H. PUBLIC HEARINGS:**

1. SUP 2017-03 - Archangel Gabriel Orthodox Church – Opened at 7:11, closed at 7:11- none
2. Zoning Ordinance Amendment 045 – Medical Marihuana Facilities –Opened at 7:14, closed at 7:14 - none

**I. NEW BUSINESS:**

1. None

**J. OLD BUSINESS:**

**1. SUP 2017-03 - Archangel Gabriel Orthodox Church**

Ben Loznak representative of Cornwell Architects provided an update presentation on the proposed project and non-use variances. They have worked through items that were outstanding from the last meeting. Obtained variances from the zoning board of appeals regarding parking, landscaping requirements, lighting, septic system, and the Fire Marshal. All reviews have taken place and are included in the packet.

Winter suggested to add irrigation to the landscaping plan as #5 in the approval of Special Use Permit application for township board.

Suggested Motion for Consideration Motion to recommend approval of Special Use Permit application 2017-03 to the Township Board for the construction of a 12,385 square foot church building submitted by the Applicant Mark Humitz on behalf of the Archangel Gabriel Orthodox Church to be located at 7111 US-31 N, Williamsburg, MI 49690, subject to the following conditions:

1. The Acer x freemanii “Autumn Blaze Maples” indicated in the landscape plan be replaced by a species listed on the Invasive Species Networks’ “Recommended Planting Guidelines for Municipalities”.
2. Irrigation be incorporated into the landscape plan to maintain the health of the grass, shrubs and trees.
3. The landscape and irrigation improvements are to be completed within one month of occupancy. The planting season shall be April 1 through November 1, provided no evergreen trees shall be planted later than September 15. If occupancy occurs in October through April, the applicant shall have until the next May 1st to complete the required improvements.
4. That the Township Board consider establishing a bond, letter of credit, or cash surety in the amount they determine necessary to ensure the completion of the project.
5. Township Board needs to establish a Bond for the amount needed for the landscaping work to include the cost of irrigation.

Motion by Timmins to recommend approval of Special Use application 2017-03, second by Balentine. Motion carried unanimously.

**2. Zoning Ordinance Amendment 045 – Medical Marihuana Facilities**

Winter reported the Township Board is working on the police ordinance draft supplied by J. Jocks.

Winter reviewed revisions of the Zoning Ordinance Amendment 045.

Add “Medical Marihuana Provisioning Center” as a use allowed by right in the Corridor Commercial (C) District under §6.6.4, limited to no more than one (1) licensed Provisioning Center.

Add “Medical Marihuana Grower” and “Medical Marihuana Processor” as uses allowed by right in the A- 1 Agricultural District under §6.12.2, limited to no more than five (5) licensed Growers and five (5) licensed Processors.

Add the following under Article VII Supplementary Regulations:

§7.11 MEDICAL MARIHUANA FACILITIES §7.11.1 Statement of Intent: The purpose of a Medical Marihuana Facility is to allow for the uses set out in the Medical Marihuana Facilities Licensing Act. Acme Township desires to allow all legal businesses to operate in the Township, but recognizes the need to zone for all uses to protect the health, safety, and welfare of the general public.

For purposes of this section the term “park” means any land or facility of any size or shape, including but not limited to road ends, and submerged lands, that are open to the public and used for recreation or held for future recreational use. For purposes of this section the term “park” shall not mean linear ways or multiuse paths.

Motion by Timmins to send the proposed Zoning Ordinance Amendment 045 Medical Marihuana Facilities to the Grand Traverse County Planning Commission for review and recommend adoption to the Township Board. Second by Rosa. Motion carried by a vote 6 (Feringa, Balentine, VanHouten, Timmins, Rosa and White) in favor, Wentzloff recused.

**3. Short-Term Rentals – Keeping as old business while Board of Trustees is reviewing.**

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

No Public Comments, closed at 7:38

1. Zoning Administrator Report – Shawn Winter: Applied for a grant offered by Impact 100 TC where the funds are donated by women in the region for environmental use. Acme Township has applied for the grant to use for the park. If considered the township will be required to give a short presentation. Applicants are then narrowed down to two recipients.
2. Planning Consultant Report – John Iacoangeli - none
3. Township Board Report – Doug White - none
4. Parks & Trails Committee Report – Marcie Timmins – will be having a meeting Friday, September 15.

**ADJOURN: Motion to adjourn by Timmins, supported by Balentine. Meeting adjourned at 7:50.**



**ACME TOWNSHIP ZONING BOARD OF APPEALS  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
August 30<sup>th</sup>, 2017 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE (7:00)**

**ROLL CALL:**

Members present: Hoxsie, LaSusa, Maitland (vice chair), Kuncaitis (Chair), Balentine

Members excused: n/a

Staff present: Winter

- A. APPROVAL OF AGENDA:** no objections
- B. INQUIRY AS TO CONFLICTS OF INTEREST:** none
- C. CORRESPONDENCE:** none. Jim Maitland serves on the LochenHeath HOA Board and will speak as a representative of the HOA during the public hearing.
- D. PUBLIC HEARINGS:**
- 1. ZBA 2017-03: Non-Use Variance Requests, Archangel Gabriel Orthodox Church, 7111 US-31 N**
    - a. Request Mark Humitz, President of Cornwell Architects**
- Kuncaitis read the public notice into the record.
  - Ben Loznak, representative of Cornwell Architects, provided an overview of the proposed project and non-use variance requests they are pursuing.
    - Specifically, the applicant is requesting a non-use variance to allow the parking in the front and to deviate from the required placement of trees prescribed in the landscape section of the Zoning Ordinance. Loznak reviewed the hardships they presented in their application detailing the reasons for their request, including the natural drainage of the property due to topography and viewshed preservation. The Applicant is requesting to use the same number of required trees in the landscape and ROW buffers but to allow for clustering in groups of 4 at a distance of 80 feet between clusters, as opposed to the maximum spacing of 35 feet required by the Zoning Ordinance.
  - Father Ciprian spoke on the Church's goal of being good stewards of the land and wanting to protect the viewshed and value it provides to the community.
  - Kuncaitis asked for clarification of the building heights at different points along the façade and the overall design. Further discussion occurred regarding the existing berm and proposed berm.
  - Maitland questioned the need for a berm if the protecting the viewshed is the goal. Kuncaitis explained the effect of blocking headlights from the parking lot from projecting onto the highway.
  - Loznak reinforced the landscape requirements, particularly a fence and 6 foot trees placed 20 feet apart, will be met along the northwest property line adjacent to the LochenHeath residential lots as required.
  - LaSusa asked about the type of trees. Winter indicated the Ordinance allows either evergreen or canopy and the species details will be forthcoming.
  - Discussion occurred about the treed islands and tree types, as well as grade elevation of the parking lot, drainage plan, and design/purpose of the berm along the ROW.
  - Maitland expressed a desire to give more authority to Winter regarding the flexible spacing of the trees as the project develops. Would like to see trees closer together along the ROW, more open along the south and west property line. Loznak is willing to reduce the number of trees along the south and west if allowed.
  - LaSusa asked Winter if he has any recommended language for approval that maximizes the protection of the viewshed. Winter Recommended looking at the conditions of the adjacent LochenHeath development included in the packet.

- LaSusa suggests conditioning the installation of the fence on the request of the neighboring HOA at a later date when development occurs.
- Kuncaitis opened the hearing up to public comment
- Arlene Staich – 319 Green Acres Lane, Elk Rapids, MI. Questioned the need for the proposed fence along the LochenHeath lots. Suggests leaving the installation of fence up to the Church and the neighbors in the future so they can decide together on the appropriate design/style. Supports trees, but feels in some cases you can have too many trees.
- Jim Maitland – LochenHeath HOA Board. The HOA feels the Church have been good neighbors. The HOA has no issues with the plans. Does not see a problem delaying the installation of the fence line until a later date with the Church and HOA deciding on the timing and design.
- Loznak appreciates the conversations that have occurred, but does feel the amount of trees required will drastically affect the existing viewshed.
- Balentine is in favor of not requiring the trees.
- Discussed the need for proposed trees adjacent to the existing community garden.
- Hoxsie feels the trees, especially along the south and west line will drastically disrupt the viewshed.
- Discussed the parking lot placement. Noted the use will not fill the parking lot on a regular basis. Discussed the affect a rear parking lot will have on the adjacent residential lots.
- Kuncaitis closed the public comment portion.
- Conversation occurred around the structure of a motion and the associated conditions.
- Eliminate trees requirements along the ROW
- Eliminate trees along the south and west property lines indicated on the plan as “Protected Viewshed”
- Delay the installation of the 6’ high opaque fence along the northwest property line until requested by a resolution of the LochenHeath HOA
- Berm height along the ROW of 3 feet above highest parking lot grade south of the driveway, truncated on the north end to accommodate the sign as indicated in Exhibit C
- Use of shrubs to create a hedge row 3’ high along the northwest property adjacent to the LochenHeath residential lots.

Motion by LaSusa to accept the findings of fact by the Zoning Administrator and grant the non-use variance request to allow the following as submitted by the Applicant and indicated on the landscape plan identified as Exhibit C with the following changes:

1. The parking shall be located in the front of the yard.
2. Eliminate the required trees along the south and west in the “Protected Viewshed” and the northwest property line adjacent to the LochenHeath lots
3. Substitute the trees adjacent to the LochenHeath lots with low shrubbery
4. Allow the screening of the refuse receptacle with evergreen trees
5. The reduction of the berm’s northern extent south of the driveway as indicated in Exhibit C.
6. Eliminate the required berm north of the driveway
7. Install additional the treed islands as indicated in Exhibit C
8. A 6’ high opaque gate to be placed in front of the refuse receptacle
9. Delay the installation of the opaque fence along the residential lots until initiated by resolution of the LochenHeath HOA
10. Eliminate the required trees along the US-31 ROW

Second by Hoxsie. Motion passes unanimously.

#### **E. ADMINISTRATIVE ACTION**

1. Approve Zoning Board of Appeals draft minutes from 06/08/17
  - Motion by LaSusa, Second by Hoxsie. Motion passes unanimously.
2. Election of Officers
  - Kuncaitis opened up the election of officers
  - Maitland nominates Kuncaitis as Chair. Second by LaSusa. Kuncaitis elected unanimously.
  - Balentine nominates LaSusa for Vice Chair. Second by Maitland. LaSusa elected unanimously.

**ADJOURN:**

Motion by Maitland to adjourn. Second by Balentine. Motion passes unanimously. Adjourn at 8:24.



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**August 18<sup>th</sup>, 2017 8:30 a.m.**

**ROLL CALL: 8:34**

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

**A. PUBLIC COMMENT:**

Nels Veliquette – CFO at Cherries R Us, board member for Shoreline Fruit.

Spoke on the importance of compliance with the Food Safety and Modernization Act at Shoreline Fruit in relationship to the proposed Traverse City to Charlevoix Trail. Provided an outline of what the facility has to deal with in terms maintaining compliance, trail or no trail. Wanted to make the Committee aware of the regulations they have to follow and to have the Committee keep these in mind as the discussions on the trail evolve. Not as worried about trespass issues, or right to farm issues. Primary concern is compliance with mandated government regulations. Feels trails are extremely important and would like to be part of the conversation moving forward. Discussion about the overall approach and planning of the trail followed. Strongly recommended one-on-one engagement with the property owners along the conceptual trail alignment. Would be available to discuss the project with any of the committee members, and set up connections with property owners.

**B. APPROVAL OF AGENDA:**

Winter requested postponing the election of officers until the next meeting.

Heffner requested adding discussion of a non-smoking policy under new business.

Motion by Heflin to approve the agenda with the election of officers moved to next month and the discussion on non-smoking policy added under new business, support by Heffner. Agenda approved unanimously.

**C. INQUIRY AS TO CONFLICTS OF INTEREST: none****D. CORRESPONDENCE: none****E. ACTION:****1. Approve Parks & Trails Minutes 06/16/2017**

Motion by Heflin to approve the minutes, Support by Smith. Motion passes unanimously.

**F. OLD BUSINESS:****1. Bayside Park Update (Winter and Jenema)**

- Winter said they'd be meeting with Klaus later in the day to go over the layout. Need to discuss the sunshades that were included in the grant. Need to determine the sequencing based on contractor availability and decide what can still be done this fall.
- Jenema stated that Klaus will provide some options for the sunshades and play structures. Winter and Jenema discussed putting the play structures out to the public for input on the a few different options. Klaus' designs will be brought back to the committee.
- Heflin noted the uptick in park use already this summer.
- Heflin also announced that Paul Brink and Kathleen Guy are working with the GTRLC to host a happy hour at Bayview on September 21, 2017 from 5:30 – 7:00 pm to discuss the park plans and fundraising. Committee members will be invited to attend.
- Heffner questioned how the fundraising works, Heflin explained the process.
- Heffner commended the owner of Woodland Creek for the playground they installed along the trail behind the business and his willingness to help with the trail maintenance

**2. Adopt-A-Bench Program (Winter)**

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

- Winter updated the committee that the Board approved the adopt-a-bench program with the details in the flier enclosed in the packet.
- Klaus will be submitting a map of where each of the two types of benches will be located so the adoptions can begin.
- Heflin asked about public feedback about the bench. Jenema spoke on the different responses we've received. Mostly positive.
- Heffner brought up Linda Weeks desire for a swing. Jenema stated that the swing is not planned in this design, looking at other locations throughout the park system that may be appropriate.
- Winter will follow up with Linda and update her on the plan.

**3. Trail Updates (Kushman)**

- Kushman, Clark and Wentzloff met with the Shores HOA Board in July. The board seemed to come around to the idea of the trail, but thought it might be a hard sell to the whole HOA membership. Fear eminent domain and trail users migrating off the trail and trespassing. The next step will be to have them come and present to the whole membership in the fall.
- Heffner asked about the ownership of the roads, the Tribe or the HOA. Winter stated some of the information Clark had shared with him, but the clear ownership is still to be determined.
- Also met with an elder of Christ the King Church about a trail going on or near their property. His personal opinion is that it could potentially be a good thing, but certain areas on the south side of their property is a no-go, but there may be opportunities on the north side.
- Still speaking with Father Ciprian of the Archangel Gabriel Greek Orthodox Church and LochenHeath for future alignment options.
- Clark reached out to Bay Villa HOA president with information on the park and trails to share with their members.
- DTE will begin work between Five Mile and Bunker Hill after Labor Day and will last 4-6 weeks
- Heffner asked about the potential realignment over the railroad tracks in this area. Last year's restriping seems to be effective in limiting instances. Kushman discussed some changes that have been explored, of which the effectiveness is still being evaluated.
- Heffner asked about a patch that needed filled with asphalt. Kushman said the Road Commission will attend to it, along with others, the next time their crew is in the area.
- At a recent Elk Rapids Township meeting 15 people spoke in support of the Traverse City to Charlevoix Trail, along with approximately 40 letters. Five people spoke in opposition.
- Heffner asked about the trail behind the Holiday Inn. Winter had a recent meeting with Lanny Johnson about an easement through his property. Mr. Johnson is not interested at this time because he doesn't want to impede a potential sale or development of the property. Kushman is working with the Holiday Inn owners to get a contact at Wells Fargo to discuss a potential trail easement.
- Still waiting on Township Counsel to review the trail easement agreement, and Dan Kelly is still waiting on the availability of water from the Tribe to move forward with his project. Jenema discussed some of the options the Board is exploring related to a water system.

**G. NEW BUSINESS:**

- 1. ~~Election of Officers~~ (moved to next month's meeting)**
- 2. Repurposing Vacant Building In Bayside Park**
  - Winter explained how some members of the Board are having legitimate concerns about the increased maintenance costs associated with the park improvements, and where those funds will come from.
  - Winter proposed the idea of utilizing the existing building on the south side of Bayside Park for a kayak/SUP rental location. The use of the building would be leased to a party who would operate the business. Those rent acquired would then go towards the park maintenance fund for Bayside. Winter's proposed approach is to not make a huge

investment on the Township's part up front, but to make incremental improvements as the use of rentals increases.

- Heflin expressed support for the idea, thought it would be successful with all the park foot traffic
- Smith supported the idea. Although he has access to kayaks, would much rather rent them at the park with people rather than loading them up and hauling them to the water.
- Heffner pointed out that is the natural area of the beach that will need to be addressed. Smith made a few suggestions.
- Winter mentioned Clark was going to research with the County to find out what the River Outfitters pays to operate out of Medalie Park, which may be a better comparison.
- Smith asked about the number of kayaks and method of storage. Winter has the impression that at Clinch Park the kayaks are stored on the beach and secured with a cable. Smith cautioned it could become unsightly if not considered.
- Heflin asked about liability. Jenema believes we are covered under our current policy. The business would need their own policy as well.
- Winter wanted to know if this is something we want to pursue and pitch to the Board. Jenema will bring it up at the next meeting to get their feedback on the concept and see if the committee should invest more time exploring the idea.
- Heffner asked about the inside condition of the existing building. Winter is not familiar with the interior, but is among the details we'd need to evaluate. Could consider concession sales as well.
- Heflin suggested syncing Sayler Park into the lease agreement for a kayak rental trip destination.

**3. Non-smoking Policy**

- Jenema recapped her meeting with Heffner at Bayside regarding his concerns with the maintenance, and her follow up discussions with Zollinger mainly about beach grooming. Jenema would also like to get an old wooden fruit crate so people can toss rocks into it to be discarded. The crate would site off to the side as to not be intrusive.
- Jenema shared that the Township does have a non-smoking ordinance, but it only relates to the township hall, bathrooms, kitchen, and parking lot, but does not include the parks.
- The current list of rules at the park is excessive and may be outdated.
- Winter mentioned two ways to address this: amend the existing non-smoking ordinance, or create a new ordinance that establishes rules for all the parks
- Jenema supported the new ordinance idea.
- Heffner felt it was worth looking at neighboring jurisdictions to see what works.
- Heflin says the two biggest things the GTRLC has to take care of at their properties is pet waste and cigarette butts. Hard to enforce these types of ordinances.
- Winter will try to look for neighboring communities' rules to review at the next meeting so a new ordinance with park rules can be established.
- Heffner asked whether there was a consensus to ban smoking. Smith would rather have people just clean up after themselves instead of imposing a bunch of rules on a park, despite not liking smoking at all.
- r

**H. PUBLIC COMMENT: none**

**ADJOURN:**

Motion by Heflin, second by Heffner. Motion passes unanimously.  
10:39 am

Prepaid

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/07/2017	CHAS	24426	ACE HARDWARE	REPAIRS & MAINT	101-750-930.000	109.39
09/07/2017	CHAS	24427	AMERICAN WASTE	REPAIRS & MAINT	101-265-930.000	304.99
09/07/2017	CHAS	24428	CHARTER COMMUNICATIONS/SPECTRUM	CABLE INTERNET SERVICES	101-265-851.000	350.36
09/07/2017	CHAS	24429	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	551.51
09/07/2017	CHAS	24430	ENGINEERING PROTECTION SYSTEMS	REPAIRS & MAINT	101-750-930.000	156.84
09/07/2017	CHAS	24431	ESCH LAWN	REPAIRS & MAINT	101-750-930.000	1,770.00
09/07/2017	CHAS	24432	GABRIDGE & COMPANY, PLC	ACCOUNTING & AUDIT	101-101-801.000	4,950.00
09/07/2017	CHAS	24433	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL	101-265-923.000	60.00
09/07/2017	CHAS	24434	GRAND TRAVERSE METRO ESA	CONTRACTED EMPLOYEE SERVICES	206-000-802.004	7,291.66
09/07/2017	CHAS	24435	IMAGE360	REPAIRS & MAINT	101-750-930.000	30.36
09/07/2017	CHAS	24436	SVEC CONSTRUCTION COMPANY	REPAIRS & MAINT	101-265-930.000	2,500.00
		24436		REPAIRS & MAINT	101-750-930.000	719.71
						3,219.71
09/07/2017	CHAS	24437	TRAVERSE CITY RECORD EAGLE	PUBLICATIONS-TOWNSHIP BOARD	101-101-900.000	224.25
		24437		PUBLICATIONS-PLANNING & ZONING	101-410-900.000	515.75
						740.00
09/07/2017	CHAS	24438	WYANT COMPUTER SERVICES	SOFTWARE SUPPORT & PROCESSIN	101-101-804.000	1,089.00
09/07/2017	SEWE	245	GRAND TRAVERSE COUNTY	OPERATING & MAINT EXP	590-000-956.001	22,464.65
		245		HOCH ROAD #697 EXP	590-000-956.003	16.09
		245		OPERATING & MAINT EXP	591-550-956.001	700.17
						23,180.91
09/19/2017	CHAS	24439	CHASE CARD SERVICES	REPAIRS & MAINT	101-750-930.000	194.09
09/19/2017	CHAS	24440	KOPY SALES INC.	REPAIRS & MAINT	101-265-930.000	117.37
09/19/2017	CHAS	24441	MAILFINANCE	SUPPLIES & POSTAGE	101-101-726.000	146.97
09/19/2017	CHAS	24442	MICHIGAN MUNICIPAL LEAGUE	INSURANCE	101-865-910.000	11,315.00
09/19/2017	CHAS	24443	SHELL OIL COMPANY	REPAIRS & MAINT	101-750-930.000	178.87
09/19/2017	CHAS	24444	SONDEE, RACINE & DOREN, P.L.C.	ATTORNEY SERVICES LITIGATION	101-101-802.001	33.00
		24444		ATTORNEY SERVICES	101-101-802.002	1,325.00
		24444		ATTORNEY SERVICES	101-410-802.002	825.00
		24444		ATTORNEY T & A VGT PH 1	101-410-802.003-901	1,000.00
						3,183.00
09/19/2017	SEWE	246	ELMERS CRANE & DOZER	OPERATING & MAINT EXP	590-000-956.001	3,340.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/19/2017	SEWE	247	GRAND TRAVERSE COUNTY	OPERATING & MAINT EXP	590-000-956.001	52,838.08
		247		OPERATING & MAINT EXP	591-550-956.001	760.28
						<hr/> 53,598.36
09/27/2017	CHAS	24445	A & D ASSESSING	ASSESSING CONTRACT SERVICES	101-209-803.002	3,468.00
09/27/2017	CHAS	24446	AT&T MOBILITY	SUPPLIES & POSTAGE	101-750-726.000	51.12
09/27/2017	CHAS	24447	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL-5827 US	101-265-920.000	26.18
		24447		ELECTRIC UTILITIES TOWNHALL-5875 US	101-265-920.000	40.38
		24447		ELECTRIC UTILITIES TOWNHALL-6042 ACM	101-265-920.000	695.87
						<hr/> 762.43
09/27/2017	CHAS	24448	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL	101-265-920.000	82.31
09/27/2017	CHAS	24449	DTE ENERGY	MICH CON GAS	101-265-922.000	29.45
09/27/2017	CHAS	24450	GREATAMERICA FINANCIAL SVCS	SOFTWARE SUPPORT & PROCESSIN	101-101-804.000	311.65
09/27/2017	CHAS	24451	NATIONWIDE EMPLOYEE BENEFITS	INSURANCE	101-101-910.000	520.70
TOTAL - ALL FUNDS				TOTAL OF 29 CHECKS		121,104.05

--- GL TOTALS ---

101-101-726.000	SUPPLIES & POSTAGE	146.97
101-101-801.000	ACCOUNTING & AUDIT	4,950.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	33.00
101-101-802.002	ATTORNEY SERVICES	1,325.00
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	1,400.65
101-101-900.000	PUBLICATIONS	224.25
101-101-910.000	INSURANCE	520.70
101-209-803.002	ASSESSING CONTRACT SERVICES	3,468.00
101-265-851.000	CABLE INTERNET SERVICES	350.36
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	844.74
101-265-921.000	STREET LIGHTS	551.51
101-265-922.000	MICH CON GAS	29.45
101-265-923.000	SEWER TOWNSHIP HALL	60.00
101-265-930.000	REPAIRS & MAINT	2,922.36
101-410-802.002	ATTORNEY SERVICES	825.00
101-410-802.003-901	ATTORNEY T & A VGT PH 1	1,000.00
101-410-900.000	PUBLICATIONS	515.75
101-750-726.000	SUPPLIES & POSTAGE	51.12
101-750-930.000	REPAIRS & MAINT	3,159.26
101-865-910.000	INSURANCE	11,315.00
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	7,291.66
590-000-956.001	OPERATING & MAINT EXP	78,642.73
590-000-956.003	HOCH ROAD #697 EXP	16.09
591-550-956.001	OPERATING & MAINT EXP	1,460.45

09/27/2017 02:46 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP  
CHECK DATE FROM 09/06/2017 - 09/30/2017  
Banks: CHASE, PARKS, SEWER

Check Date	Bank	Check #	Payee	Description	GL #	Amount
TOTAL						121,104.05

09/27/2017 03:04 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
EXP CHECK RUN DATES 10/01/2017 - 10/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Page: 1/2

To Be Approved

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

Vendor ACME - ACME TOWNSHIP:

PROJECT-086

8465	ACME TOWNSHIP	10/03/2017	10/03/2017	563.86	563.86	Open	N
	GREEK CHURCH SPECIAL USE PERMIT	CATHY DYE					10/03/2017
	101-410-803.006-086	STAFF REVIEW T & A		556.50			
	101-410-726.001-086	POSTAGE T & A		7.36			
	Total for vendor ACME - ACME TOWNSHIP:			563.86	563.86		

Vendor BILL SPEAR - BILL SPEARMAN:

1153

8469	BILL SPEARMAN	10/03/2017	10/03/2017	350.00	350.00	Open	N
	REMOVE BUOYS TWP PARK	CATHY DYE					10/03/2017
	101-750-930.000	REPAIRS & MAINT		350.00			
	Total for vendor BILL SPEAR - BILL SPEARMAN:			350.00	350.00		

Vendor 0000003000 - CITY OF TRAVERSE CITY:

92862

8473	CITY OF TRAVERSE CITY	10/03/2017	10/03/2017	113.63	113.63	Open	N
	LEGAL SERVICES PROVIDED FOR CHARTE	CATHY DYE					10/03/2017
	101-101-802.002	ATTORNEY SERVICES		113.63			
	Total for vendor 0000003000 - CITY OF TRAVERSE CITY:			113.63	113.63		

Vendor COBB - COBB'S PEST CONTROL:

9/12/17

8468	COBB'S PEST CONTROL	10/03/2017	10/03/2017	115.00	115.00	Open	N
	HORNETS INSIDE TOWNSHIP HALL	CATHY DYE					10/03/2017
	101-265-930.000	REPAIRS & MAINT		115.00			
	Total for vendor COBB - COBB'S PEST CONTROL:			115.00	115.00		

Vendor 0000007675 - GOSLING CZUBAK ENGR:

78531

8466	GOSLING CZUBAK ENGR	10/03/2017	10/03/2017	702.00	702.00	Open	N
	STORMWATER REVIEW OF GREEK ORTHODO	CATHY DYE					10/03/2017
	101-410-803.004-086	ENGINEERING SERVICES T&A		702.00			

78522

8467	GOSLING CZUBAK ENGR	10/03/2017	10/03/2017	5,904.00	5,904.00	Open	N
	NORTH BAYSIDE PARK	CATHY DYE					10/03/2017

09/27/2017 03:04 PM

User: CATHY DYE

DB: ACME TOWNSHIP

INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
 EXP CHECK RUN DATES 10/01/2017 - 10/03/2017  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Page: 2/2

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	402-000-803.003	ENGINEERING SERVICES		5,904.00			
	Total for vendor 0000007675 - GOSLING CZUBAK ENGR:			6,606.00	6,606.00		

Vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:

1615306-0

8470	INTEGRITY BUSINESS SOLUTIONS	10/03/2017	10/03/2017	34.99	34.99	Open	N
	PAPER	CATHY DYE					10/03/2017
	101-265-726.000	SUPPLIES & POSTAGE		34.99			
	Total for vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:			34.99	34.99		

# of Invoices:	7	# Due:	7	Totals:	7,783.48	7,783.48
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					7,783.48	7,783.48

--- TOTALS BY BANK ---

CHASE	GENERAL FUND	1,879.48
PARKS	BAYSIDE PARK	5,904.00

--- TOTALS BY GL DISTRIBUTION ---

101-101-802.002	ATTORNEY SERVICES	113.63
101-265-726.000	SUPPLIES & POSTAGE	34.99
101-265-930.000	REPAIRS & MAINT	115.00
101-410-726.001-086	POSTAGE T & A	7.36
101-410-803.004-086	ENGINEERING SERVICES T&A	702.00
101-410-803.006-086	STAFF REVIEW T & A	556.50
101-750-930.000	REPAIRS & MAINT	350.00
402-000-803.003	ENGINEERING SERVICES	5,904.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	1,879.48	1,879.48
402 - BAYSIDE PARK CAPITAL FUND	5,904.00	5,904.00

--- TOTALS BY DEPT/ACTIVITY ---

000 -	5,904.00	5,904.00
101 - TOWNSHIP BOARD OF TRUSTEES	113.63	113.63
265 - TOWNHALL EXPENDITURES	149.99	149.99
410 - PLANNING & ZONING EXPENDITU	1,265.86	1,265.86
750 - MAINT & PARKS EXPENDITURES	350.00	350.00



**Gosling Czubak**  
engineering sciences, inc.

*Engineers • Surveyors  
Landscape Architects  
Environmental Services*

September 25, 2017

Acme Township  
Attn: Jay Zollinger  
6042 Acme Road  
Williamsburg, MI 49690

Re: Pump Station #1 Forcemain Project - Recommended Bidder

Dear Jay:

As you are aware on September 25, 2017 bids were opened on the subject project. Two bids were received for the proposed project. The low bid was submitted from Sterling Excavation with a base bid of \$1,088,130.00.

Our estimated preliminary cost for this project was \$1,137,925.00, which is higher than the bid received.

We have checked the qualifications of Sterling Excavation and believe they are qualified to perform the work and would recommend the Township to award Pump Station #1 Forcemain Project to Sterling Excavation. The bid should be awarded in the amount of the bid of \$1,088,130.00.

A copy of the bid tabulation is attached for your review.

If you have any questions, please call.

Sincerely,

Clyde Johnson, P.E.  
Project Manager  
Gosling Czubak Engineering Sciences, Inc.

P:\2016390001.01\Docs\Letter to TWP - Recommended Bidder.docx

**BID TABULATION  
FOR  
ACME TOWNSHIP  
PUMP STATION #1 FORCEMAIN PROJECT**

Item	Description	Quantity	Unit	Engineer's Estimate		Sterling Excavation		Elmer's	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Audio Visual Route Survey	1	L.S.	\$ 5,000.00	\$ 5,000.00	\$ 1,800.00	\$ 1,800.00	\$ 4,084.54	\$ 4,084.54
2	Mobilization	1	L.S.	\$ 50,000.00	\$ 50,000.00	\$104,735.00	\$ 104,735.00	\$106,511.61	\$ 106,511.61
3	Traffic Maintenance & Control	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 11,594.84	\$ 11,594.84
4	Snow Fencing	3,445	L.F.	\$ 5.00	\$ 17,225.00	\$ 4.00	\$ 13,780.00	\$ 2.73	\$ 9,404.85
5	Bituminous Removal - TART Trail, disturbed areas only	3,800	S.Y.	\$ 4.00	\$ 15,200.00	\$ 2.00	\$ 7,600.00	\$ 0.75	\$ 2,850.00
6	12-inch Force Main Open Cut	4,110	L.F.	\$ 65.00	\$ 267,150.00	\$ 90.00	\$ 369,900.00	\$ 121.54	\$ 499,529.40
7	12-14 inch Force Main Directional Drill	3,155	L.F.	\$ 150.00	\$ 473,250.00	\$ 90.00	\$ 283,950.00	\$ 102.55	\$ 323,545.25
8	Transition Directional Drill to Open Cut	8	EA	\$ 2,000.00	\$ 16,000.00	\$ 3,000.00	\$ 24,000.00	\$ 6,588.27	\$ 52,706.16
9	Sewage Air Release Valve	2	EA	\$ 4,000.00	\$ 8,000.00	\$ 9,700.00	\$ 19,400.00	\$ 6,112.77	\$ 12,225.54
10	Forcemain Cleanout Assembly	6	EA	\$ 4,500.00	\$ 27,000.00	\$ 12,500.00	\$ 75,000.00	\$ 5,132.85	\$ 30,797.10
11	12-inch Plug Valve & Box	2	EA	\$ 3,600.00	\$ 7,200.00	\$ 4,850.00	\$ 9,700.00	\$ 4,573.59	\$ 9,147.18
12	14-inch CUT IN Gate Valve & Box	1	EA	\$ 25,000.00	\$ 25,000.00	\$ 29,775.00	\$ 29,775.00	\$ 6,544.67	\$ 6,544.67
13	14"x12" tapping Tee and Valve	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 6,500.00	\$ 6,500.00	\$ 9,322.09	\$ 9,322.09
14	Connect to existing forcemain	2	EA	\$ 3,250.00	\$ 6,500.00	\$ 9,530.00	\$ 19,060.00	\$ 35,778.89	\$ 71,557.78
15	Dig up and Verify connection points	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 5,731.58	\$ 11,463.16
16	Bituminous Restoration - TART Trail, disturbed areas only	4,980	S.Y.	\$ 30.00	\$ 149,400.00	\$ 10.00	\$ 49,800.00	\$ 26.84	\$ 133,663.20
17	Restoration	1	L.S.	\$ 40,000.00	\$ 40,000.00	\$ 52,130.00	\$ 52,130.00	\$ 38,989.32	\$ 38,989.32
					<b>\$1,137,925.00</b>		<b>\$1,088,130.00</b>		<b>\$1,333,936.69</b>

**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**  
**RESOLUTION #R-2017- \_\_\_\_**  
*Resolution on Budget Amendment Dept.590 Sewer*  
*budget adjustments 2017-18 Township Budget*  
*October 3, 2017*

At a Board meeting of the Acme Township Board of Trustees, held on October 3,, 2017, the Acme Township Board of Trustees, on a motion made by \_\_\_\_ and seconded by \_\_\_\_.

The following resolution:

Whereas, at the Acme Township Board meeting held, October 3, 2017 Resolution R-2017 \_\_\_\_ was approved to make budget adjustments to keep accounts in balance and improve our 2017-18 audit.

Whereas; The Fund listed below has a budget correction to be made. The following Fund has budget amounts which need increased to Reflect Money spent for Building Sewer bypass around East Bay Township pump stations 2&1. Please refer to the following data below for adjustment to Budget number on the Revenue & Expense. There is Money to be moved from fund balance on the Revenue side. Budget adjustment on expense side.

Transaction	Description	Fund	Dept.	Line	Amend Amount	Beginning Balance	New Balance
From	Fund Balance 590	590	000		\$1,341,900.00	\$1,851,050.00	\$509,150.00
To	590 Sewer	590	000	634.000	\$1,341,900.00	22,680.00	\$1,364,580.00
Budget Adjustment		590	000	802.003	\$141,900.00	\$20,000.00	\$161,900.00
Budget Adjustment	Construction in Progress	590	000	158.000	\$1,200,000.00	\$0	\$1,200,000.00
From							
To							
From							
To							

Now therefore be it resolved that the Acme Township Board approves this request.

Township Board members: Present:

Absent:

Upon roll call, the following vote was cast:

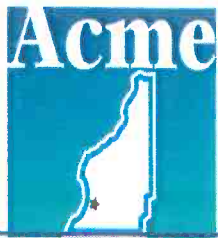
Nay: 0

Abstaining: 0

\_\_\_\_\_  
Jay B. Zollinger Acme Township Supervisor

\_\_\_\_\_  
Cathy Dye Acme Township Clerk

9/27/17



Township

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

## M E M O

To: Acme Township Board of Trustees

From: Cathy Dye, Clerk

Date: October 3, 2017

Re: Cemetery Ordinance - Section VIII Markers and Memorials

---

Family of Sharon & Pete (Douglas Jr.) Stites are asking to put an additional Flat Marker on a family member's existing gravesite in Yuba Cemetery. Within this gravesite is buried James J. Comrie and there is a Marker reflecting his name. This request is for placement of an additional Flat Marker in remembrance of Terry Comrie, son of James J. Comrie. This is **not a burial request**.

Acme Township Ordinance reads "Only one monument, marker or memorial shall be permitted per burial space, except as permitted by the Township Board."

Upon consideration and discussion. If the Board agrees to allow this, the following suggested motion would be;

A motion made by \_\_\_\_\_  
"To allow placement of an additional Flat Marker on the James J. Comrie gravesite located in Yuba Cemetery Lot #125 Plot #4 in remembrance of son Terry Comrie." and seconded by \_\_\_\_\_

## SECTION VIII

### MARKERS AND MEMORIALS

#### Design Review:

- a) Monuments, markers, nameplates and other improvements on the grounds of the Township Cemetery shall be of stone or other equally durable composition and comply with Cemetery rules and shall not be offensive according to community standards as determined by the Township Clerk.
- b) All monuments must be located upon a suitable solid foundation, within the boundaries of the gravesite, to maintain the same in an erect position.
- c) Only one monument, marker or memorial shall be permitted per burial space, except as permitted by the Township Board.
- d) The footing or foundation upon which any monument, marker or memorial is placed must be within the boundaries of the gravesite and shall be constructed to a thickness sufficient to support the monument/headstone/marker.
- e) No curbing, decorations, embellishments or improvements of any sort shall be placed upon any burial plot, no alteration of the surface of the ground shall be made and to include the planting of tree and shrubs, and no labor shall be done in the Township Cemetery except as permitted by Cemetery Rules.
- f) However, any aggrieved person, upon showing unusual circumstances, may request a waiver or change in a Cemetery Rule from the Township Board.

#### Permits:

- a) No person shall erect, clean or repair a monument or memorial marker in the Township Cemetery without first notifying the Township Clerk.
- b) Persons requesting to erect, clean or repair may be required to furnish satisfactory evidence of their ability to properly perform the work proposed and furnish proof of liability and worker's compensation insurance.

#### Removal of Improper Objects:

- a) If any monument or other structure, or any inscription thereon, is placed in or upon any burial plot in a Township Cemetery which is determined by the Township Board to be offensive or if it does not comply with these regulations or Cemetery Rules, it shall be removed by the owner immediately. If the owner fails to remove it upon notice to do so from the Township Clerk, or if the owner cannot be found, the Township may enter upon the premises and remove it at the owner's expense.



# MEMORANDUM

## Planning and Zoning

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

To: Acme Township Board of Trustees  
From: Shawn Winter, Planning & Zoning Administrator  
CC:  
Date: September 25, 2017  
Re: SUP 2017-03 Archangel Gabriel Orthodox Church

---

The Planning Commission at their regular August 14, 2017 meeting reviewed the application for a special use permit submitted by Mark Humitz of Cornwell Architects, on behalf of Archangel Gabriel Orthodox Church, to construct a 12,385 square-foot church located at 7111 US-31 N, just north of the intersection with Dock Rd. The Planning Commission moved to set a public hearing at their September 11, 2017 meeting as is required for all special use permits. Between the two Planning Commission meetings the Applicant had a hearing with the Zoning Board of Appeals and was granted a non-use variance to allow the parking lot to be in the front and to reduce the amount of landscaping required to preserve the viewshed at this location, similar to the conditions imposed on LochenHeath as part of their approval. The site plan and landscape plan reflect these non-use variances.

The public hearing was held on September 11, 2017 with no one speaking for or against the project, and one letter of correspondence received in support of the proposal. The Planning Commission made the following motion:

Motion to recommend approval of Special Use Permit application 2017-03 to the Township Board for the construction of a 12,385 square foot church building submitted by the Applicant Mark Humitz on behalf of the Archangel Gabriel Orthodox Church to be located at 7111 US-31 N, Williamsburg, MI 49690, subject to the following conditions:

1. The Acer x freemanii "Autumn Blaze Maples" indicated in the landscape plan be replaced by a species listed on the Invasive Species Networks' "Recommended Planting Guidelines for Municipalities".
2. Irrigation be incorporated into the landscape plan to maintain the health of the grass, shrubs and trees.
3. The landscape and irrigation improvements are to be completed within one month of occupancy. The planting season shall be April 1 through November 1, provided no evergreen trees shall be planted later than September 15. If occupancy occurs in October through April, the applicant shall have until the next May 1st to complete the required improvements.
4. That the Township Board consider establishing a bond, letter of credit, or cash surety in the amount they determine necessary to ensure the completion of the project.
5. Township Board needs to establish a Bond for the amount needed for the landscaping work to include the cost of irrigation.

Motion by Timmins to recommend approval of Special Use application 2017-03, second by Balentine. Motion carried unanimously.

The Applicant has already provided a revised landscape plan with the necessary changes and has been included with this memo. The Zoning Ordinance requires a bond, cash surety, or letter of credit for the landscape work. I have requested an estimate from the Applicant for the plantings and irrigation, which they are currently working on. The Zoning Ordinance also says that the Board may decide to require a bond, cash surety, or letter of credit for the project which should be discussed at the meeting. If the Board does decide to require a bond, cash surety, or letter of credit, the amount will need to be determined through discussions with the Applicant.

All other aspects of the Zoning Ordinance have been met by this project. I've included my staff report dated August 2, 2017 that was amended September 5, 2017 for reference, as well as the applicable drawings. The external agency reviews, permits, and easement agreements have been withheld from this memo to save space and paper, but are available for review at the Township Hall, by request, or under the draft meeting minutes from the September 11, 2017 Planning Commission meeting on the Township website.

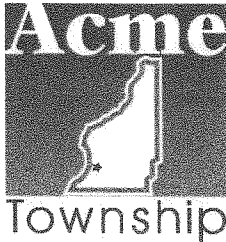
**Suggested Motion for Consideration:**

Motion to approve Special Use Permit application 2017-03 for the construction of a 12,385 square-foot church building submitted by the Applicant Mark Humitz on behalf of the Archangel Gabriel Orthodox Church to be located at 7111 US-31 N, Williamsburg, MI 49690, subject to the following conditions that must be met prior to issuing a land use permit:

1. That a bond, cash surety, or letter of credit be established for the proposed landscaping and irrigation in an amount submitted as an estimate by the Applicant's landscape contractor.
2. The landscape and irrigation improvements are to be completed within one month of occupancy. The planting season shall be April 1 through November 1, provided no evergreen trees shall be planted later than September 15. If occupancy occurs in October through April, the applicant shall have until the next May 1st to complete the required improvements.
3. A complete set of full-size prints be submitted, sealed by a licensed engineer, architect or landscape architect, and signed by the Applicant and Planning Commission Chairman.
4. *A bond, cash surety, or letter of credit in the amount determined necessary to ensure the completion of the project be established.\**

\* The requirement of Item 4 is to be determined by the Board.

