



**ACME TOWNSHIP PLANNING COMMISSION MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Monday, January 13, 2020 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:00 pm**

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

**Members excused:** None

**Staff present:** L. Wolf, Planning & Zoning Administrator, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:** Open at 7:01 pm

Brian, Kelley, Acme resident, voiced his concerns with the Sleep Inn expansion project plans and stormwater review (written comments submitted)

Limited Public Comment closed at 7:04 pm

**B. APPROVAL OF AGENDA:** Motion by Timmins to approve the agenda as presented with the addition to G. Correspondence 1. Letter from Brian Kelley dated January 13, 2020 and J. New Business 4. PC Annual Report, supported by VanHouten. Motion carried unanimously.

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

**D. SPECIAL PRESENTATIONS:** None

**E. CONSENT CALENDAR:**

**1. RECEIVE AND FILE**

- a. Township Board Regular Meeting Minutes 11.12.19
- b. Township Board Regular Meeting Minutes 12.03.19
- c. Township Board Special Meeting Minutes 12.09.19
- d. Parks & Trails Committee Meeting Minutes 10.21.19
- e. Parks & Trails Committee Meeting Minutes 11.18.19

**2. ACTION:**

- a. Approve Draft Planning Commission Meeting Minutes 10.14.19

Motion by Timmins to approve the consent calendar as presented, supported by Balentine. Motion carried unanimously.

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

**G. CORRESPONDENCE:**

- 1. Brian Kelley letter on the Sleep Inn Expansion dated January 13, 2020. Wentzloff read it out loud for the record.

**H. PUBLIC HEARINGS:** None

**I. OLD BUSINESS:** None

**J. NEW BUSINESS:**

**1. Sleep Inn Expansion (2020-01) Request for 24 rooms, 3 story addition**

Bill Crain, Crain Engineering, was present to go over the plans for 24 rooms, 3 story addition to the existing Sleep Inn on the corner of US 31 and Hope Road. He is involved with the

stormwater control verification on the site. The current capacity is undersized, and they are planning to increase it to meet the current stormwater qualifications of the Township's ordinance. The plans were submitted to the township for review as part of the process. The lighting on the building will be facing downward as specified in the township ordinance. The landscaping around the building will be replaced at the conclusion of the project. The existing parking lot will remain as is. The proposed footprint of the expansion was approved in the original plan except for an increase for updating the size of the rooms. The entrance into Mount Hope Road will remain the same.

Wolf submitted a report in the PC packet of the proposed project. The applicant has noted that this development was previously approved and constructed back in 1998 of 74-units and a future addition of 24-units with parking to accommodate future expansion. The addition was verified to be 4,400 square feet. Nothing has been received yet from DPW. Crain said it is in the works. The stormwater review was completed. Wolf would like the lighting plan to be on the land use permit to make sure it meets the specifications.

Wentzloff inquired on the property's two basins. Crain informed they were not connected, the one on the south end is dedicated to the Sleep Inn and the one on the north is dictated to Hope Road. The north basin is under the jurisdiction of the road commission for overflow and does not affect Sleep Inn.

**Motion by Rosa to approve the site plan submitted by Fred Campbell, JML Design Group for a 24-unit, 3 story, approximately 4,400 SF addition to the existing 74-unit Sleep Inn Hotel located at 5520 US 31 North, subject to the following conditions/clarifications:**

- **Total square footage of existing building and proposed expansion are provided.**
- **Lighting will require specification data sheets on the fixtures to be use in compliance with the Acme Township Lighting Ordinance. All exterior lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.**
- **Landscaping disturbed outside of the 5' development area shall be replaced.**
- **Retention basin as-builts are provided prior to occupancy.**
- **Before a land use permit is issued a valid permit from DPW (Department of Public Works) & Health Department shall be obtained.**

**Supported by Timmins. Motion carried unanimously.**

## **2. Planning Commission 2020 Meeting Schedule**

**Motion by Feringa to accept the Township Planning Commission 2020 Meeting Schedule as presented, supported by Aukerman. Motion carried unanimously.**

## **3. Draft Zoning Ordinance Review Discussion**

Wolf informed a goal for 2020 is to compete the Zoning Ordinance. The PC, Jeff Jocks, legal counsel and Shawn Winter, planning consultant all need to review the draft for revisions. The project needs to be completed by June 30 the end of the fiscal year. Because of the lengthy time needed to work on the ordinance, Wolf suggested to have additional meetings so as not to have the process consume the entire regular PC meeting. It was suggested to have these meetings on a separate Monday in the month. Wolf will check with Jocks and Winter on their schedules and get back with the commissioners on dates.

## **4. PC Annual Report**

Wolf wanted the commissioner's suggestions of goals to look at for this year. She thought the Stormwater Ordinance was one. Wentzloff mentioned the current Stormwater Ordinance was done when the Stormwater Control Commissioner gave it to all the townships to adopted and was not created by Acme Township. It is a very technical document and would need to be reviewed at by Beckett & Raeder.

The capital improvement plan needs to be revisited and brought to the board. Aukerman will bring it to the board after the commissioners review it for any updates.

Rosa suggested to look for ways to modify the ordinance to make housing more affordable.

**K. PUBLIC COMMENT & OTHER PC BUSINESS:** Open at 7:59 pm

Brian Kelley, Acme resident, questioned if a perk test had been done on the Sleep Inn. He commented on the brightness of signs in business windows. He felt short term rentals were impacting the affordable housing issue.

Public comment closed at 8:02 pm

1. **Planning & Zoning Administrator Report:** Lindsey Wolf let the commissioners know February and March meetings could be very busy if people who have contacted her submit their materials in time.
2. **Township Board Report:** Jean Aukerman – No report
3. **Parks & Trails Committee:** Marcie Timmins reported the Trust Fund Grant for the trail was received.

**ADJOURN: Motion by Timmins to adjourn, supported by Balentine. Meeting adjourned at 8:05 pm**

To: Acme Township Planning Commission  
From: Brian Kelley

Jan 13, 2020

Subject: Correspondence for Jan 13, 2020 PC meeting,  
Sleep Inn Hotel expansion

Good evening,

I write regarding the hotel expansion project on the agenda.

The project plans and review do not appear to fully comply with the requirements of the Current Acme Storm Water ordinance.

Some missing items, as required by the storm water ordinance:

1. Storm water retention pond basin borings and infiltration tests. The ordinance requires that the infiltration rate of the soil be confirmed via borings to a depth 5' below the bottom of the basins. No infiltration test results have been provided and the GZ review omits that standard requirement.
2. Water capture analysis appears incomplete. The ability to capture back to back 100' year storms, etc.
3. Pre-treatment. The system narrative and GZ review do not mention pre-treatment for runoff, as the ordinance requires.
4. The ordinance places special conditions on basin inlets and outlets but apparently those requirements have not been mentioned. There appears to be connectivity between the two basins, and possibly other inlets and outlets.
5. No mention was made in the review regarding the culvert that connects the north basin to the far side of Mt Hope Road. That potentially shifts storm water management and flooding issues to an adjacent property. There was no elevation data on the culvert inlet.
6. A recent Acme US 31 construction project apparently relies upon an MDOT storm water drain in the storm water basin to achieve required capacity, in violation of the township storm water ordinance and possibly MDOT permitting requirements. There is a drain in the grass. Is that drain, or any other, connected to the MDOT system?
7. The basin on the North end of the property has been observed recently overflowing, despite a lack of significant rain or melt. In contrast, the basin to the south appeared empty. Why is the north basin regularly overflowing?
8. Storm water plans inadequate. The site features two basins but the plans and storm water analysis are

incomplete because they fail to detail the volume of impervious surface that contributes to each basin. Without balancing, the system may fail (as recent overloading of the north basin indicates).

9. Drain gratings in grass between north and south basins. Are any of those drains connected to the MDOT storm water system that drains into the bay?

Thank you,

Brian Kelley



**ACME TOWNSHIP PLANNING COMMISSION MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**January 13 , 2020 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

- A. LIMITED PUBLIC COMMENT:** Members of the public may address the Commission regarding any subject of community interest during public comment periods by filling out a Public Comment Card and submitting it to the Secretary. Public comments are limited to three minutes per individual. Comments during other portions of the agenda may or may not be entertained at the moderator's discretion
- B. APPROVAL OF AGENDA:**
- C. INQUIRY AS TO CONFLICTS OF INTEREST:**
- D. SPECIAL PRESENTATIONS:**
- E. CONSENT CALENDAR:** The purpose of the consent calendar is to expedite business by grouping non-controversial items together for one Commission motion without discussion. A request to remove any item for discussion later in the agenda from any member of the Commission, staff or public shall be granted.
- 1. RECEIVE AND FILE**
- a.** Township Board Regular Meeting Minutes 11.12.19
  - b.** Township Board Regular Meeting Minutes 12.03.19
  - c.** Township Board Special Meeting Minutes 12.09.19
  - d.** Parks & Trails Committee Meeting Minutes 10.21.19
  - e.** Parks & Trails Committee Meeting Minutes 11.18.19
- 2. ACTION:**
- a.** Approve Draft Planning Commission Meeting Minutes 10.14.19
- F. ITEMS REMOVED FROM THE CONSENT CALENDAR**
- 1.** \_\_\_\_\_
  - 2.** \_\_\_\_\_
- G. CORRESPONDENCE:**
- 1.** None received as of 1.07.2020
- H. PUBLIC HEARINGS:**
- 1.** None
- I. OLD BUSINESS:**
- 1.** None
- J. NEW BUSINESS:**
- 1.** Sleep Inn Expansion (2020-01) Request for 24 room, 3 story addition
  - 2.** Planning Commission 2020 Meeting Schedule
  - 3.** Draft Zoning Ordinance Review Discussion
- K. PUBLIC COMMENT & OTHER PC BUSINESS**
- 1.** Planning & Zoning Administrator Report – Lindsey Wolf
  - 2.** Township Board Report – Jean Aukerman
  - 3.** Parks & Trails Committee Report – Marcie Timmins

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.

**ADJOURN:**



**APPROVED**

**ACME TOWNSHIP REGULAR BOARD MEETING**  
**6042 Acme Rd., Williamsburg MI 49690**  
**Tuesday, November 12, 2019 7:00 p.m.**

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

**ROLL CALL: Members present:** D. White, C. Dye, A. Jenema, J. Aukerman, D. Nelson, D. Hoxsie

**Members excused:** P. Scott

**Staff present:** J. Jocks, Legal Counsel, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT: Open at 7:00 pm**

Greg Klinger, Redbud Roots, 6669 E. M-72, would like the township to revisit the decision of opting-out of adult use marijuana.

John Pulcipher, Acme resident, is in support of adult use marijuana in the township.

Limited Public Comment closed at 7:05 pm

**B. APPROVAL OF AGENDA:**

**Motion by Nelson to approve the agenda as presented, supported by Dye. Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 10/01/19, Special Meetings 10/09/19, 10/16/19 and 10/23/19**

**Motion by Nelson to approve all four of the Board meeting minutes of 10/01/19, Special Meetings 10/09/19, 10/16/19 and 10/23/19 as presented, supported by Dye. Motion carried unanimously.**

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

Nelson recused from K. New Business, 1. Approval of MLCC Liquor permit Obligatory, due to business relationship with the applicant.

**E. REPORTS**

**a. County: G. LaPointe reported:**

- There was a presentation by Wellpath who provides healthcare to those incarcerated in jails. Mental health is a big issue and is still being discussed for solutions.
- The county board declared to oppose the extension of the TIFF 97 and felt it should end at the 30-year period.
- Plans to redevelop the Pugsley Correctional Facility is underway. Of the 179-acre site, 85 acres would be used for manufactured housing. Inphastos said they will help create lower-cost housing through their production of affordable building materials. 20 acres has been planned for use for the Sheriff department and additional 20 for future activities. The project is being mediated by Brownfield funding and will be given a fifteen-year tax break.
- Discussions have been made on redoing the airport agreement to change from commission to authority since it is a regional one and not city or county.
- Working on a proposed budget which has been a very complex process.
- Requests received for part of the 2% grant from the tribe were evaluated and it was decided the funds will be going to municipalities.



# APPROVED

**b. Clerk: Dye reported:**

- She has been working on the annual audit for the board to review and approve.
- The cemetery will be closed as of December 1<sup>st</sup>. If anyone should have a burial after that, they would have to pay for the extra fees for snow removal and taking care of the ground area. So far this season there has been eight burials.

**c. Parks: Jenema reported:**

- The donated swings have been installed in Bayside Park.
- Looking at additional grants for the Tart Trail
- Plantings by the Shell Station have been put on hold. The garden club wanted other options for their donation to consider.
- The signs for the park and the art in the park projects are both being worked on.

**d. Sheriff: Brian Abbring introduced himself as the new immediate officer covering the area.**

**e. Supervisor: White No report**

**F. SPECIAL PRESENTATIONS: Gabridge & Company Annual Audit**

Richard Neihardt with Gabridge & Company, gave an overall review of the draft Annual Financial Report year ended June 30, 2019. The summary on the report was the township's financials were well-kept and was given an unmodified opinion which is the highest rating given by auditors.

- The financial highlights were, the assets of the Township exceeded its liabilities at the close of the most recent fiscal year by \$27,833, 094.
- At the close of the current fiscal year, the Township's government funds reported combined fund balances of \$2,967,560, an increase of \$173,169 in comparison with the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$920,535, or approximately 104.2% of total general fund expenditures and transfers out.

**Motion by Jenema to approve the draft of Annual Financial Audit year ended June 30, 2019 as presented, supported by Nelson. Motion carried unanimously.**

**G. CONSENT CALENDAR:**

**1. RECEIVE AND FILE:**

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. Draft Unapproved meeting minutes**
  - 1. Planning Commission Special meeting 09/23/19**
  - 2. Parks & Trails 09/20/19**

**2. APPROVAL:**

- 1. Accounts Payable Prepaid of \$79,434.62 and Current to be approved of \$80,541.91 (Recommend approval: Clerk, C. Dye)**

Jenema requested to remove under 2. Approval, 1. Current to be approved of \$78,839.91.

**Motion by Jenema to approve the Consent Calendar with the removal of 2. Approval, 1. Current to be approved of \$78,434.62, supported by Dye. Roll Call motion carried unanimously.**

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

Jenema explained that the amount of \$1,702 for postage to mail the township tax bills was not added in. It should be \$80,541.91.

**Motion by Nelson to approve the Consent Calendar adding in \$1,702 for postage to 2. Approval, 1. Current to be approved of \$80,541.91, supported by Aukerman. Roll Call motion carried unanimously.**

## APPROVED

I. **CORRESPONDENCE:** None

J. **PUBLIC HEARING:** None

K. **NEW BUSINESS:**

1. **Approval of MLCC Liquor permit Obligatory LLC, for on-premises Tasting Room Permit**  
Brent Faber, Obligatory LLC, requested approval by the board for an on-premise tasting room permit to be located at 3593 Bunker Hill Road. It will be a microbrewery and kitchen with a limited menu.

**Motion by Aukerman on local government approval for on-premise tasting room permit for Obligatory LLC, supported by Dye. Motion carried by 5 (Aukerman, Dye, Hoxsie, Jenema, White) recused by 1 (Nelson).**

2. **Tart snow removal winter 2019-20 - White**

White explained this is an annual budgeted item of \$4,000 that is given for snow removal on the TART Trails for the 2019/2020 season.

**Motion by Nelson to approve \$4,000 to TART Trail for Acme Township's share of snow removal supported by Jenema. Roll Call Motion carried unanimously.**

3. **Schedule of Fees: PD Preapplication Review Escrow Deposit**

Jenema explained that Lindsey Wolf recommended adding \$1000 Escrow deposit to the PD Preapplication Review because of all the work that is involved.

**Motion by Jenema to add escrow deposit of \$1000 to PD Preapplication Review, supported by Aukerman. Motion carried unanimously.**

4. **TART Trails' Grand Traverse Band 2% Application**

Casey Ressi, Development Director, TART Trails informed this is for a 2% grant for the TART trail connector from Bunker Hill to Acme. The application currently is in TART's name and felt it should be changed to be in Acme Townships instead. Aukerman informed the application should have the budget and narrative expense reporting given before the deadline.

**Motion by Aukerman to approve 2% grant with signature of Supervisor White and submittal in Acme Township's name not TART with a couple of edits to the application, supported by Hoxsie. Motion carried unanimously.**

5. **Michigan Indian Legal Services Grand Traverse Band 2% Application**

Cameron Fraser, Director of Michigan Indian Legal Services was requesting to have Acme Township apply for a Tribal Council Allocation of 2% Funds for them to use to help families in child welfare projects. Jeff Jocks said he believed that this legitimately could not be put in the township's name and he would need to research it further.

**Motion by Nelson to have Legal Counsel clarify grant funding requests on what the Township can and can't accepted, supported by Hoxsie. Motion carried unanimously.**

The board decided to decline the application submitted.

**Motion by Jenema to decline Michigan Indian Legal Services submitting for a GT Band 2% Tribal Council application with the recommendation of legal counsel that funds can not be run through Acme Township as requested on their application, supported by Aukerman. Motion carried unanimously.**

6. **Metro Fire Lease Agreement**

Nelson informed each township involved with Metro has their own lease agreement. The agreement presented for Acme has been reviewed by the Metro attorney and should also be looked at by Acme's legal counsel Jeff Jocks. Jocks will look over the lease agreement to include



## APPROVED

an edit given by Nelson to change in paragraph 6 the word from shall instead of may and bring it back to the board at the December meeting for approval.

**7. Approval of Resolution #R-2019-33 Adjustments to Park Fund**

White stated this a budget amendment of \$5,500 revenue brought in from the donated swings for the park and added to the Park Fund.

**Motion by Nelson to approve Resolution #R-2019-33 on budget adjustment to park fund 2019-2020 Township budget, supported by Dye. Roll call motion carried unanimously.**

**8. Approval of Resolution Transfer 101 FB to 403 Fund**

White informed this resolution was to transfer 2% Tribal grant funds from the 101 fund into the 403 Traverse City To Charlevoix Trail Capital fund for the starting of the TART trail extension.

**Motion by Jenema to approve Resolution #R-2019-34 to move \$15,000 Tribal Grant from the 101 fund to the 403 Traverse City to Charlevoix capital fund for TART extension engineering, supported by Nelson. Roll call motion carried unanimously.**

**L. OLD BUSINESS:**

**1. Township hall offices overhead lighting - Dye**

Dye reported the brightness of the new lighting in the offices has been causing headaches and difficulty concentrating with some of the staff. The lights operate by sensor so there is not the option of turning off or on the lights. The completion of remodeling the hall came under budget and she is asking permission to have the lights redone. Bids have been received from Huron Electric and Windemuller to install dimmer switches with the ability to turn lights on and off. Huron Electric came in at a lower rate at \$1,585 for sixteen lights. Also needed is to have outlets installed in the meeting room for the elections estimated around \$500.

**Motion by Hoxsie to contract Huron Electric for lights and outlets not to exceed \$2300, supported by Jenema. Roll Call motion carried unanimously.**

**2. Tax Tribunal on the former Kmart property – Jenema**

Jenema informed the former Kmart property filed a tax tribunal. They would like an assessment taxable value of 1.4 million. After doing some comparisons with other properties in the area the Assessor felt that amount would be reasonable. They would like a motion from the board to accept that evaluation.

