



Memo

To: Acme Township Board of Trustees and Planning Commission
From: Sharon E. Vreeland, Township Manager
Date: 12/16/10
Re: VGT-Phase I SUP #2009-1P Status Update

Revised application materials were received at approximately 4:00 p.m. on Monday, November 29. Distribution of the materials as provided to township officials, consultants, attorney and agencies is largely complete. However much of the required information that was unchanged from the August 2009 submission still needs to be copied and distributed as it was not provided by the applicant and is needed by the Commission and Board.

The applicant has stated that they wish the application to be considered according to the 2004 Zoning Ordinance as specified in the Conceptual SUP, so copies of that document are being prepared for distribution to township officials as well.

After initial review of the revised application materials, staff and MDOT have asked a few key questions that require immediate answers before we can proceed meaningfully with our review. Other general questions and feedback about the application are being compiled for later transmission to and discussion with the applicant. A short-term timeline for this is as follows:

- December 20 Planning Commission meeting:
 - Staff will accept technical questions from the Planning Commission based on their initial review of the application materials. We will not be entertaining any deliberation about the application at this point. The Commissioners are also free to forward questions to the office directly, but we wanted to provide the opportunity at a meeting as well.
 - Staff will ask the Commission a set of questions regarding the township's expectations and standards for the long-term form and function of the M-72 Corridor. Staff believes they have a good understanding of these already; however, felt it appropriate double check because it is basic to our review of and feedback about the traffic-related elements of the application..
- December 30: applicant to be provided with combined and compiled feedback from township staff and consultants, MDOT and the Road Commission regarding the traffic impact study (TIS.) We will work to make this feedback as comprehensive as possible; however, additional items could come up during subsequent discussion.
- Second week of January 2011: Working to schedule a meeting between MDOT representatives from Traverse City and Lansing, Road Commission representatives, Steve Dearing, Sharon Vreeland, Jeff Jocks, and applicant representatives to follow up with TIS feedback provided by December 30. Probable location is MDOT offices in Lansing.
- January 20: Provide reasonably comprehensive feedback from township staff and consultants and at least some relevant non-traffic public agencies regarding the balance of the application package. Again, we will do our best to be thorough but there may be amendments based on follow-up conversation.

A **potential conceivable and not guaranteed** overall processing timeline is as follows:

- **November 29, 2010:** township receives revised application materials and distributes to MDOT, County Road Commission, legal staff, Beckett & Raeder, Planning Commission and Board.
- **December 20, 2010:** staff solicits initial questions from Planning Commission for use in preparing staff reports.
- **December 1 – March 1, 2011:** Consultant & Agency reviews. MDOT needs at least 1 month for internal review both in Traverse City and by their Lansing signalization unit. Review by other units or committees may be indicated depending on whether there are any innovative proposals arising from the traffic study. We are hearing that state review and processing times on other projects around the state are running longer. As this step now falls in the end-of-year holiday season, and based on preliminary reviews of revised materials we currently project 3 months needed. Township staff reviews and assesses consultant and agency submissions and submits compiled response to applicant. Applicant reviews township response internally and (optional) in joint meeting with all parties, optionally adjusts and resubmits application materials.
- **March 7, 2011:** If application is substantially complete, staff and agency review information might potentially be provided to Planning Commission
- **March 28, 2011:** If application was substantially complete and staff and agency review information provided to Planning Commission, earliest potential preliminary hearing date(s).
- **April 25, 2011, potentially May 23, 2011:** earliest potential public hearing dates.
- **May 10 or June 7, 2011:** earliest potential Board consideration dates.
- I feel I can't say it enough: this is a **tentative best case scenario timeline only**. It should not be regarded in any way as firm at this time. I am keeping consultants and road agencies updated frequently so that workflows can be planned for optimal efficiency.