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



## Special Use Permit/Site Plan Review Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

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

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

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

Name: ARCHANGEL GREEK ORTHODOX CHURCH Phone: (313) 598-4700  
-NATE KROMMENDYK Phone: CELL: (313) 598-4700

Mailing Address: P.O. BOX 6350

City: TRAVERSE CITY State: MI Zip: 49696

Email Address: natekrommendyk@gmail.com

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

Name: CORNWELL ARCHITECTS Phone: 946-7711

Mailing Address: 401 EAST FRONT ST.

City: TRAVERSE CITY State: MI Zip: 49686

Email Address: mark@cornwell-architects.com

### A. Property Information:

1. Address: 7111 U.S. 31 NORTH  
WILLIAMSBURG, MI 49690
2. Parcel Number/Property Description: TAX NO. 28-01-226-010-02  
(5) ACRES NORTH OF DOCK ROAD - SECTION 26, TOWNSHIP T28N, RANGE R10W
3. Current Zoning of Property: A-1 AGRICULTURAL
4. If this project is one phase of a larger development and/or property subject to an existing/previous Site Plan Review, Special Use Permit, or Variance, what is/are the applicable permit number(s)? NOT APPLICABLE
5. Provide proof of current property ownership. If applicant is not the current property owner, also provide written permission to act as agent of, and complete contact information for the current property owner.

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

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

RELIGIOUS INSTITUTIONAL FOR WORSHIP & FELLOWSHIP WITH  
BANQUET FACILITIES & A SMALL COMMERCIAL KITCHEN.  
TOTAL OCCUPANT LOAD OF APPROXIMATELY 670

**7. Estimated Start and Completion Dates:** ESTIMATED START DATE = OCTOBER 2017  
WITH COMPLETION OCTOBER 2018.

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

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

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

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

Signed:  Date: 7-25-17

**FOR TOWNSHIP USE ONLY**

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

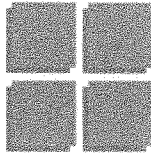
Date Received: \_\_\_\_\_

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

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

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

**NOTES:**



# C O R N W E L L   A R C H I T E C T S

Archangel Greek Orthodox Church  
**Project Narrative**

July 24, 2017

Archangel Greek Orthodox Church at 7111 US 31 North is a single-phase development of new +/- 250 person sanctuary worship space with adjacent administration and banquet facility. There will be a partial basement for building equipment and mechanical systems.

The church is open seven days a week with primary use on the weekends. The banquet facility and the worship space will not be used at the same time, minimizing the impact on surrounding properties.

The building architecture is intended to reflect the Greek Orthodox faith with a metal clad domed roof over the worship space and a low simply structure for the administration area to not compete, visually with the sanctuary.



# Planning & Zoning Staff Report

6042 Acme Road | Williamsburg, MI | 49690

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Date: 08.02.17 – AMENDED 09.05.17

From: Shawn Winter, Planning & Zoning Administrator  
John Iacoangeli, Planning Consultant

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

---

Permit No.: SUP 2017-03

Project: Archangel Gabriel Orthodox Church  
7111 US-31 N  
Williamsburg, MI 49690

Request: Special Use Permit with Site Plan Review to construct a 12,385 sq ft church building with assembly space and onsite parking

Applicant: Mark Humitz, President of Cornwell Architects  
401 East Front St, Traverse City, MI 49686

Owner: Archangel Gabriel Orthodox Church  
P.O. Box 6350, Traverse City, MI 49696

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## I. OVERVIEW

### General Description and Recommendation

The Applicant is proposing to build a 12,385 sq ft church on a parcel of land that is zoned A-1: Agricultural District. The subject parcel is currently undeveloped and is located on the west side of US-31 N approximately 350 feet north of the Dock Rd/US-31 N intersection. The proposed project is consistent with the intent and purpose of the zoning district as well as the designated future land use category. The use requires approval of a special use permit by the Township Board upon recommendation of the Planning Commission.

Staff recommends the Planning Commission recommend approval of the project by the Township Board, subject to the conditions included in the suggested motion at the end of this report.



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## Subject Property Location

### Address

7111 US-31 N, Williamsburg, MI 49690

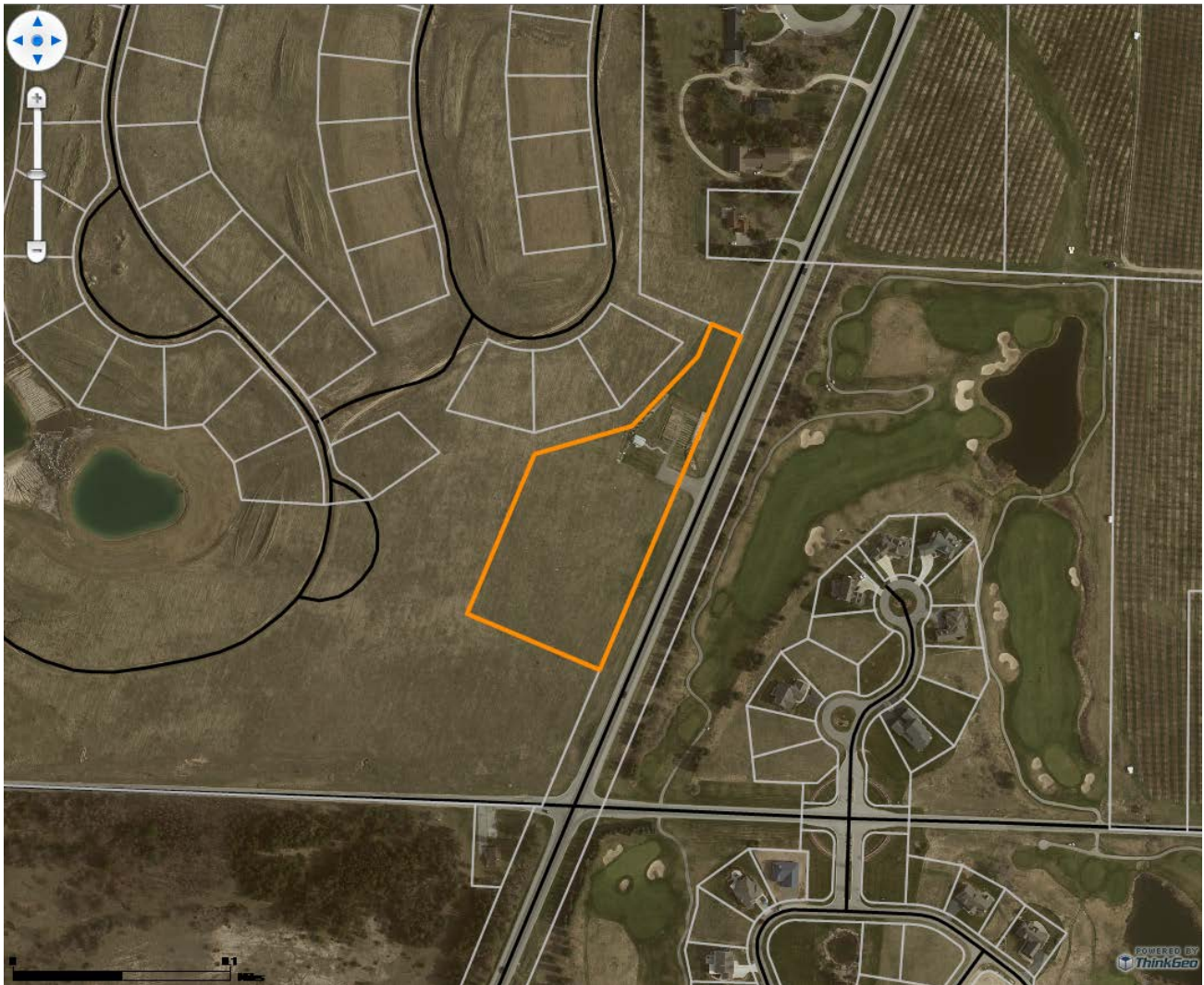
### Parcel Number

28-01-226-010-02

## Legal Description

PART OF SE 1/4 SW 1/4 SEC 26 T28N R10W COM AT SW CNR SEC 26 TH S 88 DEG 45'26" E 1484.15' TH N 21 DEG 56'03" E 360.45' TO POB TH N 68 DEG 03'57" W 350' TH N 21 DEG 56'03" E 421.19' TH N 72 DEG 58'17" E 246.02' TH N 42 DEG 26'07" E 233.01' TH N 21 DEG 56'03" E 85.75' TH S 68 DEG 03'57" E 77.10' TH S 21 DEG 56'03" W 880' TO POB SPLIT ON 03/26/2008 FROM 01-227-001-06;

## Aerial Image





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Existing Conditions of Subject Property		
Zoning	Existing Uses	Existing Permits
A-1: Agricultural District	The property contains a community garden and small pavilion accessible through an existing curb cut, but is otherwise undeveloped.	None

Adjacent Zoning and Land Uses		
Location	Zoning	Land Use
North:	A-1	Museum – Music House Corporation
East:	A-1	Golf Course – Grand Traverse Resort & Spa
South:	A-1	Undeveloped Residential - LochenHeath (OSD 2004-06P)
West:	A-1	Undeveloped Residential - LochenHeath (OSD 2004-06P)

Relationship to Master Plan	
Future Land Use Category – Rural Residential	
<p>The Acme Township Community Master Plan designates the subject property as Rural Residential on the Future Land Use Map. The main objectives are to “provide limited and low density development in the rural areas of the Township where sensitive ecosystems and special land features such as steep slopes, creeks, and streams are prevalent.” Conservation-development is strongly encouraged in this area to minimize the impact on existing agricultural uses, demonstrate strong stewardship of the land, and to preserve sensitive ecosystems and special natural features. The properties that fall into this future land use category tend to be former agricultural sites, or in a transitional state from agricultural to residential and complementary uses.</p>	
(p. 70, Acme Township Community Master Plan, adopted August 11, 2014)	

## II. SUBMITTED APPLICATION MATERIALS

The tables below present the items submitted with the application for the proposed project. These items have been reviewed in accordance with the processes set forth in the Zoning Ordinance

Drawings		
Sheet	Title	Date (revised)
C1.1	Existing Conditions	07/11/17
C2.1	Proposed Site Plan	08/27/17
C2.2	Proposed Utility Plan	08/17/17
C3.1	Proposed Drainage Plan	08/10/17
C3.2	Proposed Drainage Plan and Storm Water Calculation Summary	08/10/17
<del>C3.3</del>	<del>Proposed Site Grading</del>	<del>07/11/17</del>
C3.4	Proposed Grading Outlet Swale & Profile	08/10/17
C4.1	Construction Details	08/17/17
C4.2	Construction Details	08/30/17
A0.0	General Information / Code Plans	01/12/17



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Drawings		
Sheet	Title	Date (revised)
A1.0	Lower Level Plan	01/12/17
A1.1	Main Level Floor Plan	01/12/17
A1.2	Mezzanine / Roof Plan	01/12/17
A1.3	Roof Plan	01/12/17
A2.0	Enlarged Plans	01/12/17
A3.0	First Floor Reflected Ceiling Plan	01/12/17
A5.0	Exterior Elevations	01/12/17
A5.1	Exterior Elevations	01/12/17
A5.2	Building Sections	01/12/17
A5.3	Building Sections	01/12/17
A6.1	Wall Sections	01/12/17
A6.2	Wall Sections	01/12/17
A8.0	Finish Schedule & Door Schedule	01/12/17
SE1.1	Electrical Site Lighting Photometric Plan	07/19/17
n/a	Sign and Cross Lighting	n/a
n/a	Landscape Plan	n/a

Agency Reviews		
Agency	Status	Permit No. (Date)
Grand Traverse County Drain Commissioner	Satisfactory review	09/05/17
Grand Traverse County Health Department	Satisfactory review	08/31/17
Michigan Department of Transportation	Satisfactory review, permit granted	28013-0116650-13-050313 (permit date to be amended)
Grand Traverse Metro Fire Department	Satisfactory review	P-1177-5815-M6270 (07/19/17)
Grand Traverse County Soil Erosion & Sedimentation Control	Preliminary approval pending payment of surety deposit	07/27/17
Grand Traverse County Sheriff's Department	Satisfactory review	07/20/17
Gosling-Czubak Storm Water Plan Review	Satisfactory review	08/31/17
Landscape Plan Review (performed by staff)	Satisfactory review with condition in suggested motion	09/07/17

Additional Documentation	
Submitted With Application Packet	
<ul style="list-style-type: none"> <li>- Site Plan Review/Special Use Permit Application Form</li> <li>- Warranty Deed/Proof of Ownership</li> </ul>	



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- Escrow Policy Acknowledgement Form
- Drain Easement Agreement
- HydroCad Report
- Project Narrative

With the exception of the Site Plan Review/Special Use Permit Application Form and Project Narrative, the items listed in this table have not been attached to this staff report, but are available for review upon request.

### III. ZONING ORDINANCE COMPLIANCE

Listed below are the applicable sections of the Zoning Ordinance that pertain to the proposed project. Items that do not satisfy the standards required by the Zoning Ordinance have been indicated with **bold, red text**.

Allowed Uses	
§ 6.12	A-1: Agricultural District
§ 6.12.3	Uses Permitted by Special Use Permit:
	b. Institutional Uses: Subject also to the requirements of Section 9.5.
§ 9.5	Institutional Uses in the Residential and Agricultural Districts
§ 9.5.2	Requirements – the following land uses in the Residential or A-1 Zoning District must meet the following additional requirements:
	a. Religious Institutions: Churches or similar places of worship, including child care centers, convents, parsonages, parish houses, and other housing for clergy.

§ 6.13 Schedule Limiting Height, Bulk, Density and Area by Zoning District		
Regulation	Requirement	Site Plan
Minimum Lot Size	5 acres	5.03 acres
Minimum Lot Width	330 ft	880 ft
Minimum Lot Depth	n/a	350 ft
Front Yard Setback	50 ft	50 ft to parking lot; 117 ft to building
Side Yard Setback	25 ft	38 ft to parking lot; 203 ft to building
Rear Yard Setback	40 ft	40 ft to parking lot; 69 ft to building
Maximum Building Height	2 ½ Stories / 35 ft	Main Dome – 55' 2" Main Dome Cross – 61' 0" Bell Tower Dome – 41' 3" Bell Tower Cross – 44' 2" Sanctuary Peak – 31' 9" Social Hall – 17' 7" Administration – 12' 10"
§ 7.3.1 allows permitted exceptions to maximum building heights for structural appurtenances, which includes domes, church steeples, etc., provided that such structures do not exceed 20% of the gross roof area. The gross roof area for the proposed project is 10,500 sq ft, with the dome occupying 370 sq ft and		



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the bell tower occupying 80 sq ft. Collectively, the two structural appurtenances account for 4.3% of the gross roof area, thus satisfying the standard. The Ordinance does not provide an upper limit of allowable height for such structures

## § 7.5 Off-Street Parking and Loading Regulations

Standard	Requirement	Site Plan
Parking Spaces [§7.5.3(c)(1)]	Min – 26 spaces; Max – 136 spaces	97 spaces Includes 4 ADA spaces
Off-Street Parking Location [§7.5.4(a)]	Located in rear and/or side yard	Located in front and side yard, as allowed by ZBA 2017-03
Maneuvering Lane & Space Dimensions [§7.5.4(b)(1)]	Lane Width (min.) – 20' Space Width (min.) – 9' Space Length (min.) – 20'	Lane Width – 26' Space Width – 9' Space Length – 20'
Buffering, Landscaping & Screening – buffering strip [§7.5.4(c)(1)]	10' buffering strip on all visible sides	10' – 20' buffering strip surrounding entire property
Buffering, Landscaping & Screening - plantings [§7.5.4(c)(2)]	a. 10' buffer along ROW b. 16 evergreen/canopy trees along ROW frontage c. 36" high continuous hedge/berm/wall screen d. Screened refuse receptacle	a. 10' buffer along ROW b. n/a per ZBA 2017-03 c. Indicated south of the driveway only, as allowed by ZBA 2017-03 d. Screened with evergreens with a 6' high opaque gate, per ZBA 2017-03
Buffering, Landscaping & Screening – tree islands, snow storage [§7.5.4(c)(3)]	a. 10 canopy trees in islands evenly distributed b. 14 additional canopy trees in islands at end of each row c. n/a d. Designated snow storage	a. 10 canopy trees evenly distributed in treed islands b. 12 canopy trees, 2 evergreens as allowed by ZBA 2017-03 c. n/a d. Designated on landscape plane

## § 7.5.6 Landscaping

Standard	Requirement	Site Plan
Application [§7.5.6(b)(1-6)]	Landscape plan requirements	Plans submitted consistent with the ZO standards and non-use variance by ZBA 2017-03
Standards & Criteria [§7.5.6(c)]	Planting standards	Standards met based on ZO and ZBA 2017-03
Planting Materials [§7.5.6(d)]	Non-invasive, native species	<b>Autumn Blaze Maple (<i>Acer x freemanii</i>) is not on the recommended plantings list</b>
Landscape Buffers [§7.5.6(e)]	1. 20' wide 2. See §7.5.4(c) above	1. 20' wide (10' along ROW) 2. See §7.5.4(c) above



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§ 7.5.6 Landscaping		
Standard	Requirement	Site Plan
	3. Continuous screen of massed evergreen/deciduous trees at 3.5' tall, 6' tall at 3 years 4. Opaque fence substitution 5. 71 canopy/evergreen trees in buffer strip on side and rear property boundaries 6. Earthen berm substitution	3. n/a per ZBA 2017-03 4. n/a 5. n/a per ZBA 2017-03 6. PC discretion
ROW Landscaping [§7.5.6(f)]	1. 10' buffer along ROW 2. 37 evergreen/canopy trees (includes those required in §7.5.4(c)(2)(b)) and 183 shrubs along ROW buffer 3. 3' tall continuous landscape screen, opaque fence, berm, or combination along ROW	1. 10' buffer along ROW 2. n/a per ZBA 2017-03 3. located along ROW south of driveway only as permitted by ZBA 2017-03

## § 7.8.3 Outdoor Lighting Standards – (a) Business Zoning Districts and Land Uses

The photometric plan consists of 5 parking lot lights located on 20' foot poles atop a 2.5' base. Four of the parking lot light poles are distributed evenly throughout the lot with the fifth one located near the entrance. They consist of downward facing LED bulbs recessed into the fixtures. The pedestrian lighting consists of 30 recessed LED lights mounted in the soffits and recessed entryways. There is one wall pack light included in the plan near the southwest corner of the building. The photometric plan indicates that no foot candles will be measurable at the property lines except at the entrance which is necessary for safety. The photometric plan meets the standards of this section, except as noted below:

- The Applicant has submitted a drawing of the crosses atop the dome and bell tower, and free-standing sign which will all be internally illuminated.
- **Applicant would like to incorporate lighting in the window sills of the dome windows, but not light the outside of the dome.**
- **The Planning Commission should consider conditions that establish the time and manner in which the exterior lighting can be activated.**

## IV. SITE PLAN REVIEW

§ 8.2 Standards for Site Plan Review	
Standard	Finding
a. That the applicant may legally apply for site plan review.	<b>Satisfied:</b> The Applicant has been authorized the owner to apply for site plan review
b. That all required information has been provided.	<b>Satisfied:</b> The Applicant has submitted all necessary documents



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§ 8.2 Standards for Site Plan Review	
Standard	Finding
c. That the proposed development conforms to all regulations of the zoning district in which it is located and all other applicable standards and requirements of this ordinance, including but not limited to all supplementary regulations.	<b>Conditionally Satisfied:</b> The proposed use is allowed by special use permit in the A-1 Agricultural District. Zoning standards that need attention have been included in the suggested motion at the end of this report.
d. That the plan meets the requirements of Acme Township for fire and police protection, water supply, sewage disposal or treatment, storm, drainage, and other public facilities and services.	<b>Satisfied:</b> Gosling Czubak – Favorable GT Metro Fire – Favorable GT Sheriff's Dept. – Favorable MDOT – Permitted GT Drain Commission – Favorable Soil Erosion – Favorable, pending deposit Health Department – Favorable
e. That the plan meets the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured.	<b>Satisfied:</b> GT Metro Fire – Favorable GT Sheriff's Dept. – Favorable MDOT – Permitted GT Drain Commission – Favorable Soil Erosion – Favorable, pending deposit Health Department – Favorable
f. That natural resources will be preserved to a maximum feasible extent, and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se.	<b>Satisfied:</b> Areas of disturbance will be limited to the extent necessary for construction.
g. That the proposed development property respects floodways and flood plains on or in the vicinity of the subject property.	<i>Not Applicable</i> – No floodplains present
h. That the soil conditions are suitable for excavation and site preparation, and that organic, wet, or other soils which are not suitable for development will either be undisturbed, or modified in an acceptable manner.	<b>Satisfied:</b> Soil type and conditions were indicated on site plan. Third-party review by Gosling Czubak did not find the site to be unfavorable to development.
i. That the proposed development will not cause soil erosion or sedimentation problems.	<b>Satisfied:</b> SESC permit conditions shall be adhered to.
j. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff, and will not cause undue runoff onto neighboring property or overloading of water courses in the area.	<b>Satisfied:</b> Gosling Czubak has submitted a summary of their review finding the proposed storm water management system compliant with the ordinance and appropriate for this development.



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§ 8.2 Standards for Site Plan Review	
Standard	Finding
k. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect the adjacent or neighboring properties.	<b>Satisfied:</b> The property is relatively flat atop a hill and will only be graded as necessary to accommodate the items indicated in the site plan.
l. That structures, landscaping, landfills or other land uses will not disrupt air drainage systems necessary for agricultural uses.	<b>Satisfied:</b> Located adjacent to an approved open space preservation residential development with no established air sheds on site.
m. That phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.	<i>Not Applicable</i> – No phasing required
n. That the plan provides for the proper expansion of existing facilities such as public streets, drainage systems, and water and sewage facilities.	<b>Satisfied:</b> Existing roadway established, new well and septic to be installed, curb cut has already been installed, new storm water drainage system will tie into the Dock Rd drainage district, per GT County Drain Commissioner and easement agreement with adjacent property owner.
o. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	<b>Satisfied:</b> The landscape plan meets the requirements of the ordinance and the non-use variance of ZBA 2017-03.
p. That parking layout will not adversely affect the flow of traffic within the site, or to and from the adjacent streets.	<b>Satisfied:</b> No impact
q. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.	<b>Satisfied:</b> Parking provided in front yard and north side yard. Parking lots are accessible through sidewalks that provide circulation around the site.
r. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not be a nuisance to the subject property or neighboring properties.	<b>Satisfied:</b> The refuse receptacle is screened by evergreens and an opaque gate per ZBA 2017-03.
s. That the proposed site is in accord with the spirit and purpose of this Ordinance, and not inconsistent with, or contrary to, the objectives sought to be accomplished by this Ordinance and the principles of sound planning.	<b>Conditionally Satisfied:</b> The use is in accord with the zoning district through a special use permit, however, as indicated above with the exception of the conditions presented in the suggested motion.



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## V. STANDARDS FOR SPECIAL USE PERMIT

§ 9.1.3 Basis For Determination	
Standard	Finding
1. Be designed, constructed, operated and maintained so as to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity to protect the natural environment and conserve natural resources and energy to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.	The proposed project will be developing a largely undeveloped site. The change from a formerly agricultural use to an institutional use will likely generate more traffic, especially on Sundays and dates of other religious observations. This increase is expected to be minimal, and temporal in nature. The low intensity of this use is compatible with the approved residential development adjacent to it, as well as the golf course across the street and the museum to the north. This intensity and complimentary nature to the residential uses is consistent the community master plan.
2. Be designed to protect natural resources, the health, safety, and welfare and the social and economic wellbeing of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.	The proposed use utilizes a vacant former agriculture site surrounded by an approved residential development, and is not found to have a negative effect on the health, safety and welfare of those utilizing the property, surrounding land owners, or the community at large.
3. Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.	The proposed use conforms to A-1 district's uses allowed by special use permit and is therefore a valid exercise of police power.
4. Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.	The proposed use, subject to the revisions noted in the suggested motion, will meet the intent and purpose of the Zoning Ordinance.
5. Meet the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured. The applicant shall have the plan reviewed and approved by the Grand Traverse Metro Fire Department prior to the review by the Planning Commission.	The plans have been submitted for interagency review. MDOT will be amending the date from the 2013 permit. GTC Soil Erosion & Sedimentation Control has approved the plans and will be issue the permit once they receive a surety. Both GT Metro Fire and Sheriff provided favorable reviews. The GTC Drain Commissioner has approved the drainage plan. GTC Environmental Health Dept. has approved the plans, but a full-reivew of the kitchen plans will be needed prior to construction.



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## VI. REPORT SUMMARY

The proposed project is allowed through approval of a special use permit in the A-1 Agricultural District. The use, scale, and intensity is consistent with the intent and purpose of the district, and meets the standards required for approval of a special use permit.

The Zoning Ordinance standards have been satisfied, with the exceptions granted through a non-use variance request (ZBA 2017-03) and the items listed in the suggested motion below. The Storm Water Control Ordinance standards have been met based on Gosling Czubak's third-party review and subsequent approval by the Grand Traverse County Drain Commissioner. The Grand Traverse County Department of Environmental Health has approved the utility plan for wells and drianfield, but will need to conduct a complete review of the kitchen plans prior to issuing a permit necessary for the Township to issue a land use permit. The exterior lighting plan is compliant with the Zoning Ordinance, however, the Planning Commission may want to establish clear conditions on when the lighting can be activated at night given the development's prominent location atop a hil overlooking Grand Traverse Bay and Old Mission Peninsula.

The non-use variance granted by the Zoning Board of Appeals (ZBA 2017-03) accepted the findings of fact findings of fact by the Zoning Administrator to except the landscape plan submitted in ZBA application with the following changes:

1. The parking shall be located in the front of the yard.
2. Eliminate the required trees along the south and west in the "Protected Viewshed" and the northwest property line adjacent to the LochenHeath lots
3. Substitute the trees adjacent to the LochenHeath lots with low shrubbery
4. Allow the screening of the refuse receptacle with evergreen trees
5. The reduction of the berm's northern extent south of the driveway as indicated in Exhibit C.
6. Eliminate the required berm north of the driveway
7. Install additional the treed islands as indicated in Exhibit C
8. A 6' high opaque gate to be placed in front of the refuse receptacle
9. Delay the installation of the opaque fence along the residential lots until initiated by resolution of the LochenHeath HOA
10. Eliminate the required trees along the US-31 ROW

### Suggested Motion for Consideration

Motion to recommend approval of Special Use Permit application 2017-03 to the Township Board for the construction of a 12,385 square foot church building submitted by the Applicant Mark Humitz on behalf of the Archangel Gabriel Orthodox Church to be located at 7111 US-31 N, Williamsburg, MI 49690, subject to the following conditions:

1. The *Acer x freemanii* "Autumn Blaze Maples" indicated in the landscape plan be replaced by a species listed on the Invasive Species Networks' "Recommended Planting Guidelines for Municipalities".
2. Irrigation be incorporated into the landscape plan to maintain the health of the grass, shrubs and trees.

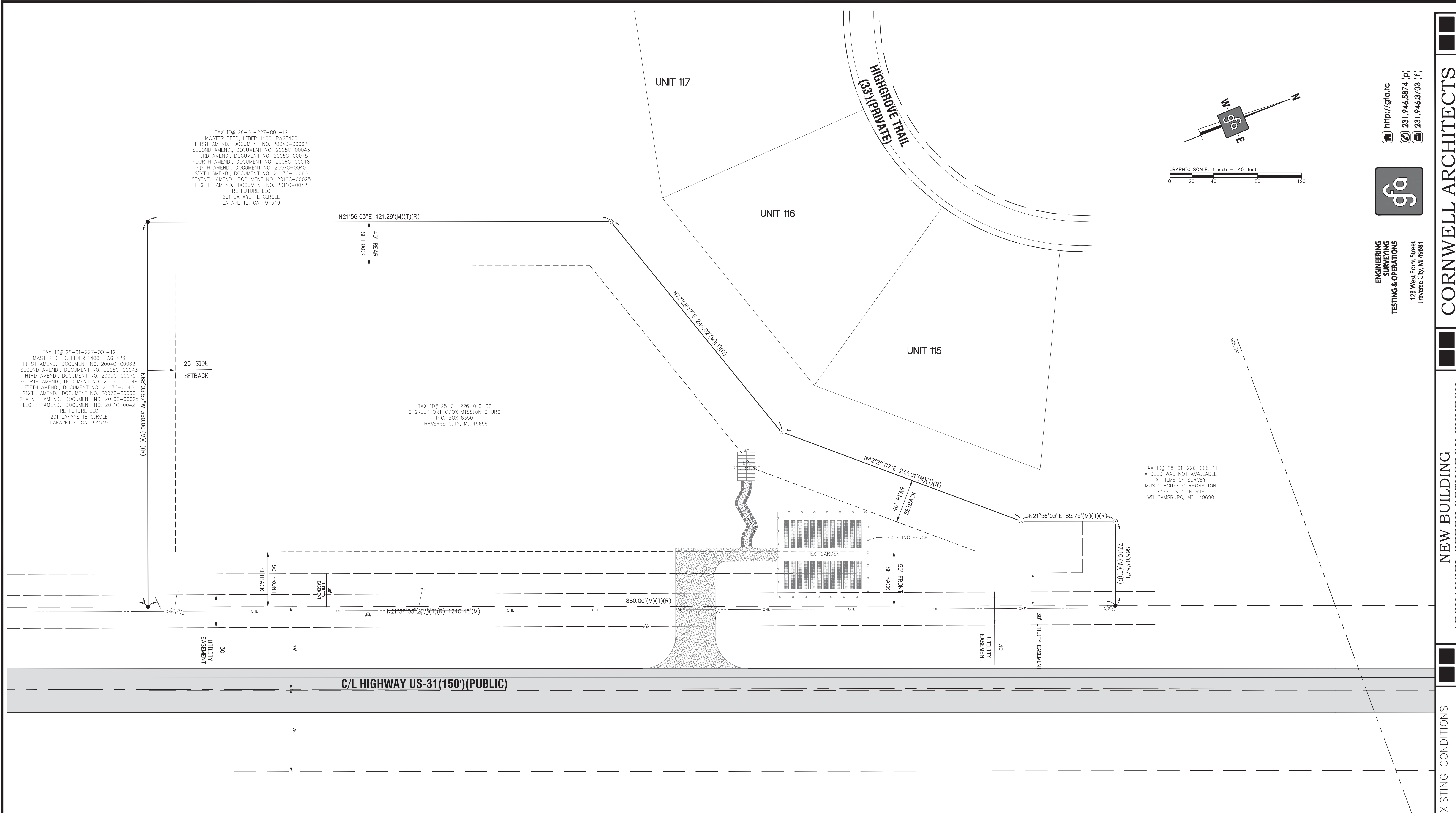


# Planning & Zoning Staff Report

6042 Acme Road | Williamsburg, MI | 49690

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

3. The landscape and irrigation improvements are to be completed within one month of occupancy. The planting season shall be April 1 through November 1, provided no evergreen trees shall be planted later than September 15. If occupancy occurs in October through April, the applicant shall have until the next May 1st to complete the required improvements.
4. That the Township Board consider establishing a bond, letter of credit, or cash surety in the amount they determine necessary to ensure the completion of the project.



TAX ID# 28-01-227-001-12  
MASTER DEED, 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-0042  
RE FUTURE LLC  
201 LAFAYETTE CIRCLE  
LAFAYETTE, CA 94549

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EIGHTH AMEND., DOCUMENT NO. 2011C-0042  
RE FUTURE LLC  
201 LAFAYETTE CIRCLE  
LAFAYETTE, CA 94549

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

TAX ID# 28-01-226-006-11  
A DEED WAS NOT AVAILABLE  
AT TIME OF SURVEY  
MUSIC HOUSE CORPORATION  
7377 US 31 NORTH  
WILLIAMSBURG, MI 49690

Legal Description

Stewart Title Guaranty Company  
Commitment No. 12-4125  
Effective Date: May 9, 2012 at 8:00 a.m.

Situated in the Township of Acme, County of Grand Traverse, and State of Michigan, to wit:

Commencing at the Southwest corner of said Section 26, Township 28 North, Range 10 West; thence South 88°45'26" East, 1484.15 feet, along the South line of said Section 26 to a point on the Westerly right-of-way of Highway US-31; thence North 21°56'03" East, 360.45 feet, along said Highway right-of-way to the Point of Beginning; thence North 68°03'57" West, 350.00 feet; thence North 21°56'03" East, 421.29 feet; thence North 72°58'17" East, 246.02 feet; thence North 42°26'07" East, 233.01 feet; thence North 21°56'03" East, 85.75 feet; thence South 68°03'57" East, 77.10 feet, to a point on the Westerly right-of-way of said Highway US-31; thence South 21°56'03" West, 880.00 feet, along said Highway right-of-way to the Point of Beginning.

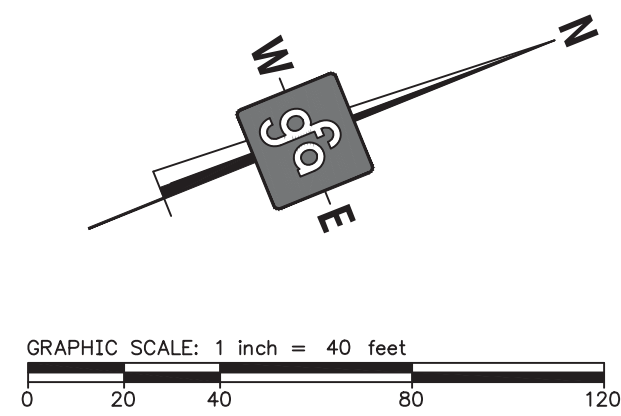
Legend

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

BENCHMARKS:  
BM #100: TOP OF IRON WITH CONTROL CAP  
ELEV.= 723.09' (NAVD88)  
BM #101: TOP OF IRON WITH CONTROL CAP  
ELEV.= 721.84' (NAVD88)

EXISTING CONDITIONS

DRAWN	06-07-17
REVISIONS	
A	06-14-17
B	07-11-17
JOB NO.	201525
C1.1	



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

gfa

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS

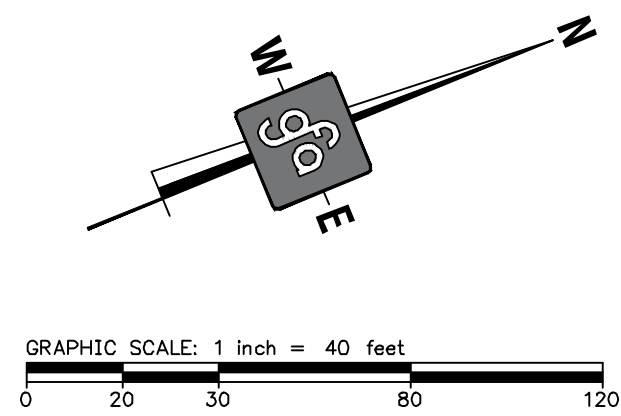
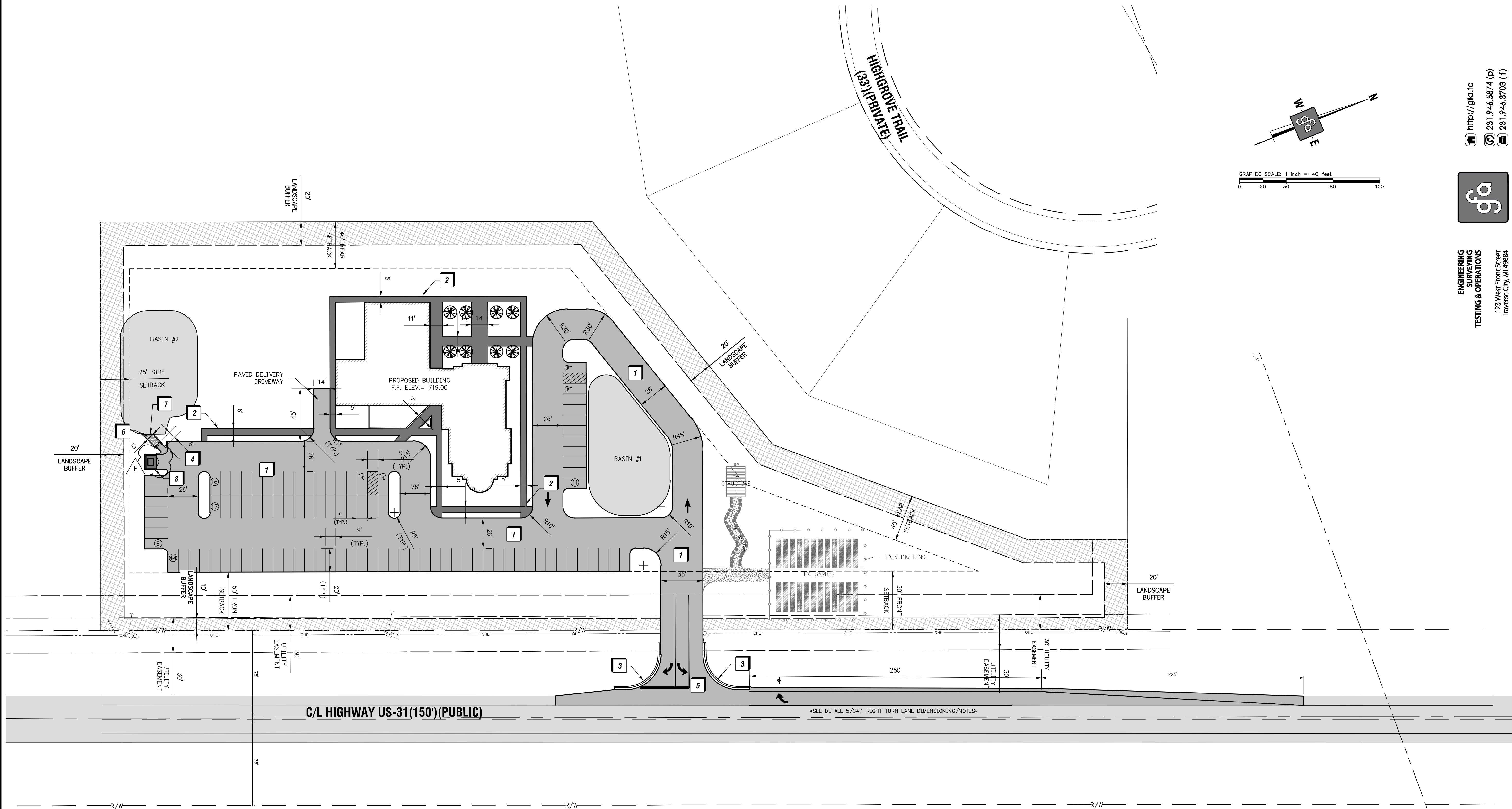
123 West Front Street  
Traverse City, MI 49684

CORNWELL ARCHITECTS

401 East Front Street, Traverse City, MI 49686  
tel. 231-946-7711 fax 231-946-7712

NEW BUILDING  
ARCHANGEL GREEK ORTHODOX CHURCH

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



**ENGINEERING SURVEYING TESTING & OPERATIONS**

**gfa**

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

123 West Front Street  
Traverse City, MI 49684

CORNWELL ARCHITECTS

401 East Front Street, Traverse City, MI 49686  
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NEW BUILDING

ARCHANGEL GREEK ORTHODOX CHURCH

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

PROPOSED SITE PLAN

DRAWN 06-07-17

REVISIONS

A	06-14-17
B	07-11-17
C	07-27-17
D	08-10-17
E	08-27-17

JOB NO. 201525

C2.