**Motion by Nelson for the board to accept the recommendation of the Assessor's evaluation to be 1.4 million for the former Kmart property, supported by Aukerman. Motion carried unanimously.**

**3. Part time Zoning Administrator update – Jenema**

Jenema gave a job description for a part time Zoning Administrator who would report to the Township Treasurer and Zoning Administrator. The Zoning Administrator Assistant is needed to support the duties of the Zoning Administrator and code enforcement. An ad will be put out for potential applicants. The census of the board was to move forward with filling this position.

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

Personnel from Redbud Roots were in attendance and stated they hope that Acme Township will decide to opt-in for adult use marijuana. Their facility will be opening on December 15.

Jenema informed there has been a request from TART trail to have an open joint meeting with them, the board, planning commission, and the parks & trails committee for feedback on the Acme Connector Trail. A place to accommodate everyone and date to be set in December will be determined.

**ADJOURN: Motion by Nelson to adjourn, supported by White. Meeting adjourned at 10:05 pm**

APPROVED

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.

  
Cathy Dye, CMMC, Acme Township Clerk



## DRAFT UNAPPROVED

### ACME TOWNSHIP REGULAR BOARD MEETING 6042 Acme Rd., Williamsburg MI 49690 Tuesday, December 3, 2019 7:00 p.m.

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

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

**Members excused:** None

**Staff present:** L. Wolf, Zoning Administrator, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:** None

**B. APPROVAL OF AGENDA:**

Motion by Nelson to approve the agenda as presented with the addition to K. New Business 5. Pump Station #2 and 6. Wolf's Review, supported by Scott. Motion carried unanimously.

**C. APPROVAL OF BOARD MINUTES: 11/12/19**

Motion by Dye to approve the Board meeting minutes of 11/12/19, as presented, supported by Nelson. Motion carried unanimously.

**D. INQUIRY AS TO CONFLICTS OF INTEREST:** White recused himself on the Engle's PDR topic under new business. The discussion on the Engle Property will be changed to a special board meeting on December 9.

**E. REPORTS**

**a. Clerk: Dye reported:**

- Cemetery burials have increased to 12 since last month's report. The cemetery will be closed for the season after this week when one burial ceremony takes place.
- The copy machine needs to be replaced. Proposals will be brought to the next meeting for the board to review.
- 2020 Census will be having a workshop on December 11 from 11-2 pm at the township hall. They will be available to answer questions and help recruit anyone interested in working the census. There are links on the township website to promote awareness and for people to get information.

**b. Parks: Jenema reported:**

- She would like get direction from the board at the January meeting on some matters with the Art in the Park program.
- There has been people inquiring on park memorial donations. Jim Heffner and Karly Wentzloff have been researching playground equipment and pricing. The Parks and Trails Committee have been working on having options ready for when these requests come in.
- The joint meeting on the 70% engineering on the TART connector trail will be taking place in January instead of December. The engineers will be at the meeting to discuss and get everyone's feedback.

**c. Legal Counsel – No report**

**d. Sheriff:** Brian Abbring reported traffic accidents have increased with the bad weather. He informed the winter parking ordinance has started. There is no parking on county roads between midnight and 8 am and those doing so will be given a fine. The roads and



shoulders need to be cleared for the snowplows to maintain them.

**e. County: G. Lapointe reported:**

- Negotiations with 17 different county unions are in the process. Discussions with some of them have been to extend on their two-year contracts. There will be further talks on the strategies going forward.
- The Hall of Justice Building has a mold problem which will involve digging up around the foundation to put in new walls. It will be an expensive project and employees will need to be relocated as this is going on.
- A farmhouse at Maple Bay was burnt down and used for firefighter's training.
- The County and City jointly agreed to leave the Senior Citizen Center on the existing property instead of relocating somewhere else. Renderings of a 12,000 square foot building were presented for viewing.
- The County IT Director resigned. Applications of potential candidates are being reviewed.
- The Pugsley Correction Facility project may not take place. Inphastos might keep their housing manufacturing there but is also looking at Grand Rapids.
- The commissioners have delayed a decision on a proposal to prohibit the county from entering agreements or funds to organizations connected to political action committees (PACS). Traverse Connect doesn't see a problem with these agreements. The issue will be taken up again at the next commissioners meeting for a resolution.

**f. Supervisor:** White reported things seem to be moving along as he is still learning his position.

**F. SPECIAL PRESENTATIONS:** None

**G. CONSENT CALENDAR:**

**1. RECEIVE AND FILE:**

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. RecycleSmart November 2019**
- d. Draft Unapproved meeting minutes**
  - 1. Planning Commission 10/14/19**
  - 2. Parks & Trails 10/21/19**
  - 3. Zoning Board of Appeals 10/10/19**

**2. APPROVAL:**

- 1. Accounts Payable Prepaid of \$56,990.50 and Current to be approved of \$19,123.70 (Recommend approval: Clerk, C. Dye)**

Dye requested to remove under 2. Approval, 1. Current to be approved of \$17,773.70.

**Motion by Scott to approve the Consent Calendar with the removal of 2. Approval, 1. Current to be approved of \$17,773.70 with the request by the clerk, supported by Nelson. Motion carried unanimously.**

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR:** Dye explained an invoice from Robert Wilkinson of \$1,350 for burials to be added.

**Motion by Scott to approve the Consent Calendar adding in \$1,350 to 2. Approval, 1. Current to be approved of \$19,123.70, supported by Jenema. Roll Call motion carried unanimously.**

**I. CORRESPONDENCE:** None

**J. PUBLIC HEARING:** None

**K. NEW BUSINESS:**

**1. Approval of the 2020 Board meeting Schedule**

**Motion by Nelson to approve the 2020 Board Trustees meeting proposed dates as presented, supported by Scott. Motion carried unanimously.**

**2. Health Department of Northwest Michigan Grant Proposal: Bayside Park Signage**

Wolf explained the application is for a grant to be used for new signs at the park. She reviewed the application with the board for their approval to apply. She would like to put a contribution of \$2,000 in the section of estimated revenues and matched funds to show the township will contribute to the program. The grant is meant for the applicant to increase physical activity and they have a Come Out and Play physical education program that must be included by the township in the proposal. They will help the township implement the program. The census of the board was to go with the youth-focused program option on the application. Wolf inquired about a non-smoking policy in the park and if that should be put in the application. Because it could involve changing the park ordinance it was suggested to leave that out. Nelson suggested to add water activities like portable boats and kayaks.

**Motion by Scott to approve the Health Department of Northwest Michigan Grant Proposal for Bayside Park Signage leaving out the smoking issue as discussed, supported by Aukerman. Motion carried unanimously.**

**3. Discussion on PDR program**

Claire Herman, Land Protection Assistant, with Grand Traverse Regional Land Conservancy, explained after submitting the official survey to NRCA for review, they responded the acreage from the survey is less than the acreage used for the appraisal. The total easement value had to be adjusted from \$628,000 to \$622,392. The landowner has agreed to accept the adjusted value. She recommended an amendment to the Cooperative Agreement to move \$16,000 from the Cap & Triangel Farm to Interwater Farm/Jack and Barbara White to cover the increase since the owners of Cap & Triangle have not set a closing date. If it does in the future, the township may have to fund the \$16,000. The Board agreed to the transfer and will revisit the funding on the Cap & Triangle Farm when and if they have their closing. Herman explained the two farms are on the same agreement and Interwater Farm/ Jack and Barbara White can't have their closing without the transfer of funds or the process would have to be restarted.

**Motion by Jenema to transfer \$16,000 from Cap & Triangle Farm to Interwater Farm, to close the deal with Interwater Farm and continue with Cap & Triangle as the numbers come in to move forward with them, supported by Scott. Motion carried by 6 (Dye, Jenema, Aukerman, Nelson, Scott, Hoxsie), White recused.**

Chris Sullivan, Director of Land Protection with Grand Traverse Regional Land Conservancy, asked for the board's permission to get with interested farms in the township that could qualify for the farm preservation grant. There is currently state funding available. It requires a 25% match, from the township, a landowner match of 25% and federal funding 50%. December 23 is the deadline date to send in applications.

Jenema informed this would maximize the township's money and would be worthwhile to do.

**Motion by Jenema to move forward with the Michigan Department Agriculture Preservation Fund and let the Grand Traverse Regional Land Conservancy on the township's behalf send applications to bring in additional funds by the December 23 deadline, supported by Aukerman. Motion carried unanimously.**

Ken Engle felt on the first item on the PDR agenda item where White was recused, he should have left the room during the discussion and motion. The board said it will be



clarified with legal counsel at the special meeting on December 9 and if that is the case, the motion will be redone with White not present.

**4. Resolution for 2020 Summer School Taxes  
TBAISD – Resolution #R2019-35**

**Motion by Jenema to approve Resolution #R2019-35 TBAISD, for 2020 Summer School TCAPS property tax collection for school district, supported by Dye. Roll Call Motion carried unanimously.**

**Elk Rapids – Resolution #R2019-36**

**Motion by Scott to approve Resolution #R2019-36 Elk Rapids, for 2020 Summer School property tax collection for school district, supported by Nelson. Roll Call Motion carried unanimously.**

**5. Pump Station #2**

White explained the Grand Traverse County Public Works Department reported pump station No. 2 is experiencing significant inflow and infiltration through the wet well walls. This is the pump by Bertha Vos School on Deepwater Point Rd. According to the Master Sanitary Sewer Planning Phase I Report, No. 2 is currently at 35% capacity. If substantial additional flow from the Lochenheath development occurs the report identifies a range of 86% to 123% at full buildout. If only the grout sealing is done, it is estimated the township will need to seal the wet well walls again in approximately 30 years. If epoxy coating is applied, it is esteemed the Township will not need to seal the wet again for approximately 50 years. White is suggesting going with Gosling Czubak recommendation to have Plummers at \$10,950 to do the grouting now and in the spring have the epoxy applied for an additional \$16,780 with a guarantee.

**Motion by Jenema to approve Plummers Environmental Services to perform the job of the sealing and prep work on pump station 2, supported by Scott. Roll Call Motion carried unanimously.**

**6. Wolf's Six-Month Review**

Jenema informed Lindsey Wolf's six-month review is coming up. She would like to recommend she get the \$1,500 increase as was discussed for good performance when hired at the six-month anniversary. She has received great reviews from all of those that she has dealt with and has proven to meet all the requirements of the position.

**Motion by Jenema to increase Wolf's salary by \$1,500 at the 6-month review, supported by Aukerman. Roll call Motion carried unanimously.**

**L. OLD BUSINESS:**

**1. Continued discussion of Metro Fire Lease Agreement**

Nelson informed in paragraph 7. Capital Expenditures, there has been a change in the leases and the language needs to be reworded. The agreement will be brought to the next board meeting for approval.

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:** Opened at 9:09 pm

Brian Kelley, Acme Resident, commented on the performance of the sewage pump and wondered what metrics are used for infiltration.

White explained there is data completed regularly on the filtration and will be done after pump station #2 is sealed.

Jenema informed it was the data on station #2 that let them know there was an issue.



**ADJOURN: Motion by Scott to adjourn, supported by Jenema. Meeting adjourned at 9:13 pm**

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.

\_\_\_\_\_  
Cathy Dye, CMMC, Acme Township Clerk



## DRAFT UNAPPROVED

**ACME TOWNSHIP SPECIAL BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Rd, Williamsburg, Michigan 49690**  
**Monday, December 9, 2019, 7:00 pm**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:01 p.m.**

**ROLL CALL:** D. White, C. Dye, A. Jenema, J. Aukerman, D. Nelson, P. Scott,  
D. Hoxsie

**Members excused:** None

**Staff present:** J. Jocks, Legal Counsel

**A. LIMITED PUBLIC COMMENT:**

Ken Engle, 6754 Yuba Rd., (written letter submitted)

**B. APPROVAL OF AGENDA:**

**C. Motion by Jenema to approve the agenda as presented, supported by Scott. Motion carried unanimously.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST:** White recused himself on the Engle's discussion of the PDR program because of his brother Dave White's involvement. Dye was then Chair of meeting.

**E. NEW BUSINESS:**

1. **Discussion on the PDR program.** Dye stated that PDR program discussion for the Engle's farm was changed from the December 3, 2019 Board meeting to this Special Board meeting tonight to have Jocks legal counsel present. Jocks explained that voters of Acme Township approved the millage for the Farmland preservation program to reserve and keep property agricultural. Grand Traverse Regional Land Conservancy handles the purchases, contracts and paperwork of the properties that get approved for this program. This is an at will program for the farmers who are being placed in this program. Engle entered part of his farm into the PDR program in 2012, funding came from the Township, Federal and State governments. Yearly monitoring is done by the Grand Traverse Regional Land Conservancy and easements are to be upheld as defined in the agreement. In the summer of 2019 Engle sold part of this farm property that is currently in the PDR program to Yuba Orchard LLC. The agreement states in *Paragraph (6) section (A) Prohibited actions or restrictions of development rights, under Division: Grantor is prohibited from dividing, subdividing, partitioning or otherwise creating or permitting separate ownership on the protected property.* Because the sale of the property created two owners of the protected property, the Engle's property appears to be in violation of the conservation easement. Jocks has been in contact with the Department of Agriculture and they share the same opinion. If Acme Township fails to enforce the agreement the Federal Government can step in and Acme Township could then be at risk for losing future Farmland funding through grants from Federal and State agencies. Discussion continued and included public input. There is a draft letter presented to the Board for approval to sign that gives Engle notification of the violation and the opportunity to rectify the violation. By serving this letter to the landowner, it begins the processes of enforcing the easement and if possible, making any amendments.

**Motion by Nelson to authorize signature of letter for notification of PDR easement violation, supported by Scott. Roll Call motion carries unanimously, (White recused).**

# DRAFT UNAPPROVED

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

Brian Kelley, Acme resident, commented on the PDR easement violation.

**ADJOURN: (8:12 p.m.)**

**Motion by Scott to adjourn, supported by Aukerman. Motion carried**

## **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.

---

Cathy Dye, CMMC, Acme Township Clerk



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Monday, October 21, 2019 4:00 p.m.**

**ROLL CALL:**

**Committee:**

x	Heflin	x	Heffner	x	Jenema
x	Smith	x	Timmins	x	Wentzloff
x	Kushman	x	Lamott		
x	Wolf	x	Donn		

**Advisory:**

**Staff:**

- A. **PUBLIC COMMENT:** None
- B. **APPROVAL OF AGENDA:** Motion by Timmins to approve the agenda as presented, seconded by Smith. Motion carries.
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** None
- D. **CORRESPONDENCE:** None
- E. **ACTION:**
1. Approve Draft Parks & Trails Minutes 09.20.19
- Motion by Heflin to approve the minutes of 09.20.19 as presented, seconded by Wentzloff. Motion carries.**
- F. **OLD BUSINESS:**
1. **Adoption Program Swing Updates**  
Jenema showed on the park map the locations that had been discussed at the last meeting on where to place the two swings. The census was to place one by A4 on the map and the other at the spot Lamott had staked on the southside.

Wolf informed the memorial plaques for the benches and rock have been ordered and are in production with Image 360. The plaques can be easily attached without drilling holes.

Wolf stated she is waiting to hear back from the donators that said they were not satisfied with the memorial bench they were given and would like costs on the bottle filler as a possible memorial instead. Timmins said she had spoken with them and the reason they were not happy with the bench was because they had received the wrong information and heard it was a used one. Timmins explained to them it was new.

**Motion by Timmins to place the swings one at A4 on the park map and the other at the stake spot of the southside, seconded by Wentzloff. Motion carried, opposed by one Heffner.**

  - 2. **Park System Signage**  
Wolf showed specs of signs for Bayside Park for the welcoming to the park and the restrooms. Lamott will be painting the restroom doors to give them an update. Location of the double-sided welcome to Bayside Park sign was decided to set by the main turn in to the park. Wolf will work with Image 360 on bids for these signs and some others with the target date to have them setup in the spring.
  - 3. **Art In The Park-Locations & Committee Updates**  
Smith reported on Friday the art committee had their monthly meeting and discussed applying for three grants from MCACA. Jenema said they need to have a policy built into the park ordinance before applying for grants.

Wolf stated Jean Aukerman on the board, gave suggestions on ways to put this in the ordinance. Jenema is going to get with Aukerman and Wolf will get with Shawn Winter on how it might be put in an ordinance. They will try to get something to Smith to take to the next art committee meeting to review before going through the steps of approval. It was agreed the wording for the ordinance should be for all areas in the township not just Bayside Park.

Smith said the three grants they are looking at are for \$4,000, \$30,000 and \$100,000 and would require having a match of some kind. The art committee is confident they would be able to find donors. They are also looking at other grants. He is working on a document that would outline the criteria and description of what kind of art they are looking for. He mentioned the Legacy Art Park at Crystal Mountain has a program where they loan out sculptures. He will check into this and find out more.

Jenema mentioned there is an art teacher at Elk Rapids Schools who lives in Acme that is interested in the Art In the Park program.

**4. Bayside Berm: Funding**

Jenema informed she spoke with the garden club on donating the trees for the berm by Shell Station and received an email back that they have asked for another area in the park they could donate to instead. Since currently this is the most important project, she is going to look at the park budget to see if there are any funds that could be used to purchase the trees.

**G. NEW BUSINESS:**

**1. Bayside Bottle Filler**

Wolf checked websites for a bottle filling station and gave pricing on a company that had the best costs. The committee discussed the color options and what would be needed to connect the filler up. Lamott is going to contact a local plumbing company to get costs for contracting the attachment and ask them on alternative bottle fillers.

**2. Playground expansion**

Wolf showed a cost estimate of playground equipment that was completed during the planning of the park renovation. Wentzloff suggested to have a playground master plan and prioritize what items should be added next. The committee agreed they should build off the existing climber first and then add additional pieces like swings and a slide. Wentzloff and Heffner will be on a subcommittee for this project and will bring back options for possible donors to consider.

**H. PUBLIC COMMENT**

Kushman reported there are two grants for a 2% and one with MDARD for \$100,000 that they are applying for on the trail. The township board is having a special meeting to approve and authorize the sign off to apply for the grants.

A stakeholders meeting was held consisting of property owners, MDOT, and the Road Commission, the attendees were very supportive for the trail. There will be a meeting with the engineer and the Lutheran Church on the concerns of their driveway with visibility of people entering and exiting. Things between Elk Rapids and Acme have started to move on the trail with surveys, wetland delineation, aerial photography and stakes placed in the ground.

Wentzloff informed at the Planning Commission meeting there was a reviewing on the old Kmart property. They showed development for a park with a connection to the trail. She suggested it would be beneficial to have a conversation with Tart Trail on how they could incorporate this with the trail.

She also reported the Dan Kelly property came back to the PC meeting for minor amendments on the project, which showed the easement for the tart trail would go where the commercial kitchen currently stands. The project is being built in phases and the concern was the trail could be ready to go in before the kitchen was removed. It was decided to have an alternative route also added in the amendment so there would be a Plan A and another option as Plan B. This would clearly define and guarantee a way to get across in case the trail came through before the phase to remove the kitchen was completed.