REV E: REVISIONS PER PC MEETING

REV D: REVISIONS PER GC STORM WATER REVIEW

REV C: REVISIONS PER MDOT COMMENTS

REV B: AGENCY PERMIT APPLICATIONS

### Site Data

PROPERTY OWNER:  
TC GREEK ORTHODOX MISSION CHURCH  
P.O. BOX 6350  
TRAVERSE CITY, MI 49696

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)

PARCEL ADDRESS:  
TC GREEK ORTHODOX MISSION CHURCH  
7111 U.S. 31 N  
WILLIAMSBURG, MI 49680

MINIMUM PARCEL AREA: 5 ACRES

MINIMUM LOT WIDTH: 330'

STRUCTURE BUILDING HEIGHT: 35'

YARD SETBACKS:  
• FRONT: 50'  
• SIDE: 25'  
• REAR: 40'

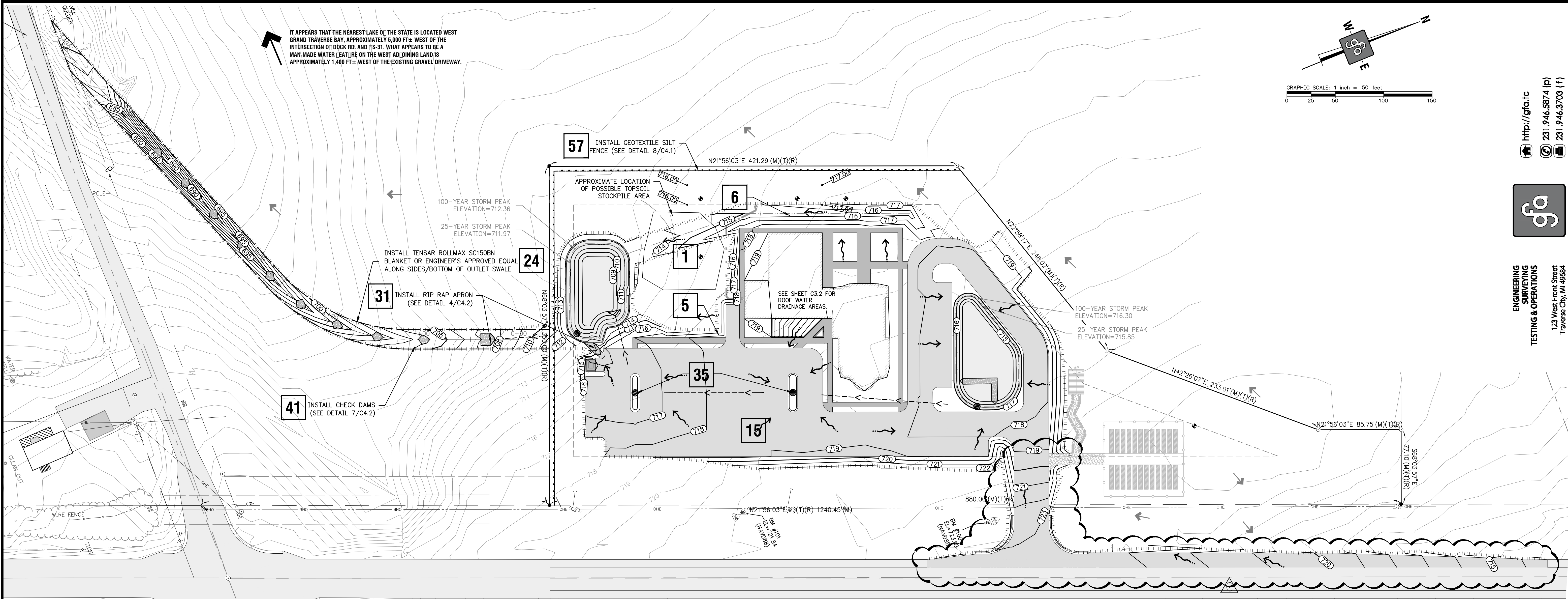
### Parking Requirements

- 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:
- 91 SPACES
  - 4 ADA SPACES
  - 95 TOTAL SPACES PROVIDED

### Construction Notes

- |   |   |    |  |
|---|---|----|--|
| 1 | PAVING DETAIL<br>(SEE DETAIL 1 ON SHEET C4.1)               | 8  | DUMPSTER ENCLOSURE DETAIL<br>(SEE DETAIL 10 ON SHEET C4.1) |
| 2 | CONCRETE SIDEWALK<br>(SEE DETAIL 2 ON SHEET C4.1)           | 9  |  |
| 3 | CONCRETE CURB & GUTTER<br>(SEE DETAIL 3 ON SHEET C4.1)      | 10 |  |
| 4 | BITUMINOUS RAISED EDGE CURB<br>(SEE DETAIL 6 ON SHEET C4.1) | 11 |  |
| 5 | COMMERCIAL DRIVEWAY DETAIL<br>(SEE DETAIL 5 ON SHEET C4.1)  | 12 |  |
| 6 | ASPHALT SPILLWAY<br>(SEE DETAIL 7 ON SHEET C4.1)            | 13 |  |
| 7 | RIP-RAP APRON<br>(SEE DETAIL 4 ON SHEET C4.2)               |    |  |





### 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, THUS MINIMIZING EROSION PROMPTS RUNOFF TO INFILTRATE SOIL, REDUCING RUNOFF VOLUME SHOULD INCLUDE PREPARED TOPSOIL BED
6	SEEDING w/MULCH OR MATING	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 CONDUCTS RUNOFF TO MUNICIPAL SEWER SYSTEM OR STABILIZED OUTFALL LOCATION USE CATCH BASINS TO COLLECT SEDIMENT
57	GEOTEXTILE SILT FENCE	USES GEOTEXTILE AND POSTS OR BALES MAY BE CONSTRUCTED OR PREPACKAGED EASY TO CONSTRUCT AND LOCATE AS NECESSARY

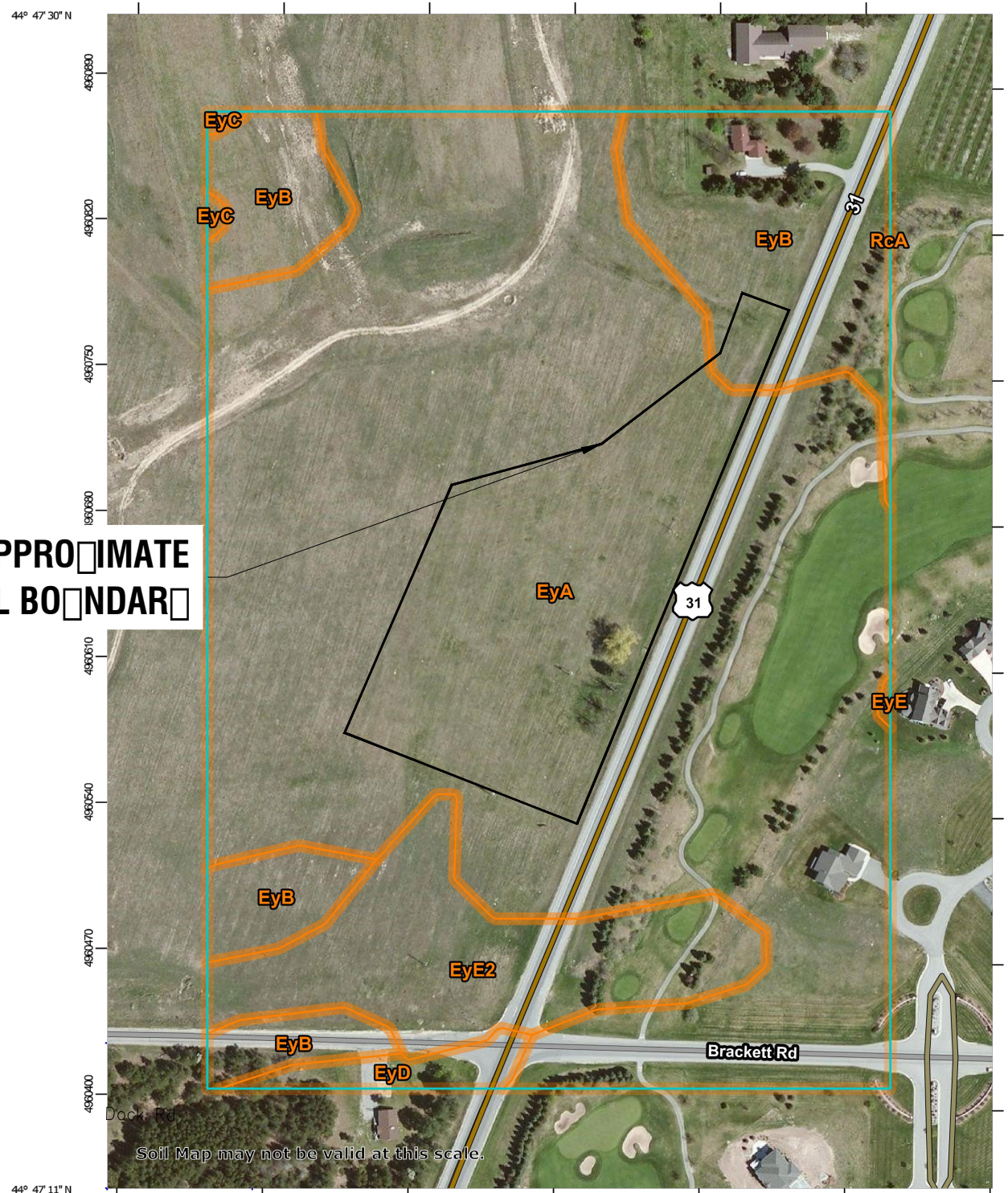
### Soil Erosion & Storm Water Control

1. TOPSOIL TO BE STRIPPED AND STOCKPILED IN WHERE INDICATED OR AT A LOCATION DESIGNATED BY THE OWNER'S REPRESENTATIVE.
2. 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 ADJACENT AREAS 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.
3. INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. 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.
5. ALL DISTURBED NON-HARD SURFACE AREAS TO BE STABILIZED WITH TOPSOIL AND THEN 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.
6. 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.
7. ALL STORM DRAINAGE PIPE SHALL BE CORRUGATED GALVANIZED STEEL PIPE, HDPE OR APPROVED EQUAL.
8. A MINIMUM OF TWO (2) FEET OF COVER FROM FINISHED ELEVATIONS SHALL BE MAINTAINED OVER ALL STORM DRAIN PIPES.
9. ALL DRAINAGE PIPES THAT OUTLET AT GROUND SURFACE SHALL INCLUDE END SECTIONS.
10. 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.
11. 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.
12. THE CONTRACTOR SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.

### Map Unit Legend

Grand Traverse County, Michigan (MI055)			
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%

### APPROXIMATE PARCEL BOUNDARIES



### NRCS Soil Survey Information

REV D: REVISIONS PER GC STORM WATER REVIEW  
REV C: REVISIONS PER MDT COMMENTS  
REV B: AGENCY PERMIT APPLICATIONS

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

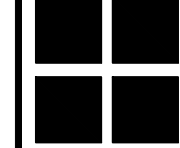
B 07-11-17

C 07-27-17

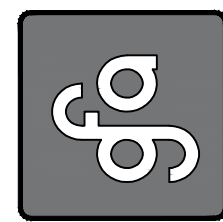
D 08-10-17

JOB NO.  
201525

C. I.

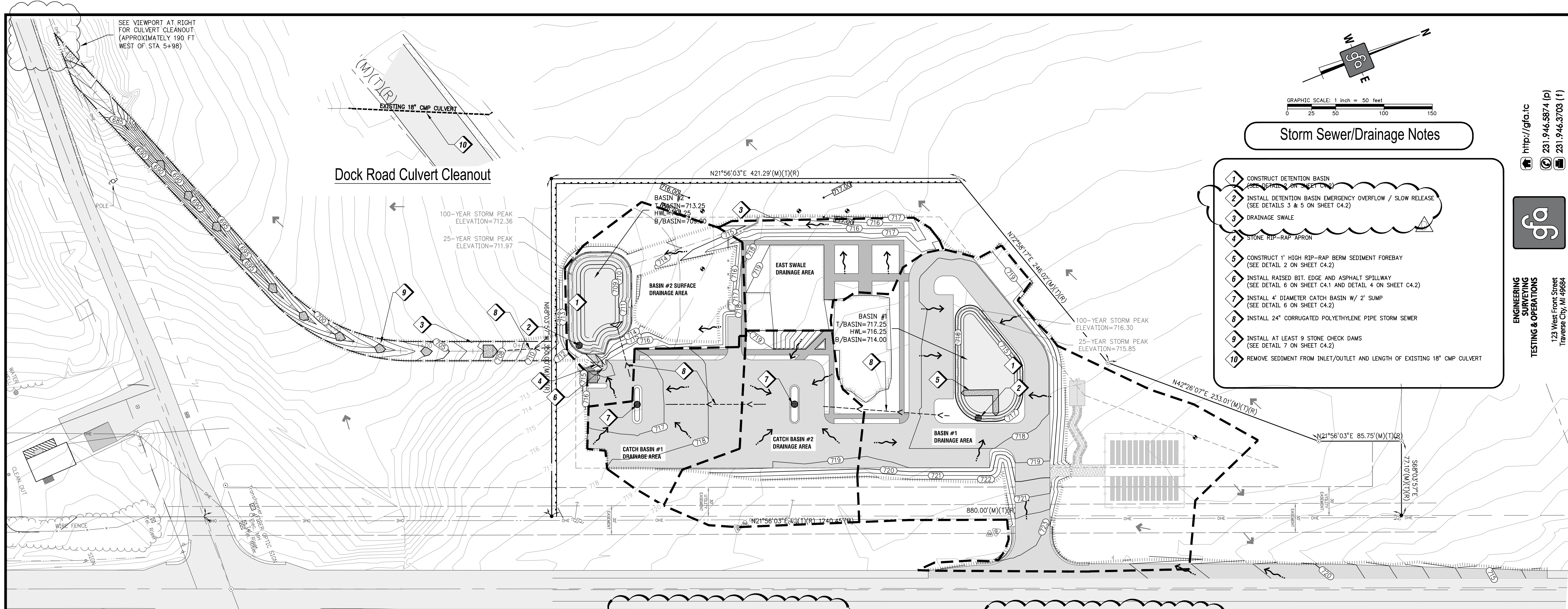


http://gfa.tc



ENGINEERING  
SURVEYING  
TESTING & OPERATIONS

123 West Front Street  
Traverse City, MI 49664



GRAPHIC SCALE: 1 inch = 50 feet

0 25 50 100 150

Storm Sewer/Drainage Notes

- 1 CONSTRUCT DETENTION BASIN (SEE DETAIL 2 ON SHEET C4.2)
- 2 INSTALL DETENTION BASIN EMERGENCY OVERFLOW / SLOW RELEASE (SEE DETAILS 3 & 5 ON SHEET C4.2)
- 3 DRAINAGE SWALE
- 4 STONE RIP-RAP APRON
- 5 CONSTRUCT 1' HIGH RIP-RAP BERM SEDIMENT FOREBAY (SEE DETAIL 2 ON SHEET C4.2)
- 6 INSTALL RAISED BIT. EDGE AND ASPHALT SPILLWAY (SEE DETAIL 6 ON SHEET C4.1 AND DETAIL 4 ON SHEET C4.2)
- 7 INSTALL 4' DIAMETER CATCH BASIN W/ 2' SUMP (SEE DETAIL 6 ON SHEET C4.2)
- 8 INSTALL 24" CORRUGATED POLYETHYLENE PIPE STORM SEWER
- 9 INSTALL AT LEAST 9 STONE CHECK DAMS (SEE DETAIL 7 ON SHEET C4.2)
- 10 REMOVE SEDIMENT FROM INLET/OUTLET AND LENGTH OF EXISTING 18" CMP CULVERT

http://gfa.ic

231.9.46.8874 (p)

231.9.46.3703 (f)

gfa

ENGINEERING SURVEYING TESTING & OPERATIONS

123 West From Street  
Traverse City, MI 49604

Watershed Area Summary

Basin #1 Design Summary

Basin #2 Design Summary

General Notes

25-Year Flow thru Outlet Swale Summary

Summary for Subcatchment 3S: BASIN #1					
Runoff	=	4.55 cfs @ 12.07 hrs,	Volume=	0.271 af,	Depth> 1.65"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs 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% Permeous Area			
39,115		45.49% Impervious Area			
Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
15.0					Direct Entry, Minimum Tc
Summary for Subcatchment 7S: CB#1					
Runoff	=	1.55 cfs @ 12.06 hrs,	Volume=	0.100 af,	Depth> 3.01"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs 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% Permeous Area			
15,320		88.00% Impervious Area			
Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
15.0					Direct Entry, Minimum Tc
Summary for Subcatchment 11S: EAST SWALE					
Runoff	=	1.01 cfs @ 12.07 hrs,	Volume=	0.060 af,	Depth> 1.72"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs 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% Permeous Area			
8,727		47.89% Impervious Area			
Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
15.0					Direct Entry, Minimum Tc

Summary for Subcatchment 5S: CB#2					
Runoff	=	1.55 cfs @ 12.07 hrs,	Volume=	0.093 af,	Depth> 1.72"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs 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% Permeous Area			
13,758		48.84% Impervious Area			
Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
15.0					Direct Entry, Minimum Tc
Summary for Subcatchment 10S: BASIN #2 SURFACE DRAINAGE					
Runoff	=	0.89 cfs @ 12.08 hrs,	Volume=	0.055 af,	Depth> 1.07"
Runoff by SCS TR-20 method, UH-SCS, Weighted CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs Type II 24-hr 25-Year Rainfall= 3.89"					
Area (sf)	CN	Description			
5,698	98	Paved parking, HSG B			
20,916	61	>75% Grass cover, Good, HSG B			
26,614	69	Weighted Average			
20,916		78.59% Permeous Area			
5,698		21.41% Impervious Area			
Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
15.0					Direct Entry, Minimum Tc

Basin #1

Catchment Characteristics:

Impervious Area = 39,115 SF (0.90 Acre) Permeous Area = 46,863 SF (1.07 Acre)

Weighted CN = 78

Runoff Coefficient "C" for Table 5: Minimum Flood Control

Permeous Area assumed to be lawn, heavy soils, average slopes 2% to 7% slopes, C = 0.22 (area = 1.07 Acre)

Impervious Area assumed C = 0.98 (area = 0.91 Acre)

Weighted "C" = 0.567 say 0.60

Treatment Volume Criteria Summary

Treatment Volume (C, 2.5-year storm routed via HydroCAD) = 4138

Minimum Treatment Volume (5,000 CF/Impervious Area) = 4400 <Control>

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, 2.00" routed through HydroCAD) = 0.03 <less than max., okay>

(with (1) 1.25" spillway set at 724.00)

Flood Control Volume Criteria Summary

Set flood control official(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/ac. The minimum storage required per acre is given in Table 6.

25-year storm routed via HydroCAD = 10,890

Min. storage required from Table 5, "C"=0.60 (CFS/AC) = 5,500

Volume = 5,500 CFS/AC X 1.97 AC = 10,835 CF <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 (1) 1.25" spillway 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 716.21 (1' below top of basin)

Volume Provided at 716.21 = 10,802 CF (Required: 10,800 CF)

Via HydroCAD, 6.60 CFS passes through the top of structure during 100-Year event

Actual Capacity of horizontal outlet <C> = 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 inlet structure equivalent to a traditional first structure. Forebay to have a volume 2% of 25-year volume.

Forebay Volume Required (CF) = 10,800 CFS\*0.02

Forebay Volume Provided (CF) = 575

(with 2' High Ramp per spec)

Basin #2

Catchment Characteristics:

Impervious Area = 43,933 SF (1.0 Acre) Permeous Area = 46,815 SF (1.08 Acre)

Weighted CN = 79

Runoff Coefficient "C" for Table 5: Minimum Flood Control

Permeous Area assumed to be lawn, heavy soils, average slopes 2% to 7% slopes, C = 0.22 (area = 1.08 Acre)

Impervious Area assumed C = 0.98 (area = 1.0 Acre)

Weighted "C" = 0.585 say 0.60

Treatment Volume Criteria Summary

Treatment Volume (C, 2.5-year storm routed via HydroCAD) = 1655

Minimum Treatment Volume (5,000 CF/Impervious Area) = 5685 <Control>

Max. release rate to detain this volume for at least 24 hours is 0.05 cfs/Impervious acre.

Max. release rate (CFS) = 0.06

Actual release rate (CFS, 2.00" routed through HydroCAD) = 0.05 <less than max., okay>

(with (1) 1.25" spillway set at 709.00)

Flood Control Volume Criteria Summary

Set flood control official(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/ac. The minimum storage required per acre is given in Table 6.

25-year storm routed via HydroCAD = 6,185

Min. storage required from Table 5, "C"=0.60 (CFS/AC) = 5,500

Volume = 5,500 CFS/AC X 1.97 AC = 10,835 CF <Table 5 Controls>

Max. release rate of 0.13 cfs/acre (CFS) = 0.27

Plus, the additional 0.25 CFS from Basin #1

Max. release rate (CFS) = 0.53

Actual release rate (CFS, 25-Year Storm routed through HydroCAD) = 0.32 <less than max., okay>

(with (6) 1.25" spillway 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' below top of basin and above minimum storage requirement above)

Volume Provided at 716.21 = 9,804 CF (Required: 10,200 CF)

Via HydroCAD, 2.37 CFS passes through the top of structure during 100-Year event

Actual Capacity of horizontal outlet <C> = 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>

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 hrs, Volume= 0.203 af

Outflow = 0.32 cfs @ 14.64 hrs, Volume= 0.201 af, Allen= 0%, Lag= 5.8 min

Routing by Stor-Ind+Trans method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs

Max. Velocity= 3.05 fps, Min. Travel Time= 3.3 min

Ag. Velocity= 2.18 fps, Ag. Travel Time= 4.6 min

Peak Storage= 63 cf @ 14.59 hrs

Average Depth at Peak Storage= 0.23'

Bank Full Depth= 1.00' Flow Area= 2.0 sf, Capacity= 16.26 cfs

0.00' x 1.00' deep channel, n= 0.022 Earth, clean & straight

Side Slope Z-value= 2.07 Top Width= 4.00'

Length= 598.0' Slope= 0.0425 1'

Inlet Invert= 707.40', Outlet Invert= 682.00'



REV D: REVISIONS PER GC STORM WATER REVIEW

REV C: REVISIONS PER MDOT COMMENTS

REV B: AGENCY PERMIT APPLICATIONS

NEW BUILDING

ARCHANGEL GREEK ORTHODOX CHURCH

7111 U.S.-31 North, Acme, MI 49610

PROPOSED DRAINAGE PLAN & STORM WATER CALCULATION SUMMARY

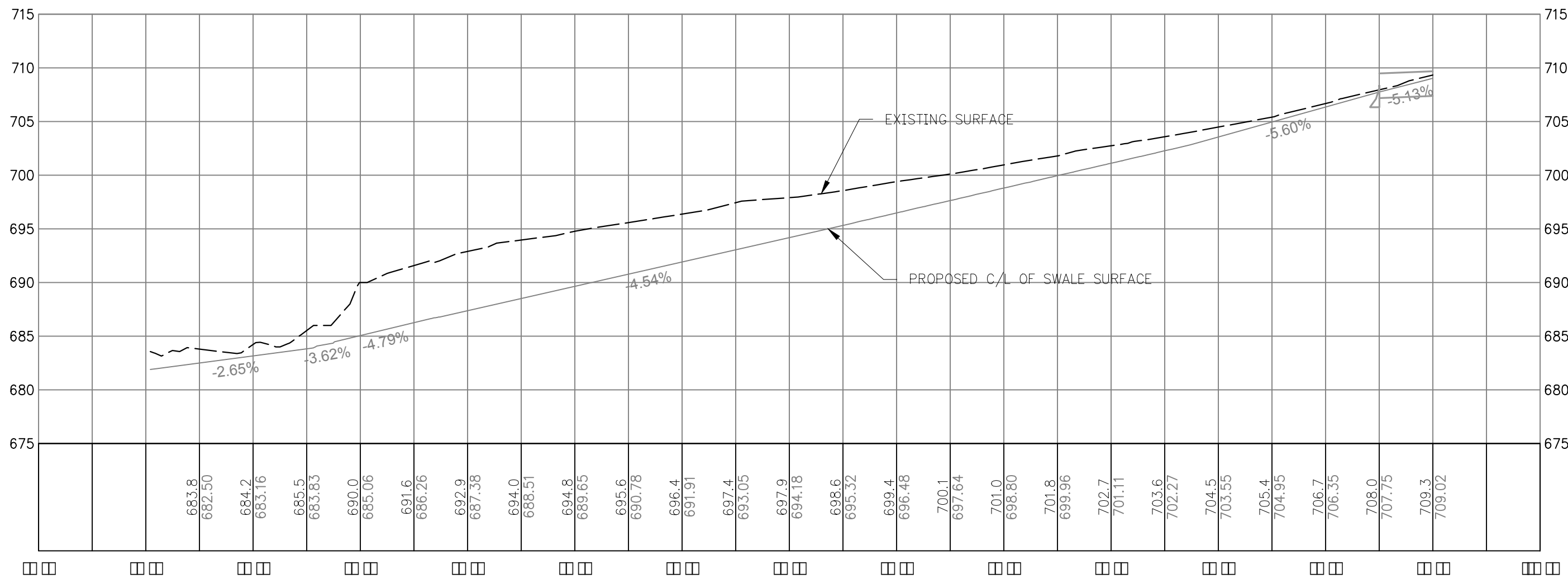
DRAWN 06-07-17

REVISIONS

A	06-14-17
B	07-11-17
C	07-27-17
D	08-10-17

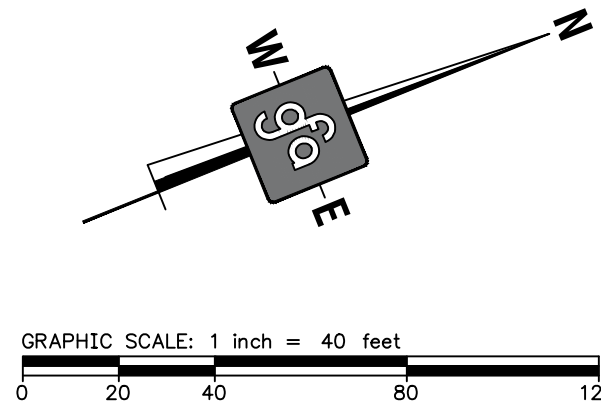
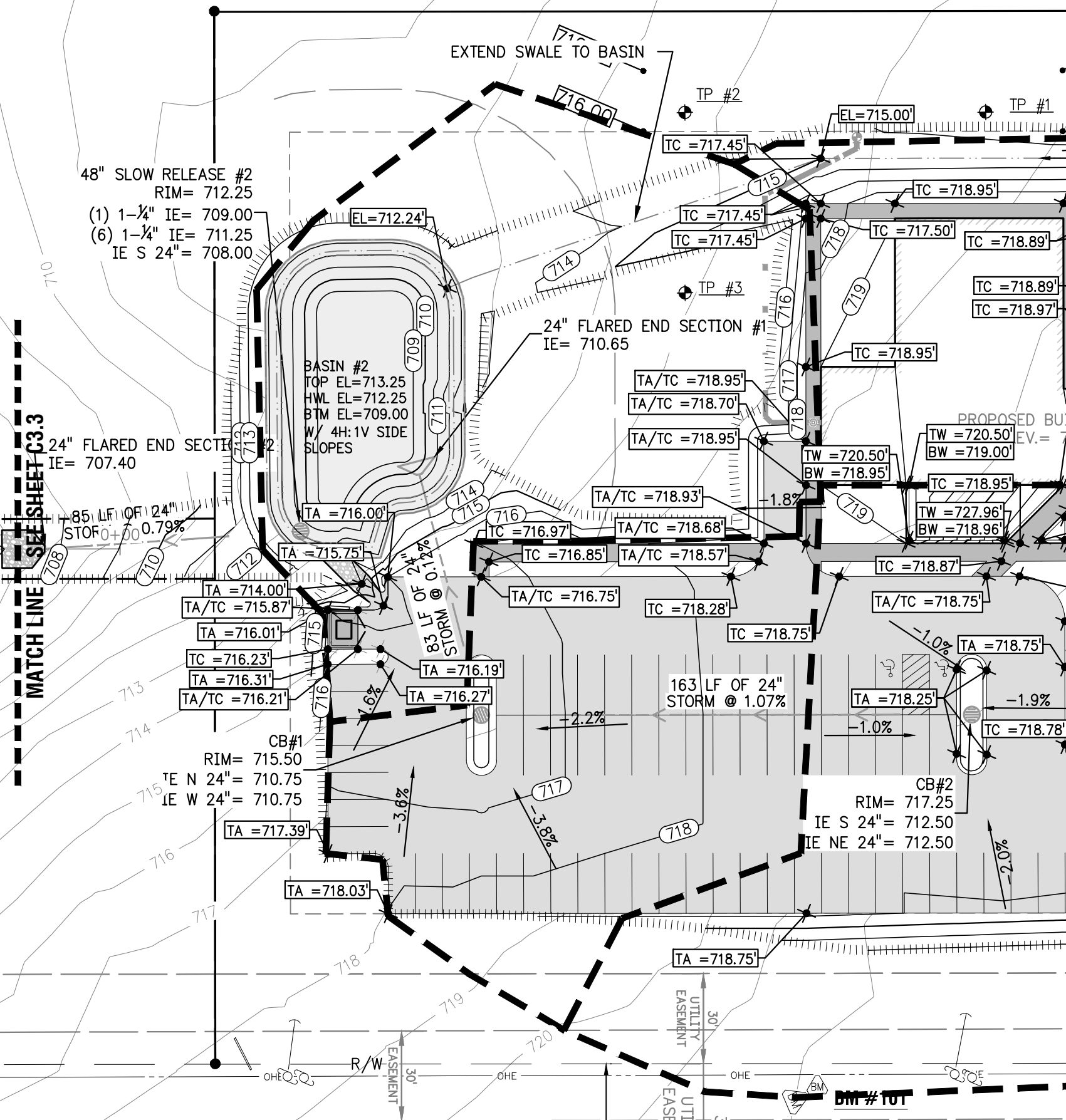
JOB NO. 201525

C 2



Outlet Swale Profile

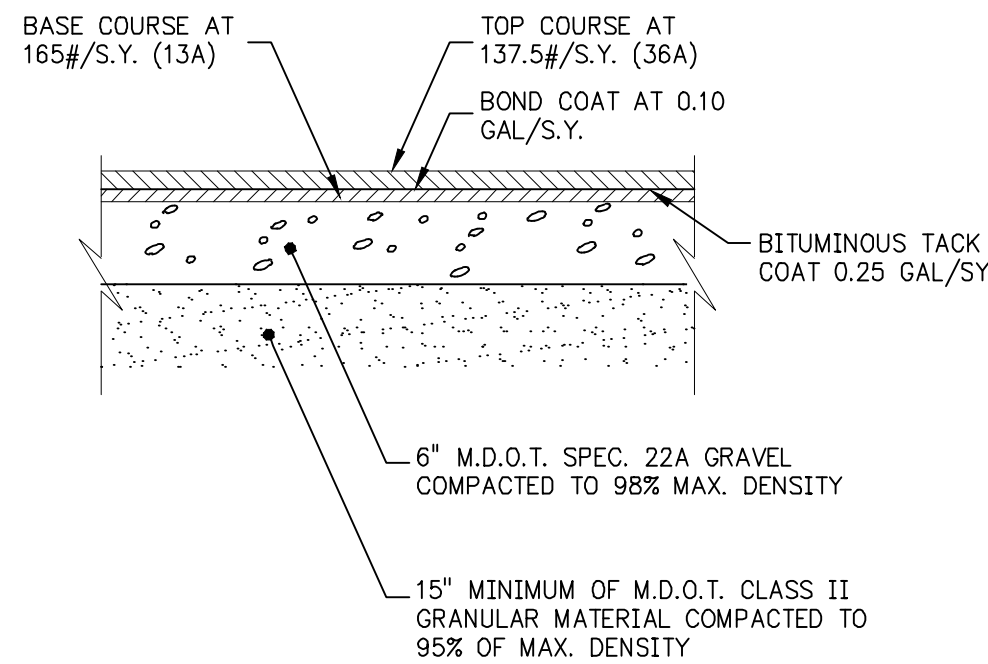
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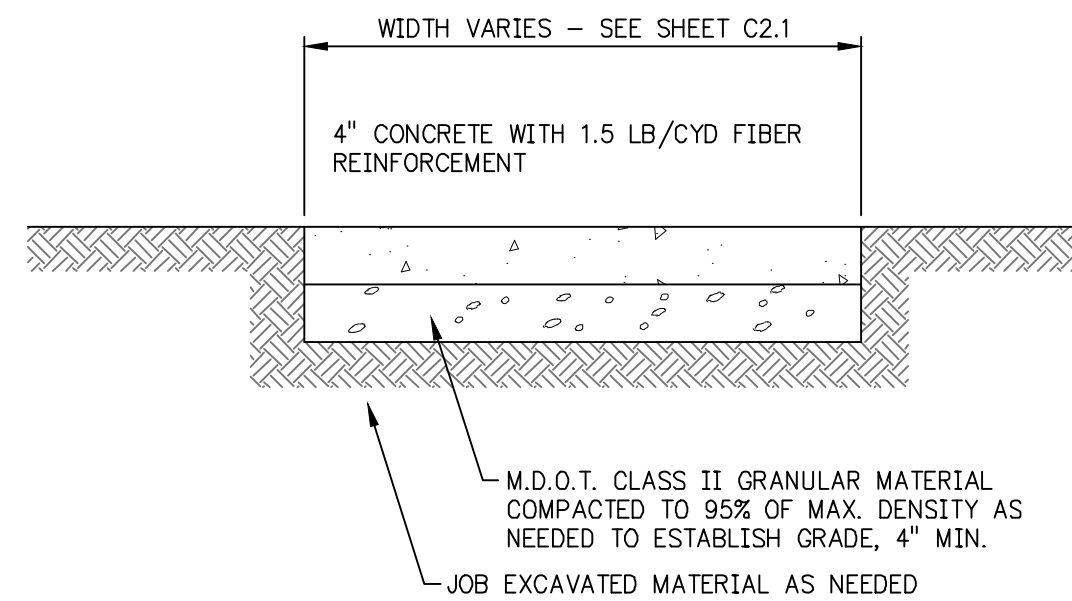
Legend

- 665- EXISTING CONTOURS
- 665- PROPOSED CONTOURS
- WATERSHED BOUNDARY
- 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

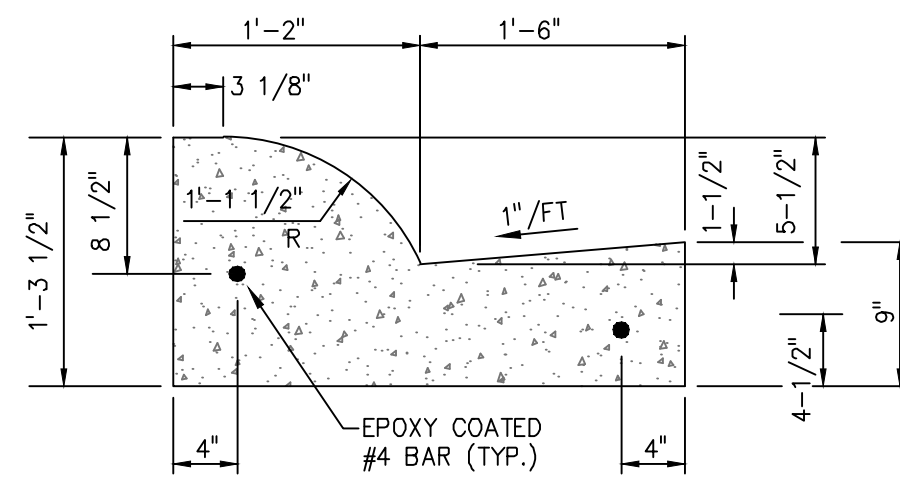
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REV C: REVISIONS PER MDOT COMMENTS  
REV B: AGENCY PERMIT APPLICATIONS



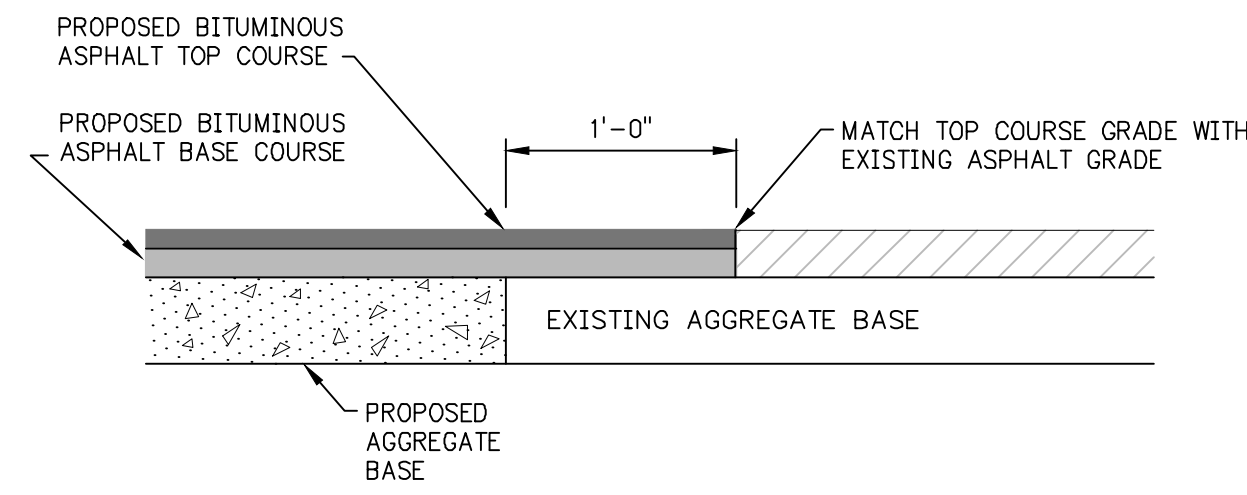
**1 PAVING DETAIL**  
C4.1 NO SCALE



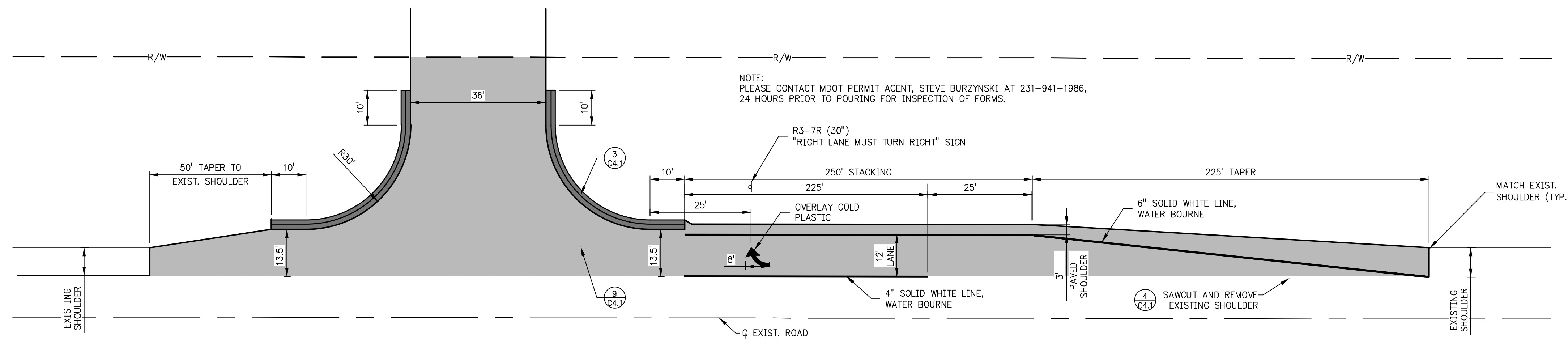
**2 CONCRETE WALK DETAIL**  
C4.1 NO SCALE



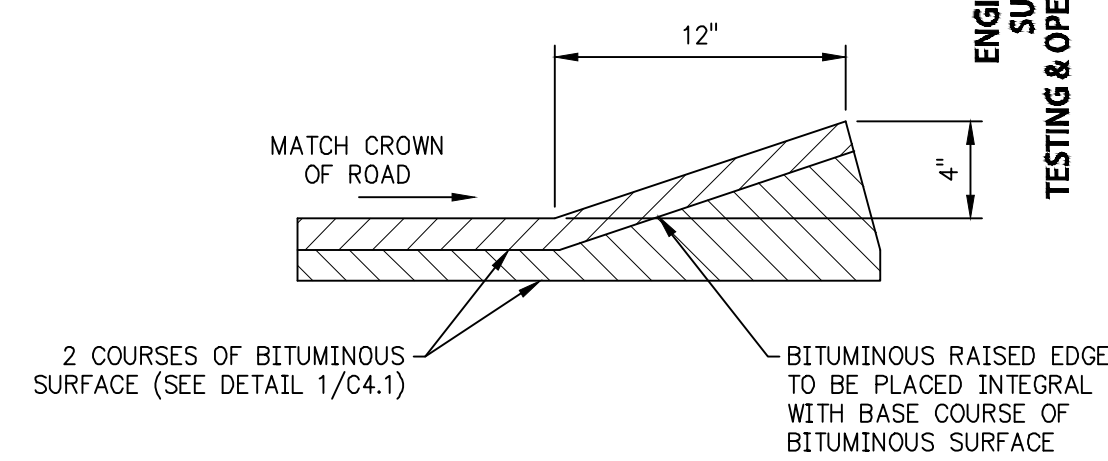
**3 CURB DETAIL**  
C4.1 (M.D.O.T. TYPE B2) NO SCALE



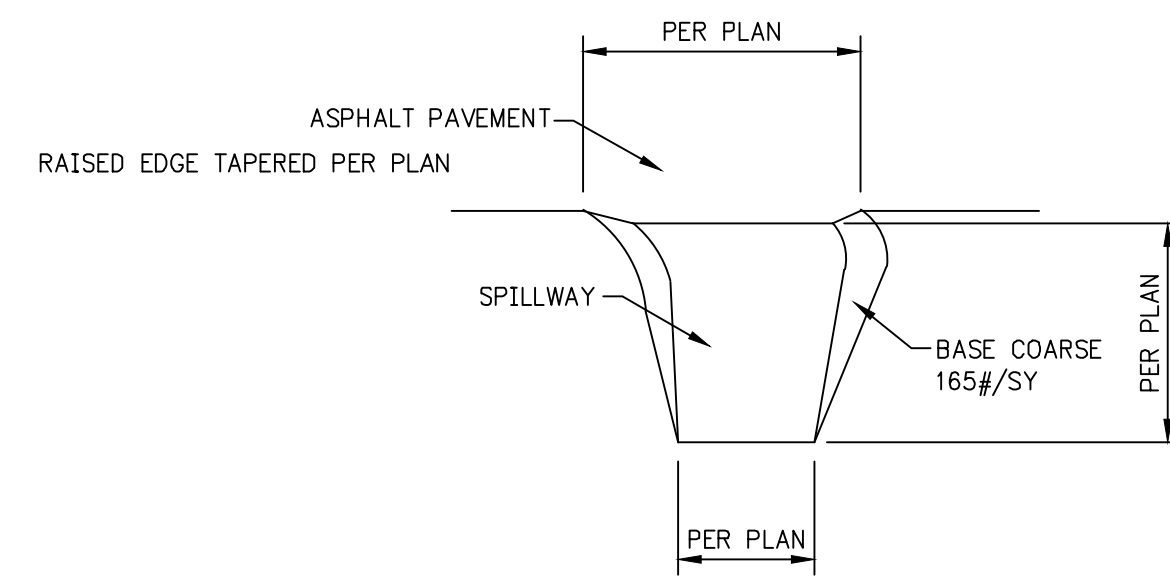
**4 BUTT JOINT DETAIL**  
C4.1 NO SCALE



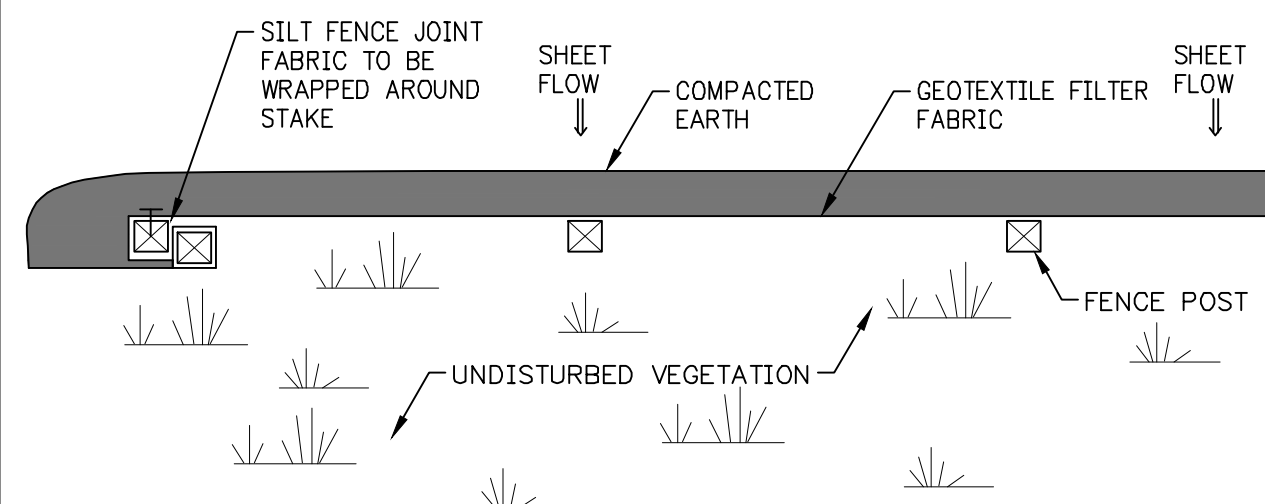
**5 COMMERCIAL DRIVEWAY DETAIL**  
C4.1 NO SCALE



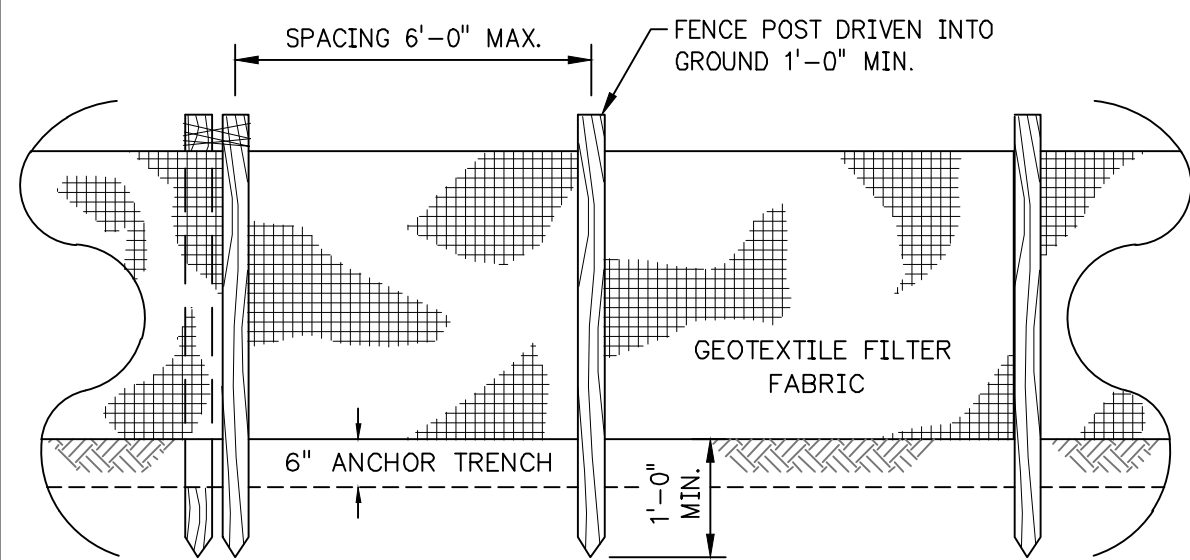
**6 BITUMINOUS RAISED EDGE DETAIL**  
C4.1 NO SCALE



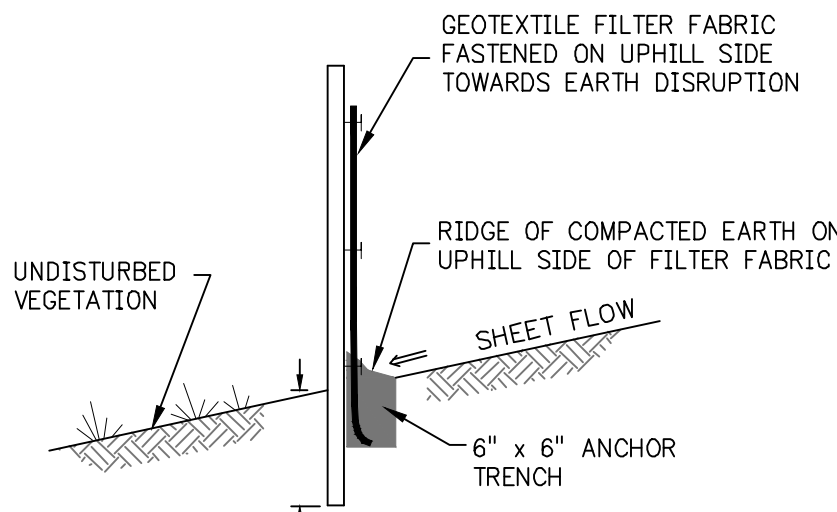
**7 ASPHALT SPILLWAY DETAIL**  
C4.1 NO SCALE



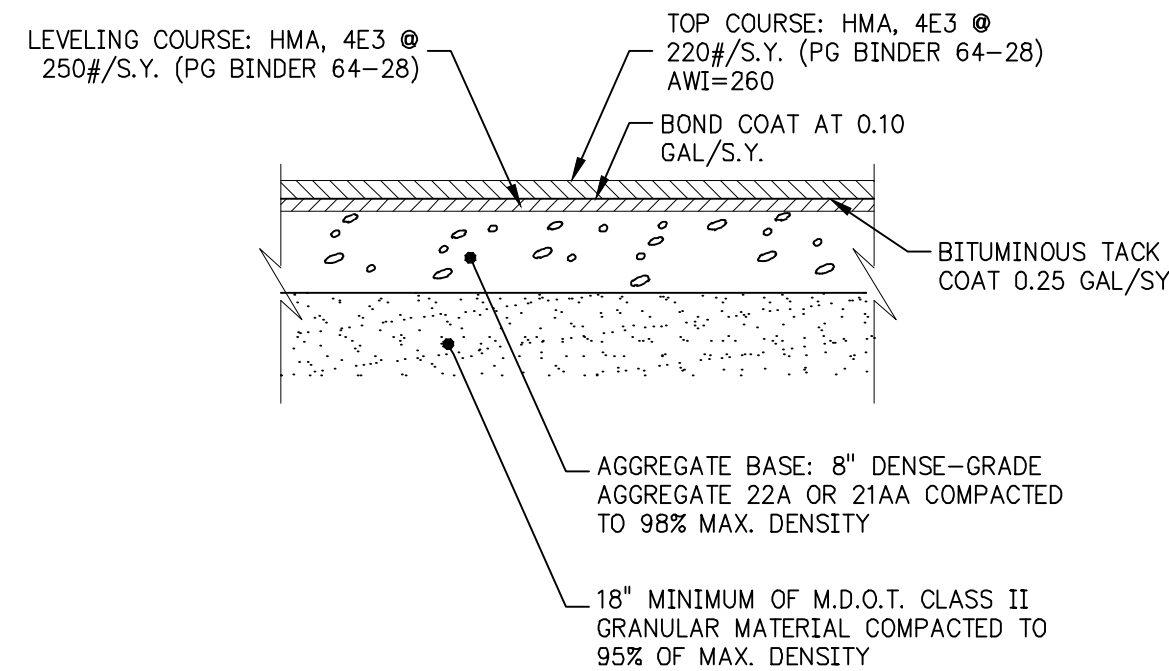
**PLAN VIEW**



**FRONT ELEVATION**

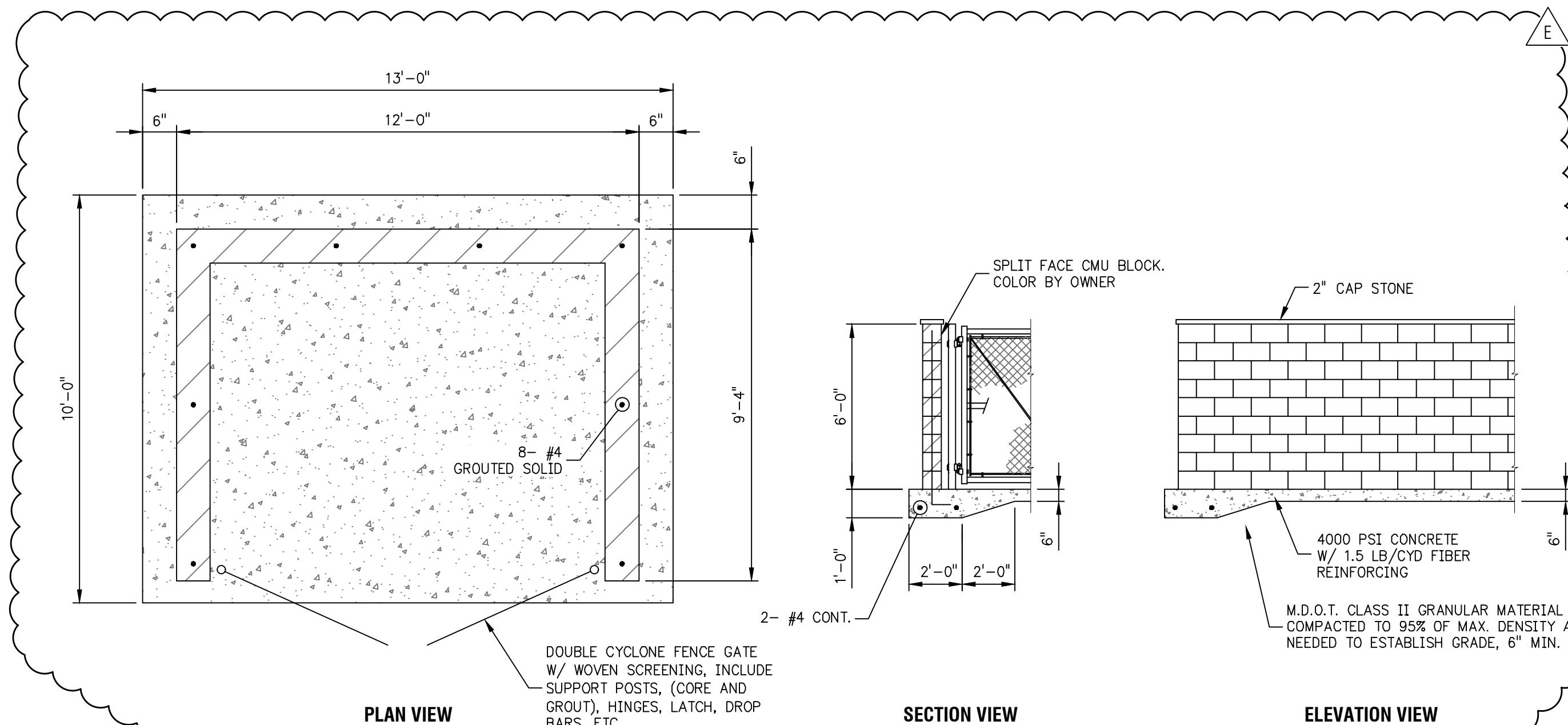


**SECTION VIEW**



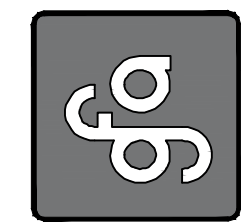
NOTE: SUB-BASE IS ONLY REQUIRED WHERE EITHER EXISTING MATERIAL DOES NOT MEET MDOT SPECIFICATION REQUIREMENT FOR GRANULAR MATERIAL, CLASS II OR WHERE THERE IS PROPOSED WIDENING AND SAND SUB-BASE IS REQUIRED TO BUILD THE PROPOSED CROSS SLOPE.

**9 PAVING DETAIL**  
C4.1 NO SCALE

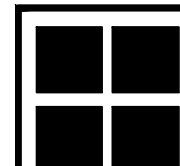


**10 DUMPSTER ENCLOSURE DETAILS**  
C4.1 NO SCALE

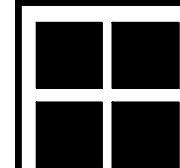
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231.946.5874 (p)  
231.946.3703 (f)



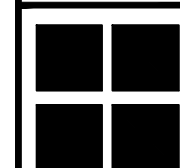
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& OPERATIONS  
123 West Front Street  
Traverse City, MI 49684



**CORNWELL ARCHITECTS**  
401 East Front Street, Traverse City, MI 49686  
tel: 231-946-7711 fax: 231-946-7712



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

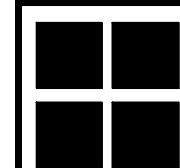


CONSTRUCTION DETAILS

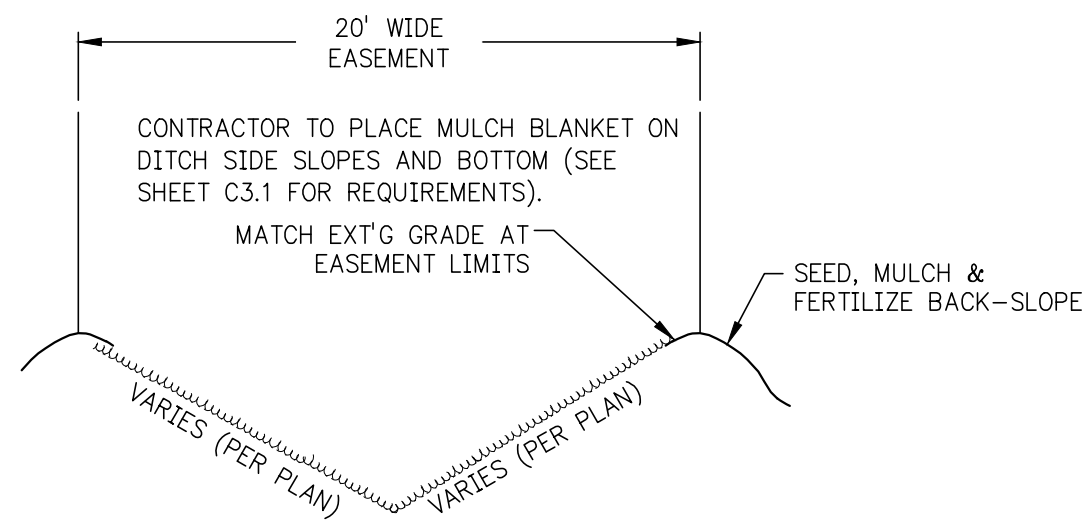
DRAWN	06-07-17
REVISIONS	
A	06-14-17
B	07-11-17
C	07-27-17
D	08-10-17
E	08-17-17

JOB NO.  
201525

**C4.**



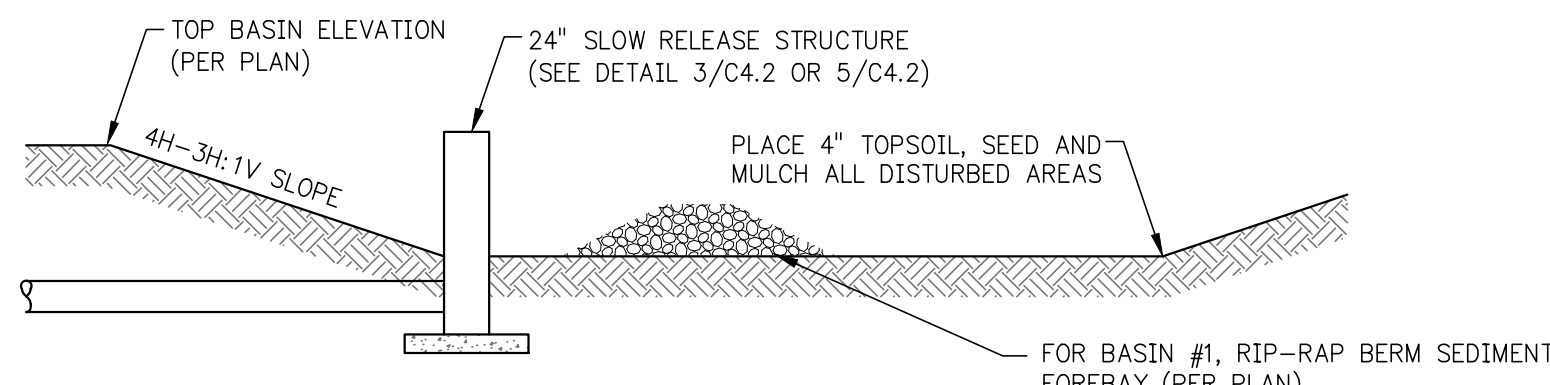
REV E: REVISIONS PER PC MEETING  
REV D: REVISIONS PER GC STORM WATER REVIEW  
REV C: REVISIONS PER MDOT COMMENTS  
REV B: AGENCY PERMIT APPLICATIONS



1  
C4.2

**DRAINAGE SWALE DETAIL**

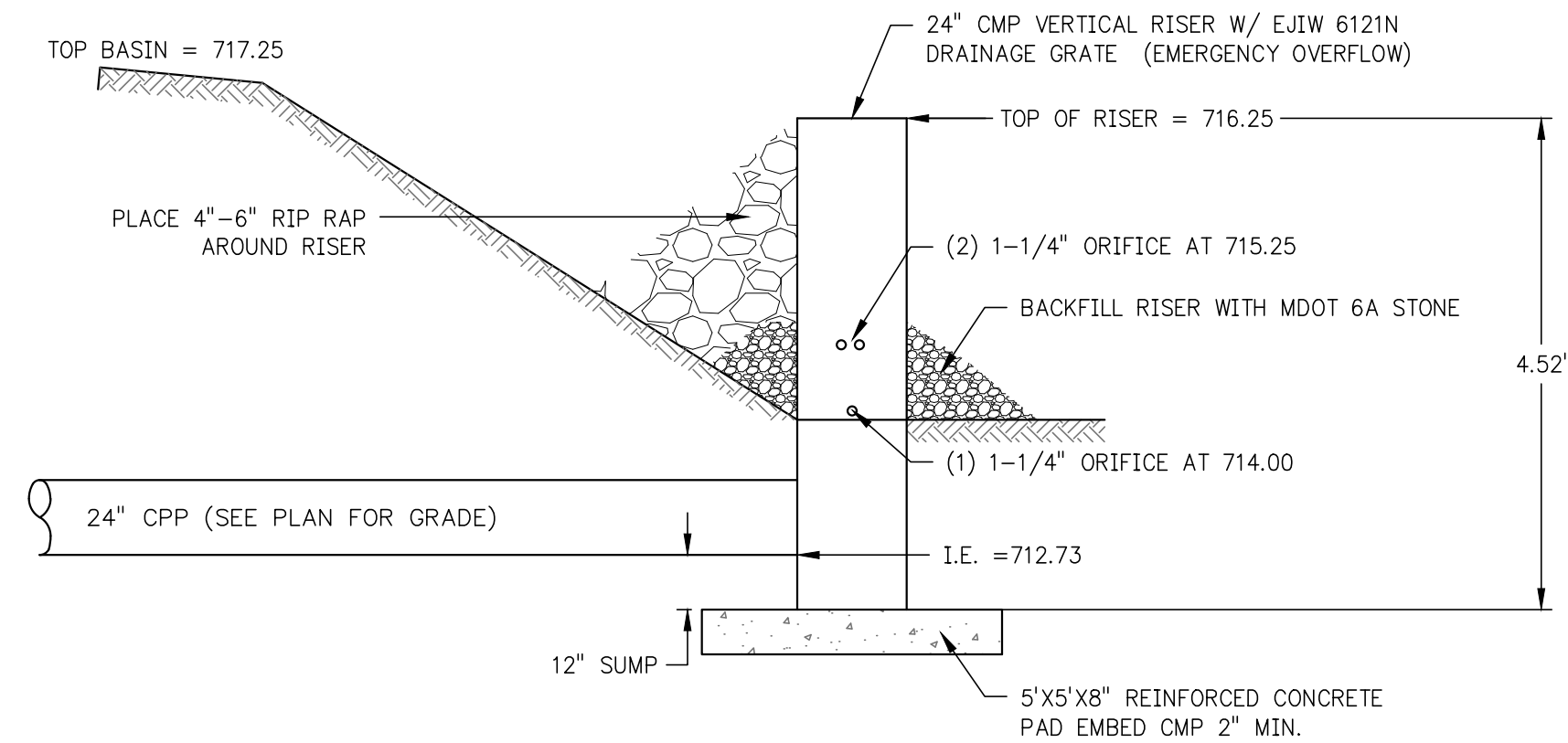
NO SCALE



2  
C4.2

**DETENTION BASIN DETAIL**

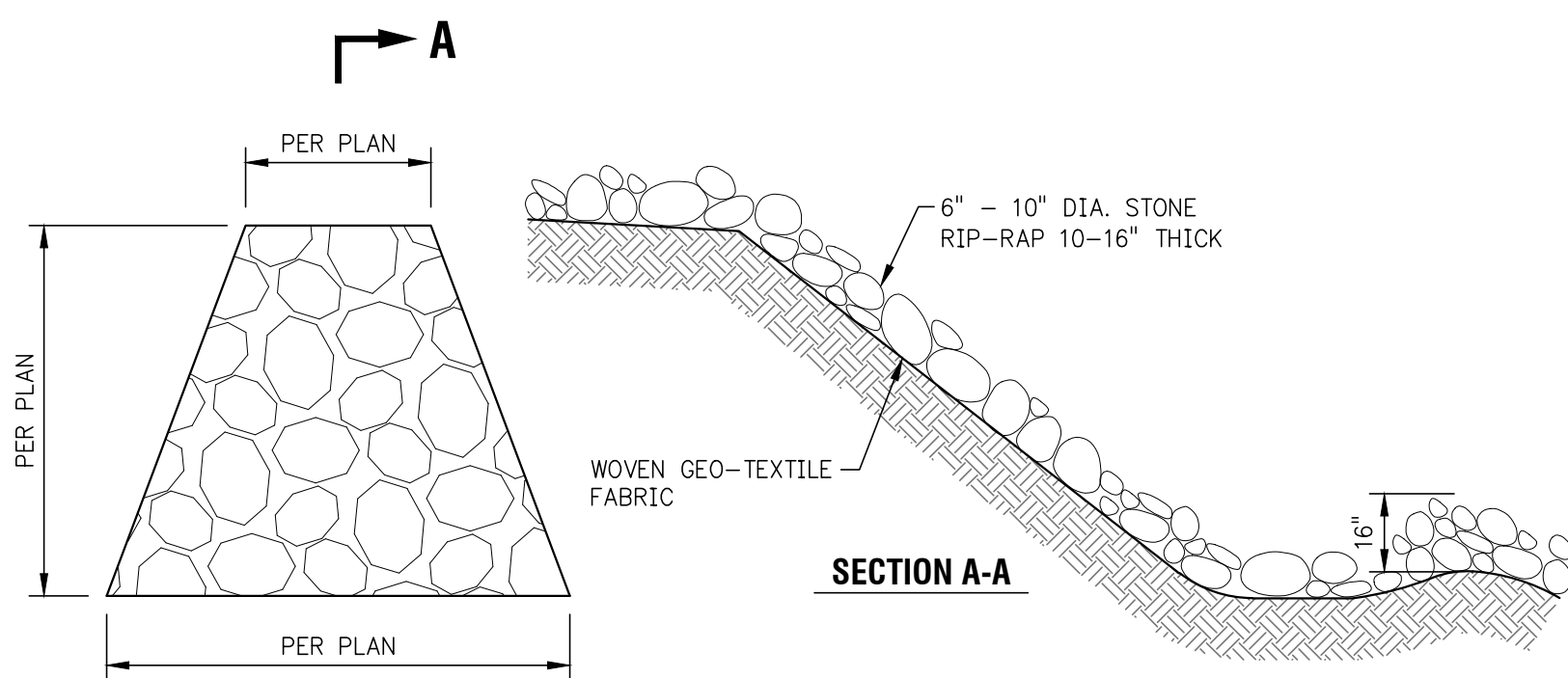
NO SCALE



3  
C4.2

**BASIN #1 SLOW RELEASE RISER DETAIL**

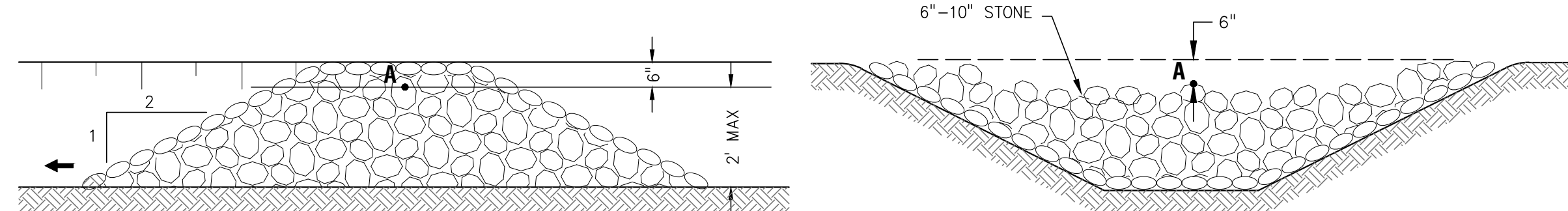
NO SCALE



4  
C4.2

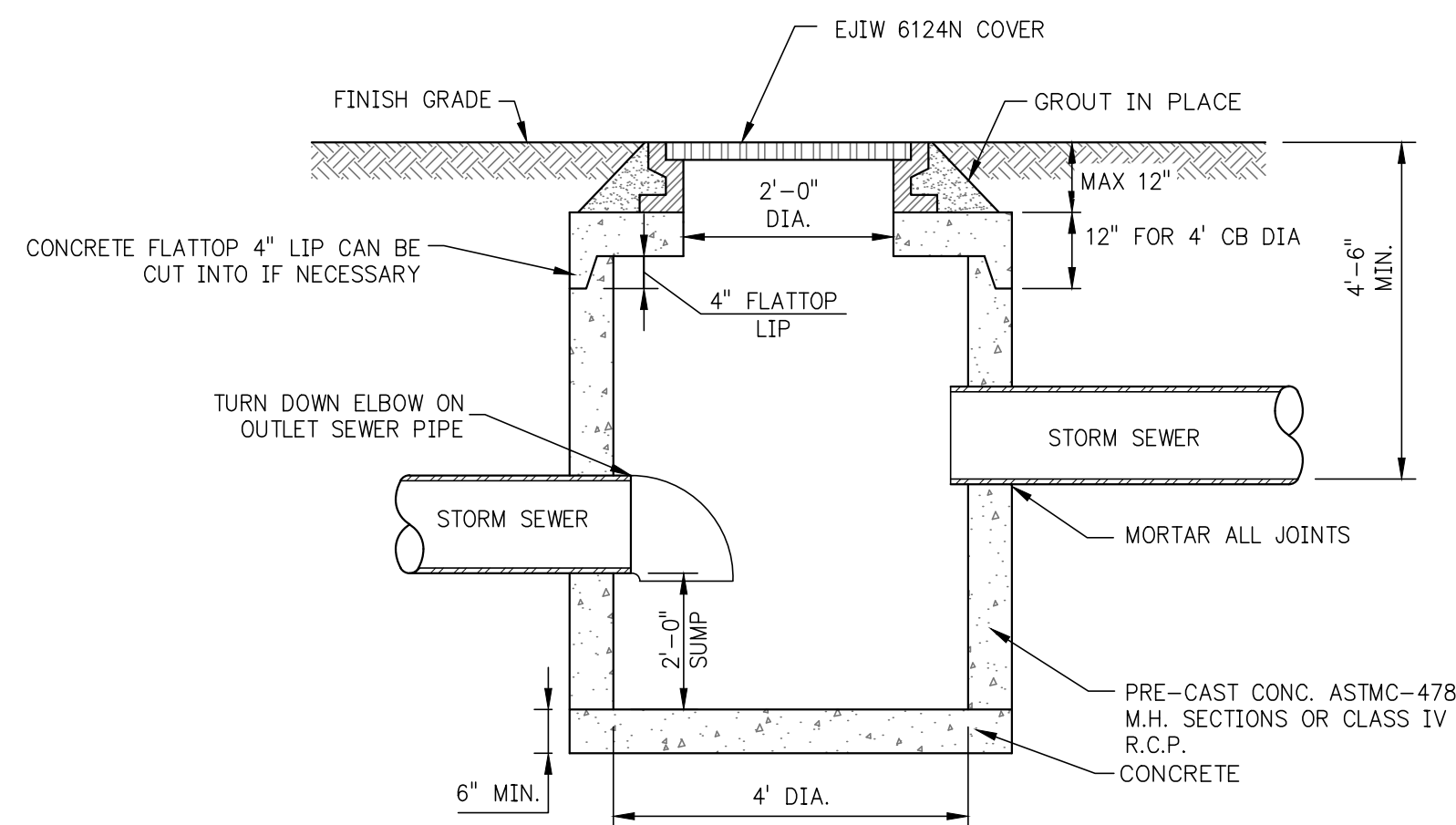
**STONE RIP-RAP APRON**

NO SCALE



**SECTION A-A**

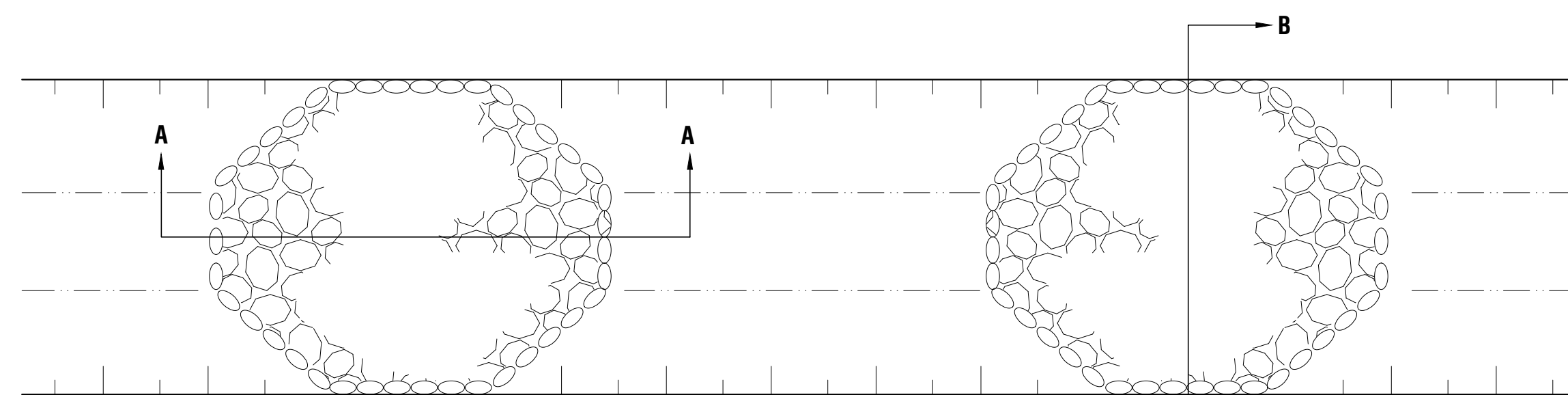
**SECTION B-B**



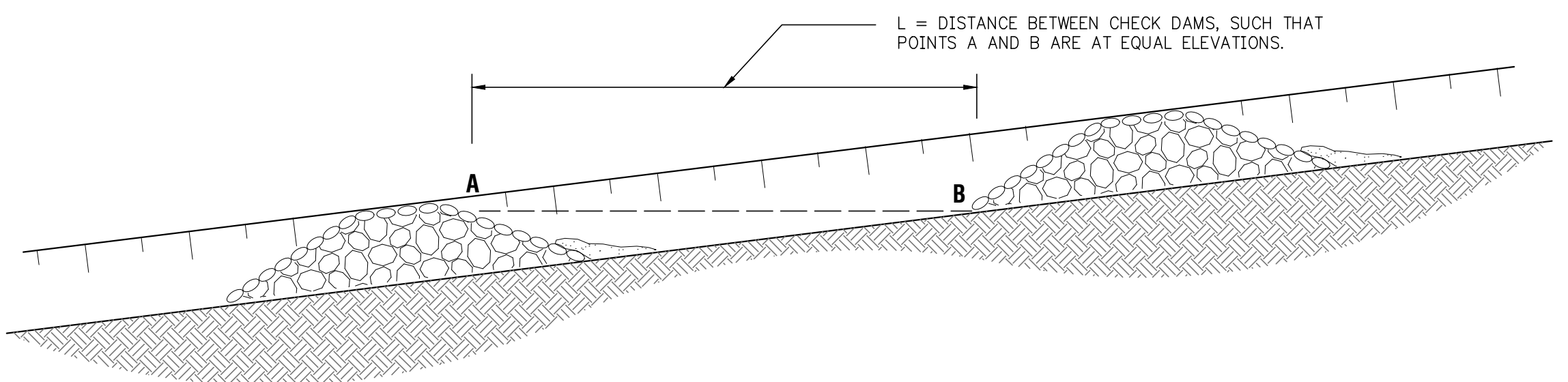
6  
C4.2

**4' DIA. CATCH BASIN DETAIL**

NO SCALE



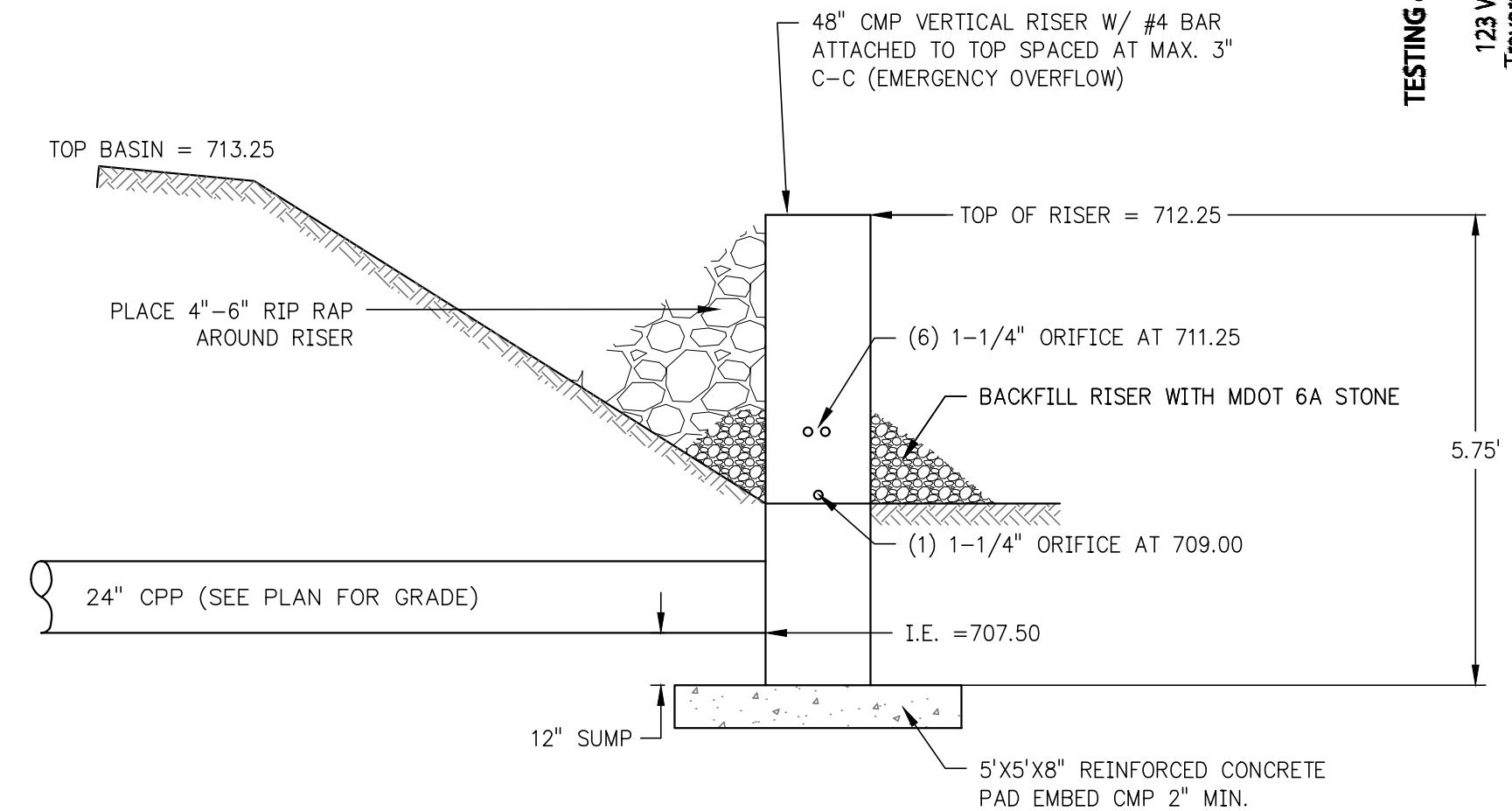
**PLAN VIEW**



7  
C4.2

**CHECK DAM CROSS SECTION**

NO SCALE



5  
C4.2

**BASIN #2 SLOW RELEASE RISER DETAIL**

NO SCALE

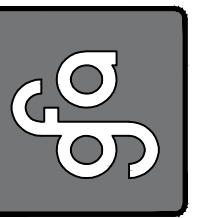
**STORM WATER MAINTENANCE PLAN**

- Responsibility For Maintenance:
- During construction, it is the Contractor who is responsible for operation maintenance.
  - Following construction, it will be the responsibility of the Land Owner to perform the maintenance.
  - Emergency maintenance (i.e. when there is endangerment to public health, safety or welfare) shall be performed immediately. Should the Land Owner fail to act within these time frames, the Local Unit of Government may perform the needed maintenance and assess the costs against the property.
2. Source of Financing
- The Land Owner is required to pay for all maintenance activities on a continuing basis.
3. Maintenance Tasks and Schedule:
- See the following chart on the next page for a schedule of maintenance items.
  - Immediately following construction, the developer will have the storm water management system inspected by an engineer to verify grades of the detention and infiltration areas and make recommendations for any necessary sediment removal or maintenance prior to turning over responsibility to the Land Owner. The Contractor is responsible for removing sediment and/or cleaning the storm sewer system before acceptance by the Land Owner.