Wolf mentioned there is a proposed development on Lautner Road with the owner wanting to do a future connection to the tart trail and she gave him Kushman's number to call. Kushman added the Kmart property would be a good place for riders to park to take the trail.

**ADJOURN: Motion by Jenema to adjourn, seconded by Timmins. Meeting adjourned at 5:21 pm**



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Monday, November 18, 2019 4:00 p.m.**

**ROLL CALL:**

**Committee:**

x	Heflin	x	Heffner	x	Jenema
excused	Smith	x	Timmins	x	Wentzloff
excused	Kushman	x	Lamott		
x	Wolf	x	Donn		

**Advisory:**

**Staff:**

**A. PUBLIC COMMENT:** Opened at 4:00 pm

Brian Kelley, Acme resident, thanked Ryan Lamott for all the work he has done on the parks.

**B. APPROVAL OF AGENDA:** Motion by Timmins to approve the agenda as presented with the addition to F. Old Business, 4. TART Trail Stakeholders Meeting, seconded by Wentzloff. Motion carries.

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

**D. CORRESPONDENCE:** None

**E. ACTION:**

1. Approve Draft Parks & Trails Minutes 10.21.19

Motion by Timmins to approve the minutes of 10.21.19 as presented, seconded by Heflin. Motion carries.

**F. OLD BUSINESS:**

**1. Art In The Park-Locations & Committee Updates**

Jenema reported she went online and found a list of objectives for establishing a plan on displaying works of art in the township. She modified the list to fit the needs and added Smith's steps to have the committee review for a discussion at next month's meeting. The committee needs to look at the project goals for a recommendation to the board for the ordinance and be in the park's master plan.

**2. Bayside Bottle Filler Quotes (Lamott)**

Lamott presented a proposal from Sheren Plumbing on just installing a water bottle filler in the park. The quote sent was for adding a bottle filler to the existing drinking fountain. The committee agreed the old drinking fountain needs to be replaced and would like to see if they could get donations for a new one. Lamott is waiting for information from Sheren on the additional cost.

**3. Bayside Playground Expansion**

Wentzloff and Heffner went to the Traverse City Civic Center to look at the playground equipment and are working on a list of items they felt would be good to have for Bayside Park. Wentzloff looked through the LSI brochure on playground equipment and suggested telling them what is wanted and have them create a design for the park. She would like to see what equipment kids are playing on and like the most. The committee would like to see what can be attached to the already existing net climber and have pieces for all ages. Other things to consider are items for the handicap and disabled. The equipment needs to have a natural look, not constrict the view of the bay and to be placed with a concentration on the south end of the park.

Heffner brought up the old playground equipment and the committee all agreed it needs to remain. He and Wentzloff will keep working on researching the project with considerations of equipment for all ages.

Jenema said she would look up the contact for LSI to give them a copy of the site plan of the park to see what they would recommend on the equipment. The committee will need to work on donations for the project.

**4. TART Trail Stakeholders Meeting**

Wolf informed there is a Stakeholders meeting on the TART trail 75% completion, Tuesday, November 26 at noon in the township hall.

Jenema stated the primarily scoring for the \$300,000 grant came back and it was 335 points which is the highest that the township could receive. She went over the current grants that have been applied for to cover the costs of the TART Trail, \$300,000 DNR Grant, \$300,000 Iron Bell, \$75,000 from the Township, donation from the Cycling Club and TART will be working on the rest needed. They should know in December if the DNR grant will be awarded.

**G. NEW BUSINESS:**

**1. Health Department of Northwest Michigan Grant RFP**

Wolf stated she received a letter from the Health Department of Northwest Michigan to submit a proposal for a grant up to \$10,000 through the Building Healthy Spaces Greenspace Improvement Project funding. The funding is to encourage physical activity in the township but can't be used for playground equipment. It can be utilized for signs in the park and other projects. The Health Department has a Come out and Play or Walk Michigan program that they will help implement. Someone representing the township would need to take part in the program. In the RFP to apply they must include what type of program would be made available by the township and if any other grants may be obtained.

Wentzloff said signage is hard to get donated and the funding from the grant would be good for covering those costs.

Jenema said a motion would be needed to have the board approve for submittal of the application for the grant.

Wolf explained depending on costs, the grant could be used for more than one project and with the application a sheet of line items needed will be sent. The deadline date to send the letter of intent for the grant, is Decembers 13 after next month's board meeting.

**Motion by Wentzloff recommending to the board to support the application for the Health Department of Northwest Michigan grant for signage and other infrastructures at Bayside Park, seconded by Heflin. Motion carries.**

**H. PUBLIC COMMENT: None**

**ADJOURN: Motion by Timmins to adjourn, seconded by Heflin. Meeting adjourned at 4:52 pm**





**ACME TOWNSHIP PLANNING COMMISSION MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Monday, October 14, 2019 7:00 p.m.**

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

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

**Members excused:** None

**Staff present:** L. Wolf, Planning & Zoning Administrator, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT: Open at 7:01 pm**

Brian, Kelley, Acme resident, voiced his concerns on the KOTI project (written comments submitted)

Limited Public Comment closed at 7:05 pm

**B. APPROVAL OF AGENDA: Motion by Timmins to approve the agenda as presented, supported by Balentine. Motion carried unanimously.**

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

**D. SPECIAL PRESENTATIONS: None**

**E. CONSENT CALENDAR:**

**1. RECEIVE AND FILE**

- a. Township Board Regular Meeting Minutes 08.13.19
- b. Township Board Special Meeting Minutes 08.21.19
- c. Township Board Regular Meeting Minutes 09.03.19
- d. Parks & Trails Committee Meeting Minutes 08.16.19
- e. Parks & Trails Committee Meeting Minutes 09.20.19

**2. ACTION:**

- a. Approve Draft Planning Commission Meeting Minutes 05.13.19
- b. Approve Draft Special Planning Commission Meeting Minutes 05.21.19
- c. Approve Draft Planning Commission Meeting Minutes 08.12.19
- d. Approve Draft Special Planning Commission Meeting Minutes 09.23.19

**Motion by Timmins to approve the consent calendar as presented, supported by VanHouten. Motion carried by 6 (Wentzloff, Feringa, Timmins, VanHouten, Balentine, Rosa) abstained by 1 Aukerman.**

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

**G. CORRESPONDENCE: None**

**H. PUBLIC HEARINGS: None**

**I. OLD BUSINESS: None**

**J. NEW BUSINESS:**

**1. KOTI Planned Development (2016-01) Request for Minor Amendment**

Wentzloff explained this is a request to amend to the approve KOTI Planned Development to modify seven minor items related to the conceptual site plan and development agreement.

She explained if any of the items are deemed to be a major amendment, a public hearing would need to be set. Typically, legal counsel would make the final decision if it was a minor versus major amendment.

Wolf added if there is an item considered major, it would need to be determined if it has an impact on the surrounding properties.

Nate Elkins, with Influence Design Forum LLC and Dan Kelly, owner Kelly Restaurants LLC were available for questions. New diagrams showing proposed changes were given in the packet.

The seven changes that are being proposed:

1. The one-way street Moss Lane will change from a 1-way to 2-way
2. Additional amenities will be added including a pool, pool house and sauna
3. The existing cabin style commercial building will remain through Phase 3 or until Mixed-use Neighborhood 2 is sold.
4. The existing commercial kitchen building will remain through Phase 2.
5. The Mixed Housing Neighborhood (Single Family Residential Portion) of the Planned Development will be built-out in phases by Kelly Restaurants LLC.
6. Ownership of the Mixed Housing Neighborhood (Single Family Detached Residential Portion) will be held by Kelly Restaurants LLC.
7. The non-motorized TART Trail Alignment changed.

The PC decided to discuss each proposed change and the impact each might have.

Starting with 1., Timmins asked to clarify the sidewalks on the southside. Elkins said both the walks are going in the same direction and meet the requirements of the fire department. They may change in future phases if necessary. Timmins questioned the stormwater runoff if there would be an extra clearing before it reaches the stream. Elkins said it will have those requirements needed and has been already engineering reviewed. He added regards to the two driveways out to M-72, a study was done by MDOT and they will not allow an additional entrance to be built until M-72 has been widen. Until that is completed only one entrance can be made and there can't be any commercial or more than 50 residential units.

Proposed change 2., Elkins said the addition of amenities right now are on the conceptual plan and may be considered as use by residential only.

Proposed change 3. Elkins said they wanted the change to be put in to be transparent on what may happen with the building.

Proposed change 4. Elkins informed until the tart trail receives the trust fund to start it is hard for them to determine where they might be in the phases at that time and if the commercial kitchen will still be there. He and Kelly have met with Tart Trail organization to discuss the tart alignment. Wentzloff voiced her concerns on the tart trail alignment change would be. According to the proposed change it would place it where the commercial kitchen currently exists. If the market doesn't buy the project and the phases are not fulfilled, this could leave the commercial kitchen intact and make it impossible for the placement of the tart trail.

Aukerman suggested due to the concern of the proposed tart trail location, to add to the motion two options. Put in the proposed change amendment as given and in case the kitchen does not get removed before the tart trail, an alternative location. Option A would be the proposed change and Option B the other.

Proposed change 5. Elkins stated after the land use permit is obtained, Phase 1 will begin with putting in all the utilities. Under fifty residential properties foundations will be started, but not all at once as shown in the plan. He gave an overview with the new diagrams on how

each phase will be completed with roads, existing buildings, residential housing, and stormwater.

Proposed change 6. Elkins informed Kelly Restaurants plans to retain ownership of the single- family residential portion of the project until a later to-be-determined date. The Mixed-use Neighborhoods may or may not be developed under the ownership of Kelly Restaurants. Currently it will be financially funded and will depend on the market.

Wentzloff reminded them for the first site plan they will need to have a base line monitoring on the creek and have the trail easement recorded.

Proposed change 7. Committee decided on the verbiage to add to the motion for the two options on placement of the tart trail. The second option will be to have the tart trail run up Moss Lane if the route by the commercial kitchen should not work. Wentzloff explained the wording right now needs to be in the motion and it will be looked at by legal counsel to modify for the PD agreement.

Motion by Timmins to approve the minor amendment request to the KOTI Planned Development (PD 2016-01) submitted by Nate Elkins of Influence Design Forum, dated September 24, 2019 with attached revised drawings of the same date:

Sheet S.7: Overall Site Plan

Sheet S.7: Overall Site Plan with changes noted

Sheets S.27-1 through 4: Phasing Plan

The approval shall include the following modifications and conditions and amend the development agreement where appropriate:

1. The one-way street "Moss Lane" shall change from a one-way to a two-way street with a shifted alignment to the north as indicated in Sheet S.7. Sheet S.22 - Section D Tertiary or Local One-Way Street shall be updated to reflect a five (5) foot wide sidewalk on the south side of the street, a six (6) inch curb, an eight (8) foot parking lane on the southside of the street, two (2) ten (10) foot travel lanes, and a six (6) inch curb on the north side of the street.
2. The development shall be allowed to include the construction of a pool, pool house and sauna, or other community amenities as accessory uses for exclusive use by the guests of KOTI and not open to the general public.
3. The existing cabin structures located at the west entrance in Mixed-Use Neighborhood 2 shall be allowed to stay with the east building being repurposed as a restaurant open to the general public and the west building serving as a sales office and retail store for the KOTI development.
4. The existing commercial kitchen shall be allowed to stay through the completion of Phase 2. The commercial kitchen shall be removed as part of the completion of Phase 2 required before the beginning of Phase 3.
5. Construction of the development shall follow the phasing plan noted in sheets S.27-1 through 4, with the completion of one phase required before the commencement of the next phase. Structures may be used for their intended purpose once all infrastructure serving the structure, including sanitary, water, motorized and non-motorized circulation and storm water management, has been provided and a certificate of occupancy has been issued, regardless of whether or not the whole phase has been completed.
6. The ownership model for the Mixed Housing Neighborhoods shall be changed to allow the Developer to maintain sole ownership of that portion of the development. Condominium Home Owner's Association (HOA) Bylaws may not be required for this portion of the development under this ownership model but shall still be applicable to all other portions of the development.
7. The non-motorized TART Trail alignment shall be modified as presented in Sheet S.7, consistent with the MDNR Natural Resources Trust Fund Grant Application submitted by the Township. This is Option A. If Option A is not feasible for whatever reason, the developer will offer Option B along Moss Lane and Option A will become null and void. If Option B is utilized, then Option A will

become null and void. Should the implementation of the trail upon receipt of the grant conflict with the existing commercial kitchen, a modified alignment shall be allowed upon approval of the Planning Commission and the MDNR around the commercial kitchen. Once the commercial kitchen is removed, the trail shall be realigned as indicated on Sheet S.7 to the standards required by the MDNR and at the Developer's expense. The realignment shall be considered part of Phase 2 and required before any Subsequent phase may begin. Should the Developer's plans for a future phase be modified resulting in a change in alignment of the existing the trail, the Planning Commission may approve a new alignment as long as the points entering and exiting the properties remain the same and that all costs associated with the realignment are paid for by the Developer.

8. All other conditions of the development agreement for Planned Development 2016-01 shall remain in effect. An amendment to the original development agreement shall be signed and notarized by the Developer and the Township Supervisor. Motion supported by VanHouten. Motion carried unanimously.

**K. PUBLIC COMMENT & OTHER PC BUSINESS:** Open at 8:48 pm

Brian Kelley, Acme resident, voiced his concerns on the current testing of water quality permits.

Public comment closed at 8:51 pm

1. **Planning & Zoning Administrator Report - Lindsey Wolf:** No report
2. **Township Board Report:** Jean Aukerman informed Dave Hoxsie has been appointed as the new board trustee and will begin in November.
3. **Parks & Trails Committee:** Marcie Timmins reported they submitted for the MDR grant. The Parks & Trails Committee meeting has been changed to the third Monday of the month at 4:00 pm. Wolf informed the donated bench swings for the park have been received and will need to be installed.

**ADJOURN: Motion by Timmins to adjourn, seconded by Balentine. Meeting adjourned at 8:53 pm**



## 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: Lindsey Wolf Email: [zoning@acmetownship.org](mailto:zoning@acmetownship.org)

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

Name: Robert Rodenroth Sleep Inn and Suites Phone: 989 370 4100

Mailing Address: PO Box 405

City: Acme State: MI Zip: 49610

Email Address: robertrodenroth@gmail.com

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

Name: C. F. Campbell, JML Design Group Phone: 231 947 9019

Mailing Address: 225 E 16th St. Ste. B

City: Traverse City State: MI Zip: 49684

Email Address: jmlgdg@att.net

### A. Property Information:

1. **Address:** 5520 US 31 North

2. **Parcel Number/Property Description:**

28-01-103-069-02

3. **Current Zoning of Property:**

B-2 general business

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)?

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.

refer to attached designated agent letter



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

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

Existing hotel -add 24 unit addition ( planned with original construction in 1998)

**7. Estimated Start and Completion Dates:**

December 2019 /July 2020

**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 for Owner (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: 11/21/2019

**FOR TOWNSHIP USE ONLY**

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

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

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

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

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

**NOTES:**

**ADDITION TO SLEEP INN**  
**IMPACT ASSESSMENT STATEMENT**

APPLICANT:  
S.I. Traverse, Limited Partnership  
5520 US 31 North  
Acme, Michigan 49610

PREPARED BY:  
JML Design Group, Ltd.  
225 E. 16<sup>th</sup> Street, Suite B  
Traverse City, Michigan 49684  
(231) 947-9019

January 2, 2020

### **Proposed Project**

This report contains the anticipated physical impact of proposed addition to the Sleep Inn.

The existing overall site is 3.26 acres. The property is zoned C (Corridor Flexible). A hotel is permitted in the CF district with less than 120 rooms, with no conference/convention facility as a use of right.

Property Tax Number is 28-01-103-069-02. The legal description for the overall property is part of Government lots 2&3, Section 3, Town 27N, Range 10W, Acme Township, Grand Traverse County Michigan.

The property is owned by S.I. Traverse, a Michigan Limited Partnership.

The Inn was constructed in 1998 with (74) units and a future addition of (24) units.

The existing building contains (3) stories and 12,000 SF per floor.

The proposed addition is for (24) units. The addition will contain (3) stories. Each floor being 4,310 SF. It will be a Mainstay Suite product.

### **Parking**

Parking will be provided at a minimum rate of (0.8) spaces per room + (1) per 800 SF of floor area. The maximum rate is (1) space per room, plus 400 SF of floor area.

The minimum required is (98) spaces. The maximum is (139) spaces.

A total of (98) spaces, including (5) handicapped, meet the requirements, as the parking needed for the future addition was constructed originally.

### **Traffic/Access**

The existing driveway and parking lot are asphalt and concrete and will remain as is. Access to the site will remain off of Mt. Hope Road. Drawings were submitted to Grand Traverse County Road Commission to review the existing curb cut.

### **Soils**

The soils of the site are sand. The site is relatively flat.

### **Vegetation**

The site is currently landscaped (refer to site plan). No significant trees or landscaping will be affected by the proposal.



### **Drainage**

The existing site drains into an existing retention basin. The proposed addition was included in the original calculations for the size of the basin. The existing basin has been surveyed and it is undersize. The basin will be reworked to meet the required storage capacity.

### **Sanitary Sewer**

The site is serviced with city sewer. The purposed use will not add any unusual loads to the sewer system. The DPW has been asked to review the proposed addition.

### **Water Supply**

The building is serviced by an existing well. The building is currently fire suppressed. The new addition will also be fire suppressed.

### **Utilities**

The building is currently serviced with electricity, natural gas, telephone and cable.

### **Waste Management**

The proposed use will utilize the existing dumpster. The existing dumpster is housed in an existing screened (6-foot screen) enclosure.

### **Hazardous Materials**

No hazardous materials will be utilized onsite.

### **Signage**

The existing Sleep Inn signage will remain as is. The new Mainstay Suites signage will be proposed.

### **Proposed Schedule**

The proposed addition is anticipated to be constructed immediately in order to meet the summer demand.

## DESIGNATED AGENT AUTHORIZATION

Date:

To Whom It May Concern:

I/we: ROBERT DOENLOTH authorize: C.F. Campbell, JML Design Group Ltd.

as Agent in overseeing improvements relating to my property at:

5520 US 31 NORTH, ACAC, ME 48610

Sincerely,

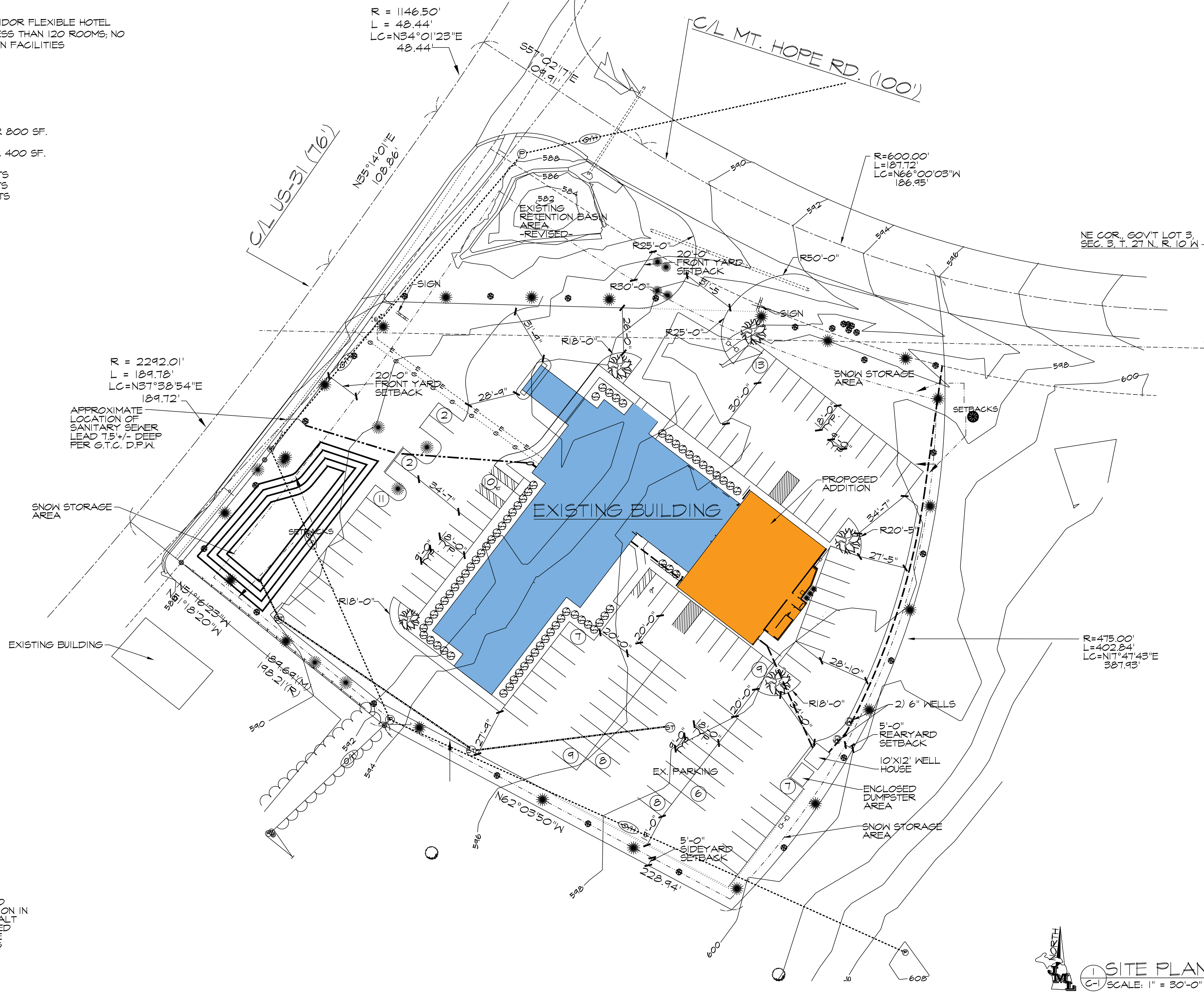
  
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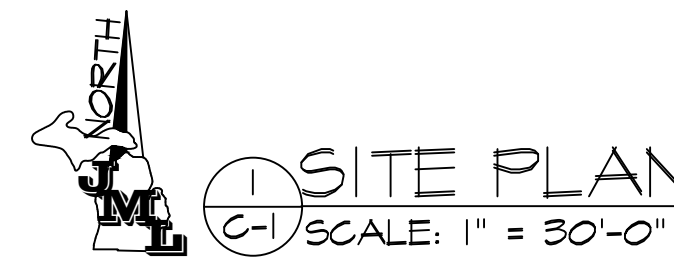
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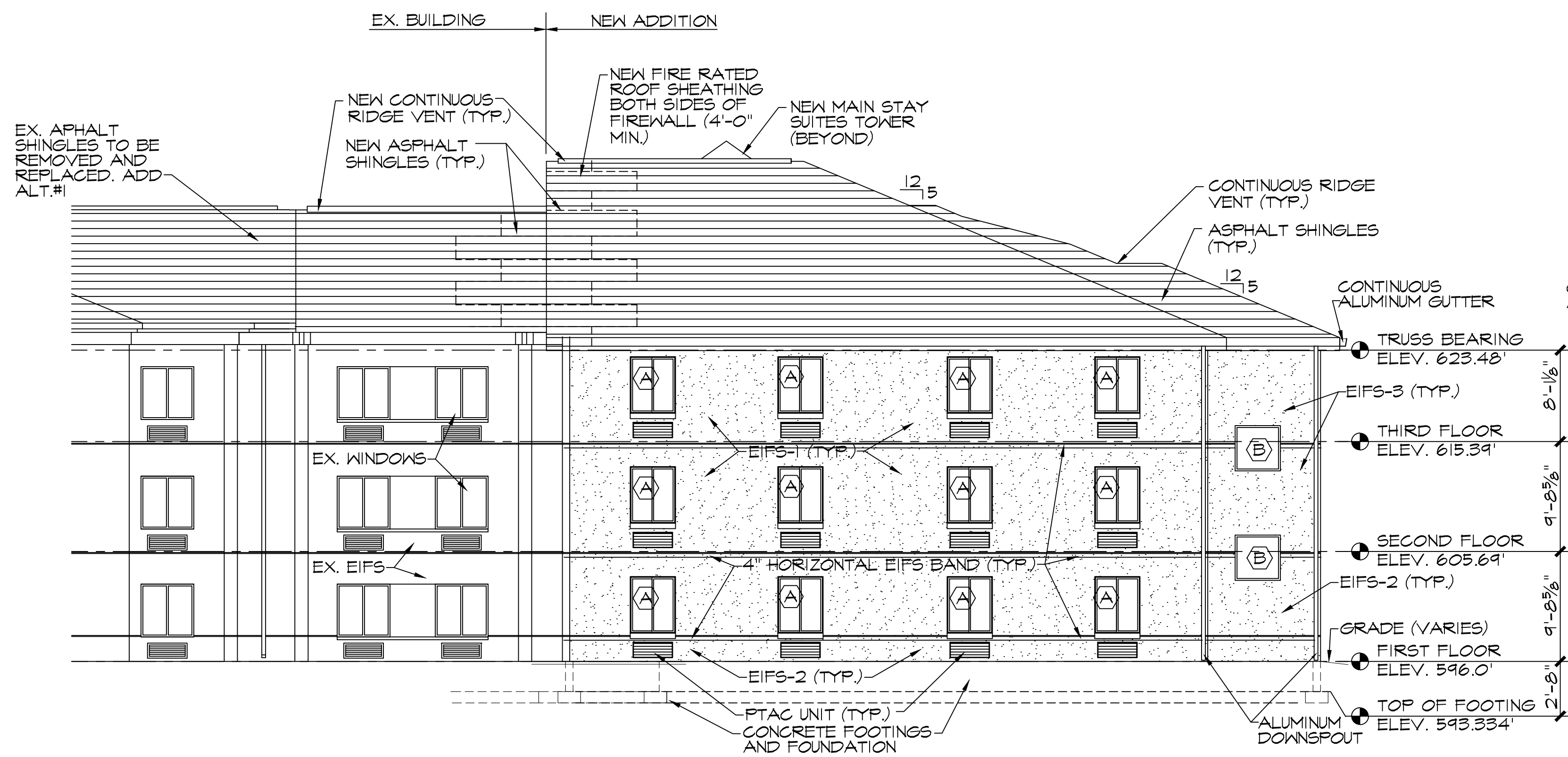
PROPERTY ZONED: CF: CORRIDOR FLEXIBLE HOTEL  
PERMITTED BY RIGHT( LESS THAN 120 ROOMS; NO  
CONFERENCE/CONVENTION FACILITIES  
SETBACK REQUIREMENTS:  
FRONT YARD 20'-0"  
SIDEYARD 5'-0"  
REARYARD 5'-0"  
LOT COVERAGE: 85% MAX.  
HEIGHT: 4 STORIES; 45 FT.  
PARKING:  
MIN: 8 PER ROOM; PLUS 1 PER 800 SF.  
FLOOR AREA  
MAX: 1 PER ROOM; PLUS 1 PER 400 SF.  
FLOOR AREA  
EX. HOTEL: 74 UNITS  
PROPOSED ADDITION: 24 UNITS  
TOTAL: 98 UNITS



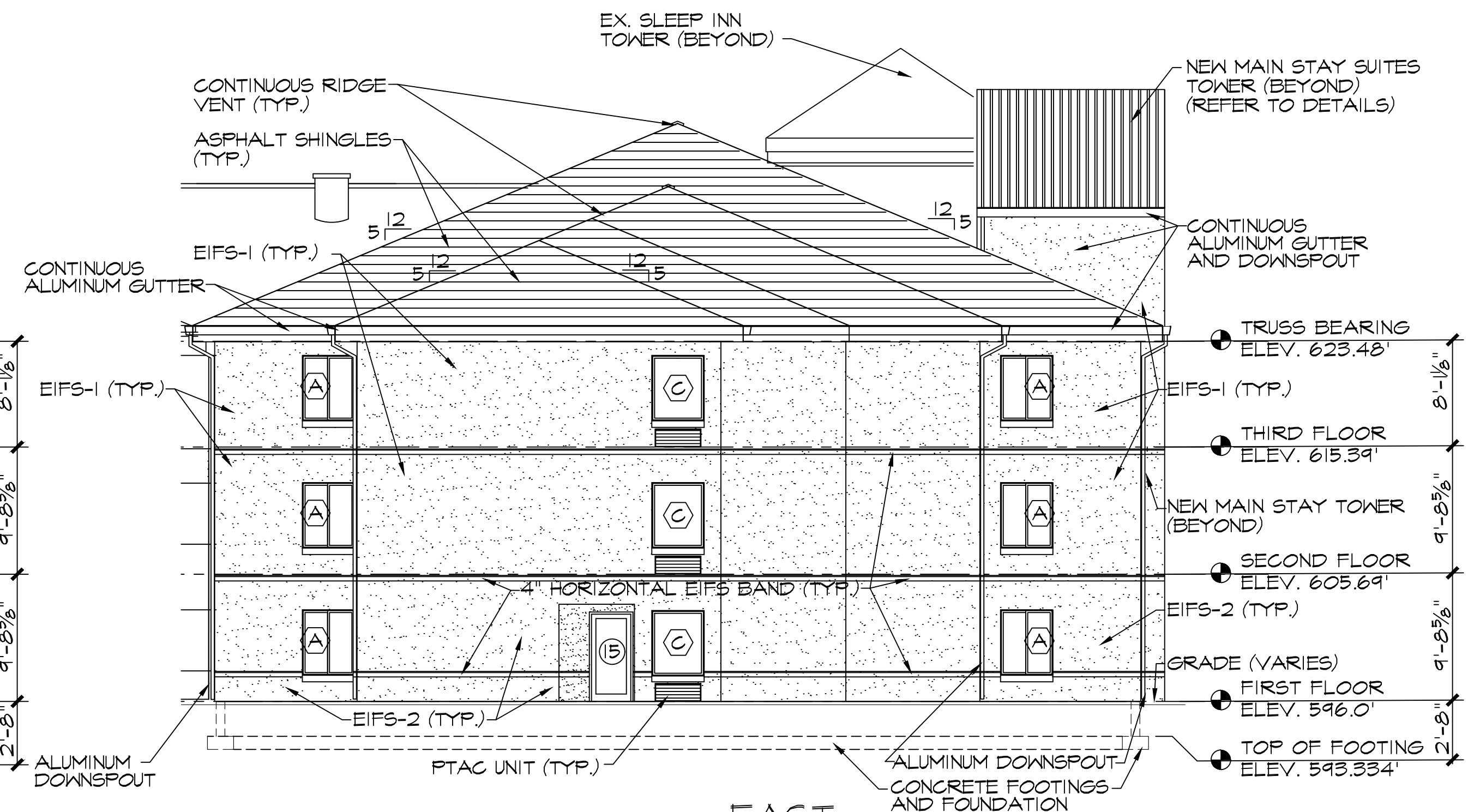
NOTE:  
THE SITE PLAN SHOWN IS  
EXISTING. THE ORIGINAL  
BUILDING WAS CONSTRUCTED  
WITH THE PROPOSED ADDITION IN  
MIND. THE PROPOSED ASPHALT  
PARKING FOR THE PROPOSED  
ADDITION WAS BUILT AT THE  
SAME TIME AS THE EXISTING  
BUILDING



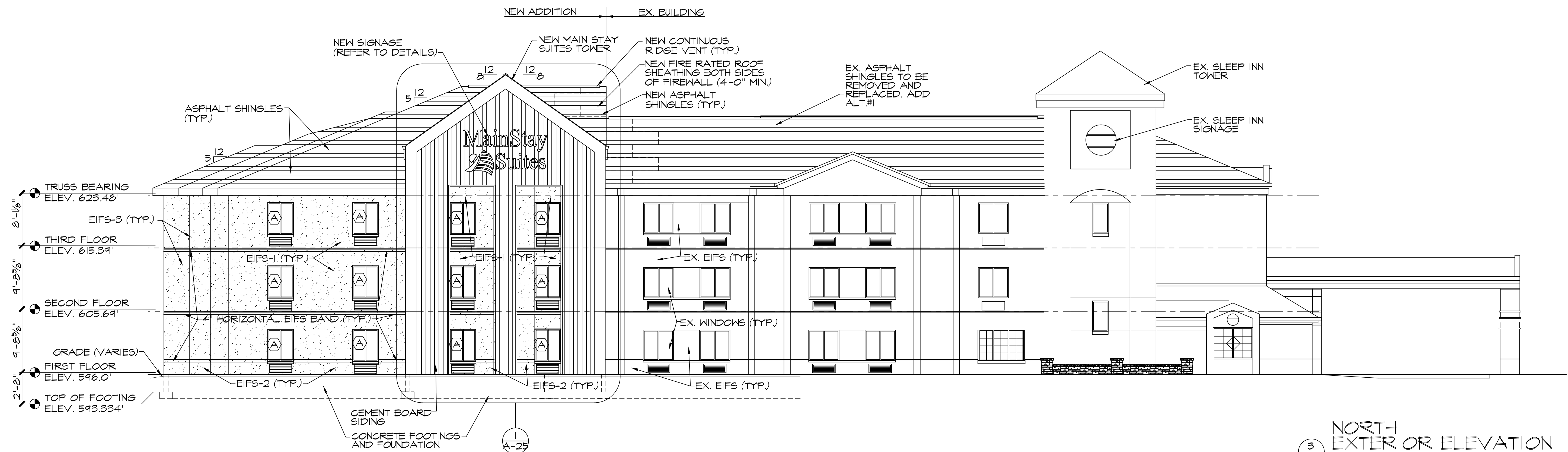




2  
A-15  
SOUTH  
EXTERIOR ELEVATION  
SCALE: 1/8" = 1'-0"



1  
A-15  
EAST  
EXTERIOR ELEVATION  
SCALE: 1/8" = 1'-0"

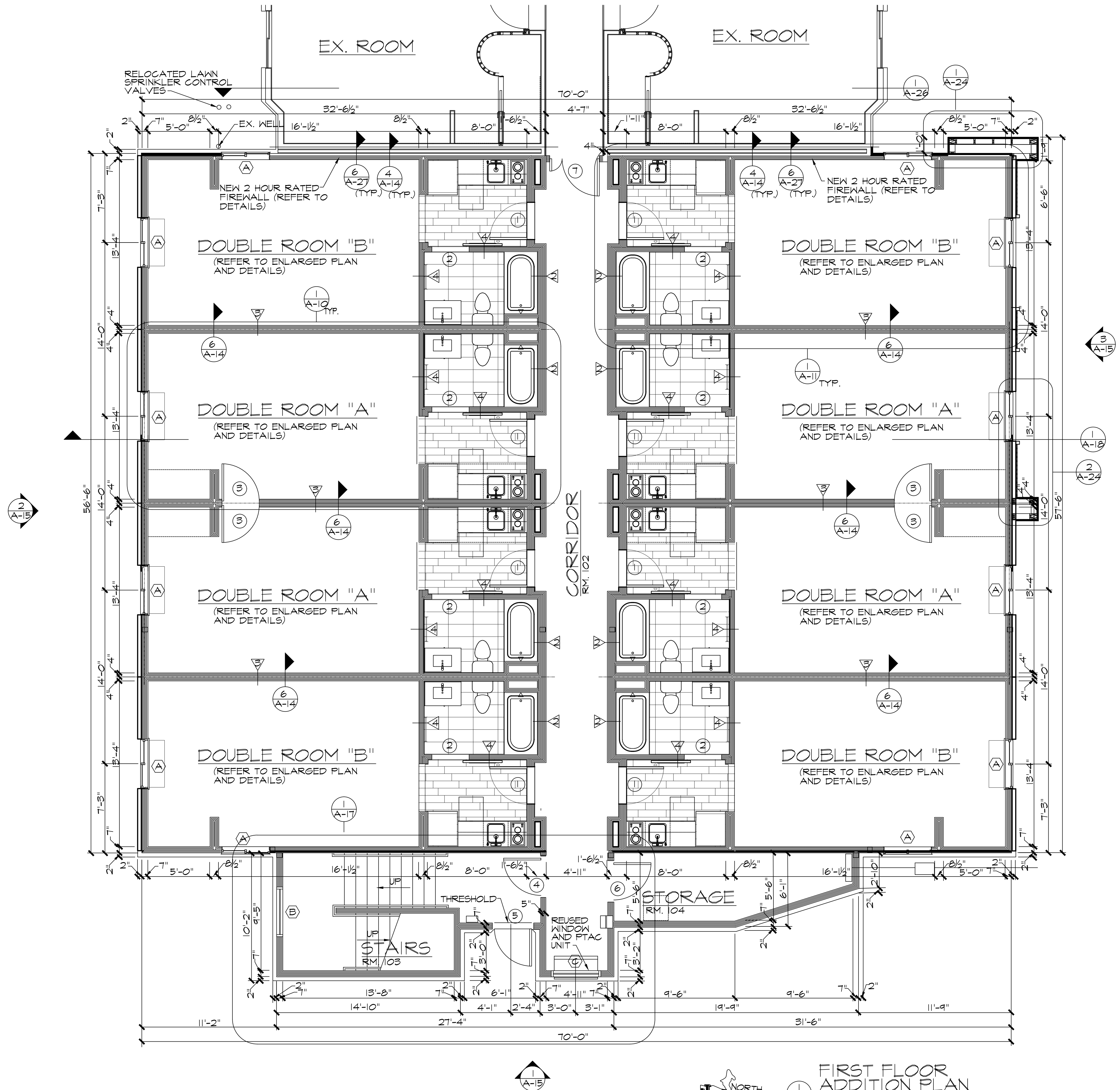


3  
A-15  
NORTH  
EXTERIOR ELEVATION  
SCALE: 1/8" = 1'-0"

### GENERAL NOTES:

1. PTAC GRILLE TO BE PAINTED TO MATCH ADJACENT WALL COLOR. (TYP.)
2. SOFFIT AND FASCIA TO BE PAINTED SWT015 REPOSE GRAY
3. ALUMINUM GUTTER TO BE PAINTED SWT015 REPOSE GRAY. ALUMINUM DOWNSPOUT TO BE PAINTED TO MATCH ADJACENT WALL COLOR
4. DOOR FRAMES TO BE PAINTED TO MATCH ADJACENT WALL COLOR