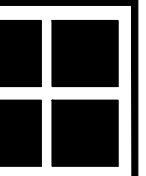
Tasks	Storm Sewer System	Catch Basin Sumps	Catch Basin Inlet Castings	Ditches & Swales	Outflow Control Structure	Rip Rap	Infiltration Basins	Storm Detention Areas	Wetland Issues	Emergency Overflow	Schedule
Inspect for sediment accumulation				X	X			X			Annually
Removal of sediment accumulation				X	X			X			Every 2 years or as needed
Inspect for floatables and debris				X	X			X			Annually
Cleaning of floatables and debris				X	X			X			Annually
Inspection for erosion				X	X			X		X	Annually
Re-establish permanent vegetation on eroded slopes				X				X			As needed
Replacement of Stone						X					Every 3-5 years or as needed
Mowing				X				X			1-4 times per month as needed
Inspect storm water system components during wet weather and compare to as-built plans				X	X	X		X			Annually
Make adjustments or replacements as determined by annual wet weather inspection				X		X		X			As needed
Keep records of all inspections and maintenance activities				X	X	X		X			Annually
Keep records of all costs for inspections, maintenance and repairs.				X	X	X		X			Annually

REV E: REVISION PER GC STORM WATER REVIEW  
REV D: REVISIONS PER GC STORM WATER REVIEW  
REV C: REVISIONS PER MDT COMMENTS  
REV B: AGENCY PERMIT APPLICATIONS

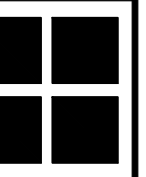
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231.946.5874 (p)  
231.946.3703 (f)



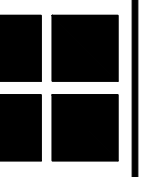
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**NEW BUILDING**  
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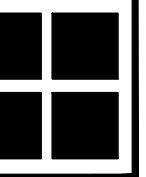
**CONSTRUCTION DETAILS**

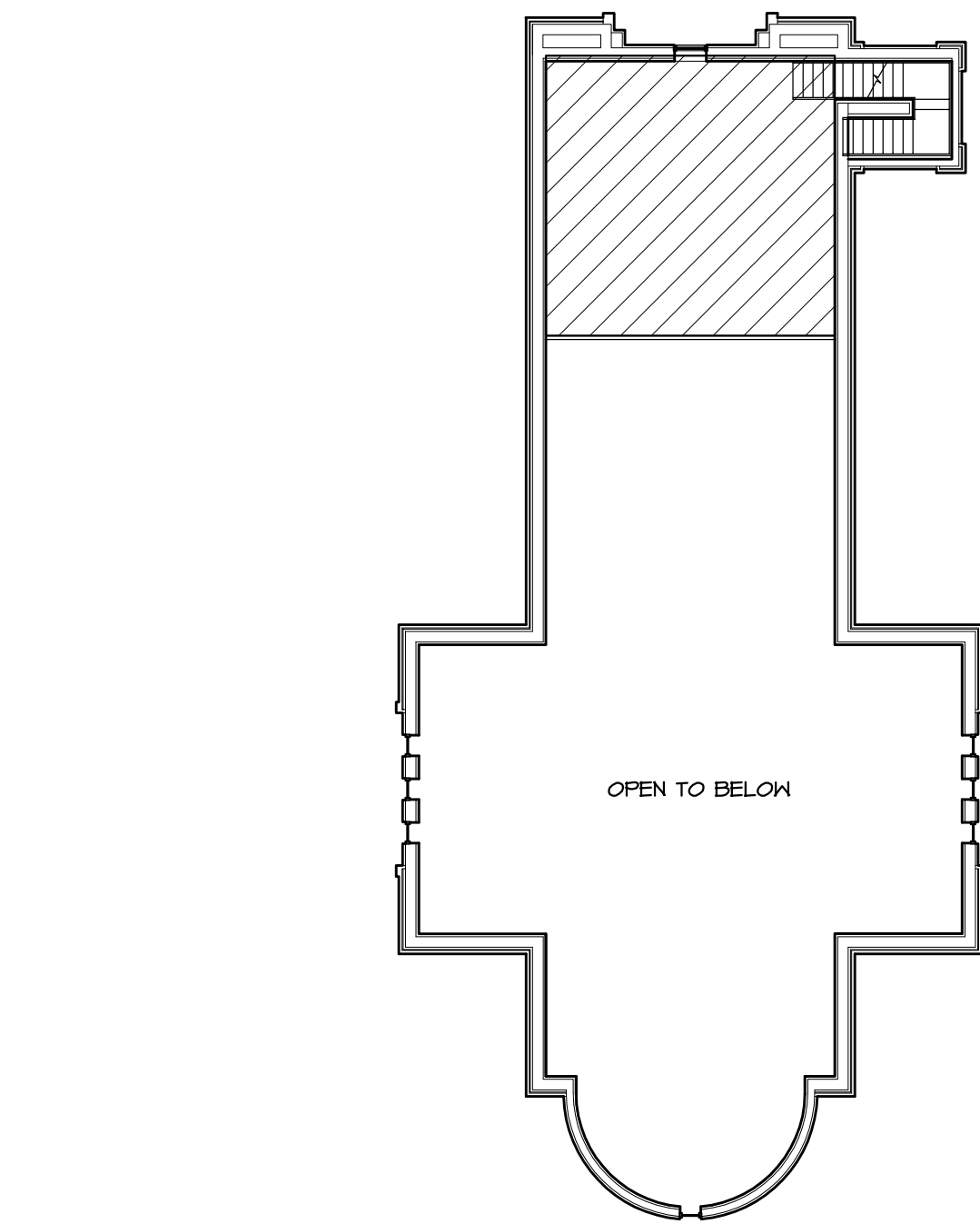
DRAWN  
06-07-17

REVISIONS  
A 06-14-17  
B 07-11-17  
C 07-27-17  
D 08-10-17  
E 08-30-17

JOB NO.  
201525

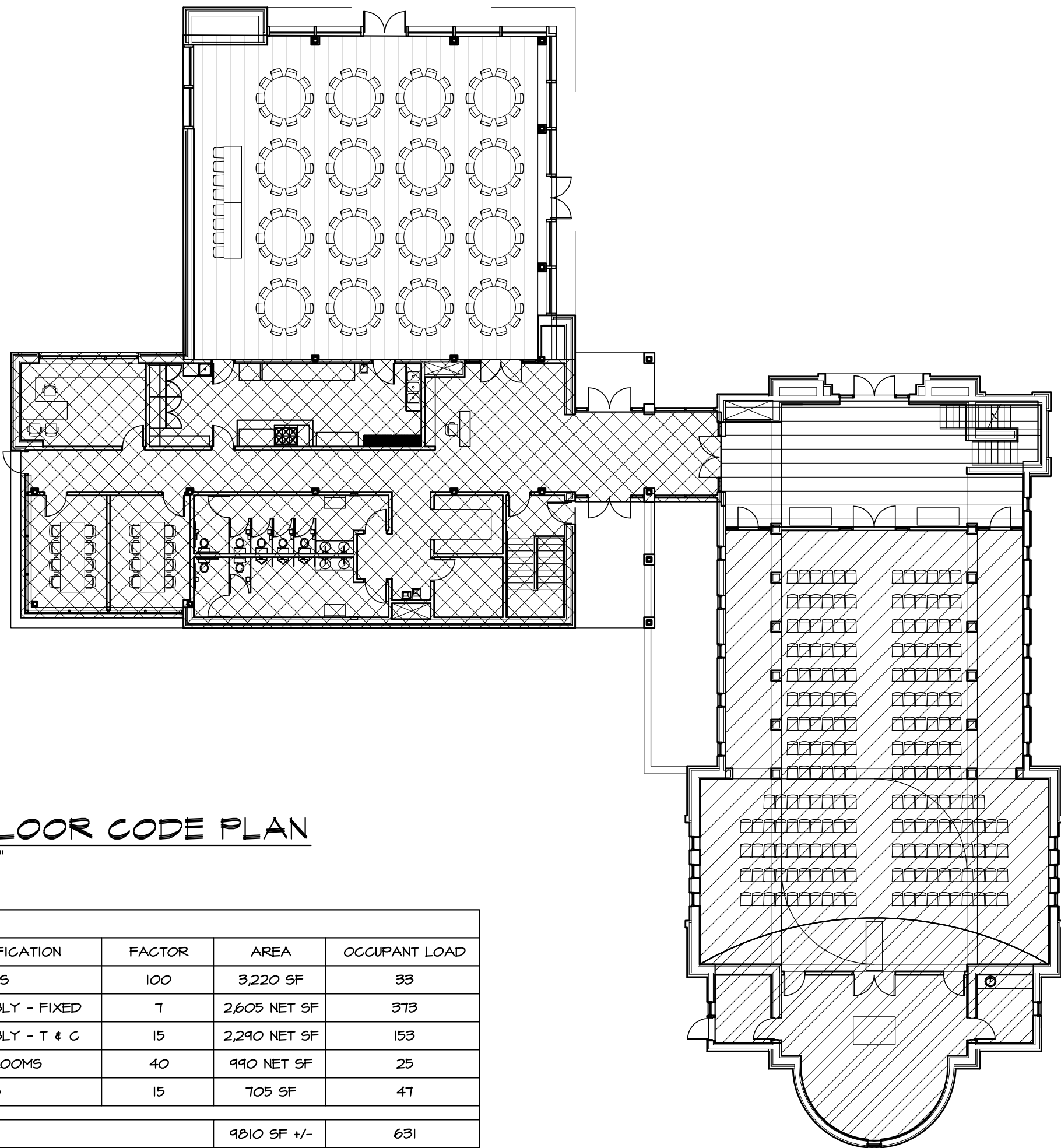
**C4.2**





MEZZANINE CODE PLAN  
SCALE: 1/16" = 1'-0"

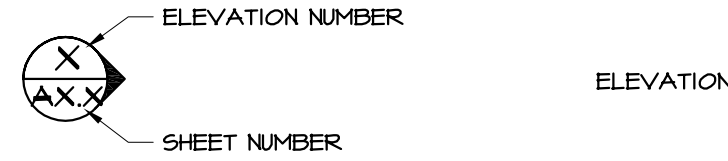
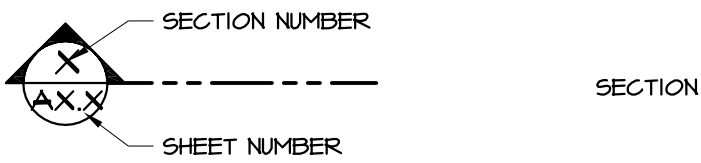
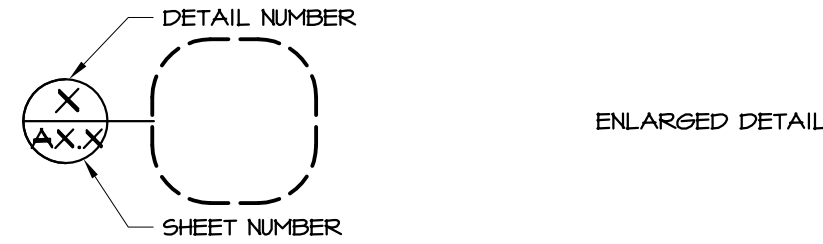
BASEMENT SUMMARY				
LEGEND	CLASSIFICATION	FACTOR	AREA	OCCUPANT LOAD
	ASSEMBLY - FIXED	-	680 NET SF	LIMIT 40
TOTAL			680 SF +/-	40



FIRST FLOOR CODE PLAN  
SCALE: 1/16" = 1'-0"

LEVEL 1 SUMMARY				
LEGEND	CLASSIFICATION	FACTOR	AREA	OCCUPANT LOAD
	BUSINESS	100	3,220 SF	33
	ASSEMBLY - FIXED	7	2,605 NET SF	373
	ASSEMBLY - T & C	15	2,240 NET SF	153
	COURTROOMS	40	990 NET SF	25
	WAITING	15	705 SF	47
TOTAL			9,810 SF +/-	631

## REFERENCE SYMBOLS



## GENERAL NOTES

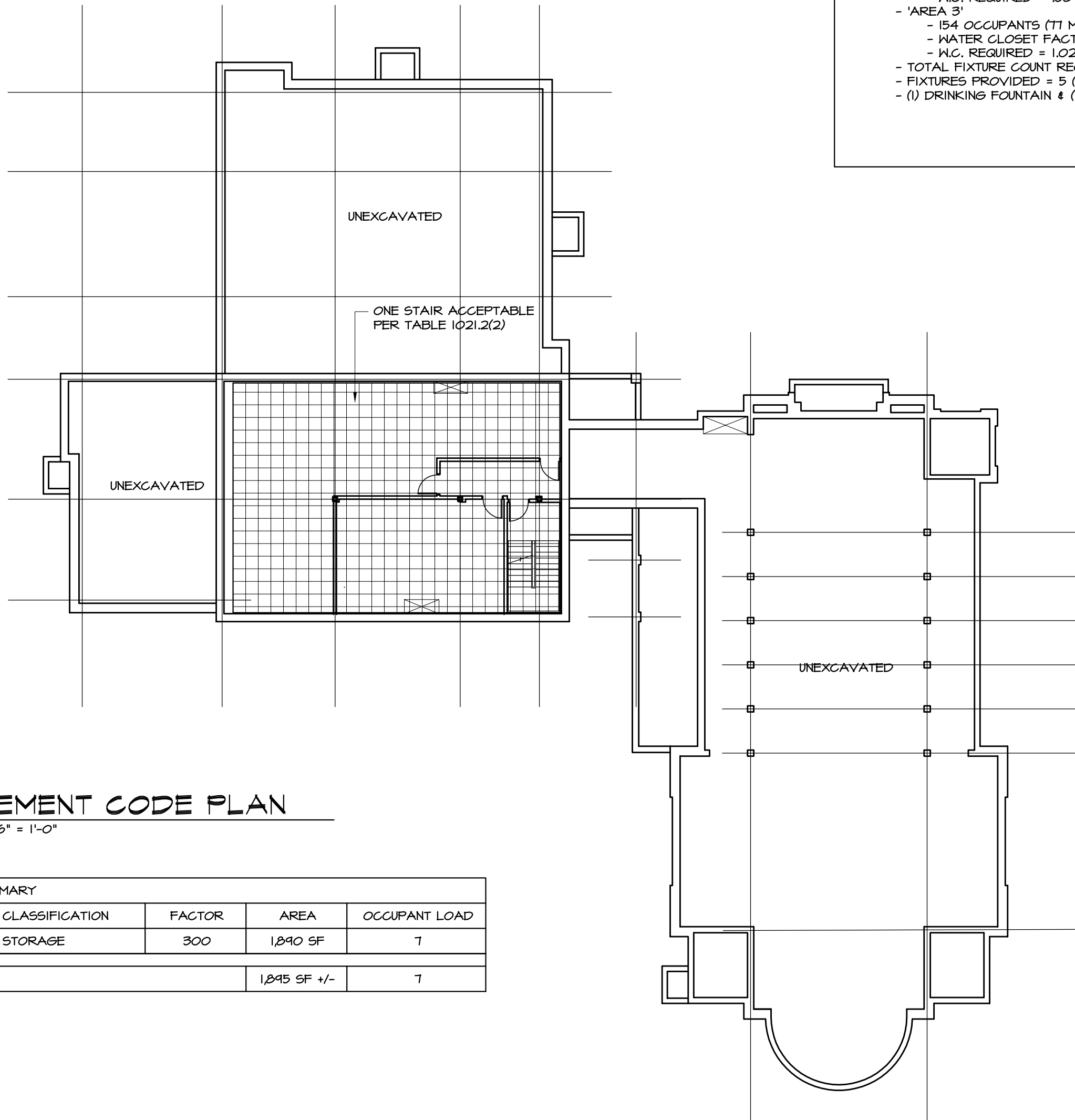
- CONFLICTS, ERRORS OR OMISSIONS WITH THESE DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT, IN WRITING, AND WRITTEN CLARIFICATION AND/OR INFORMATION SHALL BE RECEIVED PRIOR TO PROCEEDING WITH ITEMS QUESTIONED. THE CONTRACTOR ASSUMES RESPONSIBILITY FOR ANY CONFLICTS, ERRORS OR OMISSIONS OF WHICH THE CONTRACTOR FAILED TO NOTIFY THE ARCHITECT.
- G.C. IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES THAT COULD AFFECT THE DESIGN AND CONSTRUCTION OF THE PROJECT.
- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND CITY CODES AND STANDARDS.
- THE CONTRACTOR SHALL PAY FOR AND OBTAIN ALL REQUIRED PERMITS AND CERTIFICATES OF OCCUPANCY.
- SUBSTANTIAL COMPLETION OF THE PROJECT WILL BE BASED UPON COMPLETION OF THE WORK SET FORTH IN THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.
- UNLESS OTHERWISE INDICATED, EACH SUBCONTRACTOR AND GENERAL CONTRACTOR IS RESPONSIBLE FOR ADEQUATELY BRACING AND SUPPORTING ALL ITEMS FROM THE ROOF STRUCTURE FOR GRAVITY LOADS AND TO RESIST LATERAL MOVEMENTS AS REQUIRED BY ALL APPLICABLE CODES. (ANY BRACING W/ A SIGNIFICANT VISUAL IMPACT IS SUBJECT TO ARCHITECT REVIEW & APPROVAL)
- DO NOT SCALE DRAWINGS. USE DIMENSIONS ONLY.
- GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR DISTRIBUTION OF COMPLETE SETS OF CONTRACT DOCUMENTS TO ALL TRADES. EACH TRADE SHALL REVIEW ALL CONTRACT DOCUMENTS SO AS TO BE AWARE OF ALL ITEMS OF WORK AFFECTING THEIR RESPECTIVE TRADE.
- GENERAL CONTRACTOR TO KEEP AND MAINTAIN APPROVED AND CURRENT CONTRACT DOCUMENTS ON SITE AT ALL TIMES.

## LEGEND

.....	1/2 HOUR RATING
-----	1 HOUR RATING
-----	2 HOUR RATING

## CODE REVIEW

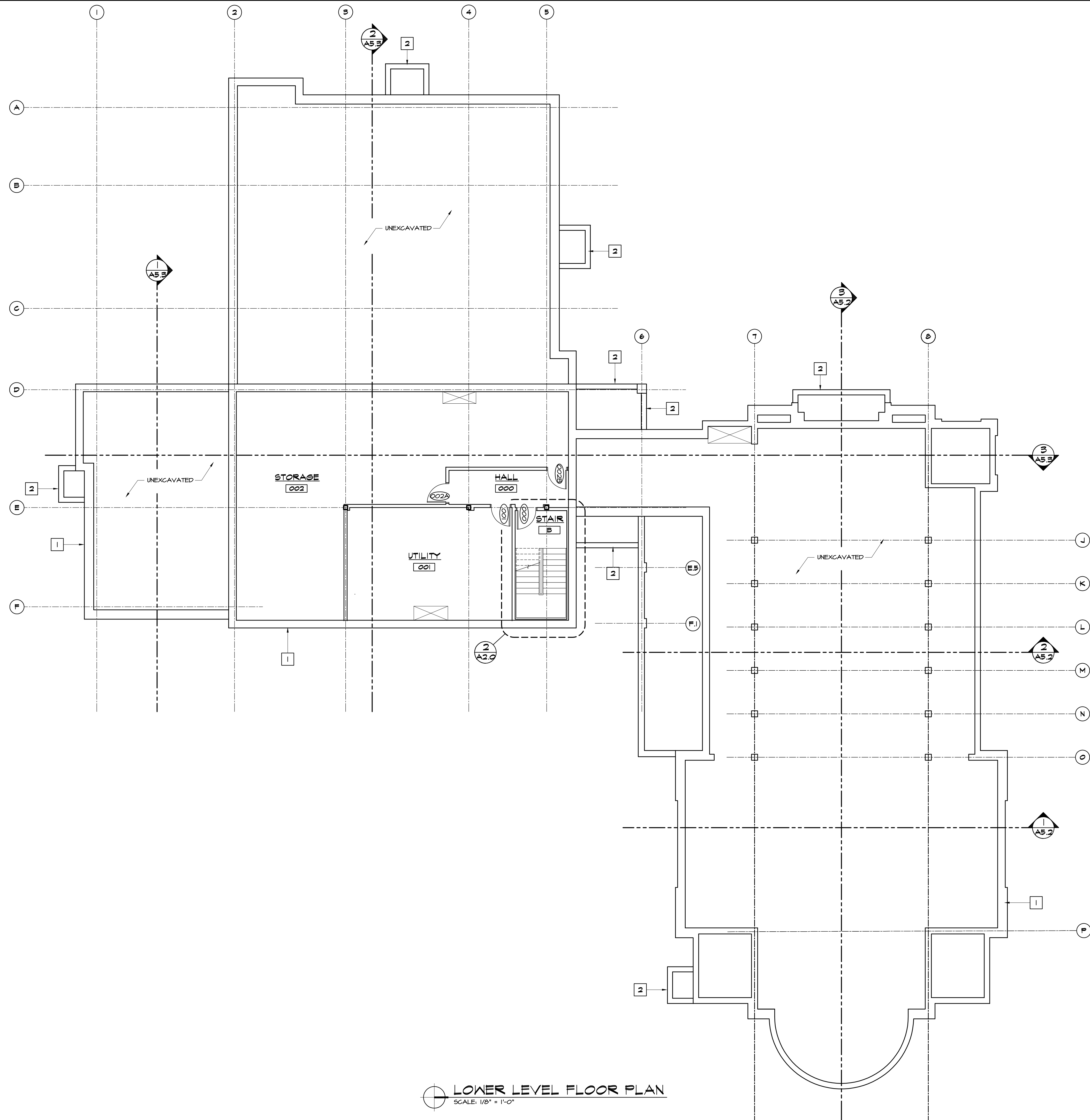
- APPLICABLE CODES
  - 2015 MICHIGAN BUILDING CODE
- USE GROUPS:
  - 'AREA 1' = 'A3'
  - 'AREA 2' = 'B'
  - 'AREA 3' = 'A2'
- BUILDING AREAS:
  - 'AREA 1':
    - SANCTUARY = 4,880 SF GROSS, 4,300 SF NET
    - BALCONY = 680 SF GROSS, 680 SF NET
    - TOTAL AREA 1 = 5,560 SF GROSS, 4,980 SF NET
  - 'AREA 2':
    - ADMINISTRATION = 3,220 SF GROSS, 3,010 SF NET
    - BASEMENT = 2,130 SF GROSS, 1,840 SF NET
    - TOTAL AREA 2 = 5,350 SF GROSS, 4,850 SF NET
  - 'AREA 3':
    - TOTAL AREA 3 = 2,425 SF GROSS, 2,295 SF NET
    - TOTAL AREA = 13,335 SF GROSS, 12,175 SF NET
- BUILDING HEIGHTS:
  - 'AREA 1' = 55'
  - 'AREA 2' = 12'
  - 'AREA 3' = 16'
- CONSTRUCTION TYPE = 3B
- BUILDING TO BE SPRINKLERED THROUGHOUT
- BUILDING HAS 100% OPEN PERIMETER WITH 30" WIDE AVERAGE PUBLIC WAY
- ALLOWABLE BUILDING HEIGHTS & AREAS:
  - FOR BUILDINGS W/ 'A' USE: (2) STORIES, 9,500 SF PER STORY (GOVERNS)
  - FOR BUILDINGS W/ 'B' USE: (3) STORIES, 14,000 SF PER STORY
- MODIFIED ALLOWABLE BUILDING AREAS DUE TO FRONTAGE INCREASE
  - ENTIRE BUILDING (USING THE MORE STRINGENT VALUES OF 'A' USE PERIMETER (P) = 882'
    - OPEN PERIMETER (P) = 882'
    - AREA INCREASE DUE TO FRONTAGE (IF):
      - 'IF' = (P/P-0.25)W/30 = (882/882) = 1 - 0.25 = 0.75 (I) = 0.75
      - 'IF' = 75%
  - ALLOWABLE AREA (AA):
    - 'AA' = ALLOWABLE AREA
    - 'AT' = MOST RESTRICTIVE APPLICABLE TABULAR AREA PER TABLE 503 OF 2004 IBC, 50 A = 9,500 SF
    - AA = AT(AT x IF) = 9,500(9,500 x 0.75) = 16,625 SF
    - ALLOWABLE AREA = 16,625 SF
    - ACTUAL AREA = 13,335 SF (COMPLIES)
- OCCUPANT LOADS:
  - SEE CODE PLANS FOR OCCUPANCY COUNT BREAKDOWNS.
  - TOTAL OCCUPANT LOAD = 678
- EGRESS:
  - SEE CODE PLANS FOR EGRESS REQUIREMENTS
- MAXIMUM TRAVEL DISTANCES:
  - DEAD END CORRIDOR LIMIT = 20' PER 1010.4
  - FROM ANY POINT TO NEAREST EXIT ACCESS = 250'
- PLUMBING FIXTURE COUNT:
  - 'AREA 1':
    - 495 OCCUPANTS (243 MALE + 243 FEMALE)
    - WATER CLOSET FACTOR = 1/150 (MALE) + 1/175 (FEMALE)
    - W.C. REQUIRED = 1.62 (MALE) + 3.24 (FEMALE)
  - 'AREA 2':
    - 34 OCCUPANTS (17 MALE + 17 FEMALE)
    - WATER CLOSET FACTOR = 1/25
    - W.C. REQUIRED = .68 (MALE) + .68 (FEMALE)
  - 'AREA 3':
    - 154 OCCUPANTS (77 MALE + 77 FEMALE)
    - WATER CLOSET FACTOR = 1/175
    - W.C. REQUIRED = 1.02 (MALE) + 1.02 (FEMALE)
  - TOTAL FIXTURE COUNT REQUIRED = 3.32 (MALE) + 4.94 (FEMALE)
  - FIXTURES PROVIDED = 5 (MALE) + 5 (FEMALE)
  - (1) DRINKING FOUNTAIN & (1) SERVICE SINK PROVIDED



BASEMENT CODE PLAN  
SCALE: 1/16" = 1'-0"

BASEMENT SUMMARY				
LEGEND	CLASSIFICATION	FACTOR	AREA	OCCUPANT LOAD
	STORAGE	300	1,840 SF	7
TOTAL			1,845 SF +/-	7

PRELIMINARY



- KEYED NOTES:
- 1 CONCRETE FOUNDATION WALL - SEE STRUCTURAL DRAWINGS
  - 2 CONCRETE STOOP FOUNDATION WALL - SEE STRUCTURAL DRAWINGS

LOWER LEVEL FLOOR PLAN  
SCALE: 1/8" = 1'-0"

PRELIMINARY

CORNWELL ARCHITECTS  
401 East Front Street, Traverse City, MI 49686  
Tel: 231-946-7711 Fax: 231-946-7712

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

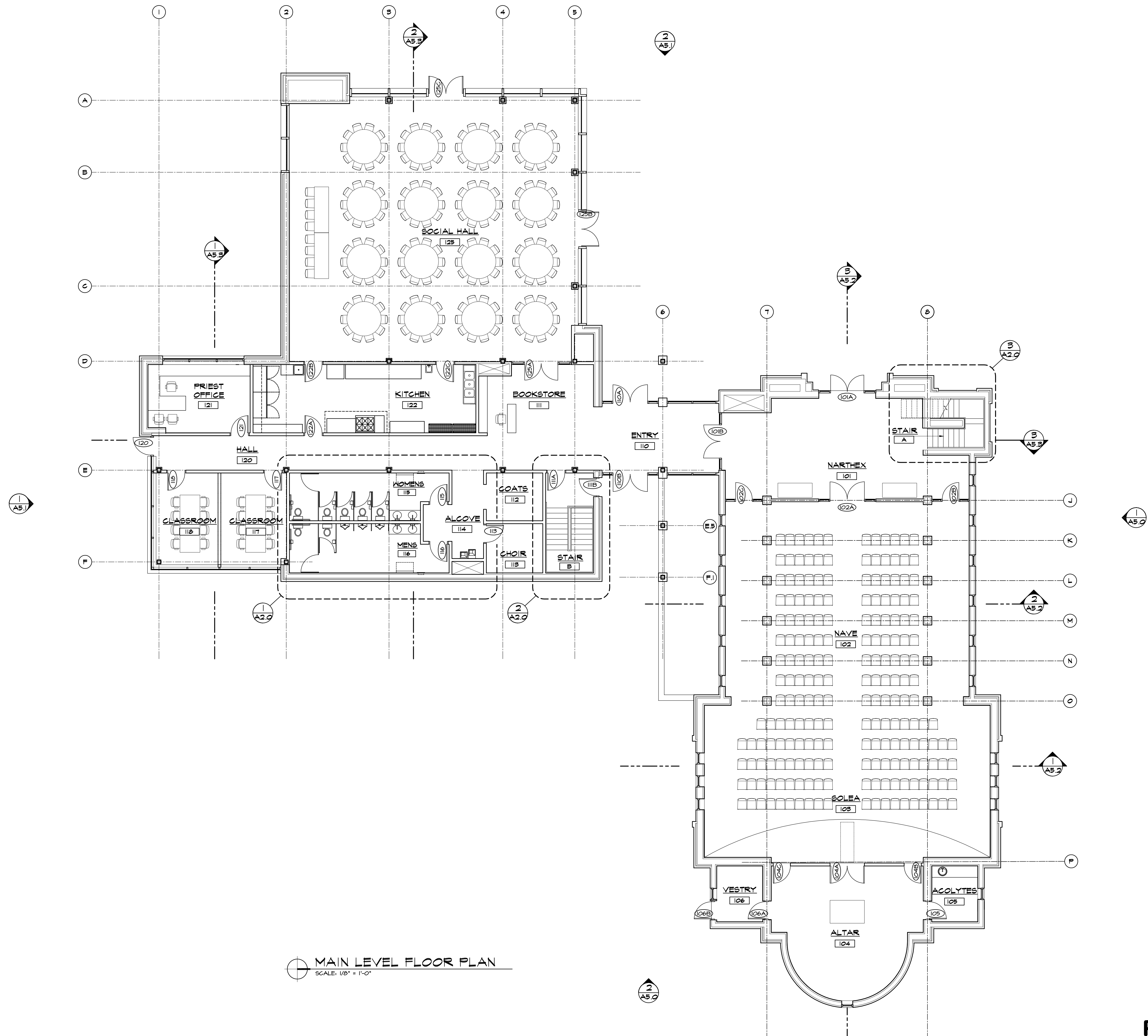
LOWER LEVEL PLAN

DRAWN  
I-12-17

REVISIONS

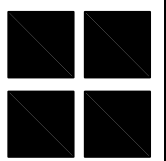
JOB NO.  
201633

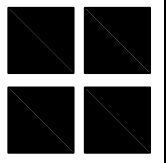
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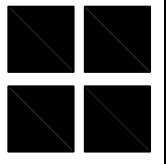


MAIN LEVEL FLOOR PLAN  
SCALE: 1/8" = 1'-0"

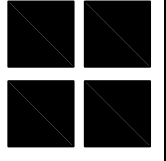
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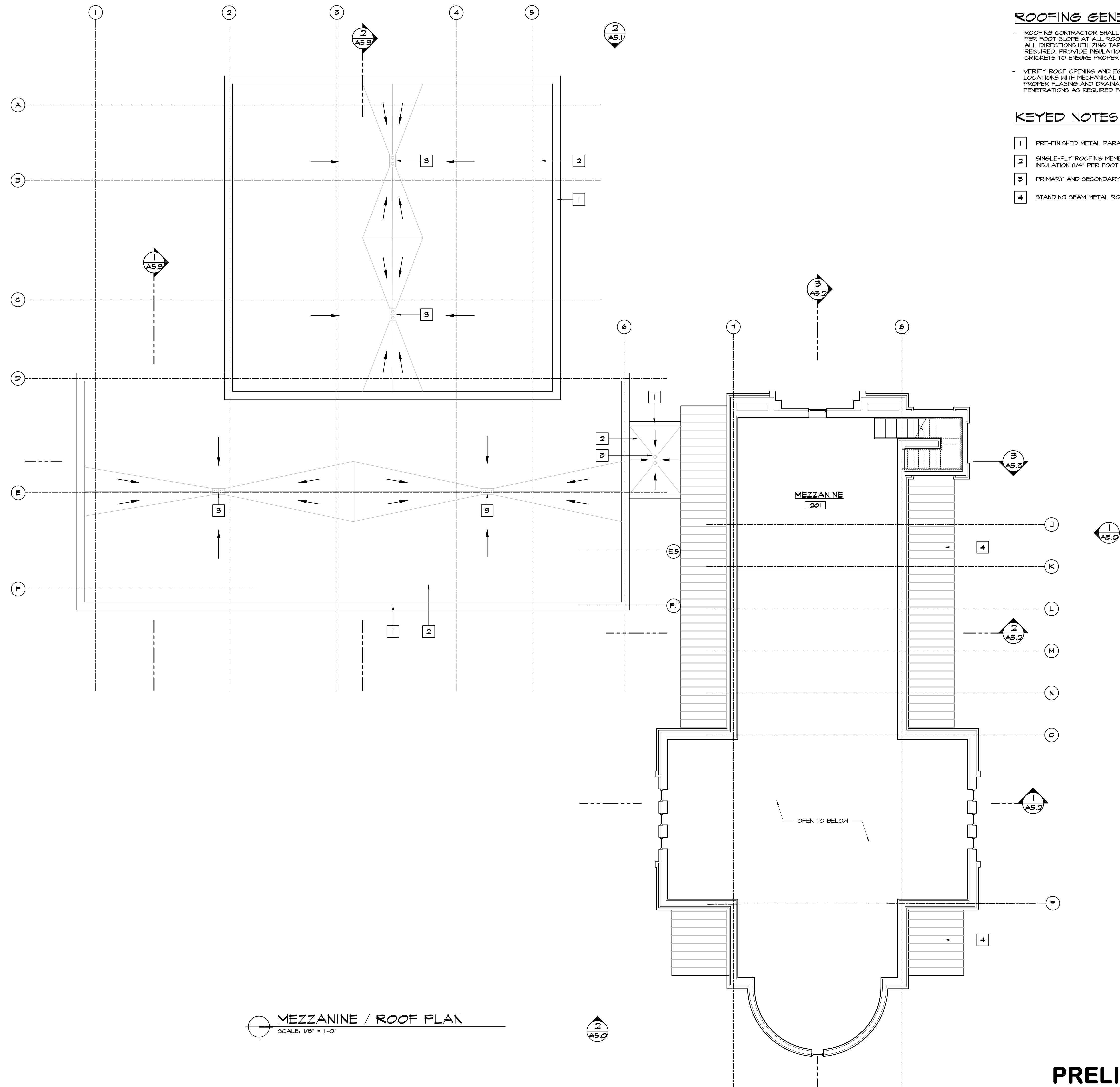
**CORNWELL ARCHITECTS**  
401 East Front Street, Traverse City, MI 49686  
Tel: 231-946-7711 Fax: 231-946-7712

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

**MAIN LEVEL FLOOR PLAN**  
DRAWN: I-12-17  
REVISIONS:


JOB NO.: 201633

**A1.1**



ROOFING GENERAL NOTES:

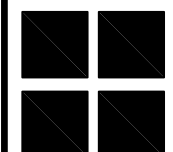
- ROOFING CONTRACTOR SHALL PROVIDE A MINIMUM OF 1/4" PER FOOT SLOPE AT ALL ROOF AREAS TO ROOF SUMPS IN ALL DIRECTIONS UTILIZING TAPERED INSULATION AS REQUIRED. PROVIDE INSULATION FORMED SADDLES OR CRICKETS TO ENSURE PROPER DRAINAGE.
- VERIFY ROOF OPENING AND EQUIPMENT SIZES AND LOCATIONS WITH MECHANICAL DRAWINGS. MAINTAIN PROPER FLASHING AND DRAINAGE AROUND CURBS AND PENETRATIONS AS REQUIRED FOR POSITIVE DRAINAGE.

KEYED NOTES:

- 1 PRE-FINISHED METAL PARAPET COPING
- 2 SINGLE-PLY ROOFING MEMBRANE ON TAPERED INSULATION (1/4" PER FOOT MIN)
- 3 PRIMARY AND SECONDARY ROOF DRAIN
- 4 STANDING SEAM METAL ROOFING

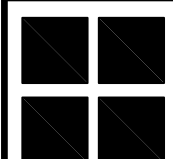
MEZZANINE / ROOF PLAN  
SCALE: 1/8" = 1'-0"

PRELIMINARY



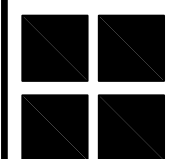
CORNWELL ARCHITECTS

401 East Front Street, Traverse City, MI 49686  
Tel: 231-946-7711 Fax: 231-946-7712



NEW BUILDING  
ARCHANGEL GREEK ORTHODOX CHURCH

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



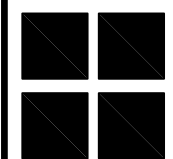
MEZZANINE / ROOF  
PLAN

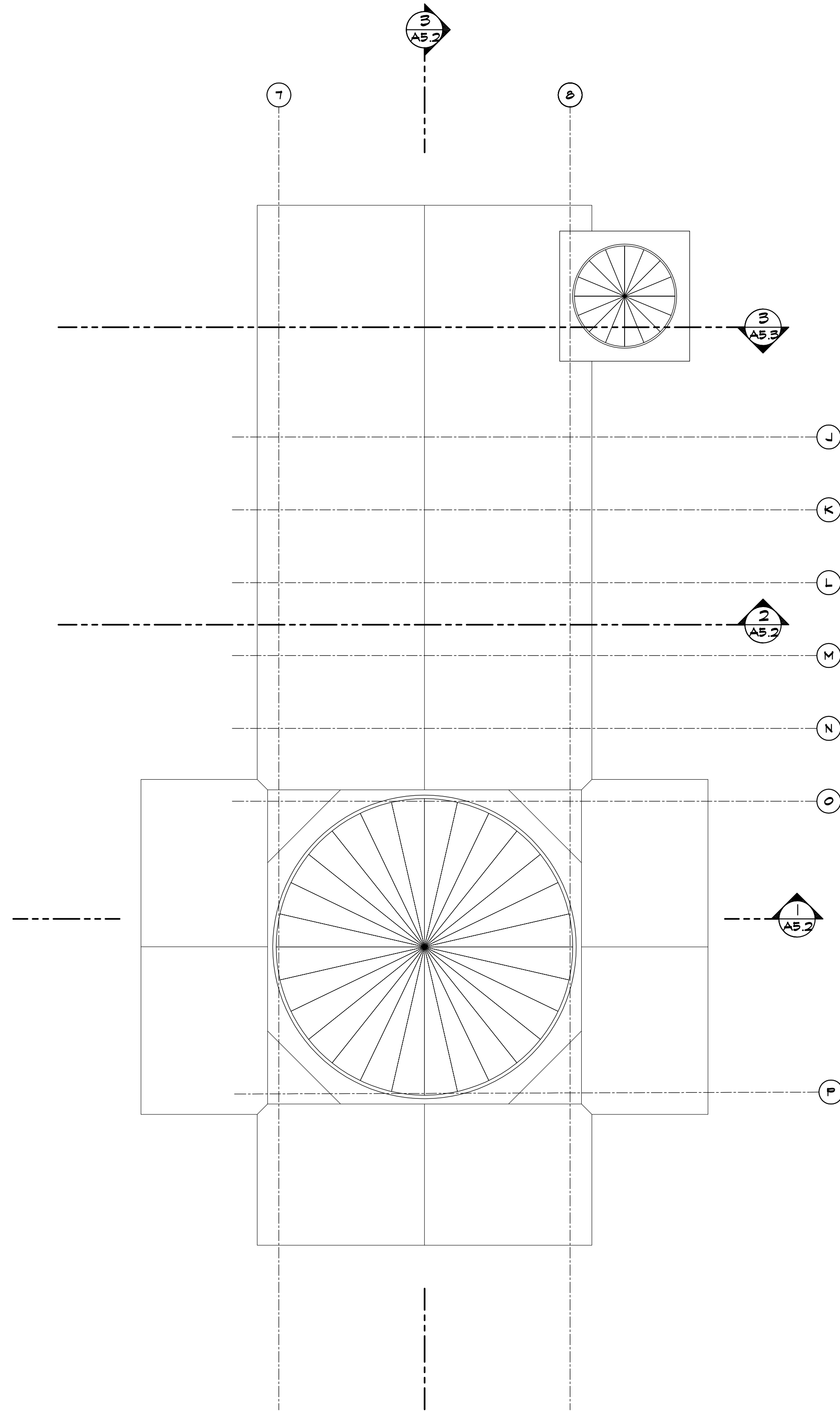
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I-12-17

REVISIONS

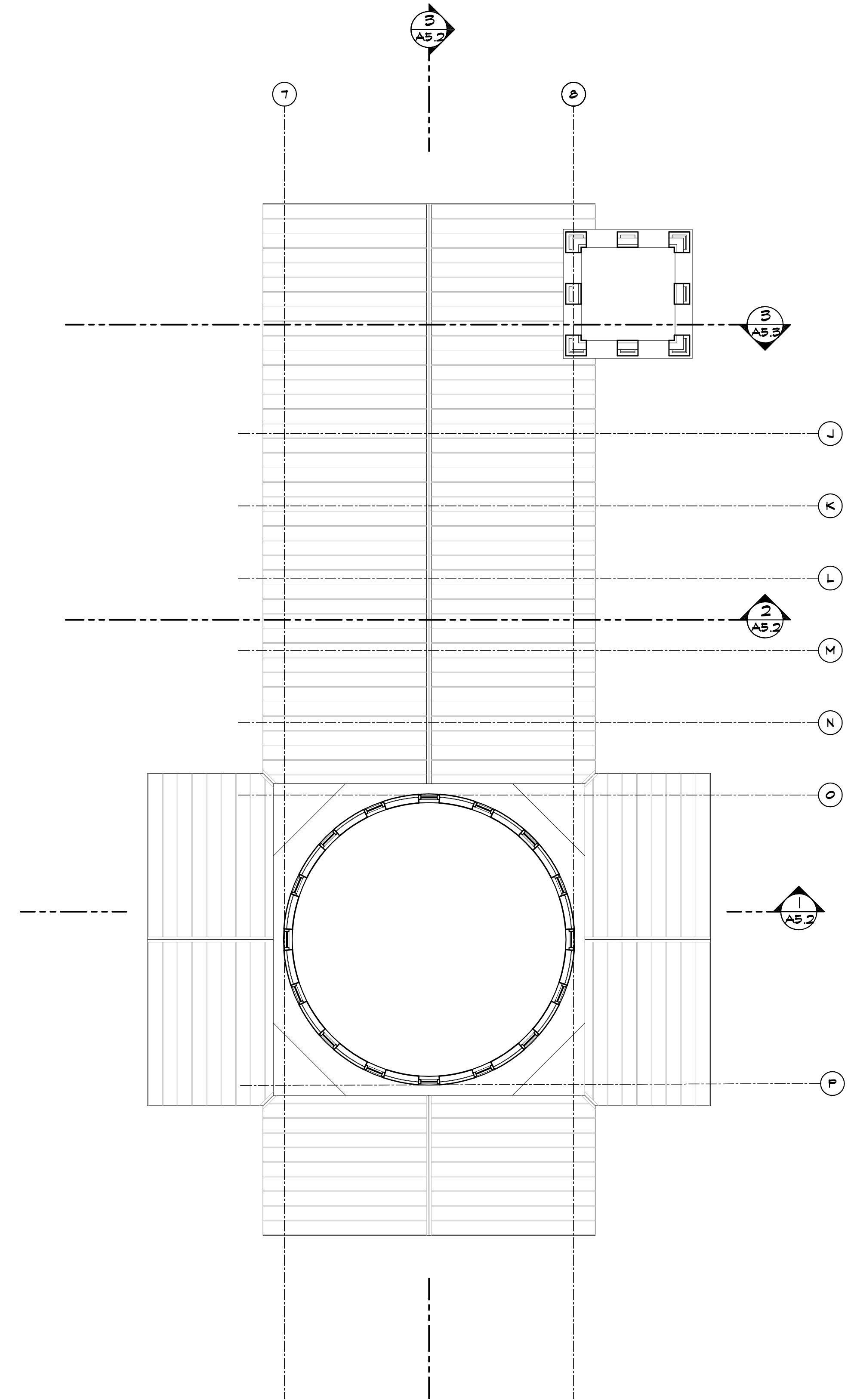
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201633

A1.2



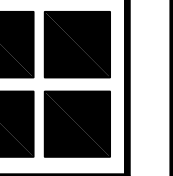


DOME ROOF PLAN  
SCALE: 1/8" = 1'-0"

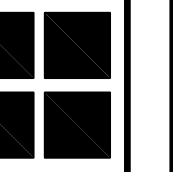


ROOF PLAN / DRUM & BELL TOWER  
FLOOR PLAN  
SCALE: 1/8" = 1'-0"

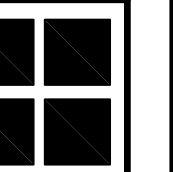
PRELIMINARY



CORNWELL ARCHITECTS  
401 East Front Street, Traverse City, MI 49686  
Tel: 231-946-7711 Fax: 231-946-7712