FIRST FLOOR  
ADDITION PLAN  
SCALE: 1/4" = 1'-0"

JML DESIGN GROUP, LTD. 225 E. 16TH STREET, SUITE B. TRAVERSE CITY MICHIGAN 49684

scale:  
AS NOTED  
drawn:  
CFC/MAK

architect:  
CF CAMPBELL  
phone: (231) 947-9019  
e-mail: jml@gott.net

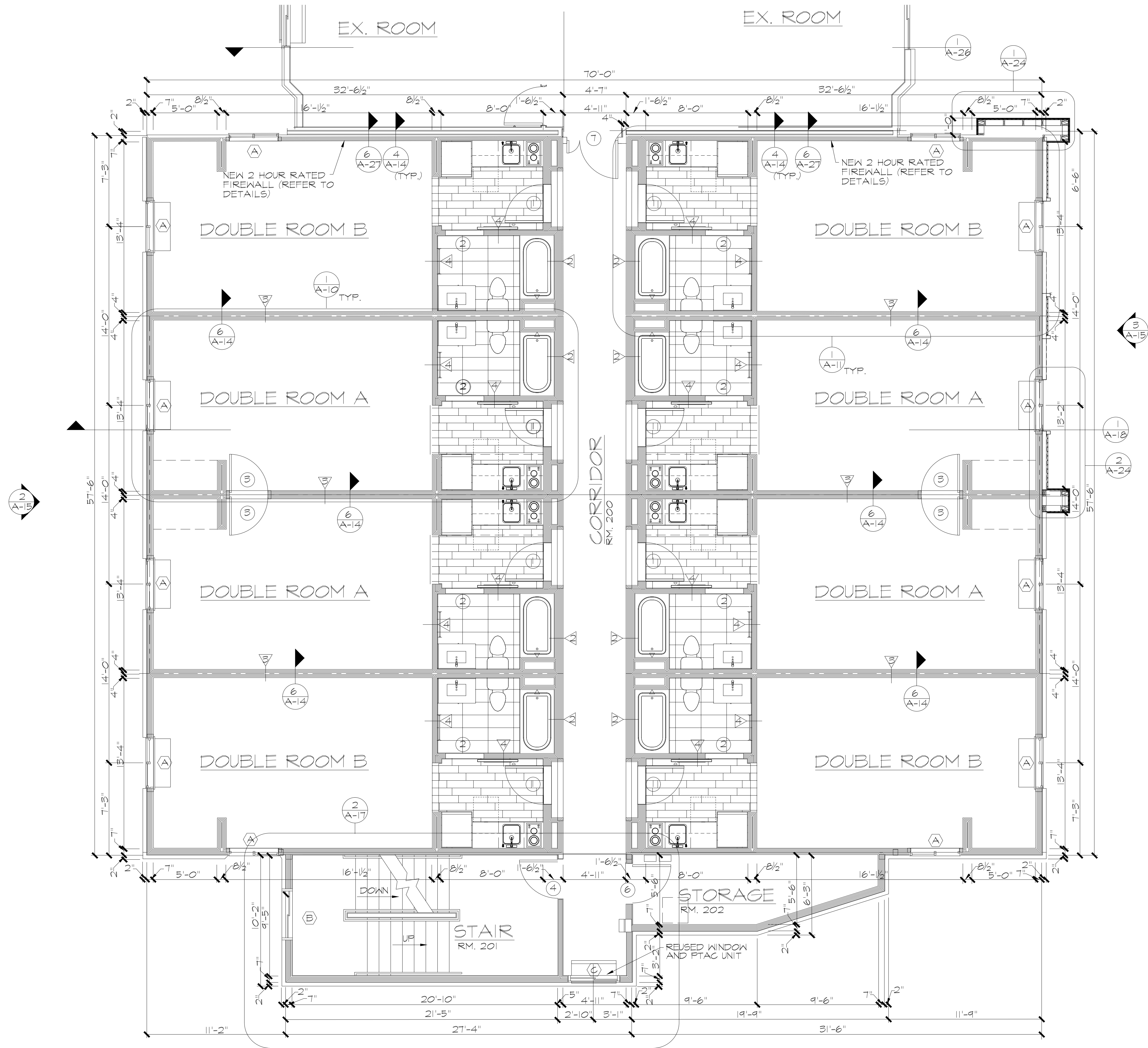
revisions:  
10/21/19 ISSUED FOR PERMITS/PRICING

location:  
TRAVERSE CITY, MICHIGAN  
client:  
SI TRAVERSE LTD. L.L.C.

sheet title:  
FIRST FLOOR PLAN  
project name:  
SLEEP INN

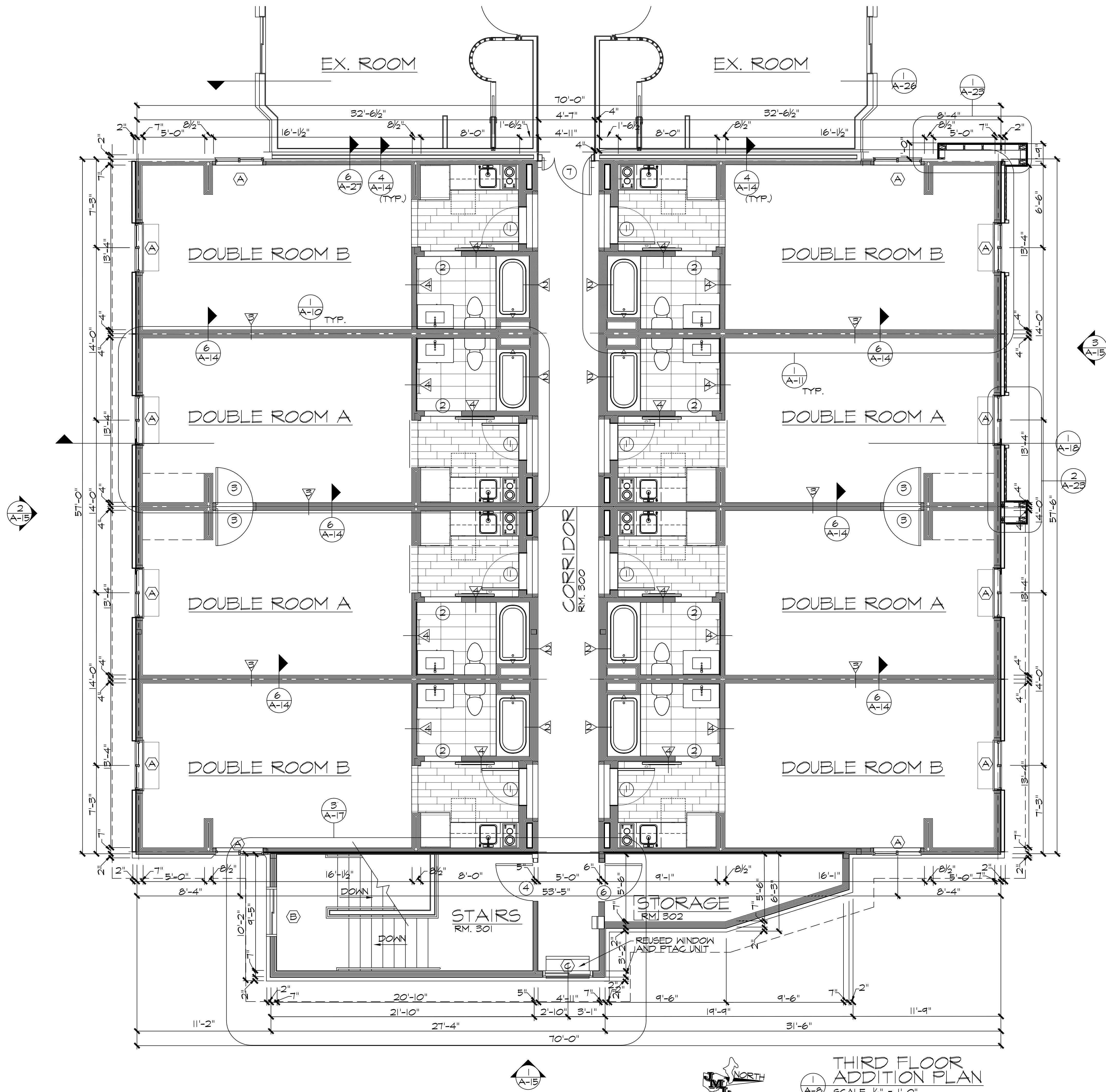
preliminary  
construction

date:  
10/21/19  
sheet:  
A-6

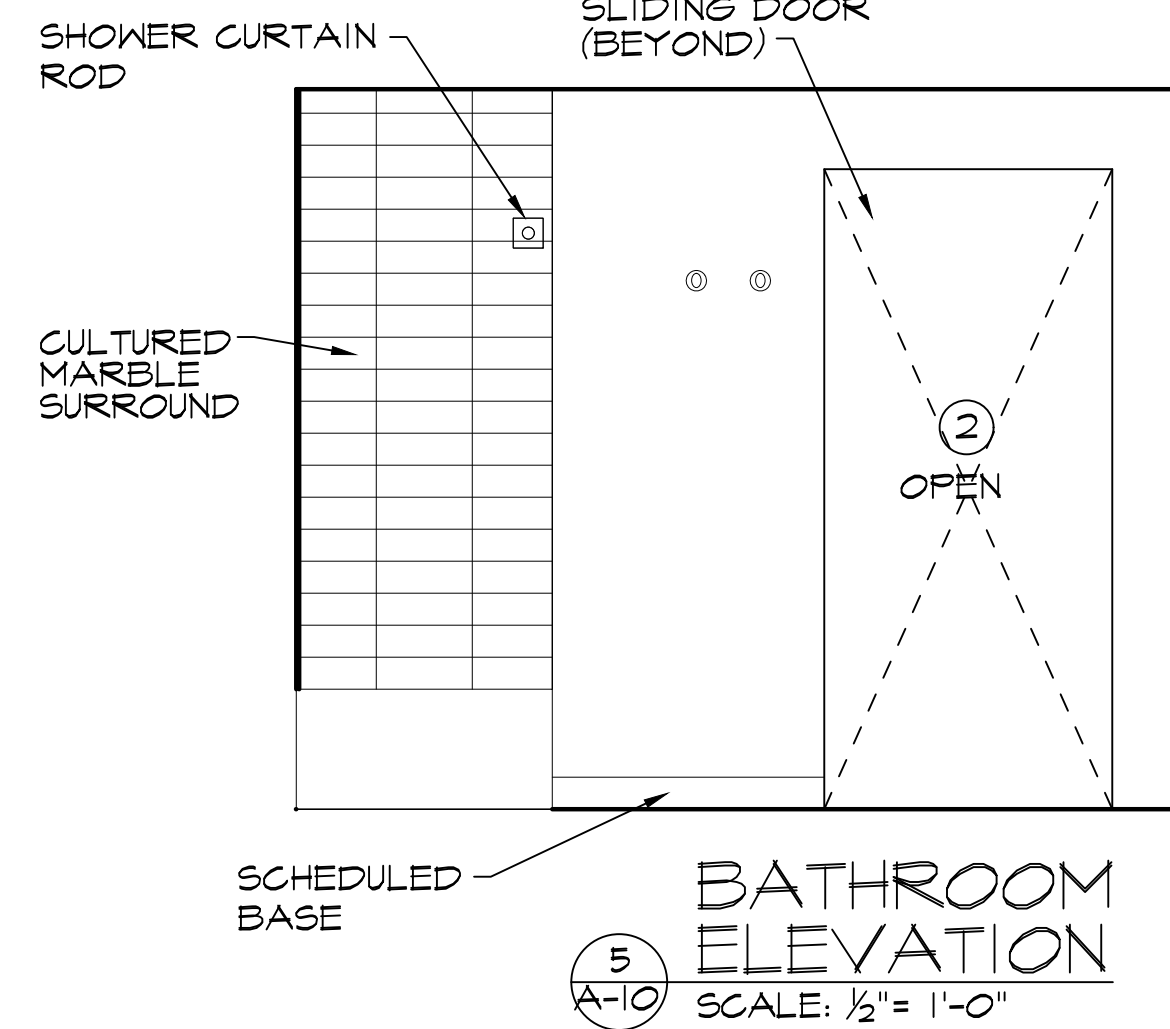


SECOND FLOOR  
ADDITION PLAN  
SCALE: 1/4" = 1'-0"

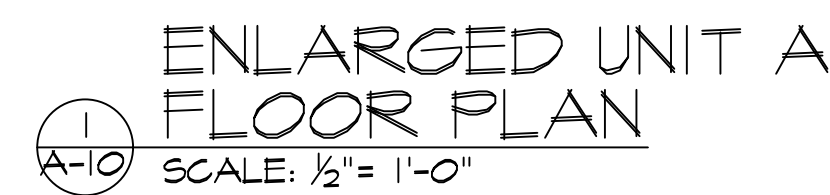
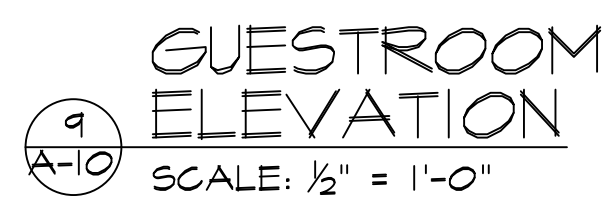


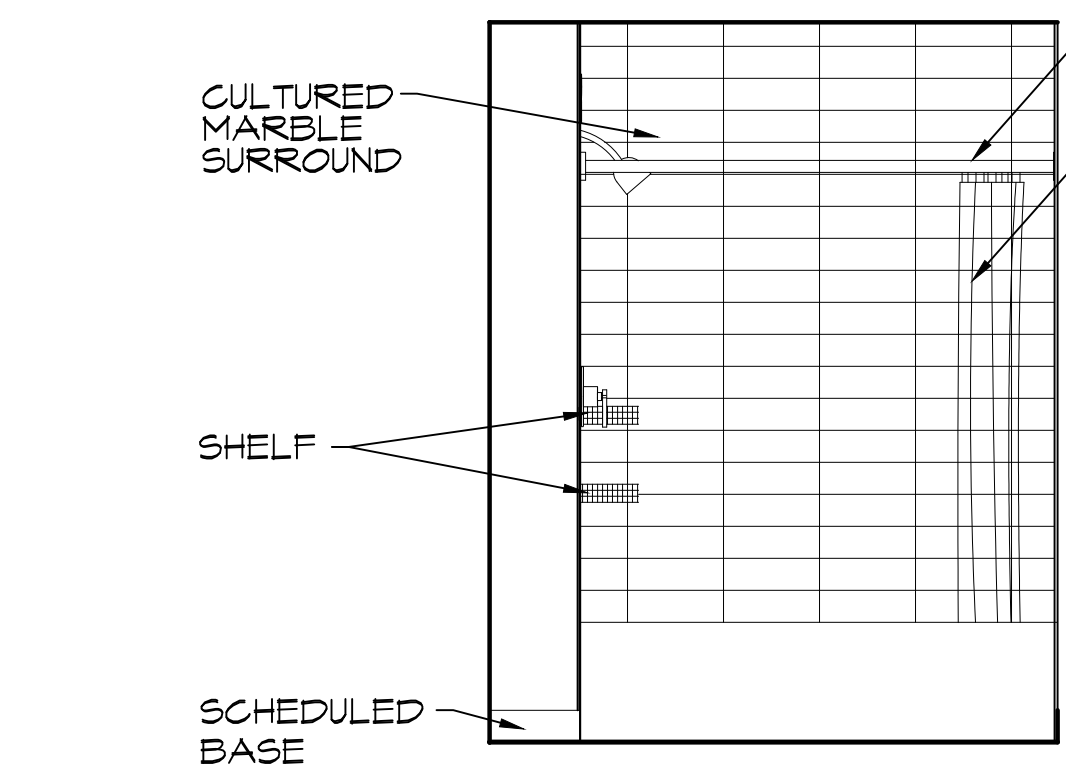




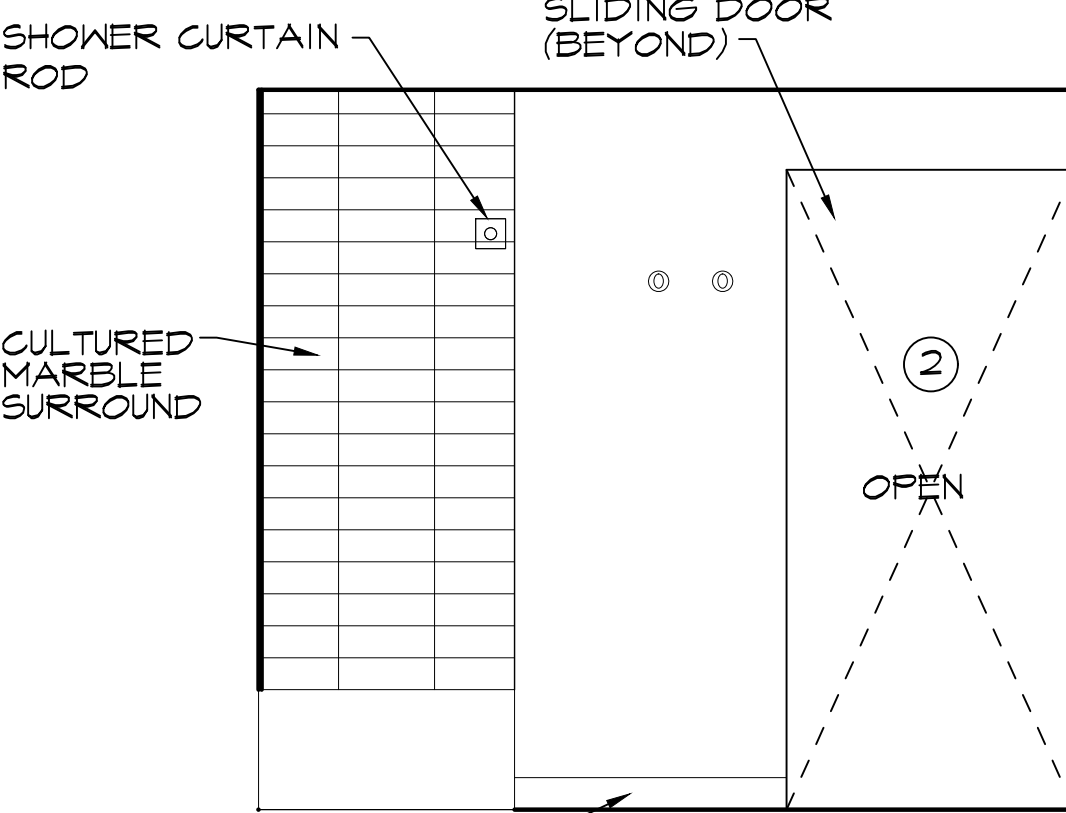


- 
- 8  
A-23
- WINDOW DRAPERY  
(REFER TO DETAIL)
- SCHEDULED BASE
- 7  
A-10
- GUESTROOM  
ELEVATION
- SCALE:  $\frac{1}{4}" = 1'-0"$

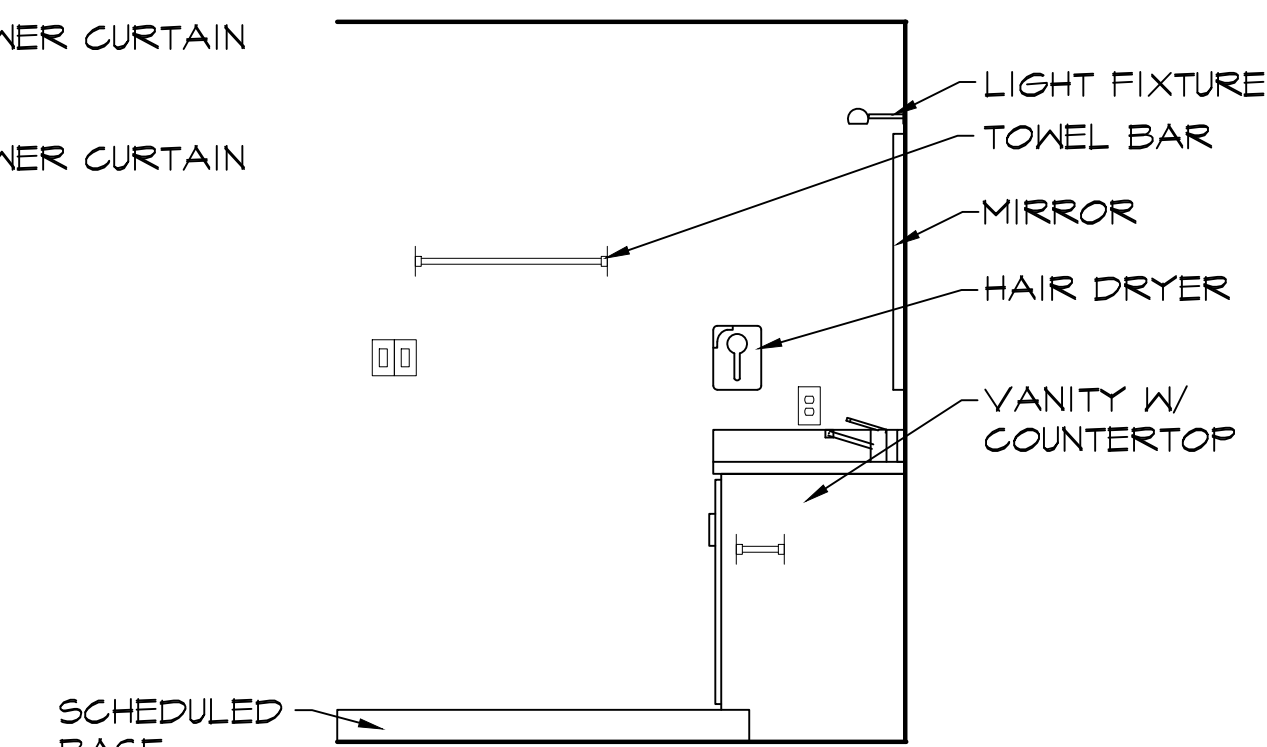




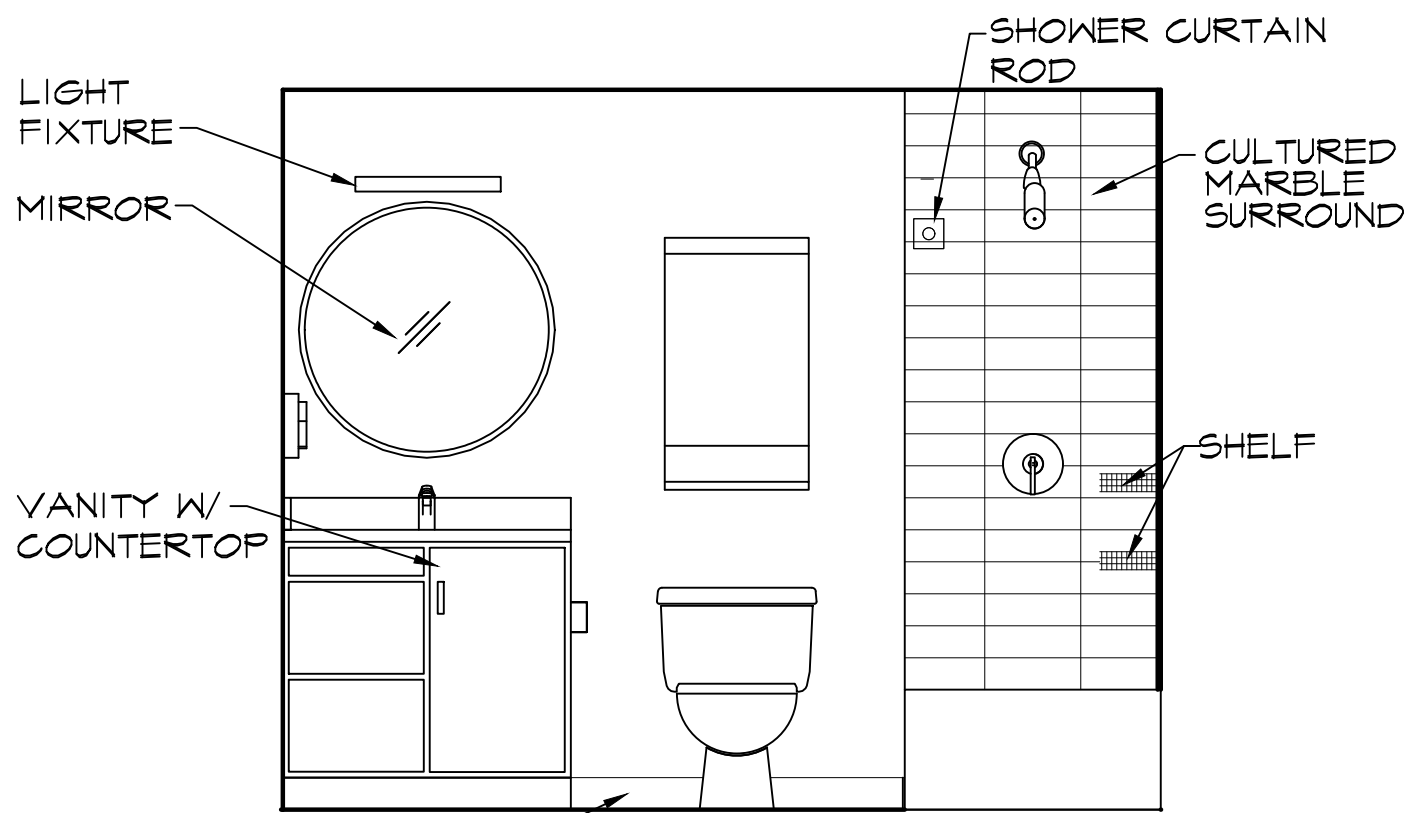
BATHROOM ELEVATION  
3 A-II SCALE: 1/2" = 1'-0"



BATHROOM ELEVATION  
5 A-II SCALE: 1/2" = 1'-0"

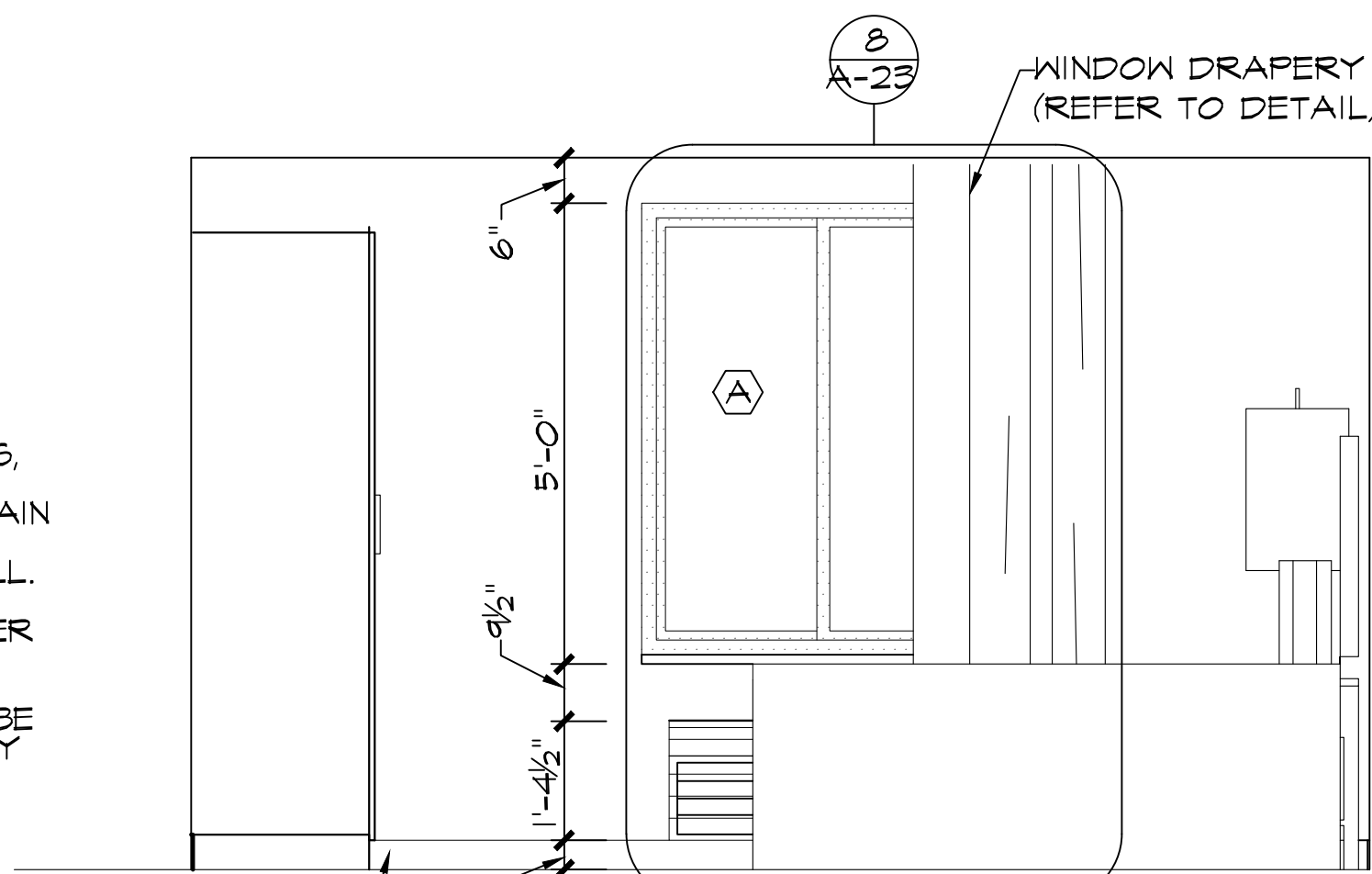


BATHROOM ELEVATION  
2 A-II SCALE: 1/2" = 1'-0"

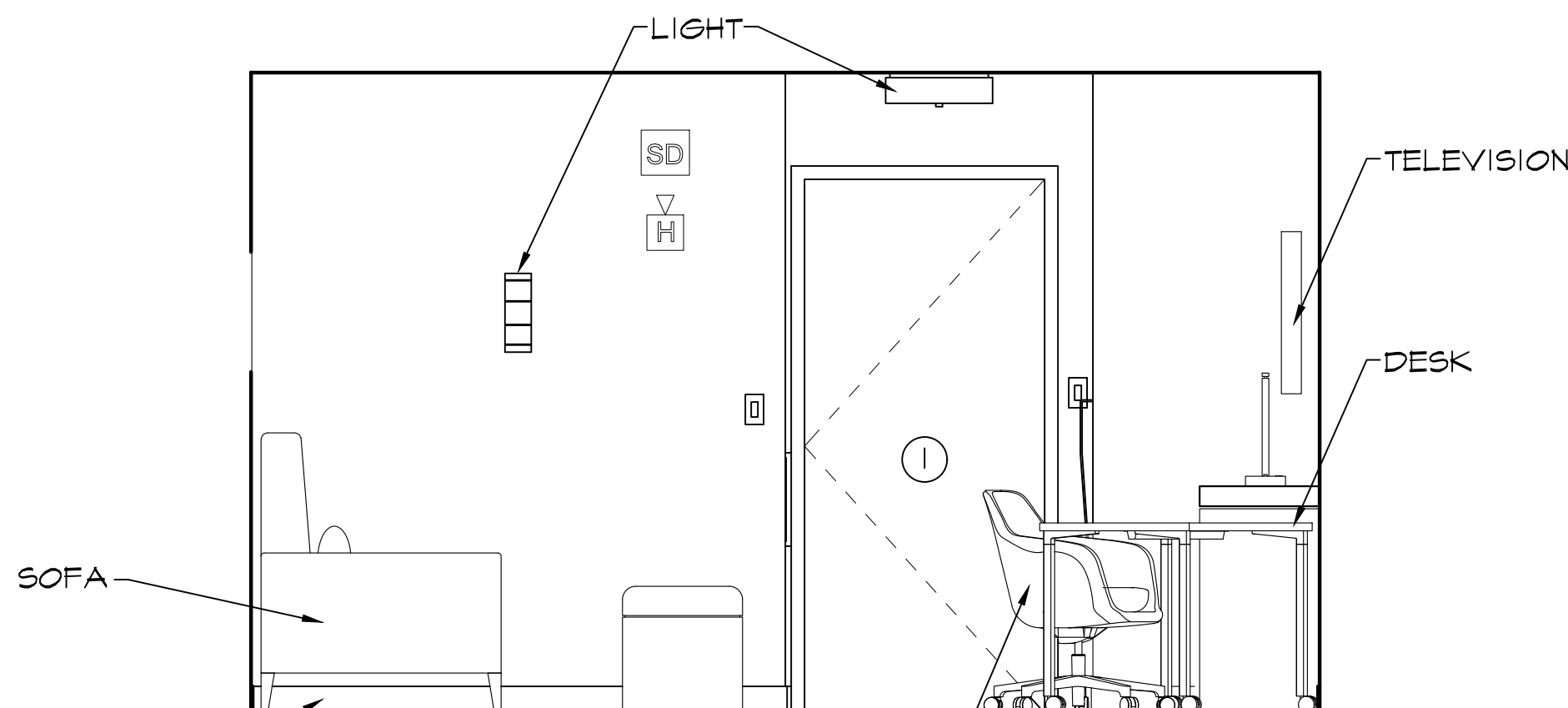


BATHROOM ELEVATION  
4 A-II SCALE: 1/2" = 1'-0"

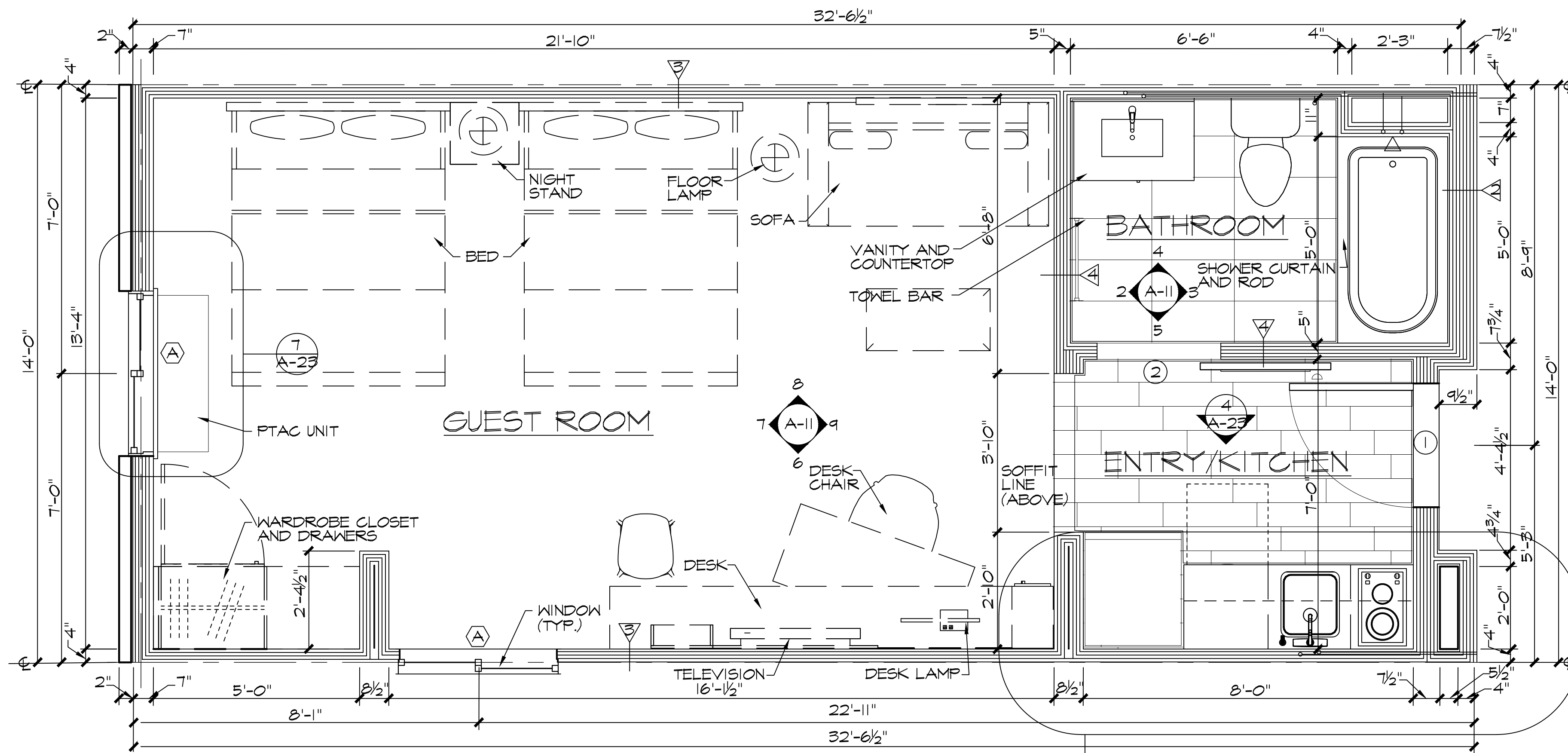
- GENERAL NOTES:
1. PROVIDE BLOCKING FOR WALL MOUNTED FIXTURES, ACCESSORIES, EQUIPMENT AND WINDOW TREATMENTS, INCLUDING BUT NOT LIMITED TO TV, MIRROR, SAFE, HEADBOARDS. MAINTAIN INTEGRITY OF FIRE RATING WHERE ACCESSORIES ARE MOUNTED ON WALL.
  2. PROVIDE WALL BASE TOE KICK UNDER PTAC UNITS.
  3. ALL FIXTURES AND FURNISHINGS TO BE PROVIDED BY OTHERS, INSTALLED BY CONTRACTOR.