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



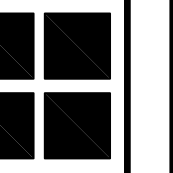
ROOF PLAN

DRAWN  
I-12-17

REVISIONS

JOB NO.  
201633

A1.3

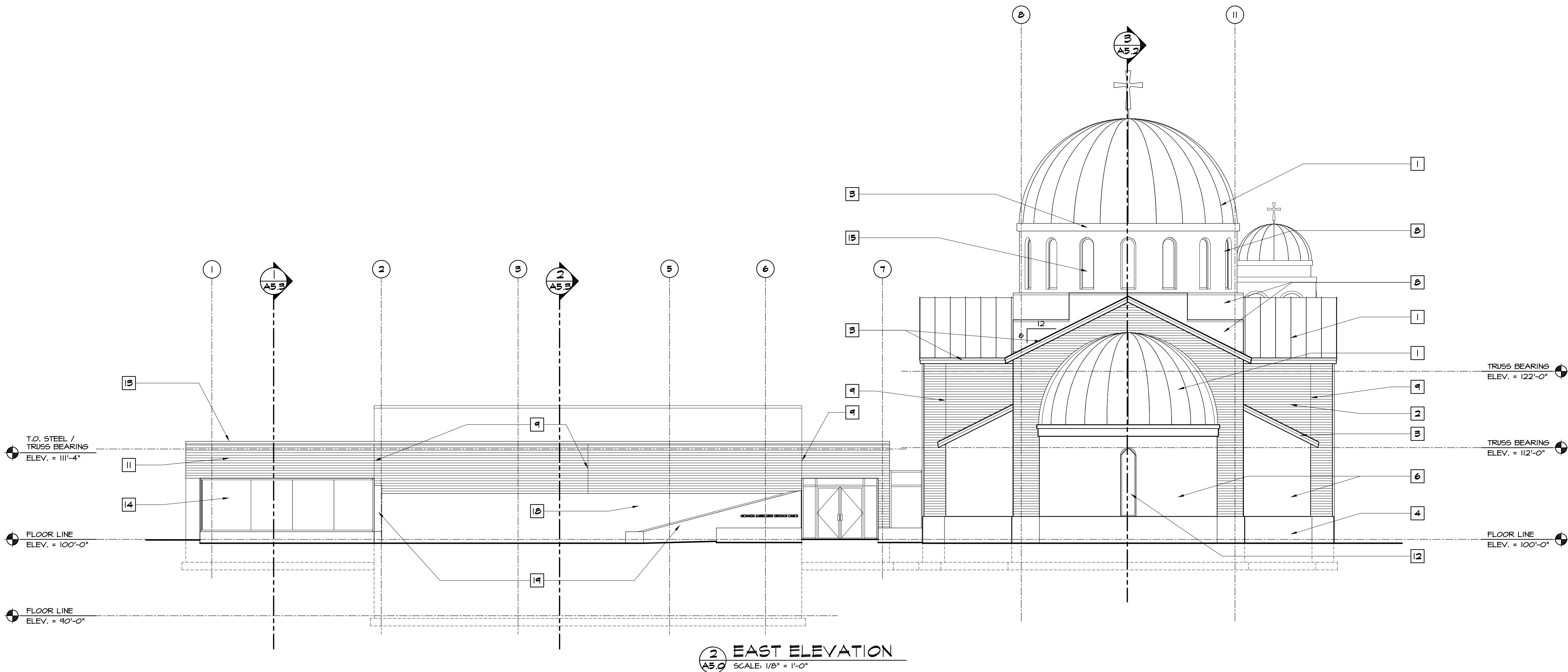




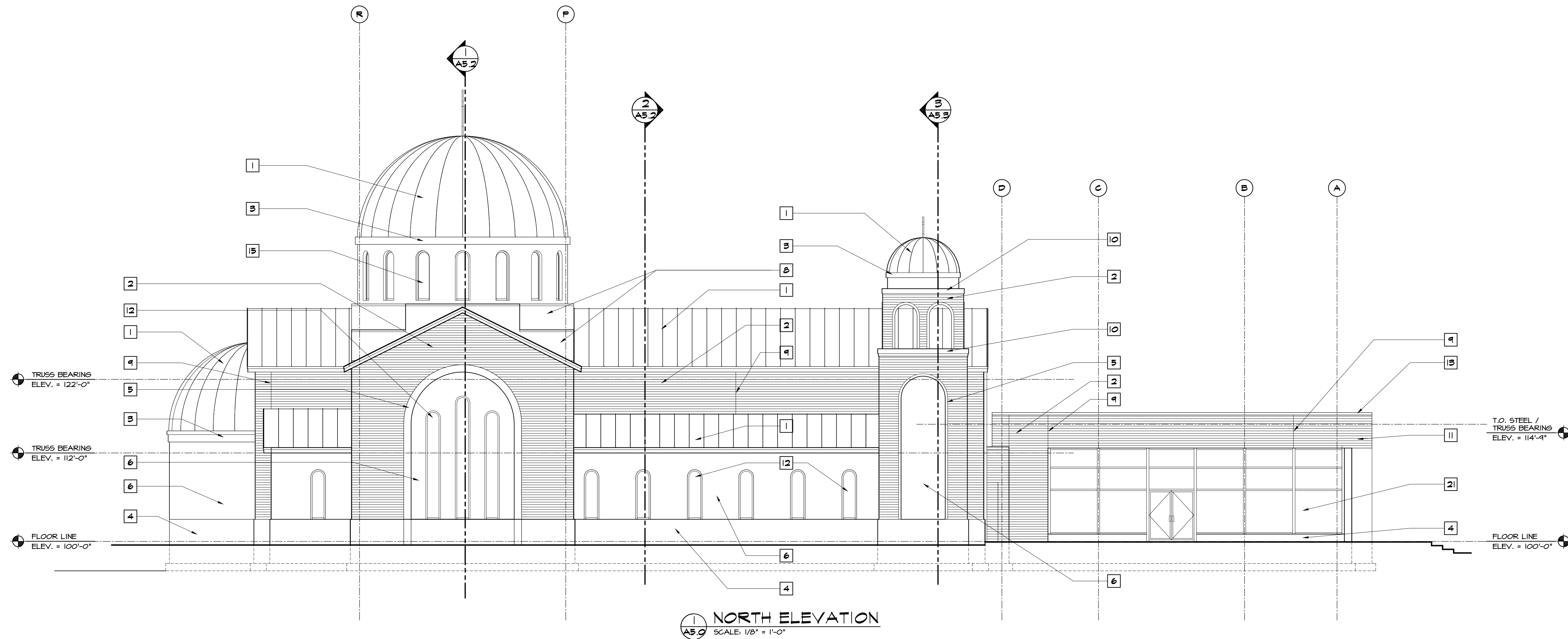


## KEYED NOTES

- 1 PRE-FINISHED STANDING SEAM METAL ROOFING
- 2 STONE / MASONRY VENEER ON 8" CMU BACKING + AIR-BARRIER & CAVITY INSULATION
- 3 PRE-FINISHED METAL ROOF EDGE / TRIM - TO MATCH S.S. ROOF
- 4 CAST STONE BASE OVER CMU BACKING
- 5 CAST STONE ARCH "BAND" OVER CMU BACKING
- 6 EIFS OVER AIR-BARRIER ON CMU BACKING
- 7 EIFS ARCH SOFFIT OVER AIR-BARRIER ON EXTERIOR GYPSUM SHEATHING ON METAL STUD FRAMING
- 8 EIFS OVER AIR-BARRIER ON EXTERIOR SHEATHING ON METAL STUD WALL FRAMING
- 9 STONE / MASONRY CONTROL JOINT
- 10 CAST STONE ACCENT BAND
- 11 STONE / MASONRY VENEER OVER AIR SPACE + AIR-BARRIER ON EXTERIOR SHEATHING OVER METAL STUD WALL FRAMING
- 12 CLEAR PROTECTIVE GLASS PANEL OVER STAINED GLASS WINDOW
- 13 PRE-FINISHED METAL EDGE ROOF COPING
- 14 1" INSULATED TINTED GLASS IN PRE-FINISHED ALUMINUM FRAMING
- 15 1" CLEAR INSULATED GLASS IN PRE-FINISHED ALUMINUM FRAMING
- 16 STONE VENEER @ BELL TOWER
- 17 EXTERIOR COVERED ENTRANCE CANOPY
- 18 SLOPED LANDSCAPE BURN W/ GRASS COVER
- 19 REINF. POURED CONC. RETAINING WALL W/ TOP SLOPED TO MATCH GRADE
- 20 NOT USED
- 21 1" INSULATED TINTED GLASS IN PRE-FINISHED ALUMINUM CURTAINWALL SYSTEM WITH 6" EXTENDED CAPS



2 EAST ELEVATION  
SCALE: 1/8" = 1'-0"



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

PRELIMINARY

CORNWELL ARCHITECTS

401 East Front Street, Traverse City, MI 49686  
Tel: 231-946-7711 Fax: 231-946-7712

NEW BUILDING  
ARCHANGEL GREEK ORTHODOX CHURCH

7111 U.S.-31 North, Arcata, MI 49610

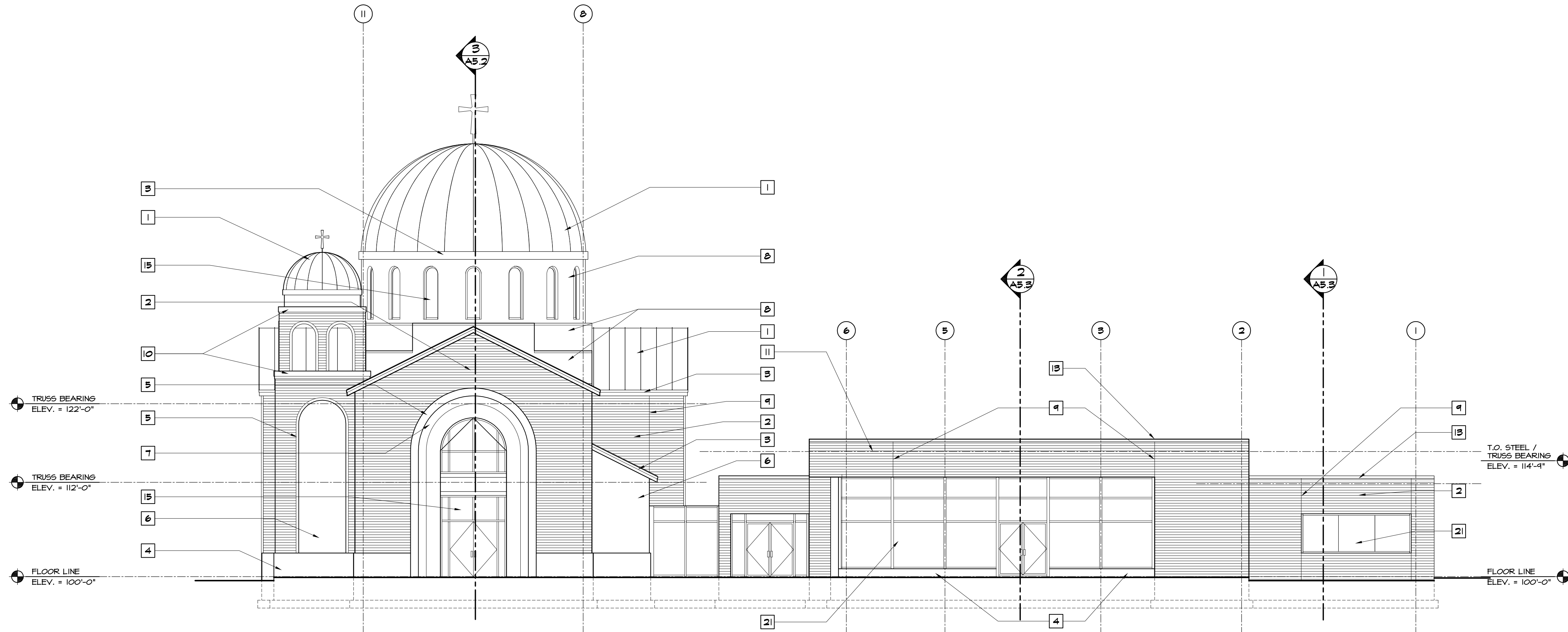
EXTERIOR ELEVATIONS

DRAWN  
1-12-17

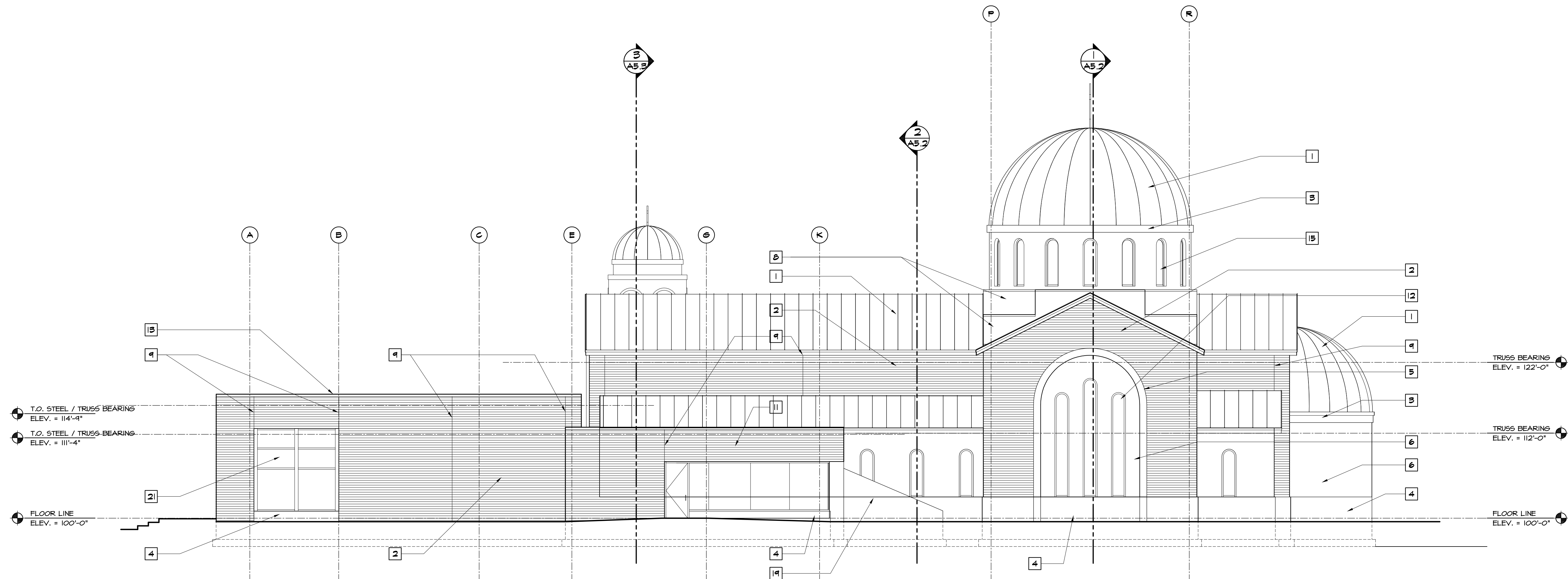
REVISIONS

JOB NO.  
201633

A5.0



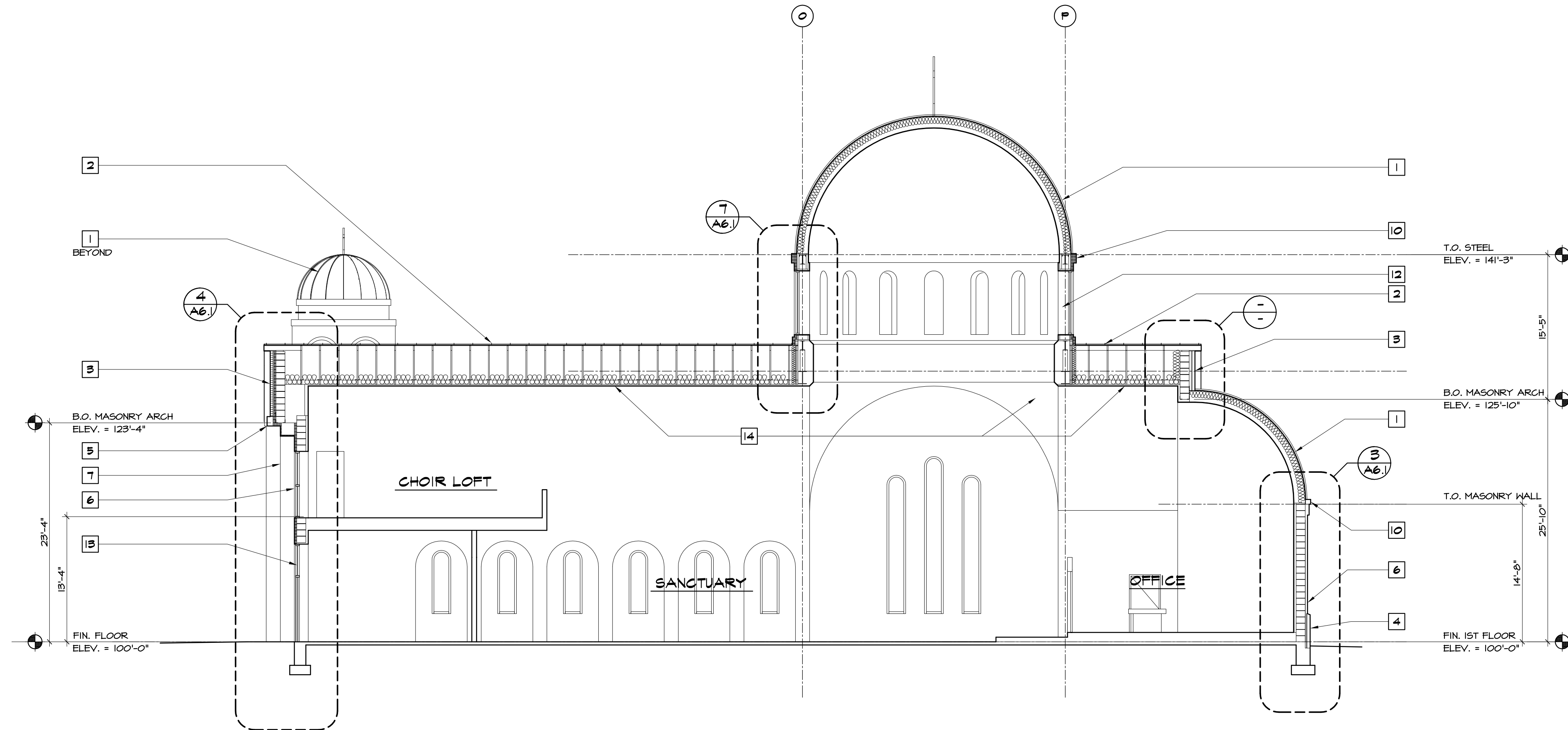
2 WEST ELEVATION  
SCALE: 1/8" = 1'-0"



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

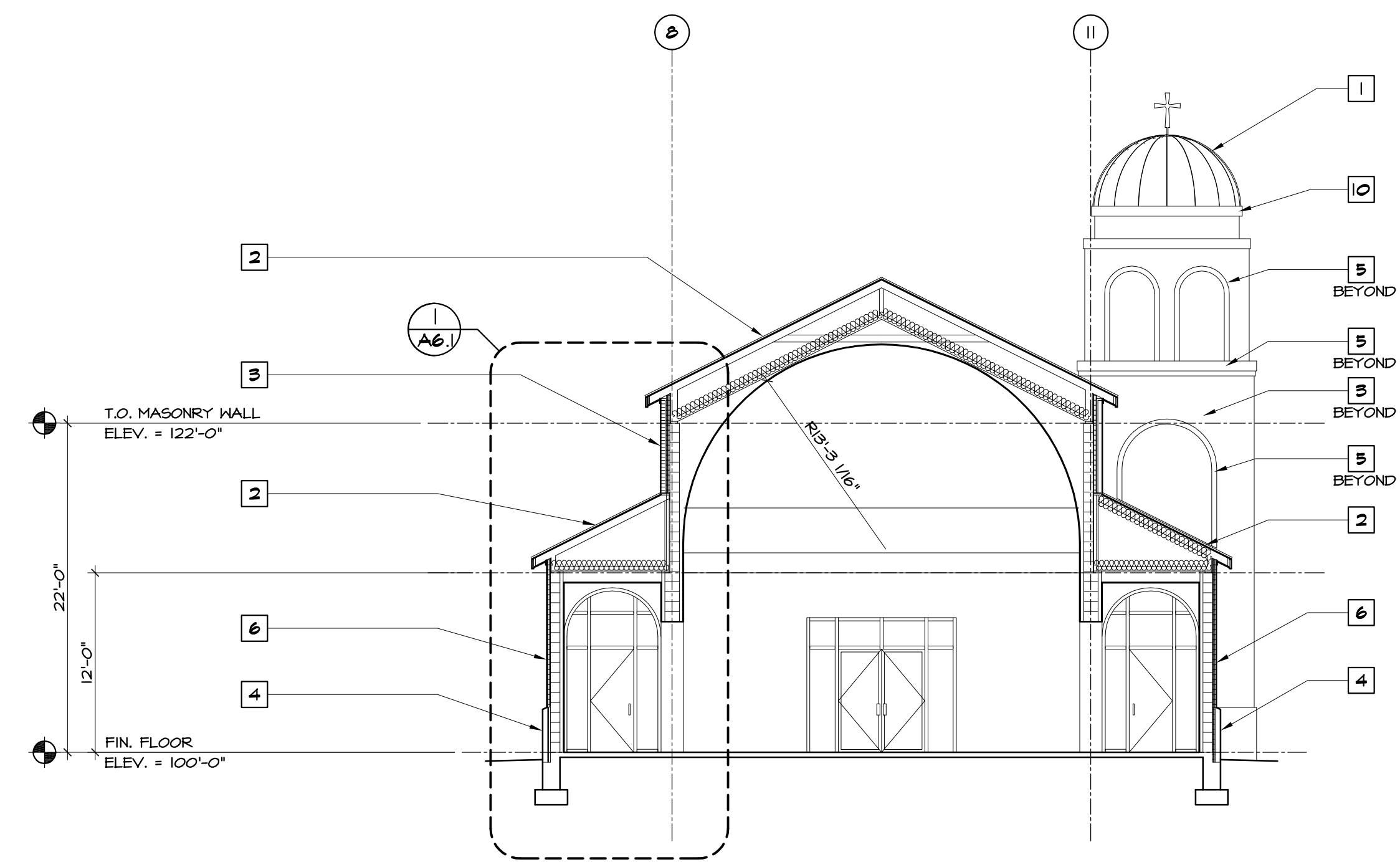
KEYED NOTES

- 1 PRE-FINISHED STANDING SEAM METAL ROOFING
- 2 STONE / MASONRY VENEER ON 8" CMU BACKING + AIR-BARRIER + CAVITY INSULATION
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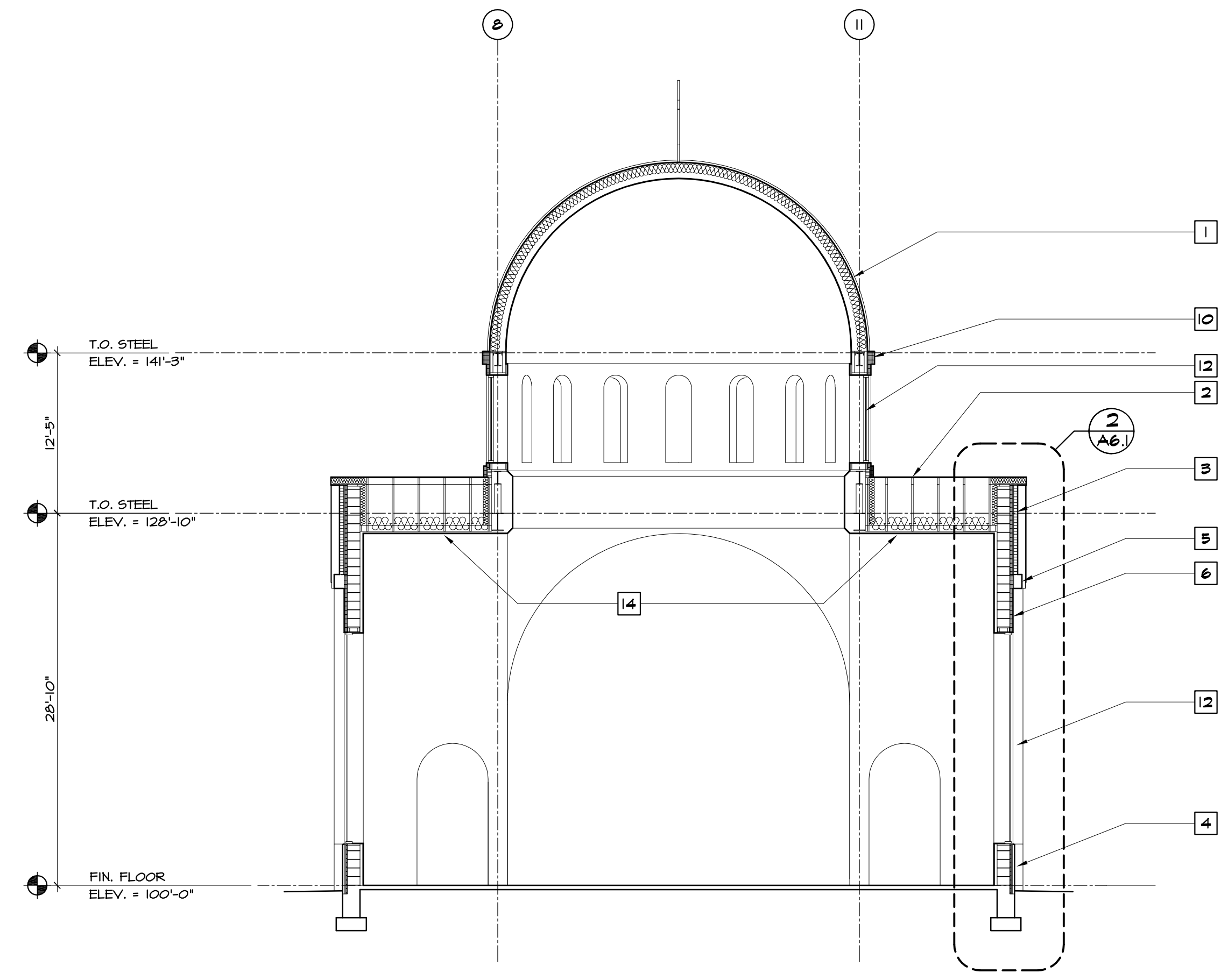


3 BUILDING SECTION  
SCALE: 1/8" = 1'-0"

- KEYED NOTES
- 1 PRE-FINISHED TAPERED STANDING SEAM METAL ROOFING OVER ICE & WATER BARRIER ON EXTERIOR ROOF SHEATHING OVER PRE-ENGINEERED METAL STUD FRAMING
  - 2 PRE-FINISHED STANDING SEAM METAL ROOFING OVER ICE & WATER BARRIER ON EXTERIOR ROOF SHEATHING OVER PRE-ENGINEERED WOOD ROOF TRUSSES
  - 3 STONE / BRICK VENEER ON 8" CMU BACKING W/ INSULATION IN CAVITY
  - 4 CAST STONE BASE OVER CMU BACKING
  - 5 CAST STONE ACCENT "BAND" OVER CMU BACKING
  - 6 EIFS OVER AIR-BARRIER ON CMU BACKING
  - 7 EIFS ARCH SOFFIT OVER AIR-BARRIER ON EXTERIOR GYPSUM SHEATHING ON METAL STUD FRAMING
  - 8 EIFS OVER AIR-BARRIER ON EXTERIOR SHEATHING ON METAL STUD WALL FRAMING
  - 9 STONE / BRICK VENEER OVER AIR SPACE OVER AIR-BARRIER ON EXTERIOR SHEATHING ON METAL STUD WALL FRAMING
  - 10 PRE-FINISHED METAL EDGE ROOF TRIM
  - 11 1" INSULATED TINTED GLASS IN PRE-FINISHED ALUMINUM FRAMING
  - 12 1" CLEAR INSULATED GLASS IN PRE-FINISHED ALUMINUM FRAMING OUTSIDE STAINED GLASS WINDOW
  - 13 1" CLEAR INSULATED GLASS IN PRE-FINISHED ALUMINUM STORE FRONT SYSTEM
  - 14 5/8" GYP. BD. ON SUSPENDED METAL FRAMING HUNG FROM PRE-ENGINEERED WOOD ROOF TRUSSES



2 BUILDING SECTION  
SCALE: 1/8" = 1'-0"

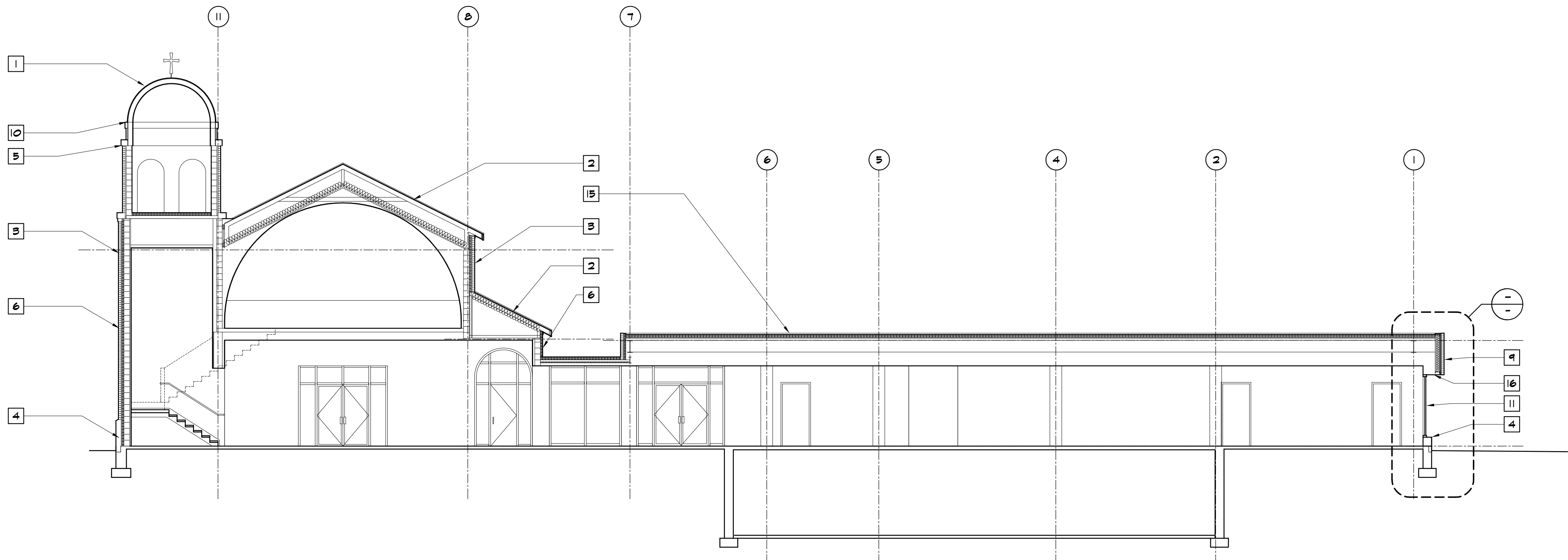


1 BUILDING SECTION  
SCALE: 1/8" = 1'-0"

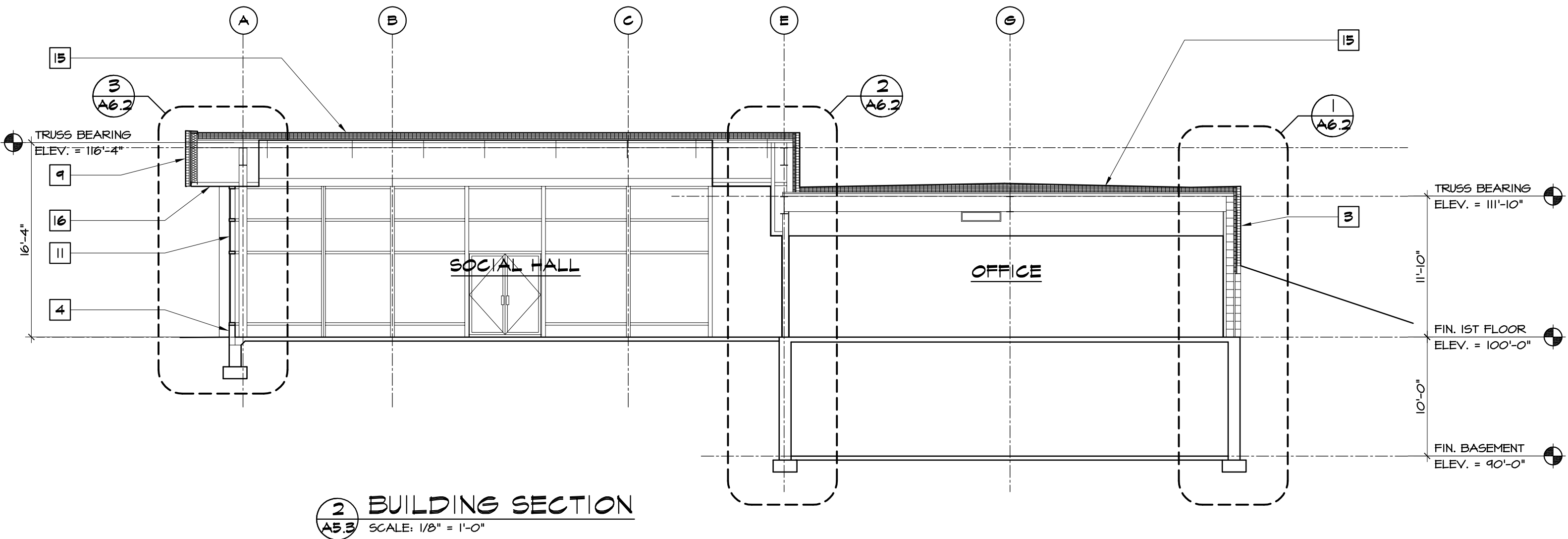
PRELIMINARY

KEYED NOTES

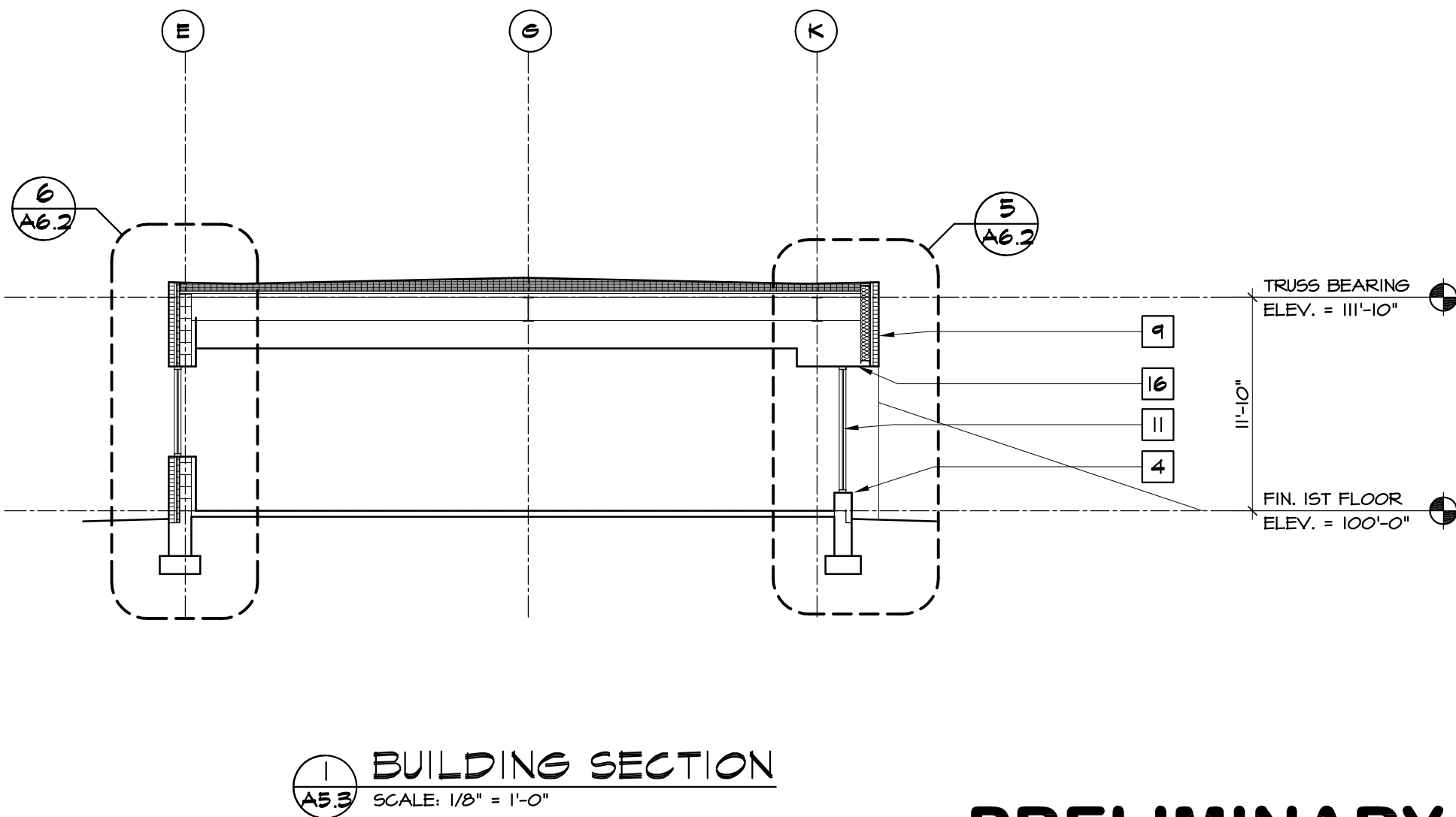
- 1 PRE-FINISHED TAPERED STANDING SEAM METAL ROOFING OVER ICE & WATER BARRIER ON EXTERIOR ROOF SHEATHING OVER PRE-ENGINEERED METAL STUD FRAMING
- 2 PRE-FINISHED STANDING SEAM METAL ROOFING OVER ICE & WATER BARRIER ON EXTERIOR ROOF SHEATHING OVER PRE-ENGINEERED WOOD ROOF TRUSSES
- 3 STONE / BRICK VENEER ON 8" CMU BACKING W/ INSULATION IN CAVITY
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- 14 5/8" GYP. BD. ON SUSPENDED METAL FRAMING HUNG FROM PRE-ENGINEERED WOOD ROOF TRUSSES
- 15 FULLY ADHERED MEMBRANE ROOFING OVER TAPERED RIGID INSULATION ON METAL DECK - SEE STRUCTURAL DRAWINGS
- 16 LINEAR METAL SOFFIT PANEL (SIMULATED WOOD GRAIN) OVER SUSPENDED LIGHT GAUGE METAL FRAMING