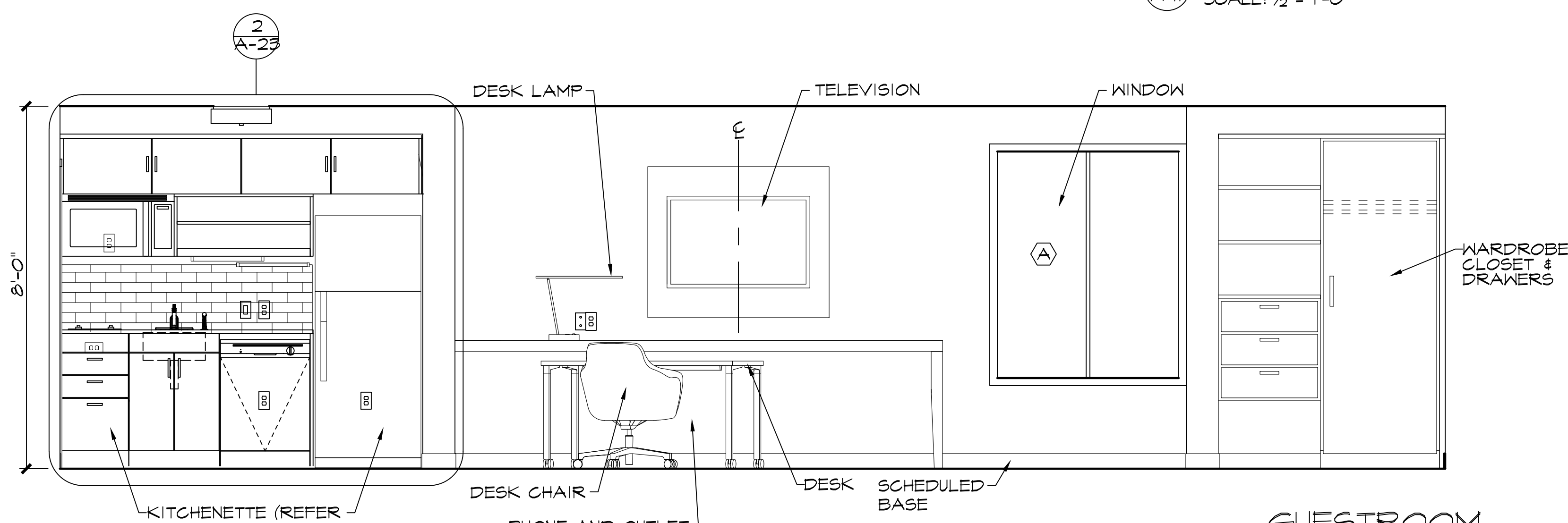
GUESTROOM ELEVATION  
7 A-II SCALE: 1/2" = 1'-0"



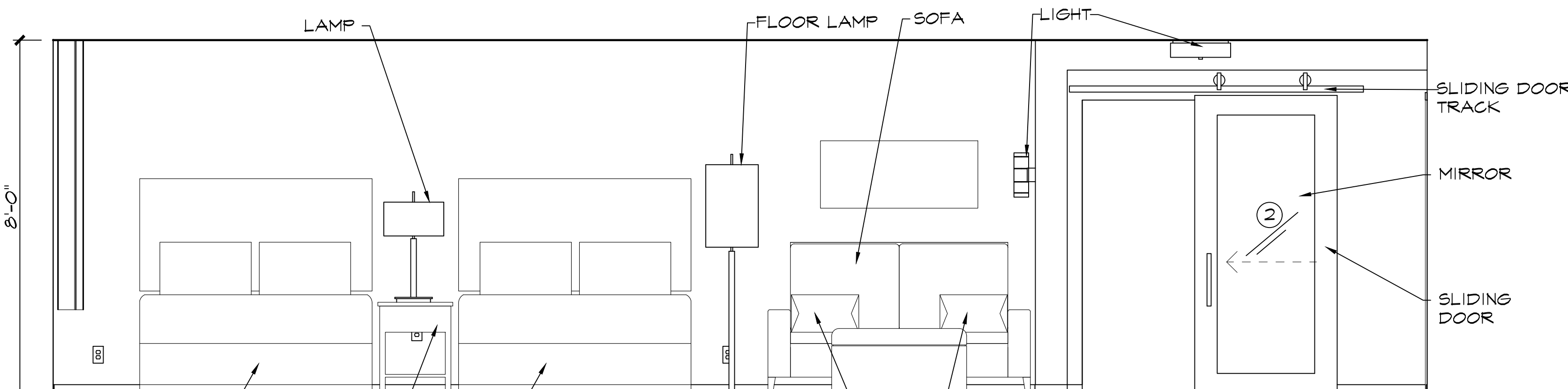
GUESTROOM ELEVATION  
9 A-II SCALE: 1/2" = 1'-0"



ENLARGED UNIT B FLOOR PLAN  
1 A-II SCALE: 1/2" = 1'-0"



GUESTROOM ELEVATION  
6 A-II SCALE: 1/2" = 1'-0"

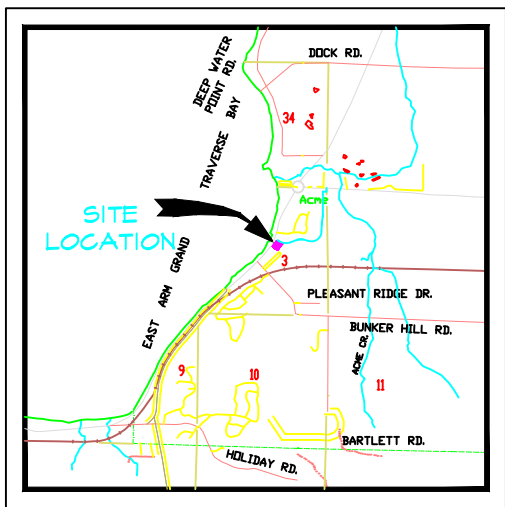


GUESTROOM ELEVATION  
8 A-II SCALE: 1/2" = 1'-0"

# SITE PLAN

PREPARED FOR: JEFF ADCOCK

Part of Gov't Lots 2 & 3, Section 3, T. 27 N., R. 10 W.,  
Acme Township, Grand Traverse County, Michigan.



VICINITY MAP  
NO SCALE

PROPOSED 6-INCH  
SEWER LEAD W/  
CLEANOUTS @ 75' INTERVALS

R = 2292.01'  
L = 189.78'  
LC=N37°58'54"E  
189.72'

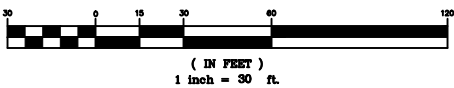
APPROXIMATE  
LOCATION OF  
SEWER LEAD  
75' DEEP PER  
S.T.C. D.P.N.

CONSTRUCT BASIN TO  
PROVIDE 18,200 CFT STORAGE  
NO SLOW RELEASE,  
EMERGENCY OVERFLOW  
TO HIGHWAY R.O.M.  
TOP 588.5  
BOTTOM 585.5  
W/1:4 SIDE SLOPES

## Legend

- IRON SET
- IRON FOUND
- MONUMENT FOUND
- RECORD
- MEASURED BENCHMARK
- MAILBOX
- EXISTING HYDRANT
- UTILITY POLE W/GUY WIRE
- TELEPHONE RISER
- WATERVALVE
- CURB STOP
- EXISTING SANITARY SEWER MANHOLE
- CLEANOUT
- TELEPHONE RISER
- ELECTRIC TRANS.
- EXISTING SANITARY SEWER M.H.
- EXISTING STORM SEWER M.H.
- EXISTING CATCH BASIN
- DRAINAGE FLOW
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- REMOVE CONCRETE
- EXISTING ASPHALT
- TREE/BUSH PROPOSED (INDIVIDUAL)
- TREE REMOVE (INDIVIDUAL)
- TREE SAVE (INDIVIDUAL)
- TREELINE
- WETLAND DETERMINATION SETBACK LINE
- PROPOSED UNDERGROUND ELECTRIC
- EXISTING UNDERGROUND PHONE
- PROPOSED GAS LEAD
- EXISTING WATERMAIN
- PROPOSED WATER SERVICE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- EXISTING NORMAL CONTOUR W/ELEV.
- EXISTING HIGHLIGHT CONTOUR W/ELEV.
- PROPOSED NORMAL CONTOUR W/ELEV.
- PROPOSED HIGHLIGHT CONTOUR W/ELEV.
- FIBER OPTIC CABLE
- REMOVE STORM SEWER
- REMOVE CONC. CURB
- EXT'S OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC

GRAPHIC SCALE



## SETBACK REQUIREMENTS

FRONT: 40'  
BACK: 63'  
(\*20% OF AVE. DEPTH)  
SIDES: 40'

## DRAINAGE COMPUTATIONS

HARD SURFACE AREA: 72,300 SFT. (INCLUDES FUTURE BLDG AREA)  
STORAGE REQUIRED: 72,300 X 2"/12" = 12,050 CFT  
STORAGE PROVIDED: 3' DEEP X 4400 SFT. = 13,200 CFT

## SNOW STORAGE COMPUTATIONS

STORAGE REQUIRED:  
ASPHALT PARKING AREA: 56,700 SFT. X 0.20% = 11,340 SFT.  
AREA PROVIDED:  
AREA NEAR APPROACH: 3440 SFT.  
AREA NEAR DUMPSTER: 1400 SFT.  
RETENTION AREA: 6850 SFT.  
TOTAL: 11,690 SFT.

## PARKING COMPUTATIONS

PARKING REQUIRED: PROPOSED 74 UNITS X 1.2 = 89  
FUTURE 24 UNITS X 1.2 = 29  
TOTAL: 118  
PARKING PROVIDED: 121

PREPARED FOR: JEFF ADCOCK

**MITCHELL & ASSOCIATES**  
SURVEYING / ENGINEERING

4961 Garfield Road South P.O. Box 306  
Kingsley, MI 49649  
(616) 263-5463 • FAX (616) 263-7921  
Toll Free in Michigan 1-800-533-6627

CLIENT: JEFF ADCOCK

LOCATION: Part of Gov't Lots 2 & 3,  
Section 3, T. 27 N., R. 10 W.,  
Acme Township, Grand Traverse  
County, Michigan.

DATE: 11/15/98  
BY: mcs  
SHEET 1 OF 1



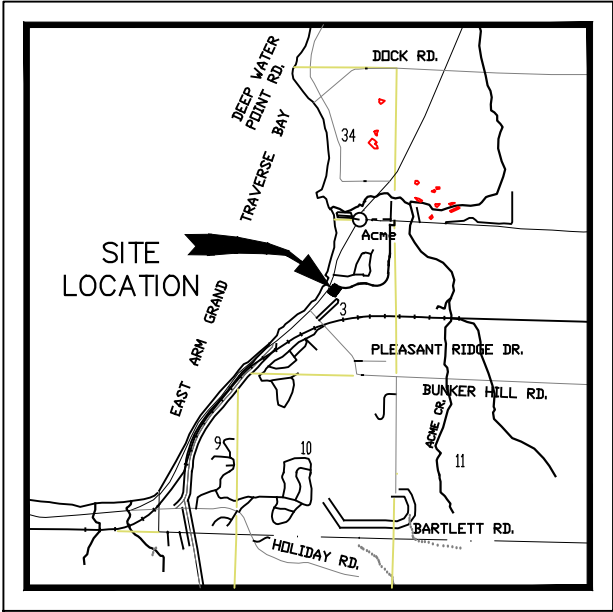
REVISED BASIN PLAN

Part of Gov't Lots 2 & 3, Section 3, T. 27 N., R. 10 W.,  
Acme Township, Grand Traverse County, Michigan.

N

Crain Engineering, LLC

SCALE: 1" = 30 FOOT



VICINITY MAP  
NO SCALE

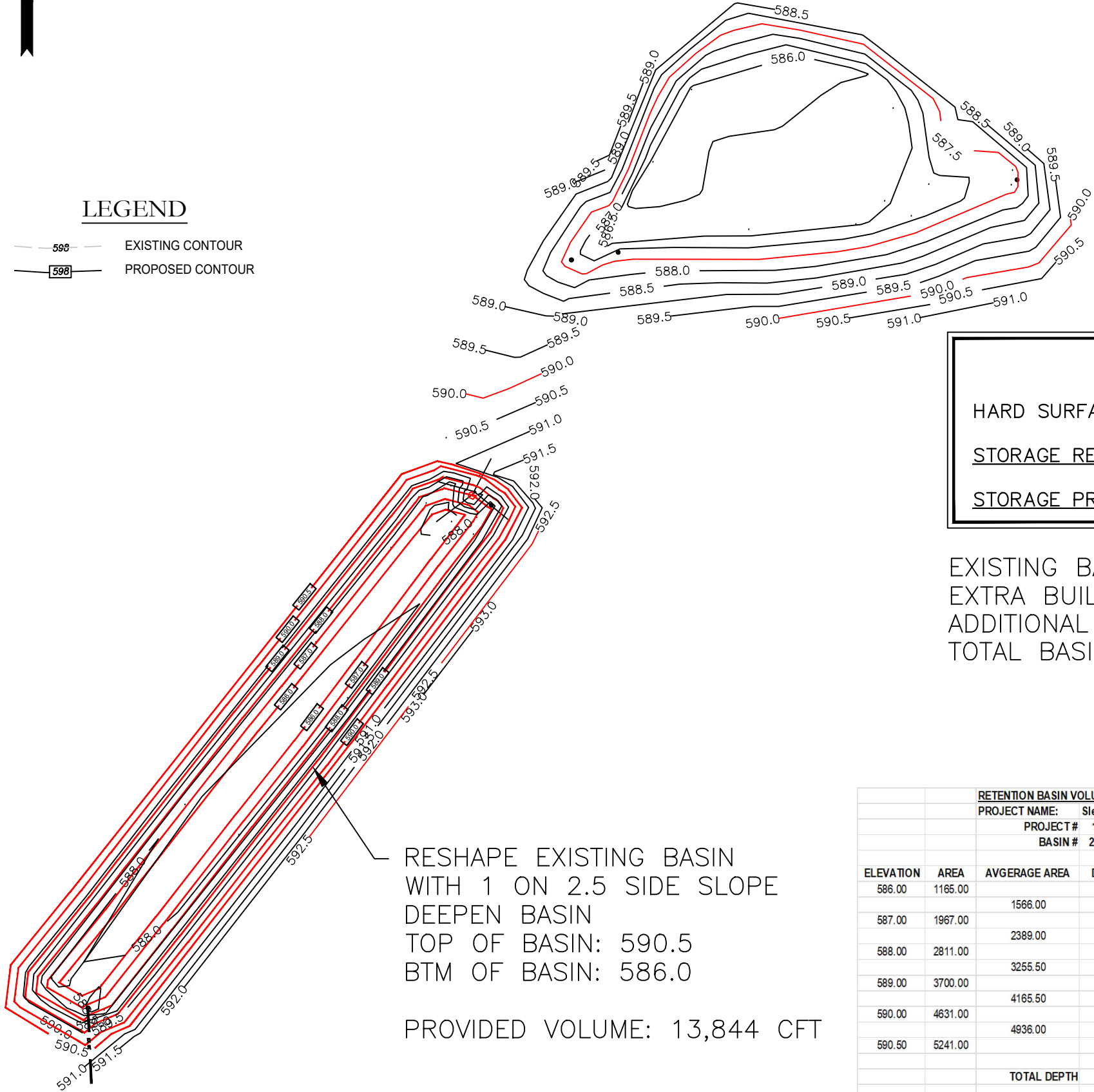
LEGEND

588

EXISTING CONTOUR

590

PROPOSED CONTOUR



RESHAPE EXISTING BASIN  
WITH 1 ON 2.5 SIDE SLOPE  
DEEPEN BASIN  
TOP OF BASIN: 590.5  
BTM OF BASIN: 586.0

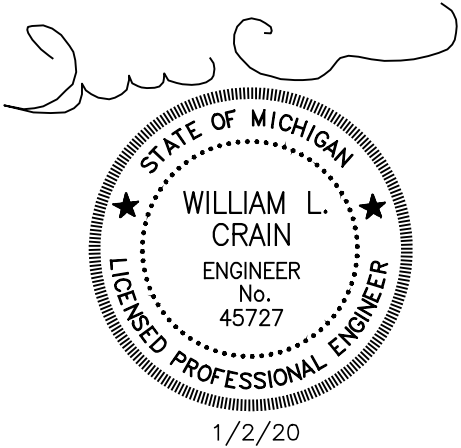
PROVIDED VOLUME: 13,844 CFT

EX DRAINAGE COMPUTATIONS

HARD SURFACE AREA: 72,300 SFT. (INCLUDES FUTURE BLDG AREA)  
STORAGE REQUIRED: 72,300 X 2"/12" = 12,050 CFT  
STORAGE PROVIDED: 3' DEEP X 4400 SFT. = 13,200 CFT

EXISTING BASIN VOLUME APPROVED: 12,050 CFT  
EXTRA BUILDING ADDITION AREA: 2,812 SFT  
ADDITIONAL BASIN CAPACITY: 469 CFT (BASED ON 2.0" RUN-OFF)  
TOTAL BASIN VOLUME REQ'D: 12,520 CFT

RETENTION BASIN VOLUME CALCULATIONS:					
PROJECT NAME:		Sleep INN - Acme Twp			
PROJECT #		147019			
BASIN #		2(south)			
ELEVATION	AREA	AVGERAGE AREA	DEPTH	VOLUME	
586.00	1165.00	1566.00	1.00	1566.00	
587.00	1967.00	2389.00	1.00	2389.00	
588.00	2811.00	3255.50	1.00	3255.50	
589.00	3700.00	4165.50	1.00	4165.50	
590.00	4631.00	4936.00	0.50	2468.00	
590.50	5241.00				
TOTAL DEPTH		4.50	FEET	TOTAL VOLUME:	13844.00 C.F. PROVIDED



Crain Engineering, LLC

Engineering, Consulting, & Design

7622 Bott Road

Buckley, MI 49620

Phone: (231) 947-7255

Cell: (231) 632-4207

email:crainengineeringllc@gmail.com



DRWN BY: WLC
DSGN BY: WLC
DATE: 12-23-2019
REV DATE:

SLEEP INN - DRAINAGE

JML DESIGN GROUP

ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

JOB NUMBER:  
147019

SHEET C-1



## TECHNICAL MEMORANDUM

### Sleep Inn - Storm Water Review

**To:** Lindsey Wolf, Planning & Zoning Administrator  
Doug White, Supervisor

**Date:** December 5, 2019

**REV:** Jan. 2, 2020

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

**Re:** Sleep Inn - Storm Water Review

---

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

The site is the current Sleep Inn hotel located on the southeast corner of US-31 and Mt. Hope Road as shown on the Site Plan, prepared by JML Design Group, Ltd. (JML) and dated October 21, 2019. According to the Grand Traverse County Parcel Information the site address is 5520 US-31 North and parcel ID is 01-103-069-02. The plans that were provided for review include the Site Plan and Architectural Plans prepared by JML and a copy of the original site plan dated July 15, 1998, prepared by Mitchell & Associates (M&A).

The original M&A site plan identifies an approximately 13,000 sft hotel with 74 units, access from Mt. Hope Road, an asphalt parking lot, sidewalks, storm water retention areas, and other site elements. The original site plan also includes a future 2,500 sft addition in the site's storm water design.

The storm water retention basin is constructed in the location shown on the original plans at the southwest portion of the site adjacent to the US-31 right-of-way. The original stormwater computations used 2 inches of runoff over the proposed impervious areas to calculate a required storage volume of 12,050 cft. The original plans proposed a basin with a volume of 13,200 cft.

The proposed plans identify a 4,425 sft, 2-story addition on the northeast portion of the existing building. This addition is approximately 1,925 sft larger than what was included on the original site plan. No other site changes are currently proposed. Following the previously approved drainage computations, adding the proposed addition to the site would require a storage volume of 12,371 cft be provided by the basin. Sufficient capacity for the addition is available provided the retention basin was constructed to the originally proposed 13,200 cft.

Utilizing the existing storm water controls for the proposed hotel addition is acceptable as long as an as-built survey of the existing basin is provided showing the capacity of the basin as constructed meets or exceeds 12,371 cft. If the volume is found less than required, a plan to provide that volume will then be needed.

JML indicated the as-built conditions of the basin did not meet the previously approved volume requirements and a Drainage Plan was provided, prepared by Crain Engineering, LLC dated January 2, 2020. The Drainage Plan indicated the volume required for the basin including the existing building, future addition, asphalt and concrete areas (detailed in the original site plan); and the proposed building addition is 12,520 cft (based on 2.0" of run-off over the impervious surfaces). The Drainage Plan proposes to re-shape the basin with side slopes of 2.5H:1V and increase the depth of the basin by 2 ft to provide a volume of approximately 13,844 cft. This modifications proposed by this Drainage Plan will provide the required volume.

## Lindsey Wolf

---

**From:** Kathy Fordyce <kfordyce@gtmetrofire.org>  
**Sent:** Tuesday, November 19, 2019 11:31 AM  
**To:** Lindsey Wolf  
**Subject:** Sleep Inn

Lindsey,

The original Sleep Inn Site Plan was approved in 1998 in anticipation of the 24 room addition sometime in the future so I don't need to do one at this point for the proposed addition.

Thank you,

*Kathy Fordyce*  
Fire Inspector II / Fire Plans Examiner  
Grand Traverse Metro Fire Dept.

TX: 231-947-3000 X 1236  
FX: 231-947-8728

*Confidentiality Statement: This e-mail message, including any attachments, is intended only for the use of the recipient(s) and may contain privileged and confidential information, including information that is protected under the HIPAA privacy rules. Any unauthorized review, disclosure, copying, distribution, or use is prohibited. If you have received this e-mail by mistake, please notify us immediately by reply e-mail and destroy all copies of the original message.*

## Lindsey Wolf

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**From:** Teri <jmldg@att.net>  
**Sent:** Monday, January 06, 2020 10:10 AM  
**To:** Lindsey Wolf  
**Subject:** FW: Sleep Inn Addition at 5520 US 31 North

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

JML Design Group, Ltd.  
C.F. Campbell, Architect  
225 E. 16th Street, Suite B  
Traverse City, MI 49684  
phone: (231) 947-9019  
email: [jmldg@att.net](mailto:jmldg@att.net)

**From:** Hayley Avery <havery@gtcrc.org>  
**Sent:** Monday, January 6, 2020 8:10 AM  
**To:** jmldg@att.net  
**Subject:** Sleep Inn Addition at 5520 US 31 North

Fred,

Last week we spoke about the commercial drive at 5520 US 31 North—Sleep Inn in Acme. You had stated that you were putting on an addition and wanted to verify that the drive still met Grand Traverse County Road Commission Standards.

Upon further review of the prints that you submitted, the commercial drive on site meets the GTCRC standards.

Please let us know if you have any further questions

Thank you,

*Hayley Avery*  
Permit Agent

Grand Traverse County Road Commission  
1881 Lafranier Road  
Traverse City, MI 49696  
Office (231) 922-4849 Ext. 213  
Fax (231) 929-1836





# GRAND TRAVERSE COUNTY ENVIRONMENTAL HEALTH SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PERMIT

Issued under the authority of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, ( 1994 PA 451, as amended) and/or Grand Traverse County SESC Ordinance.

**Property Owner (Permittee):** SI TRAVERSE LIMITED PARTNERSHIP

**Mailing Address:** PO BOX 405

**City, State, Zip:** Acme, MI 49610

**Phone:** 989-370-4100

**Contractor/On-Site Responsible Person:**

**Name:** JML DESIGN GROUP LTD

**Mailing Address:** 225 E 16TH ST, SUITE B

**City, State, Zip:** TRAVERSE CITY, MI 49686

**Phone:** 231-947-9019 231-633-3216

**Email:** JMLDG@ATT.NET

**Permit #:** 19-00683

**Type:** COMMERCIAL

**Date Issued:** 11/01/19

**Site Priority:** Low (2)

**Expiration:** 07/01/20

**Fee:** \$850.00

**Receipt #:** 49553

**Renewal:** \_\_\_\_\_

## DEQ PERMIT (if applicable)

**Permit #:** \_\_\_\_\_

**Issue Date:** \_\_\_\_\_

## **PROJECT LOCATION**

**Site Address:** 5520 US 31 NORTH

**Township:** ACME

**Tax Number:** 01-103-069-02

**Section:** 3 **Town:** 27N **Range:** 10W

**Subdivision:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_

## **PERMITTED ACTIVITY:**

**EXCAVATION AND GRADING FOR HOTEL ADDITION**

## **PERMIT CONDITIONS**

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

**THIS PERMIT ALONG WITH THE SOIL EROSION SITE PLAN AND GREEN CARD MUST BE POSTED AT THE PROJECT SITE**

## GENERAL CONDITIONS


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

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

## SPECIFIC CONDITIONS

THIS PERMIT IS APPROVED ACCORDING TO THE SITE PLAN RECEIVED ON OCTOBER 28, 2019 WITH THE FOLLOWING ADDITIONAL REQUIREMENTS:

1. ALL SPOIL AND DEBRIS PILES SHALL BE STORED BEHIND THE SILT FENCE SO AS NOT TO ALLOW SEDIMENT OR DEBRIS FROM ENTERING THE FLOOD PLAIN OR LAKE AS SHOWN ON THE SITE PLAN.
2. DO NOT ALLOW SEDIMENT TO BE TRACKED ONTO STREET. IF TRACKING DOES OCCUR, SWEEP THE STREET AT THE END OF EACH WORK DAY.
3. WITHIN 5 DAYS OF FINAL GRADING, PLACE SEED AND STRAW MULCH OVER ALL DISTURBED AREAS. IT IS HIGHLY RECOMMENDED TO PLACE 4 INCHES OF TOPSOIL ON ALL DISTURBED AREAS TO SPEED VEGETATION GROWTH. A LACK OF TOPSOIL MAY INHIBIT VEGETATION GROWTH AND DELAY SITE STABILIZATION.
4. ANY VEGETATION SHALL BE WELL ESTABLISHED AND SHOW SIGNIFICANT GROWTH IN ORDER TO FINAL THIS PERMIT.

 R.E.H.S.  
\_\_\_\_\_  
SESC Issuing Sanitarian  
ERIK CARPENTÉR, R.E.H.S., 231-995-6022

11/01/19  
\_\_\_\_\_  
Issue Date



## Acme Township Planning & Zoning Report No. 2020-01

Meeting Date: January 13, 2020  
Subject: Sleep Inn Hotel/Mainstay Suites  
Application No: SPR 2020-01

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**Date:** 1.07.20

**Project:** Sleep Inn Hotel Expansion/Mainstay Suites  
5520 US 31 N  
Acme, MI 49610

**Applicant:** Fred Campbell, JML Design  
225 E. 16<sup>th</sup> Street, Suite B  
Traverse City, MI 49684  
(231)947-9019

**Owner:** S.I Traverse, Limited Partnership  
5520 US 31 North  
Acme, Michigan 49610

**Request:** Proposed 24-unit, 3 story addition to the existing Sleep Inn Hotel

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### GENERAL DESCRIPTION

**Proposal:** The Applicant is proposing to build a 24-unit, 3 story addition (4,310 SF per floor) to the existing 74-unit, 3 story Sleep Inn Hotel – for a total of 98 units; 16,310 SF per story. The proposed addition will be a Mainstay Suite product. Parking will not be expanded.

**Parcel Number:** 28-01-103-069-02  
**Location:** 5520 US 31 N – corner of US 31 N and Mount Hope Road  
**Acres:** 3.250  
**Zoning District:** Corridor Flex (CF)/form-based code district  
**Current Use:** Hotel/permitted use – 74 rooms  
**Propose Use:** Hotel/permitted Use 74+24= 98 rooms (>120 rooms with no conference facilities Sect. 6.6.4)

**Legal Description:** PART OF GOV' LOTS 2 AND 3 SEC 3 T27N R10W COM AT NE CNR SEC 3 TH S 00 DEG 45'00" E 2606.15' TH N 88 DEG 56'00" W 1322.79' TO NE CNR GOV'T LOT 3 TH N 88 DEG 56'00" W 645.84' TO POB TH S'LY ALONG AN ARC OF A 425' RAD CURVE RIGHT 349.61' (LC = 21 DEG 23'00" W 339.84') TH N 62 DEG 03'50" W 228.94' TH N 51 DEG 16'23" W 189.71' TO C/L US 31 TH NE'LY ALONG C/L 236.90' TH N 33 DEG 58'26" E 48.48' TO C/L INTERSECTION OF MT HOPE RD TH ALONG C/L 297.67' TH S'LY ALONG AN ARC OF A 425' RAD CURVE RIGHT 39.81' (LC = 06 DEG 40'32" E 39.80') TO POB SPLIT ON 11/24/1998 FROM 01-103-069-00;

**Existing Permits:** The Applicant has noted that this development was previously approved and constructed back in 1998 with 74 units and a future addition of 24 units with parking to accommodate future development. The applicant has provided a copy of the site plan prepared by Mitchell &



Associates from 1998 included in the packet. *\*Staff could not locate a parcel file for this development – may have been relocated during the renovation process.*

#### Adjacent Zoning & Land Uses:



**Traffic Access:** Mount Hope Road

#### ZONING ORDINANCE REVIEW

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**.

<b>CF: Corridor Flexible District</b>			
<b>[\$6.6.5.2]</b>	<b>Building Placement, Density &amp; Parking</b>		
Regulation	Requirement	Site Plan	Met
Minimum Lot Size	n/a	3.250 acres	n/a
Minimum Lot Width	n/a		n/a
Min. Lot Depth	n/a		n/a
Street Side, corner lot Side Yard Setback	20' 5'	Building/addition at 60' from Mt. Hope & 90' from US 31N 27'5" & 27'9" sides	Yes
Maximum Building Height	4 stories/ 45'	45' mean height of hip roof	Yes
Lot Coverage	85%	Estimated: 3.250 acres (141,570 SF) 85% = 120,335 SF max; <b>building 16,413 SF ?</b>	Yes*
Impervious Coverage	100%	74,410/141,570	Yes
<b>[\$6.6.5.3]</b>	<b>Land Use By Floor</b>		
Lodging	Ground: Yes Upper: Yes	3 floors	Yes

<b>[\$6.6.6.3]</b>	<b>Site Lighting</b>		
Site Lighting	No lighting level measured at the BTL shall exceed 2.0 fc	Not indicated	<b>No*</b>
<b>[\$6.6.6.5]</b>	<b>Water Quality &amp; Storm Water</b>		
Water Quality & Stormwater	Existing retention basin	Existing – not sufficient/expanding	<b>Yes*</b>
<b>[\$6.6.6.6]</b>	<b>Façade Components</b>		
Façade Components	n/a	Consistent w/existing character	<b>n/a</b>
<b>[\$6.6.6.7]</b>	<b>Parking</b>		
Location from Property Line	n/a	Existing within setbacks	<b>n/a</b>
<b>[\$6.6.6.9]</b>	<b>Parking Requirements</b>		
Parking Requirements	1 space per hotel room	106 spaces provided (98 min)	<b>Yes</b>
<b>[\$7.5.6.f(2) &amp; h]</b>	<b>Landscaping Requirements</b>		
Landscaping Requirements	ROW landscaping: 1 tree and five shrubs for each 24' lineal feet of frontage [§7.5.6.f(2) & h] credit for existing	28+ trees 60+ bushes existing	<b>Yes*</b>

\* see site plan review/conditions of approval

### **SITE PLAN REVIEW**

This is a permitted use within the Corridor Commercial (CF) District. Due to the traffic volume generating >500+ trips (898) a day Planning Commission Approval is required.

The table below presents the required elements for a site plan review per the Zoning Ordinance, whether included in the site plan drawing, written narrative, or both. Items that do not satisfy the standards required by the Zoning Ordinance have been indicated with **bold, red text**.

<b>§8.1.4</b>	<b>Application Requirements</b>		
Item	Description	Shown On Site Plan	Written Documentation
1.	Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water.	n/a	n/a
2.	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.		Yes
3.	The method to be used to serve the development with water and sanitary sewer facilities		Yes
4.	The location, size, and routing of water and sanitary sewer facilities	Yes	Yes
5.	Plans for storm water control and drainage, including measures to be used during construction	Yes*	Yes*
6.	Storm water calculations; and if requested storm water modeling data.	Yes (C-1)	Yes
7.	If public sewers are not available to the site the applicant shall submit a current approval from the health department or other responsible public agency indicating approval of plans for sewage treatment.	n/a	n/a

8.	The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		Yes
9.	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects		Yes
10.	Location of known Air Sheds and how the proposed use impacts this natural feature.	n/a	n/a
11.	Plans to control soil erosion and sedimentation.		Yes
12.	Incorporation of low impact development storm water technologies and other best management practices such as, but not limited to, rain gardens, rooftop gardens, vegetated swales, cisterns, permeable pavers, porous pavement, and filtered storm water structures.	Yes	Yes
13.	Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.	No	No
14.	Location of any or required cross access management easements.	n/a	n/a
15.	Location of pedestrian and non-motorized facilities; if required.	n/a	n/a
16.	Landscaping plan	n/a	n/a
17.	General description of deed restrictions and/or cross access management easements, if any or required.	n/a	n/a
18.	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.	Yes	Yes
19.	Sealed drawings from a licensed architect, engineer, or landscape architect.	Yes	Yes

### Agency Reviews

1. Soil Erosion and Sedimentation Control – permit obtained
2. Health Dept. Well & Septic (well) – **pending**
3. DPW (sewer)– **pending**
4. Grand Traverse Metro Fire Department – not applicable at this time
5. Gosling Czubak Storm Water Review – favorable
6. Road Commission – favorable

### §8.2 Standards for Site Plan Review

Standards for Site Plan Review	
Standard	Finding
a. That the applicant may legally apply for site plan review.	<b>Satisfied:</b> The Applicant is authorized by the owner of the property to apply
b. That all required information has been provided.	<b>Conditionally Satisfied:</b> Per Application requirements 8.1.4 (3) Does not indicate the type of exterior lighting. Sheet C-1 does not indicate existing or proposed building square footage to confirm lot coverage 6.6.5.2.

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>Satisfied:</b> The proposed use is allowed by right in the Corridor Commercial (CF) District and applicable provisions of the Zoning Ordinance.
d. That the plan meets the requirements of Acme Township for fire and police protection, water supply, sewage disposal or treatment, storm, drainage, and other public facilities and services.	<b>Conditionally Satisfied:</b> DPW – pending Health Department - pending
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>Conditionally Satisfied:</b> DPW – pending Health Department – pending
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> SESC permit conditions shall be adhered to.
i. That the proposed development will not cause soil erosion or sedimentation problems.	<b>Satisfied:</b> SESC permit conditions shall be adhered to.
j. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff, and will not cause undue runoff onto neighboring property or overloading of water courses in the area.	<b>Conditionally Satisfied:</b> Gosling-Czubak-Favorable – current basin is undersized and reworked to adhere to current stormwater ordinance. No occupancy permit will be granted until as-builts for basin are provided.
k. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect the adjacent or neighboring properties.	<b>Satisfied:</b> The property is relatively flat and will only be graded as necessary to accommodate the items indicated in the site plan.
l. That structures, landscaping, landfills or other land uses will not disrupt air drainage systems necessary for agricultural uses.	<i>Not Applicable</i>
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>Conditionally Satisfied:</b> DPW – pending
o. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	<b>Conditionally Satisfied:</b> Applicant notes landscaping will be retained - <i>sheet A2 in the plan set includes the first-floor demolition plan that notes the landscaping will be removed as necessary. These elements may be removed w/in five feet of those areas under development per 7.5.6h(2); Removal of landscaping beyond 5' shall be replanted.</i>

Standards for Site Plan Review	
Standard	Finding
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/no changes to existing parking
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> No changes to existing parking; enough spaces to accommodate addition
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> Existing dumpster is screened and will continue to be utilized
s. That the proposed site is in accord with the spirit and purpose of this Ordinance, and not inconsistent with, or contrary to, the objectives sought to be accomplished by this Ordinance and the principles of sound planning.	<b>Satisfied:</b> The proposed use meets the intent of the CF: Corridor Flexible District.

### **SUMMARY OF REVIEW**

- The proposed site plan and associated use is allowed by right in the CF: Corridor Commercial District. The scale and use of the proposed building is consistent with the existing development on the surrounding properties (neighboring Holiday Inn), and the intent and purpose of the district.
- DPW review is pending; Health Department is pending
- No light plan was included in the application/site plans.
- Retention basin is being reshaped.
- Square footage of existing building and proposed addition/lot coverage not indicated on site plan sheets C-1 or A-1
- Removal of landscaping within 5' of development area is allowed.

### **SUGGESTED MOTION FOR CONSIDERATION**

Motion to approve the site plan submitted by Fred Campbell, JML Design Group for a 24-unit, 3 story, 4,310 SF addition to the existing 74-unit Sleep Inn Hotel located at 5520 US 31 North, subject to the following conditions: storage building with an office space located at 6160 South Railway Commons, subject to the following conditions/clarifications:

- Total square footage of existing building and proposed expansion are provided.
- Lighting has been clarified – additional poles? All exterior lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.
- Landscaping disturbed outside of the 5' development area shall be replaced.
- Retention basin as-builts are provided prior to occupancy.
- Before a land use permit is issued a valid permit from DPW (Department of Public Works) & Health Department shall be obtained.





# Acme Township

6042 Acme Road | Williamsburg, MI | 49690

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

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## ACME TOWNSHIP PLANNING COMMISSION

2020 Meeting Dates

Adopted 1/13/20

**January 13**

**February 10**

**March 16\*\*\***

**April 13**

**May 11**

**June 8**

**July 13**

**August 10**

**September 14**

**October 12**

**November 9**

**December 14**

The Acme Township Planning Commission normally holds its regular meetings on the second Monday of the month at 7:00 p.m. at the Acme Township Hall.

Other Special Meetings will be posted separately as required.

\*\*\* Denotes meeting date changed due to a holiday, election or other schedule conflict.

If you are planning to attend and require any special assistance, please notify Cathy Dye, Township Clerk, within 24 hours of the meeting at (231) 938-1350 or [cdye@acmetownship.org](mailto:cdye@acmetownship.org)

For planning and zoning questions please contact Lindsey Wolf, Planning and Zoning Administrator, at (231) 938-1350 or [zoning@acmetownship.org](mailto:zoning@acmetownship.org)