3 BUILDING SECTION  
A5.3 SCALE: 1/8" = 1'-0"

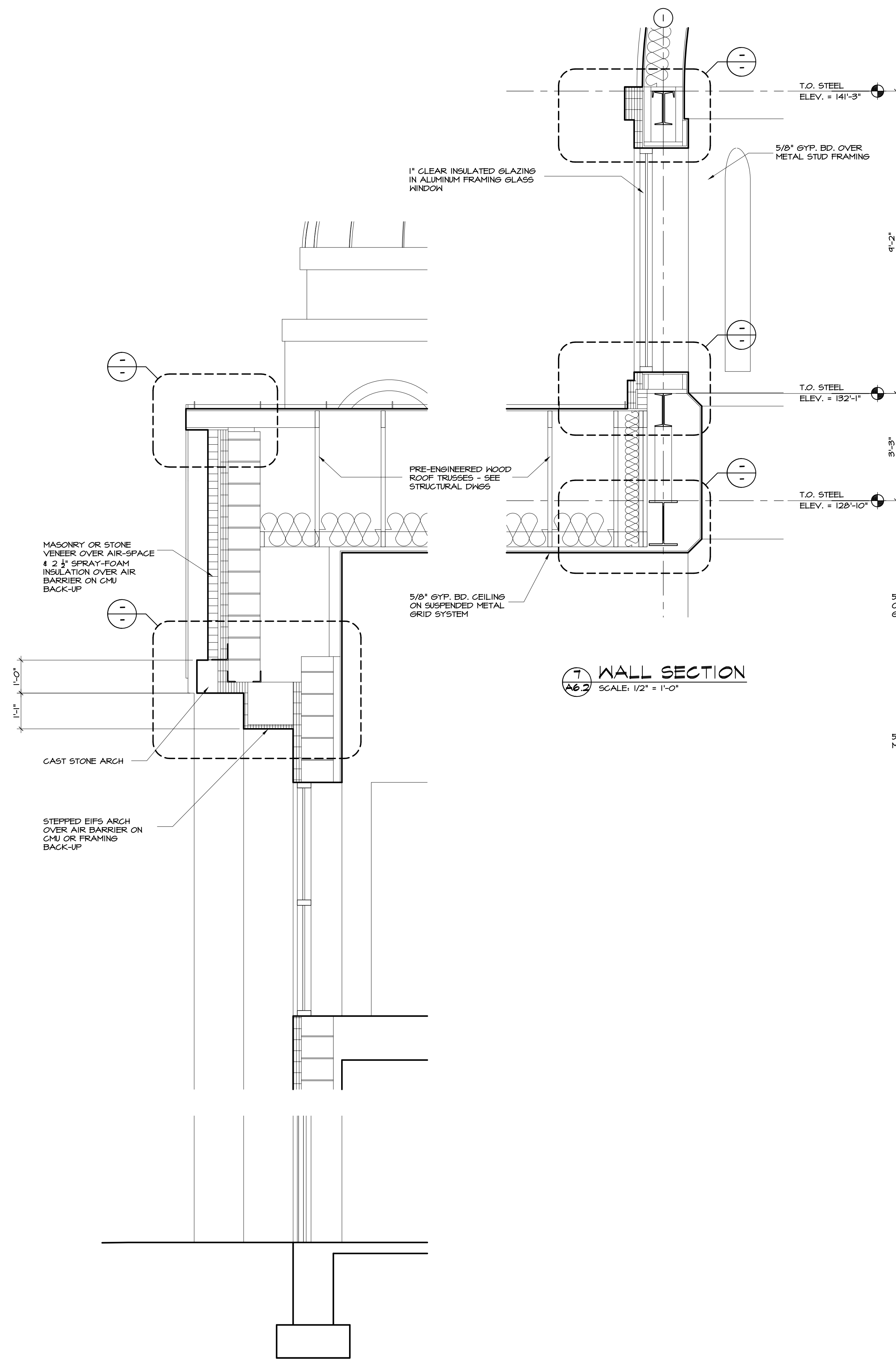


2 BUILDING SECTION  
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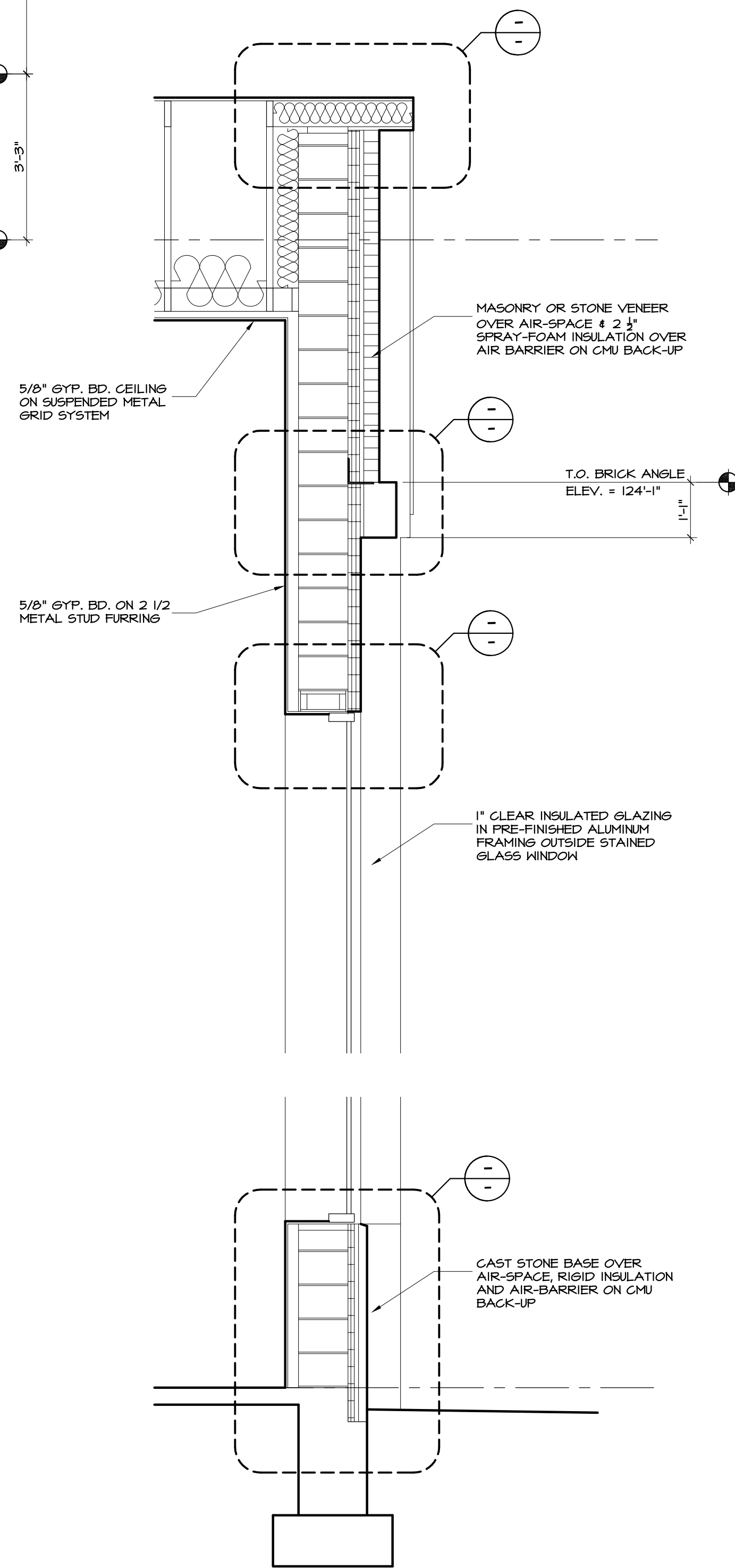


1 BUILDING SECTION  
A5.3 SCALE: 1/8" = 1'-0"

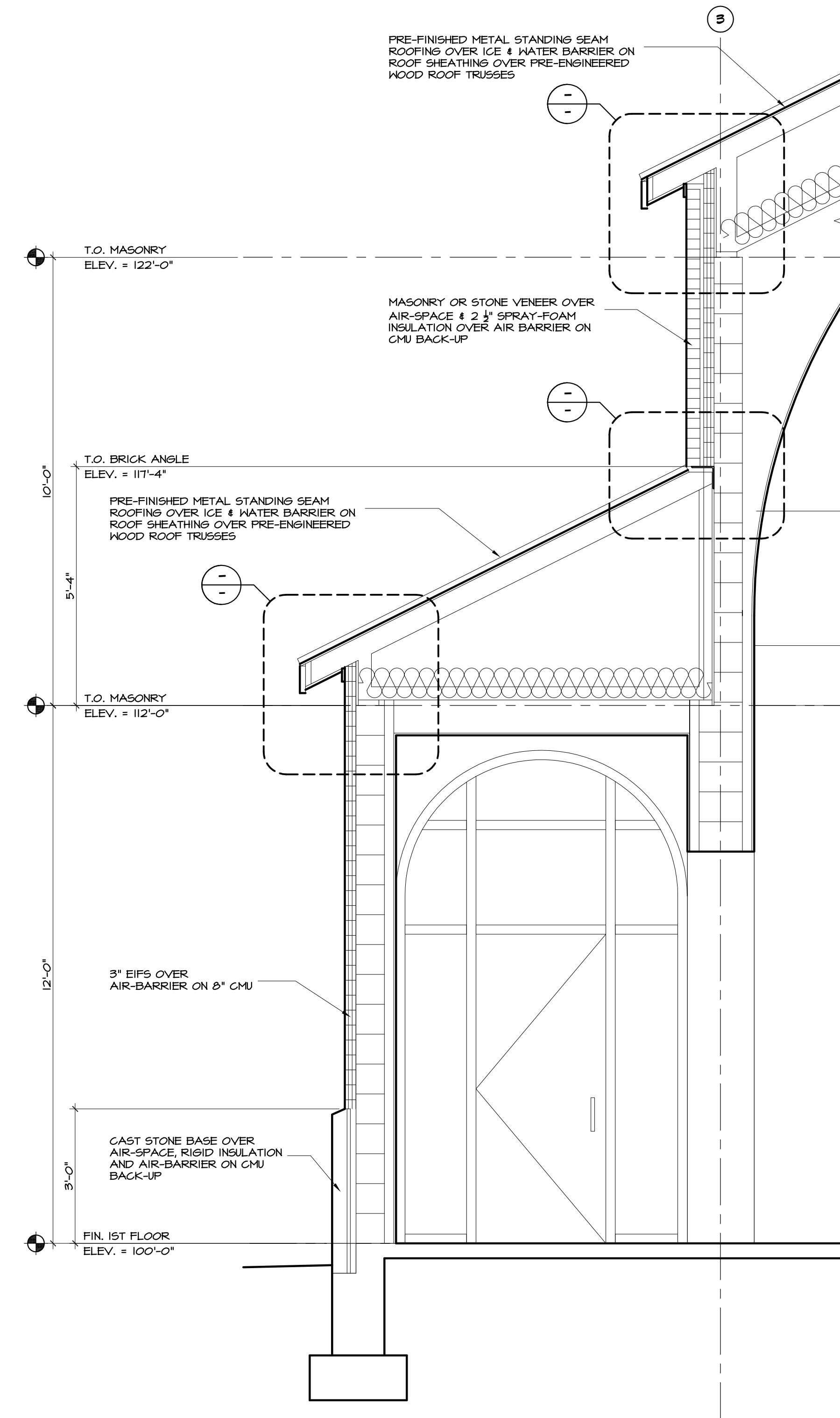
PRELIMINARY



7 WALL SECTION  
SCALE: 1/2" = 1'-0"



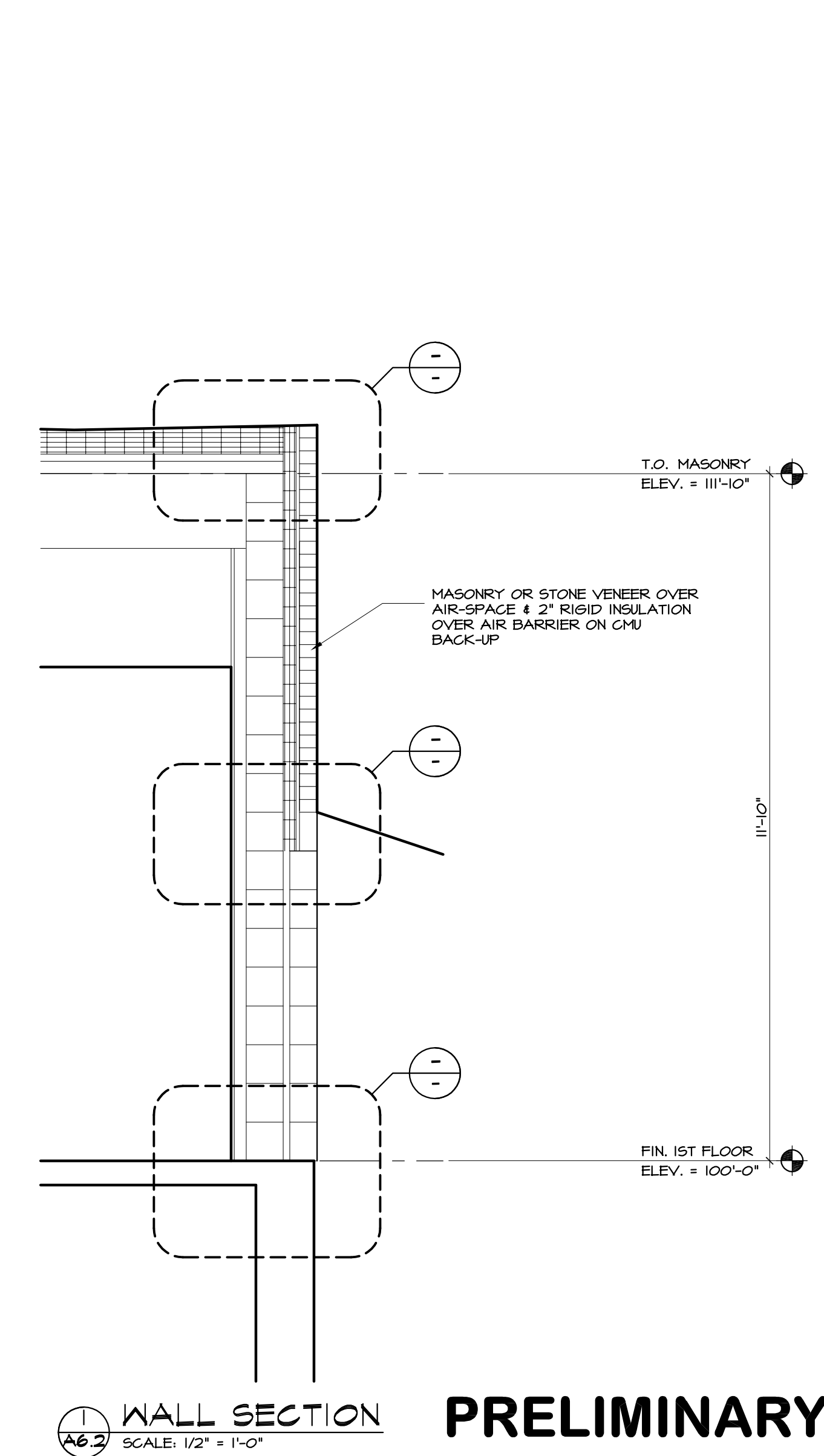
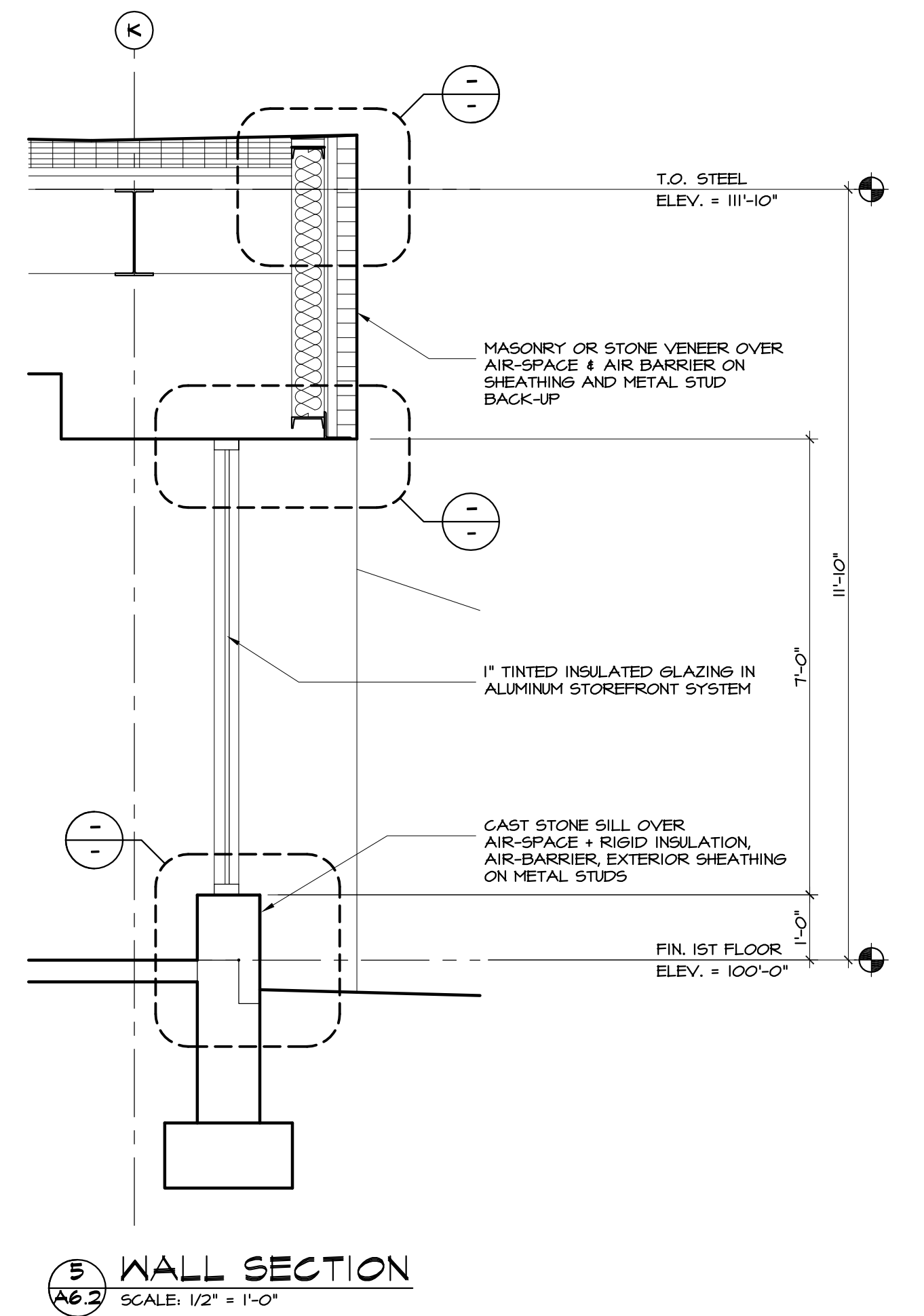
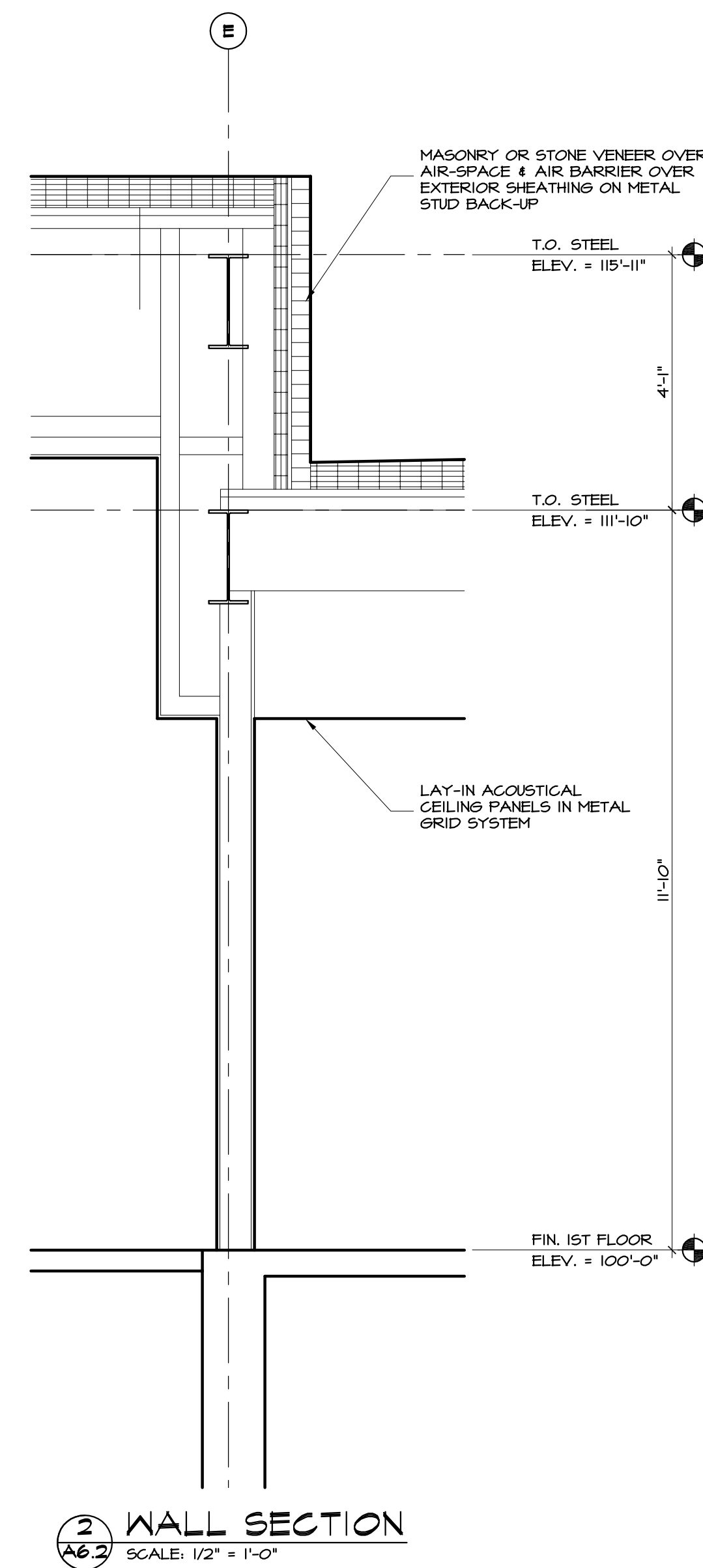
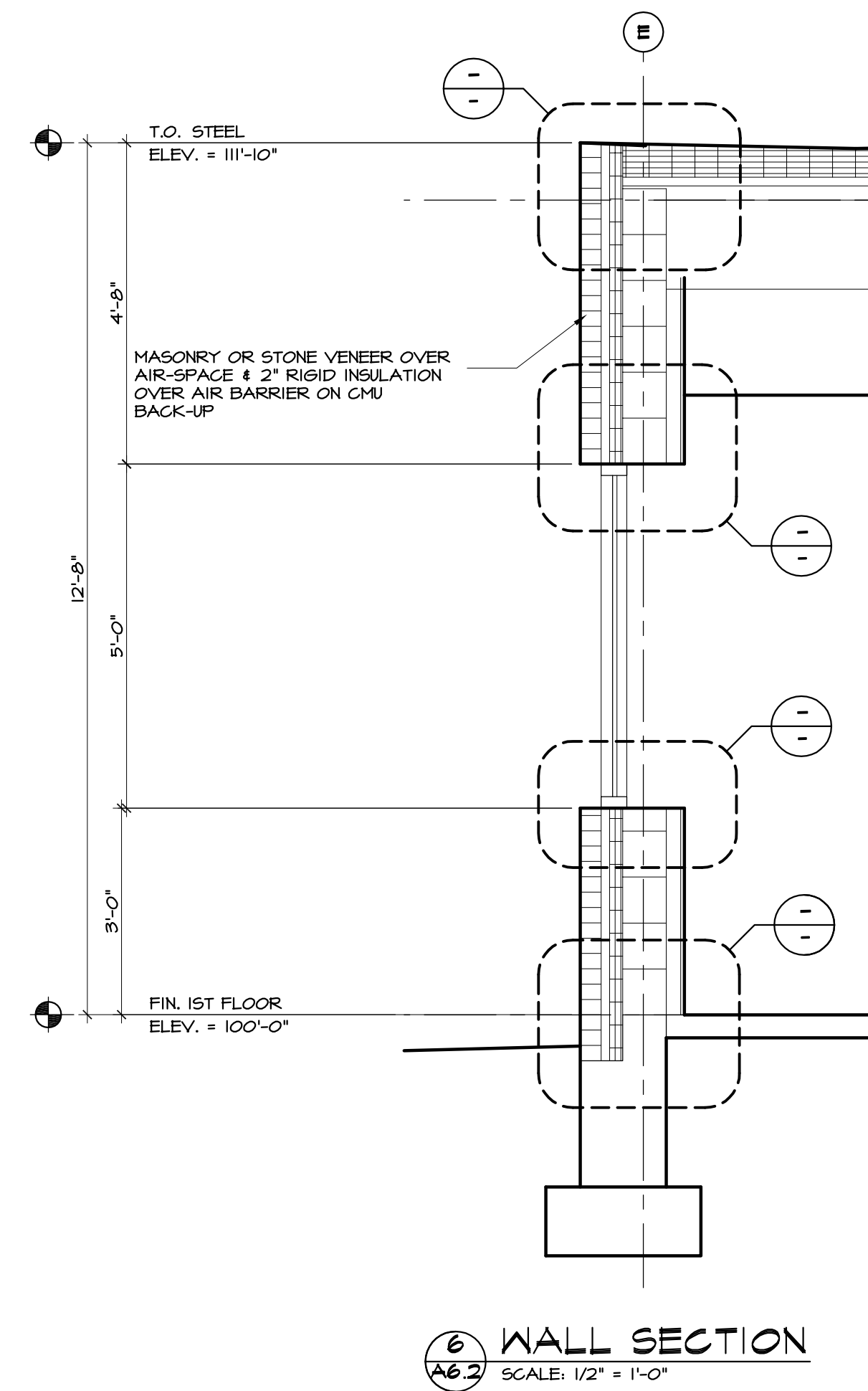
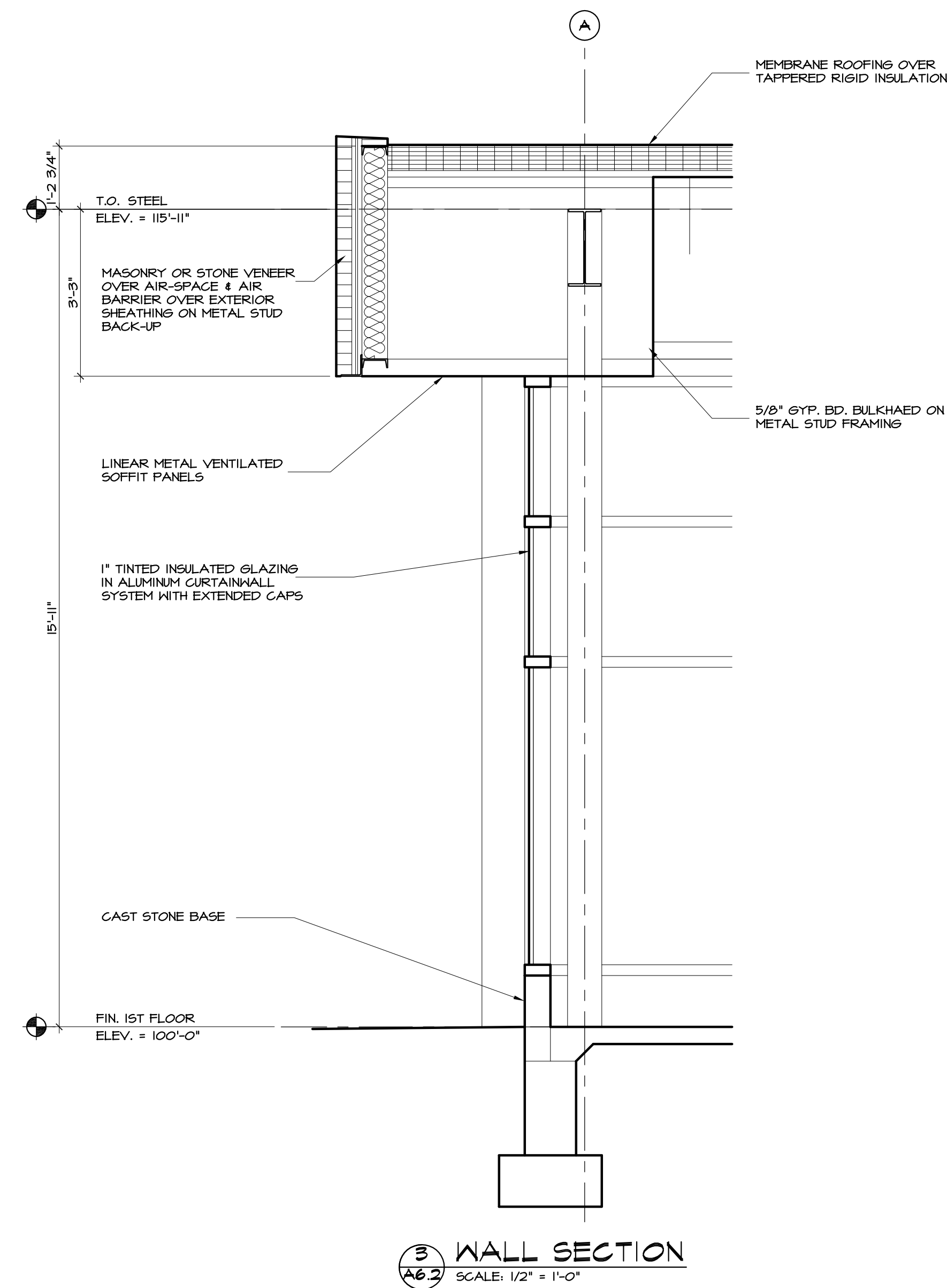
2 WALL SECTION  
SCALE: 1/2" = 1'-0"



1 WALL SECTION  
SCALE: 1/2" = 1'-0"

4 WALL SECTION  
SCALE: 1/2" = 1'-0"

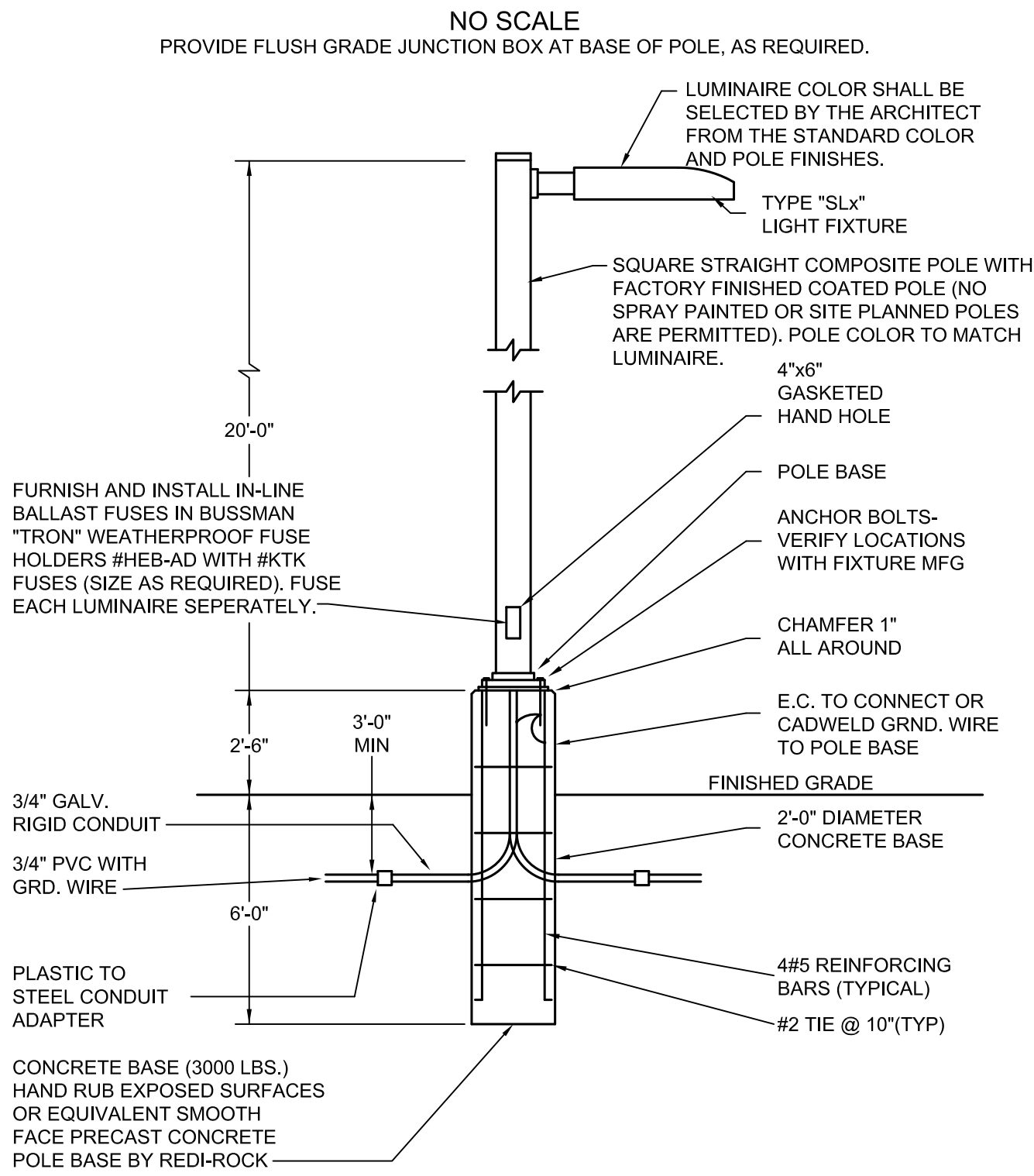
PRELIMINARY



PRELIMINARY



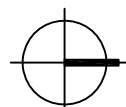
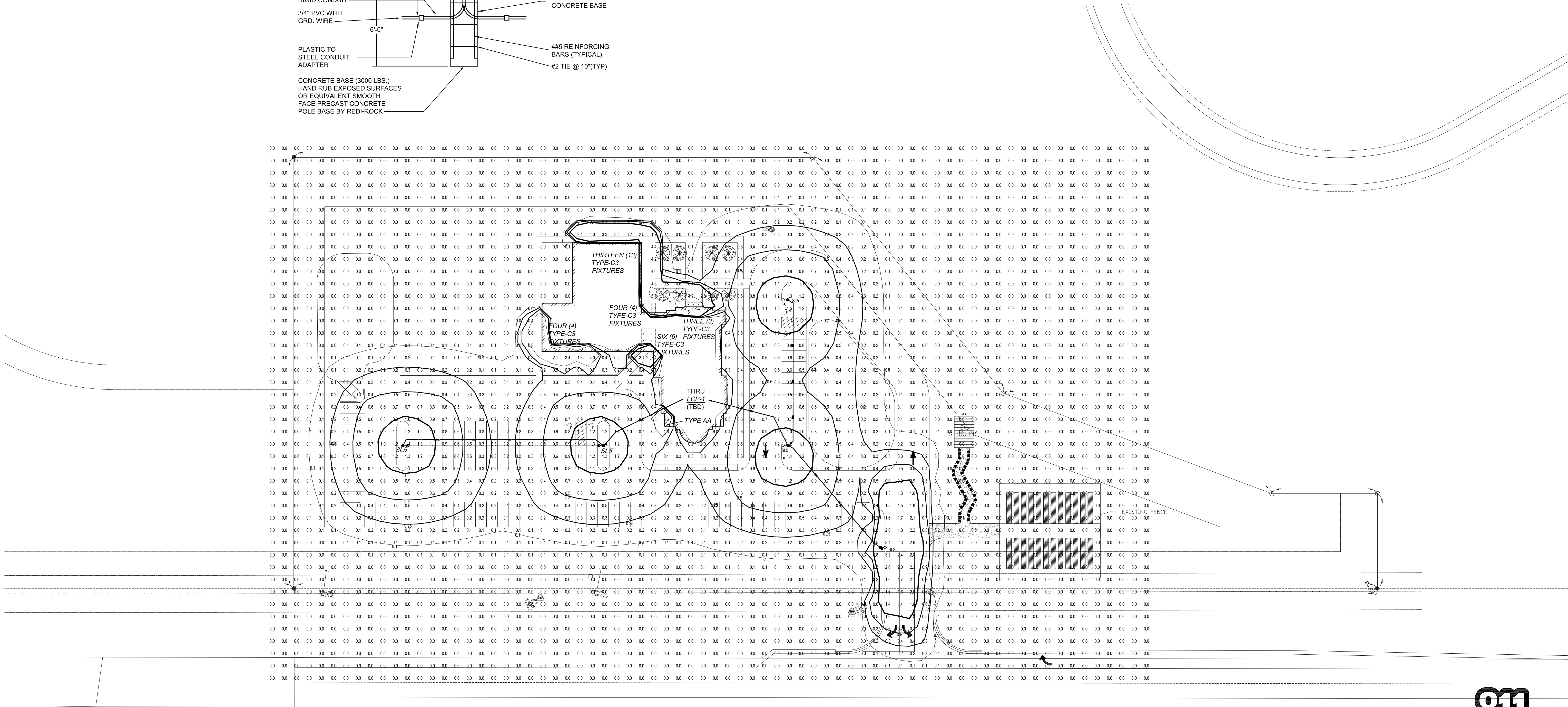
TYPE "SLx" LIGHT FIXTURE  
& CONCRETE BASE DETAIL



EXTERIOR LIGHT FIXTURE SCHEDULE

Type	Mount	Description	Lumen	Temp	CRI	Watts	Volt	Dim	Manufacturer	Catalog #	Notes	Type
AA	Surface Wall	ADA Exterior Wall Pack	800	3000K	80	11	120-277	ND	Ligman Ltg.	#30001-11w-W30-XX-120/277v	Mntd. so that bottom of fixture is approx. 8'-6" AFG	AA
C3	Recessed	4" Diameter LED Downlight w/ Haze Reflector and Diffuse Lens	720	3500K	90	13	120-277	0-10V	Halo Ltg.	#H457/CAT1E-EL406935-TL410H	---	C3
SL2	Pole/Arm	Single LED Shoebox with 20' Composite Pole	10,561	3000K	80	113	120-277	ND	McGraw-Edison & Shakespeare	#GLEON-AF-02-LED-E1-SL2-8030-XX-LCF with #SSA5-20-S1-OPSH-AR-5	BUG Rating (B2-U0-G3) - XX denotes standard finish as selected by the Architect.	SL2
SL5	Pole/Arm	Single LED Shoebox with 20' Composite Pole	11,355	3000K	80	113	120-277	ND	McGraw-Edison & Shakespeare	#GLEON-AF-02-LED-E1-5WQ-8030-XX-LCF with #SSA5-20-S1-OPSH-AR-5	BUG Rating (B4-U0-G2) - XX denotes standard finish as selected by the Architect.	SL5

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Site Lighting Planar	Illuminance	Fc	0.2	7.4	0.0	N.A.	N.A.
Parking Areas	Illuminance	Fc	0.6	1.5	0.1	6.0	15.0
Site Drive Areas	Illuminance	Fc	0.7	2.8	0.0	N.A.	N.A.



ELECTRICAL SITE Ltg. PHOTOMETRIC PLAN

SCALE: 1" = 40'-0"

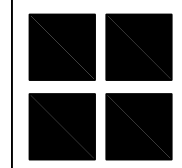


Know what's below.  
Call before you dig.

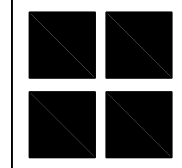
830 Cottageview Dr., Suite 102  
Traverse City, MI 49684  
P 231.933.0510 F 231.933.3215  
W www.nealisengineering.com



CORNWELL ARCHITECTS  
401 East Front Street, Traverse City, MI 49686  
tel: 231-946-7711 fax: 231-946-7712



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

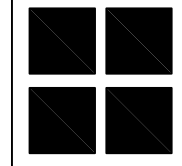


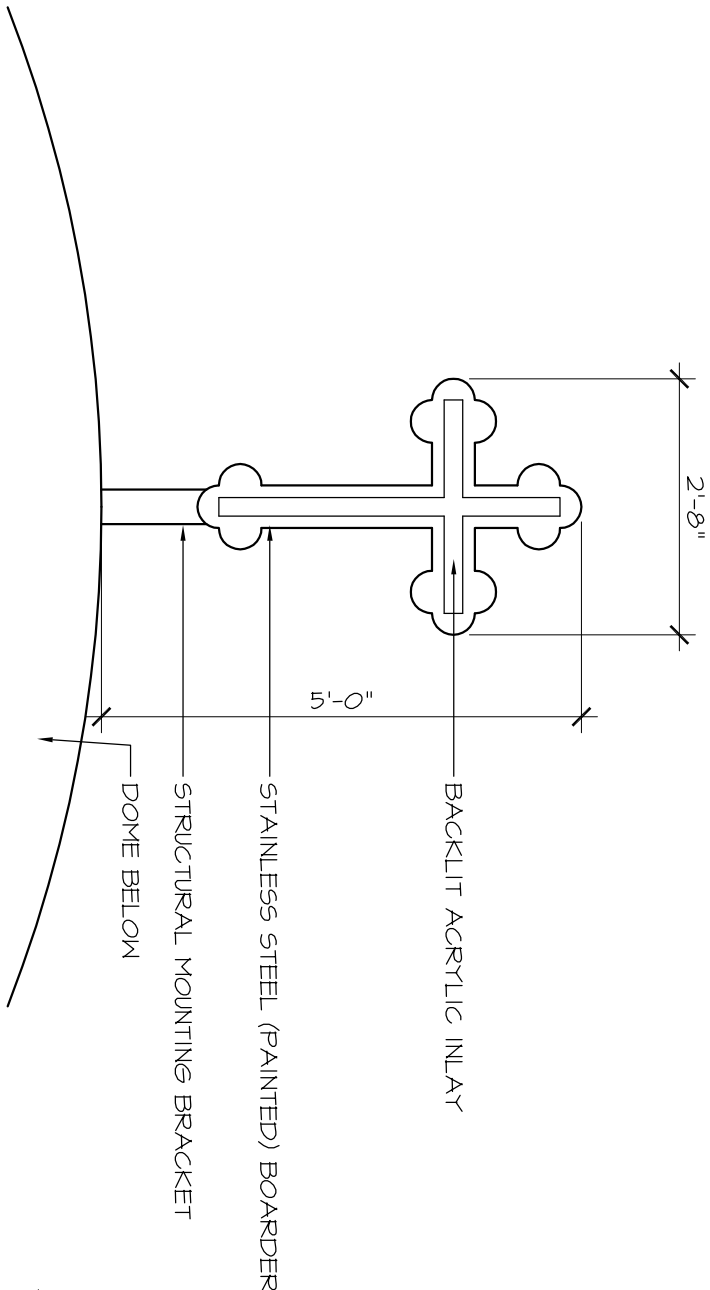
ELECTRICAL SITE  
Ltg. PHOTOMETRIC  
PLAN

DRAWN  
07-19-17  
REVISIONS

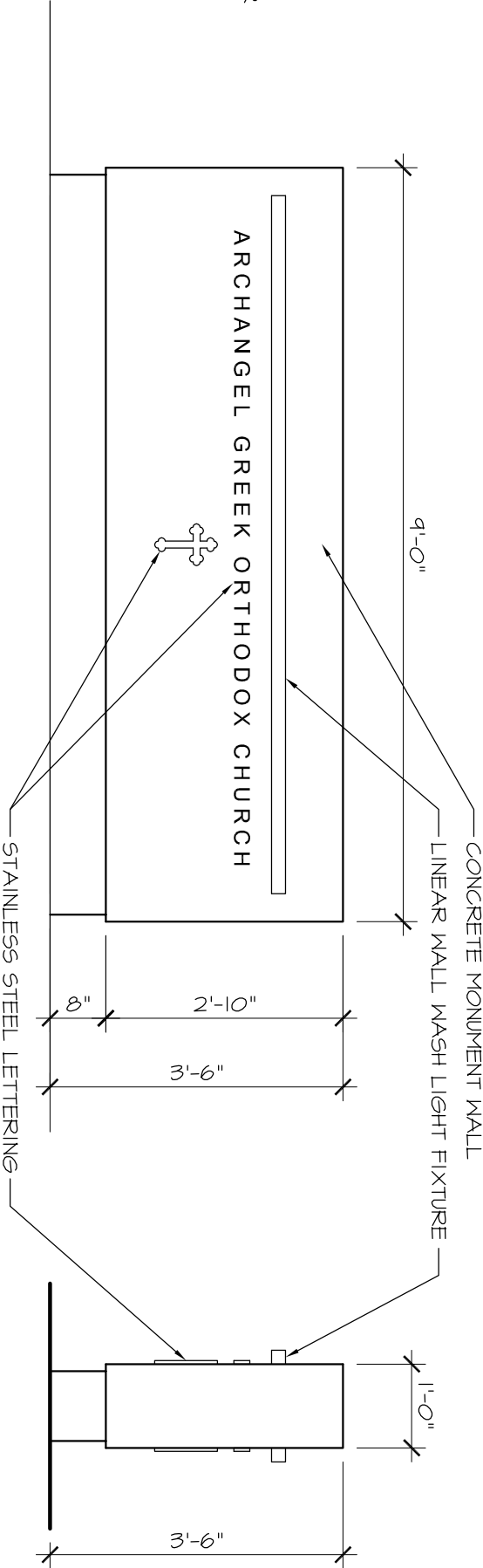

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201525

SE1.1

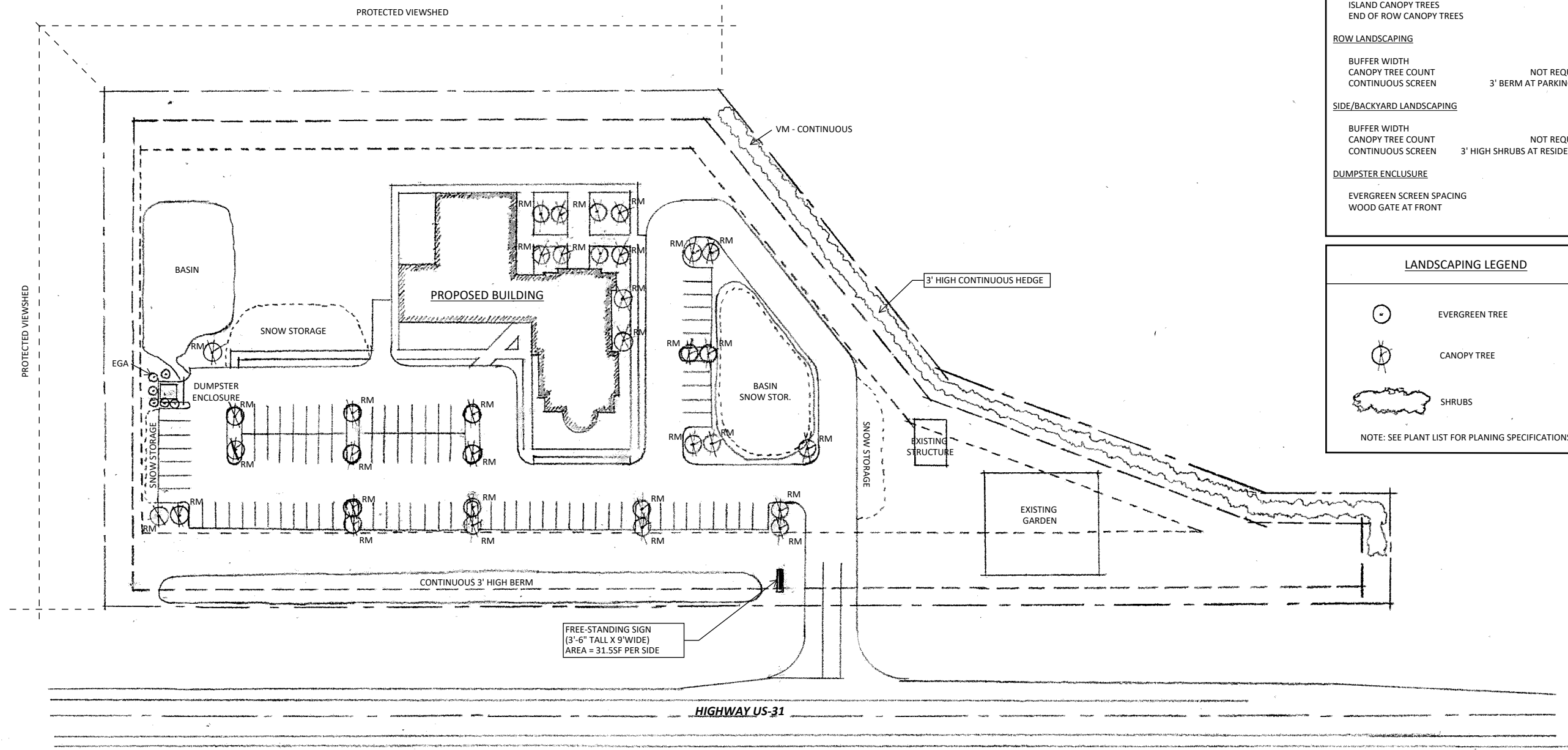




INTERNALLY LIT CROSS CONCEPT



ROADSIDE MONUMENT SIGN CONCEPT



LANDSCAPING CRITERIA	
<u>SNOW STORAGE</u>	
PARKING AREA	50,000 SF
SNOW STORAGE	7,500 SF
<u>OFFSTREET PARKING TREE COUNT</u>	
ISLAND CANOPY TREES	14
END OF ROW CANOPY TREES	10
<u>ROW LANDSCAPING</u>	
BUFFER WIDTH	10'
CANOPY TREE COUNT	NOT REQUIRED
CONTINUOUS SCREEN	3' BERM AT PARKING LOT
<u>SIDE/BACKYARD LANDSCAPING</u>	
BUFFER WIDTH	20'
CANOPY TREE COUNT	NOT REQUIRED
CONTINUOUS SCREEN	3' HIGH SHRUBS AT RESIDENTIAL
<u>DUMPSTER ENCLOSURE</u>	
EVERGREEN SCREEN SPACING	5'
WOOD GATE AT FRONT	

LANDSCAPING LEGEND	
	EVERGREEN TREE
	CANOPY TREE
	SHRUBS
NOTE: SEE PLANT LIST FOR PLANING SPECIFICATIONS	

ARCHANGEL GABRIEL CHURCH  
LANDSCAPE PLAN

LANDSCAPE PLANTING LIST				
	SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE
DECIDUOUS TREES	RM	ACER RUBRUM	RED MAPLE	2.5" CAL.
SHRUBS	VM	VIBURNUM ACERIFOLIUM	VIBURNUM MAPLELEAF	30" HEIGHT / SPACING = 6' O.C.
EVERGREENS	EGA	THUJA OCCIDENTALIS	EMERALD GREEN ARBORVITAE	72" HEIGHT / SPACING = 5' O.C.





# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Board of Trustees  
From: Shawn Winter, Planning & Zoning Administrator  
CC: Jeff Jocks, Counsel  
Date: September 21, 2017  
Re: Zoning Ordinance Amendment 045 – Medical Marihuana Facilities

---

Attached to this memo for your consideration is amendment 045 to the Acme Township Zoning Ordinance. This amendment is designed to accommodate the allowed medical marihuana facilities permissible through the police power ordinance the Board has been deliberating.

The amendment will remove the existing definitions related to medical marihuana, and dispensary and cultivation uses allowed through a special use permit in the B-4 Material Processing and Warehousing District. Replacing them will be new definitions consistent with the Medical Marihuana Facilities Licensing Act. The amendment allows for all five facilities to occur in the B-4 Material Processing and Warehousing District with no limit to the number of licenses issued, five (5) grower and five (5) processor licenses in the A-1 Agricultural District, and one (1) provisioning center license in the C Corridor Commercial District. A notable change is the uses will no longer require a special use permit, but instead will be allowed by right. The regulations associated with dispensaries and cultivation operations through a special use permit will be deleted from Article 9 – Special Uses. New regulations related to the location of the medical marihuana facilities will be added to Article 7 – Supplementary Regulations. With this change comes the removal of considering the TART Trail or any other multiuse path a park, which would require a 1,000-foot buffer in which no medical marihuana facilities could occur. All other aspects of site plan review will still apply to these facilities.

The Planning Commission held a public hearing on the proposed amendment at their regular September 11, 2017 meeting. No one from the public spoke during the hearing. The Planning Commission made a motion to send the draft amendment to the County Planning Commission for review and to recommend adoption to the Township Board. The minutes from this meeting are included under Receive and File in this month's Board packet. I attended the County Planning Commission meeting on September 19, 2017. Few questions or comments were made at this meeting, those that were focused mainly on text corrections. The County Planning Commission review form is enclosed with this memo.

I recommend holding the adoption of this amendment until the Board is ready to adopt the police power ordinance regulating licensed medical marihuana facilities. Doing so will allow the Board to modify the amendment if necessary, which is within the Board's authority, and would prevent having to start the amendment process all over again.

sjw

ACME TOWNSHIP

**AMENDMENT #045 TO THE ZONING ORDINANCE  
REGARDING MEDICAL MARIHUANA**

1. Delete from Definitions the following terms and their accompanying definitions:
  - a. Medical Marihuana Dispensary
  - b. Medical Marihuana Cultivation
  - c. Medical Marihuana Cultivation Facility
  - d. Medical Marihuana Cultivation Operation
2. Add the following terms and their accompanying definition to Definitions:
  - a. **“Medical Marihuana Facility:** A Facility authorized and defined pursuant to Medical Marihuana Facilities Licensing Act.
  - b. **“Medical Marihuana Grower:** A Medical Marihuana Grower as defined in the Medical Marihuana Facilities Licensing Act.
  - c. **“Medical Marihuana Processor:** A Medical Marihuana Processor as defined in the Medical Marihuana Facilities Licensing Act.
  - d. **“Medical Marihuana Secure Transporter:** A Medical Marihuana Secure Transporter as defined in the Medical Marihuana Facilities Licensing Act.”
  - e. **“Medical Marihuana Provisioning Center:** A Medical Marihuana Provisioning Center as defined in the Medical Marihuana Facilities Licensing Act.”
  - f. **“Medical Marihuana Safety Compliance Facility:** A Medical Marihuana Safety Compliance Facility as defined in the Medical Marihuana Facilities Licensing Act.”
  - g. **“Medical Marihuana Facilities Licensing Act** means MCL 333.27101 *et seq.*, as amended and the regulations adopted pursuant to the act. The definitions found in the Medical Marihuana Facilities Licensing Act are incorporated into this Ordinance for all purposes concerning Medical Marihuana licensing.”

3. Delete 6.11.3(h) Medical Marihuana Dispensary and (i) Medical Marihuana Cultivation Operation from 6.11 B-4 District Material Processing and Warehousing.
4. Add the following to 6.11 B-4 District Material Processing and Warehousing as uses authorized by right in 6.11.2.
  - a. Medical Marihuana Grower.
  - b. Medical Marihuana Processor.
  - c. Medical Marihuana Secure Transporter.
  - d. Medical Marihuana Provisioning Center.
  - e. Medical Marihuana Safety Compliance Facility.
5. Add the following to 6.6 Acme Township US-31 / M-72 Business District as uses authorized by right in 6.6.4.
  - a. Medical Marihuana Provisioning Center. By right in the C (Corridor-Commercial) zone. Include that no more than one (1) Provisioning Center may be licensed and operating at any given time.
6. Add the following to 6.12 A-1 Agricultural District as uses authorized by right in 6.12.2.
  - a. Medical Marihuana Grower. By right, but that no more than five (5) Growers may be licensed and operating at any given time.
  - b. Medical Marihuana Processor. By right, but that no more than five (5) Processors may be licensed and operating at any given time.
7. Delete 9.26 Medical Marihuana Dispensary and 9.27 Medical Marihuana Cultivation Operation.
8. Add the following to Article VII.
  - a. **“7.11 MEDICAL MARIHUANA FACILITIES**
    - 7.11.1 Statement of Intent:**

The purpose of a Medical Marihuana Facility is to allow for the uses set out in the Medical Marihuana Facilities Licensing Act. Acme Township desires to allow all legal businesses to operate in the Township, but

recognizes the need to zone for all uses to protect the health, safety, and welfare of the general public

**7.11.2 Specific Medical Marihuana Facilities Requirements:**

All Medical Marihuana Facilities must comply with the following:

- a. Possess a valid license from both Acme Township and the State of Michigan.
- b. A Medical Marihuana Facility shall not be located within a 1,000 foot radius of any existing public or private elementary, vocational, or secondary school, or a public or private college, junior college, or university, or a library, or a playground or park, or a public or private youth recreation facility.
  1. For purposes of this section the term “library” means a library that is established by the state; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of government and authorities; a community college district; a college or university; or any private library open to the public.
  2. For purposes of this section the term “playground” means any outdoor facility (including any parking lot appurtenant thereto) intended for recreation, open to the public, and with any portion thereof containing three or more separate apparatus intended for the recreation of children including, but not limited to, sliding boards, swing sets, and teeterboards.
  3. For purposes of this section the term “park” means any land or facility of any size or shape, including but not limited to road ends, and submerged lands, that are open to the public and used for recreation or held for future recreational use. For purposes of this section the term “park” shall not mean linear ways or multiuse paths.

4. For purposes of measuring the 1,000 foot radius in this section, the measurement shall be taken from the nearest property line of the existing public or private elementary, vocational, or secondary school, or public or private college, junior college, or university, library, or playground or park, or a public or private youth recreation facility to the nearest point on the building where the proposed Medical Marihuana Dispensary is proposed.”

## ACME TOWNSHIP

# Zoning Districts

Data Source: Acme Township

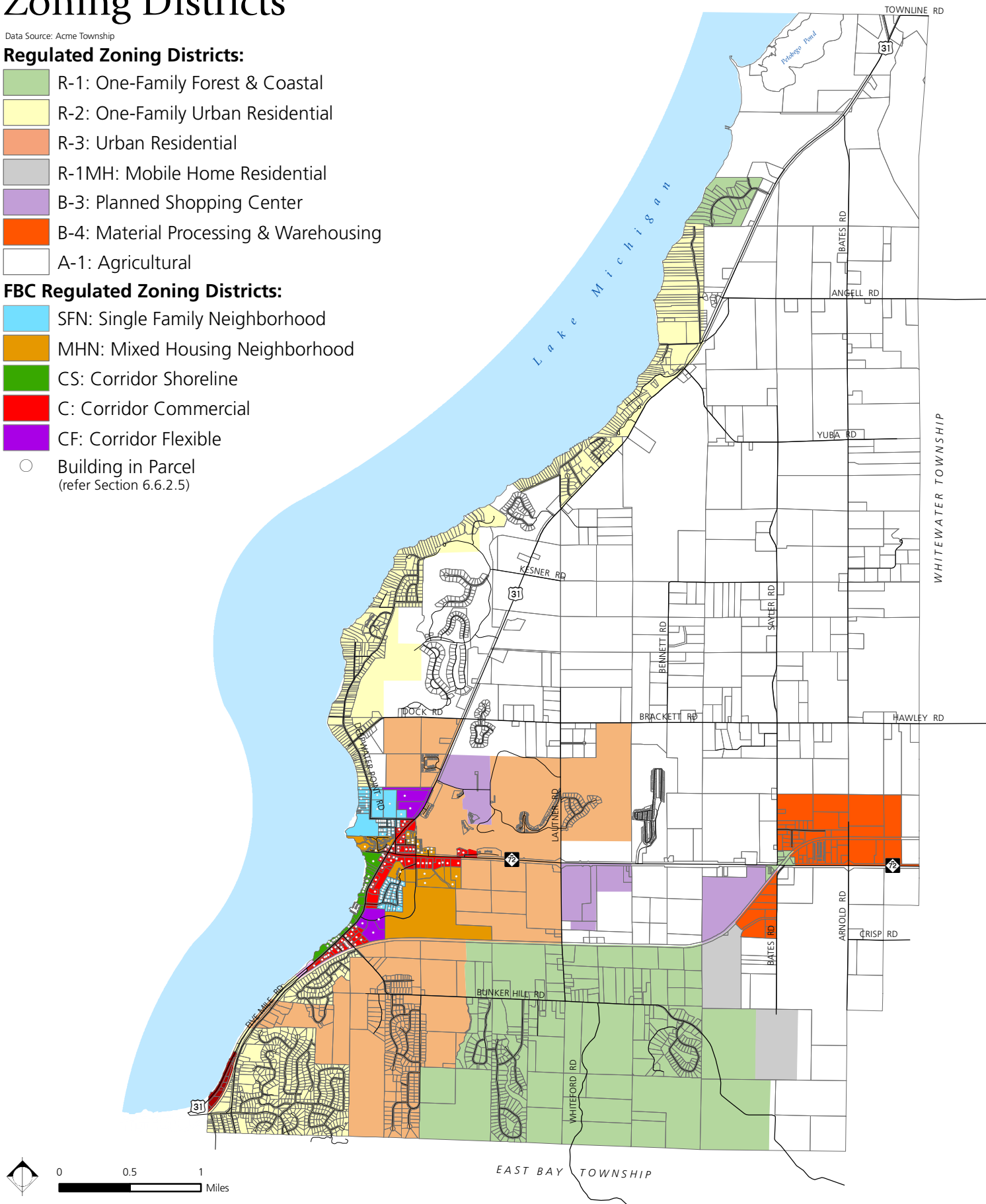
### Regulated Zoning Districts:

- R-1: One-Family Forest & Coastal
- R-2: One-Family Urban Residential
- R-3: Urban Residential
- R-1MH: Mobile Home Residential
- B-3: Planned Shopping Center
- B-4: Material Processing & Warehousing
- A-1: Agricultural

### FBC Regulated Zoning Districts:

- SFN: Single Family Neighborhood
- MHN: Mixed Housing Neighborhood
- CS: Corridor Shoreline
- C: Corridor Commercial
- CF: Corridor Flexible

- Building in Parcel  
(refer Section 6.6.2.5)



## GRAND TRAVERSE COUNTY PLANNING COMMISSION MASTER PLAN/ZONING REVIEW

Pursuant to Section 307 of Public Act 110 of 2006, a township shall submit for review and recommendation the proposed zoning ordinance or zoning ordinance amendment to the county. The county will have waived its right for review and recommendation of an ordinance if the recommendation of the county planning commission has not been received by the township within 30 days from the date the proposed ordinance is received by the county.

**TOWNSHIP:** Acme  
**AMENDMENT #:** 045  
**DATE RECEIVED:** September 13, 2017  
**PUBLIC HEARING:** September 11, 2017  
**PRELIMINARY REVIEW:** ☐

**MASTER PLAN:** ☐  
**ZONING ORDINANCE:** ☒  
**TEXT:** ☒ **MAP:** ☐  
**MAP ATTACHED:** ☒  
**PUBLIC HEARING MINUTES:** ☒

---

**CHANGE:** Amendment 045 would make the necessary changes to allow for licensed medical marihuana facilities as allowed by a township police power ordinance. The amendment would allow the uses (grower, processor, transporter, safety compliance, and provisioning center) under Medical Marihuana Facilities Licensing Act (PA 281 of 2016) as follows:

- All licensed facilities in the B-4: Material Processing and Warehousing District, with no limit on the number of licenses
- Five (5) growing and five (5) processing licenses in the A-1: Agricultural District
- One (1) provisioning license in the C: Corridor Commercial District

The amendment would remove the existing language related to medical marihuana dispensaries and cultivation operations that reflected previous medical marihuana legislation and replace it with the new language presented in the draft. The five uses would no longer require a special use permit, but rather would be allowed by right with a local license being issued by the Township. The amendment also adds conditions to the location of medical marihuana facility based on distances from parks, schools, libraries, and other similar uses which will be outlined in Article VII: Supplemental Regulations. The Acme Township Zoning Map has been included for reference, as well as the draft police power ordinance for medical marihuana facilities.

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### TOWNSHIP PLANNING COMMISSION RECOMMENDED TO TOWNSHIP BOARD:

Motion by Timmins to send the proposed Zoning Ordinance Amendment 045 Medical Marihuana Facilities to the Grand Traverse County Planning Commission for review and recommend adoption to the Township Board. Second by Rosa. Motion carried by a vote 6 (Feringa, Balentine, VanHouten, Timmins, Rosa and White) in favor, Wentzloff recused.

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### COUNTY PLANNING STAFF COMMENTS:

Public Act 281 of 2016, Medical Marihuana Facilities Licensing Act, allows municipalities to choose whether to allow any of these marijuana facilities within their jurisdictions: medical marihuana growers, processors, provisioning centers, secure transporters, and safety compliance facilities. Communities that have decided to permit one or more of these facilities are establishing police power ordinances and amending their zoning ordinances. Other communities that have decided not to permit any of these facilities have been passing resolutions and making minor amendments to their zoning ordinances. It is important to note that activities permitted under the Initiated Law 1 of 2008, Michigan Medical Marihuana Act, are still allowed.

Acme Township has decided to permit a certain number and type of facilities. A zoning ordinance amendment and police power licensing ordinance are enclosed.

Based on review of the amendment and information provided by the Township, staff recommends that the County Planning Commission concur with the Township Planning Commission's proposed action.

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**COUNTY PLANNING COMMISSION ACTION:**

At its meeting on September 19, 2017, the County Planning Commission took the following action: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action and consider comments provided by the Planning Commission.

**COMMENTS FROM CPC ACTION:**

Minor text corrections were provided by the Planning Commission at the meeting.

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**RETURNED TO TOWNSHIP (DATE/RECOMMENDATION):**

Emailed to the Acme Township Clerk, Planning Commission Chair, and Planning & Zoning Administrator on September 20, 2017.

## **ACME TOWNSHIP MEDICAL MARIHUANA LICENSING ORDINANCE**

### **1. Title**

This ordinance shall be known and cited as the Acme Township Medical Marihuana Licensing Ordinance.

### **2. Purpose**

The purpose of this ordinance is to regulate and license the conduct of activity pursuant to the Michigan Medical Marihuana Act, Public Act 1 of 2008 as amended, the Medical Marihuana Facilities Licensing Act, Public Act 281 of 2016 as amended, and the Marihuana Tracking Act, Public Act 282 of 2016 as amended (the Acts) in order to:

- A) Protect the health, safety, and welfare of the general public.
- B) Establish a set of rules and regulations which are fair and equitable for those interested in establishing Medical Marihuana Facilities in compliance with the Acts:
- C) Provide reasonable regulation pursuant to the Acme Township general police power granted to townships by the Michigan Constitution of 1963 and the Township Ordinances Act, MCL 41.181 *et seq.*

Acme Township does not intend that registration and regulation under this ordinance be constructed as a finding that such businesses and activities are legal under federal law. By requiring registration and compliance with requirements as provided in this ordinance, Acme Township intends to protect, to the extent possible, the public health, safety and welfare of the residents of and visitors to Acme Township from harm that may result from the activities of persons who unilaterally or on the advice of their own attorney determine that they may legally operate a business involved in the cultivation, possession, use, manufacture, distribution, transport, processing or dispensing of medical marihuana.

Nothing in this ordinance is intended to grant, nor shall it be construed as granting, immunity from criminal prosecution, for cultivation, possession, use, manufacture, distribution, transport, processing or dispensing of medical marihuana not in strict compliance with the Acts.

This ordinance permits authorization for certain activities based on the Acts. Nothing in this ordinance shall be construed as allowing persons to engage in conduct that endangers others or causes a public nuisance, or to allow use, cultivation, possession, use, manufacture, distribution, transport, processing or dispensing of medical marihuana not in strict accordance with the express authorization of the Act and this ordinance; and, nothing in this ordinance shall be construed to undermine or provide immunity from federal law as it may be enforced by the federal or state government relative to the cultivation, distribution, or use of marihuana. Thus, the authorization of activity, and the approval of a license under this ordinance shall not have the effect of superseding or nullifying federal law applicable to the cultivation, use, and possession of marihuana, and all applicants and grantees of licenses are on notice that they may be subject to prosecution and civil penalty, including forfeiture of property.

### **3. Legal Basis**

This ordinance is enacted pursuant to the statutory authority granted by MCL 41.181 *et seq* authorizing the Acme Township to adopt licensing ordinances and regulations to secure the public health, safety and general welfare.

#### 4. Definitions

For purposes of this ordinance, terms and words defined by the Acts shall have the same meaning as provided those Acts.

Additionally, certain terms and words used herein shall have the following meaning:

- A) **Act** means the Michigan Medical Marihuana Act, Public Act 1 of 2008 as amended, the Medical Marihuana Facilities Licensing Act, Public Act 281 of 2016, and the Marihuana Tracking Act, Public Act 282 of 2016, and all related Michigan Administrative Rules, as amended.
- B) **Applicant** means a person who applies for a license under this ordinance and includes an officer, director, and managerial employee of the applicant and a person who holds any direct or indirect ownership interest in the applicant.
- C) **Licensee** means a person holding a license from Acme Township r under this ordinance and also holding a state operating license.
- D) **Medical Marihuana** means marihuana grown, used, or transferred for “medical use” as defined by the Acts.
- E) **Medical Marihuana Grower** means a licensee that is a commercial entity located in Acme Township that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- F) **Medical Marihuana Provisioning Center** means a licensee that is a commercial entity located in Acme Township that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department’s marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this ordinance.
- G) **Medical Marihuana Facility** means a location at which a license holder is licensed to operate under this ordinance.
- H) **Medical Marihuana Processor** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center.
- I) **Medical Marihuana Safety Compliance Facility** means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- J) **Medical Marihuana Secure Transporter** means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- K) **Person** means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

#### 5. Regulations for Medical Marihuana Grower

Medical Marihuana Grower shall comply at all times with the following:

- 1) A Medical Marihuana Grower shall comply at all times with the Acts and Administrative Rules, as they may be amended from time to time.
- 2) A Medical Marihuana Grower shall have at all times a valid license from the State Medical Marihuana Licensing Board created by the Acts.
- 3) No Distribution of Medical Marihuana to any Primary Caregiver or Qualifying Patient may take place at a Medical Marihuana Grower.
- 4) A Medical Marihuana Grower's may grow no more marihuana plants than allowed pursuant to its license from the State Medical Marihuana Licensing Board for one of the following classes:
  - a. Class A – 500 marihuana plants
  - b. Class B – 1,000 marihuana plants
  - c. Class C -- 1,500 marihuana plants
- 5) A Medical Marihuana Grower may only sell marihuana seeds or marihuana plants to a grower by means of a secure transporter pursuant to the Acts.
- 6) A Medical Marihuana Grower may sell marihuana, other than seeds to a processor or provisioning center by means of a secure transporter pursuant to the Acts.
- 7) Until December 31, 2021, a Medical Marihuana Grower must have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.
- 8) A Grower may not be a registered primary caregiver and may not employ a registered primary caregiver.
- 9) All marihuana plants or products must be contained within the Medical Marihuana Grower in an enclosed, locked facility that restricts and prevents access by any persons other than those allowed and meets all state requirements.
- 10) Any artificial lighting must be shielded to prevent glare and light trespass and must not be visible from neighboring properties, adjacent streets or public right of ways.
- 11) All activities shall be conducted so as not to create or permit trespass of spillage of dust, glare, sound, noise, vibrations, fumes, odors, or light, onto neighboring properties, adjacent streets or public right of ways.
- 12) All activities shall be conducted so as not to be visible in any way from neighboring properties, adjacent streets or public right of ways.

## **6. Regulations for Medical Marihuana Provisioning Center**

A Medical Marihuana Provisioning Center shall comply at all times with the following:

- 1) A Medical Marihuana Provisioning Center shall comply at all times with the Acts and Administrative Rules, as they may be amended from time to time.
- 2) A Medical Marihuana Provisioning Center shall have at all times a valid license from the State Medical Marihuana Licensing Board created by the Acts.
- 3) A Provisioning Center may only purchase or transfer medical marihuana from a grower or processor and may only sell or transfer medical marihuana to a qualifying patient or registered primary caregiver.
- 4) A Provisioning Center may transfer medical marihuana to or from a safety compliance facility for testing.
- 5) All transfers to or from a separate marihuana facility must be by means of a secure transporter.
- 6) A Provisioning Center may only sell or transfer medical marihuana to a qualifying patient or primary caregiver after the medical marihuana has been tested and bears the label required for retail sale.

- 7) No use of medical marihuana shall be allowed at a Provisioning Center.
- 8) A Provisioning Center shall not allow a physician to conduct a medical examination or issue a medical certification document on its premises for the purpose of obtaining a registry identification card.

#### **7. Regulations for Medical Marihuana Processor**

A Medical Marihuana Processor shall comply at all times with the following:

- 1) A Medical Marihuana Processor shall comply at all times with the Acts and Administrative Rules, as they may be amended from time to time.
- 2) A Medical Marihuana Processor shall have at all times a valid license from the State Medical Marihuana Licensing Board created by the Acts.
- 3) A Processor may only purchase marihuana from a grower and may only sell marihuana-infused products or marihuana to a Provisioning Center.
- 4) A Processor may only transfer medical marihuana by means of a secure transporter.
- 5) Until December 31, 2021, a Processor must have, or have as an active employee, an individual who has, a minimum of 2 years' experience as a registered primary caregiver.
- 6) A Processor may not be a registered primary caregiver and may not employ a registered primary caregiver.

#### **8. Regulations for Medical Marihuana Secure Transporter**

A Medical Marihuana Secure Transporter shall comply at all times with the following:

- 1) A Medical Marihuana Secure Transporter shall comply at all times with the Acts and Administrative Rules, as they may be amended from time to time.
- 2) A Medical Marihuana Secure Transporter shall have at all times a valid license from the State Medical Marihuana Licensing Board created by the Acts.
- 3) A Secure Transporter may store and transport marihuana and money associated with the purchase or sale of marihuana between marihuana facilities for a fee upon request of a person with legal custody of that marihuana or money.
- 4) A Secure Transporter may not transport to a registered qualifying patient or to a registered primary caregiver.
- 5) No Secure Transporter or investor therein may have an interest in a Grower, Processor, Provisioning Center or Safety Compliance Facility.
- 6) No Secure Transporter or investor therein may be a registered qualifying patient or a registered primary caregiver.
- 7) A Secure Transporter is subject to administrative inspection by a law enforcement officer at any point during the transportation of marihuana to determine compliance with the act.

#### **9. Regulations for Medical Marihuana Safety Compliance Facility**

- 1) A Medical Marihuana Safety Compliance Facility shall comply at all times with the Acts and Administrative Rules, as they may be amended from time to time.
- 2) A Medical Marihuana Safety Compliance Facility shall have at all times a valid license from the State Medical Marihuana Licensing Board created by the Acts.
- 3) A Safety Compliance Facility may receive marihuana from, test marihuana for, and return marihuana to only a medical marihuana facility.
- 4) A Safety Compliance Facility must be accredited or have a variance pursuant to the Acts.

- 5) No Safety Compliance Facility owner or investor may have an interest in a Grower, Secure Transporter, Processor, or Provisioning Center.
- 6) A Safety Compliance Facility must have a secured laboratory space that cannot be accessed by the general public.

#### **10. License Required**

No Medical Marihuana Facility, whether proposed, or existing at time of enactment of this ordinance, shall be permitted within Acme Township unless such location shall have obtained a current License under this ordinance as follows: The exact location of a Facility used for the Medical Marihuana including the space within a building so used shall be clearly identified on the License;

- 1) The License requirement applies to all Medical Marihuana Facilities that are proposed or existing on the effective date of this ordinance.
- 2) Issuance of a License does not waive any other licensing and permitting requirement imposed by any other state or local law.
- 3) A License shall be valid for the calendar year in which it is issued, unless revoked for violation(s), in which case it is considered to be null and void.
- 4) No License is transferable or assignable to any other person or location

#### **11. License Application**

Any License issued under this ordinance is specific to the licensed person and location. Any change in ownership in any manner and any change in location requires a new license. Applicants shall make application to the Zoning Administrator and applications shall include the following:

- 1) The address and legal description of the premises which is to be used as a Medical Marihuana Facility.
- 2) Describe the Facility, and all enclosed, locked areas within the Facility as required by Michigan law.
- 3) If a Provisioning Center, describe all locations in the premises where the sale or transfer to a shall take place.
- 4) If a Grower, specify the Class under which the Grower seeks the license. Include a statement attesting and consenting that all activities will be conducted so as not to create or permit trespass or spillage of dust, glare, sounds, noise, vibrations, fumes, odors, or light, onto neighboring properties, adjacent streets or public right of ways.
- 5) Include a statement attesting and consenting that all artificial lighting must and will be shielded to prevent glare and light trespass and must not and will not be visible, from neighboring properties, adjacent streets or public right of ways.
- 6) The name and address of all owners of the real property where the Medical Marihuana Facility is located, including a statement by each owner attesting to their knowledge, understanding, and approval of such activity upon their property.
- 7) Name, address, and other contact information of all Applicants as defined above. A statement attesting whether an Applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning any criminal offense under the laws of any jurisdiction, either felony or controlled substance related misdemeanor, not including traffic violations, regardless of whether the offense has been reversed on appeal or otherwise, including the date, the name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration.

- 8) Documentation demonstrating that the proposed Medical Marihuana Facility meets the requirements of all other local, state and federal ordinances and codes, including those for Metro Emergency Services and Grand Traverse County.
- 9) Payment of a non-refundable License fee, which shall be determined by resolution of the Acme Township Board.

## **12. License Standards**

The standards for approval of all Medical Marihuana Facilities are as follows:

- 1) The Facility complies with zoning.
- 2) A Medical Marihuana Grower's Facility shall occur inside of an enclosed, locked facility within the confines of a building, and such activities shall occur only in locations not visible to the public and adjoining uses.
- 3) The Application meets all requirements found in this Licensing Ordinance.
- 4) An Applicant shall meet all requirements found in the Acts, including issuance of a State license.
- 5) The Applicant has signed and sworn that the Applicant has not knowingly submitted an Application containing false information.

## **13. Renewal or Amendment to License**

The same procedures for application for and issuance of a new License shall apply to renewal, or amendment, of an existing License, subject also to the following:

- 1) To renew an existing License, the Licensee shall submit an application with full supporting documentation, in the same manner and degree as is required to apply for a new License, no sooner than ninety (90) days before the expiration date and no later than sixty (60) days before the expiration date.
- 2) An amended application shall be submitted when there is a change in any information the applicant was required to provide in the most recent application on file.
- 3) An application to change the location of an existing License shall require a new application, with full supporting documentation, must meet all requirements, and shall be processed in the same manner as provided for the issuance of a new License.
- 4) The Applicant or existing Licensee has used the property or land in accordance with any prior approved application for that property.

## **14. License Revocation**

- 1) A License issued under this ordinance shall be revoked for any of the following violations:
  - a. Any person required to be named on the application for the License is convicted of or found responsible for violation of any provision of this ordinance;
  - b. The application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided Acme Township with any other false or misleading information;
  - c. Marihuana is transferred or otherwise Distributed on the premises in violation of this ordinance or any other applicable state or local law, rule or regulation;
  - d. The Facility is operated or is operating in violation of the specifications of the License, or any additional applicable conditions or approvals from Acme Township, Grand Traverse County, or the State of Michigan.
- 2) The procedure for revocation shall be as follows:

- a. The Zoning Administrator shall issue a notice to the Licensee, in writing through certified mail, that the Township intends to revoke the License.
- b. The Licensee may request a hearing before the Township Board to show cause as to why the License should not be revoked within fourteen (14) days of service of the notice.
- c. If a hearing is timely requested, then the Zoning Administrator shall inform the Licensee, and Township Board of the time and place of the hearing.
- d. The Licensee may present evidence and reasons arguing why the License should not be revoked. The Township Board shall review and either revoke the License or allow the License to continue.

#### **15. Revocation Not Exclusive Penalty**

Nothing in this ordinance shall be deemed to prohibit Acme Township from imposing other penalties authorized by this code or other ordinances, including filing a public nuisance action or any other legal action in a court of competent jurisdiction.

#### **16. Civil Infraction**

Any person, firm, or corporation who violates any of the provisions of this ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan statute which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct or indirect, which the Township incurs in connection with the municipal civil infraction. A violator of this ordinance shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law. Each day that a violation continues to exist shall constitute a separate violation of this ordinance. The Acme Township Zoning Administrator may issue appearance ticket citations for violations of this ordinance. The provisions of this ordinance may also be enforced by suit for injunctive relief.

#### **17. Civil Fines for Municipal Infractions**

Civil fines for municipal civil infractions under this ordinance shall be assessed in accordance with the following schedule:

	Fine and Suspension
1 <sup>st</sup> violation within a 3-year period	\$ 500.00
2 <sup>nd</sup> violation within a 3-year period	\$1000.00
3 <sup>rd</sup> violation within a 3-year period	\$2000.00

#### **18. Severability**

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.



# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Board of Trustees  
From: Shawn Winter, Planning & Zoning Administrator  
CC: Jeff Jocks, Counsel  
Date: September 25, 2017  
Re: Short-Term Rental Ordinance (v5)

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After the comments and discussions made at the last Board meeting, and a follow-up meeting with Jeff Jocks and Jay Zollinger, the draft short-term rental ordinance has been modified and enclosed (v5) in this memo. The intent and purpose of each article as summarized in my July 25, 2017 memo (for the August Board meeting) remain the same. Below is a list of items that have been amended in this most recent draft version

- Section 2.1(h) was added to state that rental permit numbers must be including on all advertising posts.
- Section 2.14 was added to require that all standards related to fire safety are met.
- Section 3.1 was added to state that tourist homes shall be allowed in all zoning districts. The Board may want to consider limiting the operation of tourist homes to single family dwellings, as is proposed with vacation rentals in Section 4.1. All subsequent Sections in Article 3 have been renumbered accordingly.
- Section 3.4(d) was modified to establish a limit of fifty (50) tourist home permits will be issued in the Township.
- Section 3.4(e) was modified to reflect the permit renewal system based on a limited number of tourist home permits. The language reflects what is stated in Section 4.3(e) related to vacation homes.
- Section 4.1 was added to limit the location of vacation home rentals to the agricultural district, the commercial districts, and the residential districts on lots that have a minimum size of five (5) acres. Furthermore, the Section states that vacation homes shall only be allowed in the single family dwellings. All subsequent Sections in Article 4 have been renumbered accordingly.
- Section 4.3(d) was modified to establish a limit of fifty (50) vacation home permits issued in the Township.
- Section 5.2(a)(1)(iv) changed "Fourth Violation" to "Subsequent Violations"
- Section 5.2(a)(2)(iii) changed "Third Violation" to "Subsequent Violations"

Additional considerations will need to be made regarding the permit fee for both tourist homes and vacation homes, and what information should be included on the application form. I will attend the October Board meeting to answer any questions you may have.

sjw

**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.

## Section 1.5: Definitions

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

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

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

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

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

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

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

- a. Consumer Fireworks Ordinance [2016-01]

- b. Fire Prevention Ordinance [2015-01]

- c. Refuse Collection Ordinance [2011-01]

- d. Junk Ordinance [2005-04]

- e. Noise Ordinance [2005-03]

- f. Trespass Ordinance [87-2]

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

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

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

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

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

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

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

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

**Special Event:** Outdoor parties, lawn parties, weddings, family reunions, bachelor/bachelorette parties, or other similar gatherings that exceed the maximum number of occupants allowed.

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

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

#### **Section 1.6: Severability**

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

### **ARTICLE 2: GENERAL STANDARDS**

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

#### **Section 2.1: Permit**

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

- a. Be valid for one calendar year,
- b. Be required for each short-term rental unit,
- c. Be issued prior to advertising a short-term rental,
- d. Not transfer with the sale of the property, or be transferred from one property to another.
- e. Be displayed on the front door, or in a prominent location on the façade or nearby window not more than five (5) feet from the front door, measured from the edge of the door frame,
- f. Display the maximum number of occupants allowed,

- g. Display the contact information for the local agent and Township, or Township designee.
- h. The short-term rental permit number shall be posted and clearly evident on any and all advertisements related to the short-term rental of a property.

## **Section 2.2: Exceptions and Exemptions**

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

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

## **Section 2.3: Local Agent**

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

## **Section 2.4: Good Visitor Guidelines:**

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

## **Section 2.5: Refuse and Recyclables**

The storage and disposal of all refuse and recyclables shall meet the following:

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

**Section 2.6: Pets**

All pets shall be confined on the property or on a leash at all times. Pets that cause frequent or long continued noise that disturb the comfort and repose of any person in the vicinity shall be found in violation of this ordinance.

**Section 2.7: Wastewater**

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

**Section 2.8: Parking**

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

**Section 2.9: Fireworks**

The discharge of consumer fireworks is prohibited except on the day before, the day of, and the day after a National Holiday between the hours of 8:00 am and 1:00 am. Furthermore, the use of untethered sky lanterns shall be prohibited in Acme Township.

**Section 2.10: Noise**

No person within the Township shall cause a noise or disturbance, which is defined as sound created by human activity with or without the use of any device, which by reason of its volume, intensity, location, or time of day impairs the health, welfare, or peace of another person of normal human sensibilities. This includes, but is not limited to, the following prohibited acts:

- a. The playing of any radio, television, phonograph, or other sound reproduction device, or musical instrument in such a manner or at such a volume as to be sufficiently audible to unreasonably annoy or disturb the quiet, comfort, or repose of persons in the vicinity.
- b. The keeping of any animal or bird which, by causing frequent or long continued noise, shall unreasonably disturb the comfort and repose of any person in the vicinity.
- c. The use of any motor vehicle, including motorcycles, in such a manner as to create an unreasonably disturbing noise, including but not limited to, the screeching of tires and the discharge into the open air of exhaust from the engine without a sufficient muffler.
- d. Shouting or other raucous or boisterous behavior for an unreasonable length of time.

**Section 2.11: Signage**

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

**Section 2.12: Events**

Special events are not permitted.

**Section 2.13: Recreational Vehicles**

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

**Section 2.14: Fire Safety**

All short-term rental operations shall meet the necessary safety standards established by Grand Traverse Metro Fire Department, including but not limited to smoke detectors, carbon monoxide detectors and fire extinguishers.

**ARTICLE 3: TOURIST HOME STANDARDS**

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

**Section 3.1: Allowable Locations**

Tourist homes shall be permitted in all zoning districts.

**Section 3.2: Maximum Occupancy**

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

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

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

**Section 3.3: Owner Occupancy**

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

**Section 3.4: Application**

- a. *Responsibility* – It shall be the responsibility of the owner of a tourist home to register the operation and obtain a permit from the Township.
- b. *Application* – The owner shall truthfully provide and certify as true the following on a form prepared and supplied by the Township:

1. Name, address, telephone number, and email of the owner of the tourist home.
  2. Name, address, telephone number, and email of the designated local agent.
  3. The number of bedrooms in the tourist home intended to be used by occupants.
  4. A sketch of designated parking spaces.
  5. An affidavit signed by the owner acknowledging the provisions of this Ordinance, and all applicable local and state laws.
- c. *Fee* – An application for a tourist home permit under this Ordinance shall be accompanied by a fee in the amount established by resolution of the Acme Township Board. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the Township Zoning Administrator.
- d. *Number of Permits* – The number of tourist home permits issued annually by the Township through application shall not exceed fifty (50). Permittees that have a valid permit and are in good standing with the Township shall have first priority in receiving a permit for the following calendar year. The remaining balance of permits may be issued to applicants who have submitted a complete application. If the number of applications, including renewal applications, exceeds fifty (50), then the Township will conduct a lottery to determine which of the new applicants shall receive a permit.
- e. *Renewal* – All tourist home permits shall expire on December 31<sup>st</sup> of the calendar year they are issued. The owner of a permitted tourist home may reapply for the next calendar year at any point between October 1<sup>st</sup> and October 31<sup>st</sup>. All renewal permits shall be issued by November 15<sup>th</sup>. The number of permittees that have not submitted an application for renewal by October 31<sup>st</sup> shall have their permit added to the balance of permits available to new applicants and may apply as a new applicant.

#### **ARTICLE 4: VACATION HOME STANDARDS**

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

##### **Section 4.1: Allowable Locations**

Vacation homes shall be allowed only in single family dwellings in the agricultural zoning district, commercial zoning districts, and residential districts provided the residential parcel is a minimum of five (5) acres.

##### **Section 4.2: Maximum Occupancy**

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

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

1 The property owner shall inform the Township of any renovations or additions to the vacation home that  
2 will result in an increased in the maximum occupancy.

3  
4 **Section 4.3: Application**

- 5     **a. Responsibility** – It shall be the responsibility of the owner of a vacation home to register the  
6     operation and obtain a permit from the Township.
- 7     **b. Application** – The owner shall truthfully provide and certify as true the following on a form  
8     prepared and supplied by the Township:
- 9         1. Name, address, telephone number, and email of the owner of the vacation home.
- 10        2. Name, address, telephone number, and email of the designated local agent.
- 11        3. The number of bedrooms in the vacation home intended to be used by occupants.
- 12        4. A description of the property that states the number of acres.
- 13        5. A sketch of designated parking spaces.
- 14        6. An affidavit signed by the owner acknowledging the provisions of this Ordinance, and all  
15     applicable local and state laws.
- 16     **c. Fee** – An application for a vacation home permit under this Ordinance shall be accompanied by a  
17     fee in the amount established by resolution of the Acme Township Board. There shall be no  
18     proration of fees. Fees are non-refundable once a permit has been issued by the Township Zoning  
19     Administrator.
- 20     **d. Number of Permits** – The number of vacation home permits issued annually by the Township  
21     through application shall not exceed fifty (50). Permittees that have a valid permit and are in  
22     good standing with the Township shall have first priority in receiving a permit for the following  
23     calendar year. The remaining balance of permits may be issued to applicants who have submitted  
24     a complete application. If the number of applications, including renewal applications, exceeds  
25     fifty (50), then the Township will conduct a lottery to determine which of the new applicants shall  
26     receive a permit.
- 27     **e. Renewal** – All vacation home permits shall expire on December 31<sup>st</sup> of the calendar year they are  
28     issued. The owner of a permitted vacation home may reapply for the next calendar year at any  
29     point between October 1<sup>st</sup> and October 31<sup>st</sup>. All renewal permits shall be issued by November 15<sup>th</sup>.  
30     The number of permittees that have not submitted an application for renewal by October 31<sup>st</sup>  
31     shall have their permit added to the balance of permits available to new applicants and may apply  
32     as a new applicant.

## **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. *Subsequent Violations* – Subsequent violations 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. *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. *Subsequent Violations* – Subsequent violations in the same calendar year shall result in a municipal civil infraction subject to a fine of \$1,000.
- b. *Revocation* – The Township may revoke a short-term rental permit for any dwelling unit for the reasons below and through the subsequent procedure:
  - 1. *Requirements for Revocation* – A short-term rental permit may be revoked if at least three (3) separate violation incidents, occurring of three (3) separate days, within a calendar year.

- 1           **2. *Revocation Procedure*** – Upon a determination by the Zoning Administrator that the short-  
2 term rental permit of a dwelling is subject to revocation, the following procedure shall be  
3 in effect:
- 4                   i. The Zoning Administrator shall issue a notice to the property owner and local  
5 agent, in writing through certified mail, that the Township intends to revoke the  
6 short-term rental permit.
- 7                   ii. The property owner or local agent may request a hearing before the Township  
8 Board to show cause as to why the short-term rental permit should not be  
9 revoked within fourteen (14) days of service of the notice.
- 10                  iii. If a hearing is timely requested, then the Zoning Administrator shall inform the  
11 property owner and/or local agent, and Township Board of the time and place of  
12 the hearing.
- 13                  iv. The property owner and/or local agent may present evidence at the hearing that  
14 the violations of this Ordinance were due to extenuating circumstances. If the  
15 Township Board finds the violations to be due to extenuating circumstances, then  
16 they may elect to waive the revocation. Otherwise, the revocation of the short-  
17 term rental permit shall become effective.
- 18           **3. *Duration*** – Upon revocation of a short-term rental permit, a property owner may not  
19 reapply for a new short-term rental permit for the dwelling at that address, or any  
20 additional dwellings in Acme Township, for a period of thirty six (36) months.
- 21           **4. *Subsequent Revocations*** – Any property owner who has had a short-term rental permit  
22 revoked twice for the same short-term rental shall be permanently prohibited from  
23 operating a short-term rental at that location. Furthermore, the property owner shall be  
24 prohibited from applying for any additional, new short-term rentals in the Township. If  
25 the property owner has other short-term rentals permitted in good standing in the  
26 Township at the time of the prohibition, then the property owner shall be allowed to  
27 reapply for a permit for those existing short-term rentals.