



ACME TOWNSHIP PLANNING COMMISSION
ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
January 8, 2024 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. RECEIVE AND FILE:**
 - 1. RECEIVE AND FILE**
 - a.** Unapproved Township Board Meeting Minutes 12.5.23
- F. APPROVAL OF MINUTES:**
 - a.** Approve Draft Planning Commission Meeting Minutes 12.11.23
- G. CORRESPONDENCE:**
 - 1.** Lawrence
- H. PUBLIC HEARINGS:**
 - 1.** None
- I. OLD BUSINESS:**
 - 1.** Housing Discussion – Accessory Dwelling (ADU) Text
 - 2.** 5 year Master Plan Update Discussion
- J. NEW BUSINESS:**
 - 1.** 2023 Annual Planning Report
- K. PUBLIC COMMENT & OTHER PC BUSINESS**
 - 1.** Planning & Zoning Administrator Report – Lindsey Wolf
 - 2.** Township Board Report – Jean Aukerman
 - 3.** Parks & Trails Committee Report –

ADJOURN:



ACME TOWNSHIP REGULAR BOARD MEETING

**ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, December 5, 2023, 7:00 p.m.**

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

ROLL CALL: Members present: D. Hoxsie, A. Jenema, D. Stevens, L. Swanson, D. White

Members excused: J. Aukerman

Staff present: Lindsey Wolf, Planning & Zoning Administrator, Jeff Jocks, Legal Counsel, Cristy Danca, Recording Secretary

A. LIMITED PUBLIC COMMENT:

Limited Public Comment was opened at 7:02 p.m.

Brian Kelley, Acme resident

Limited Public Comment closed at 7:04 p.m.

B. APPROVAL OF AGENDA:

Supervisor White added *Discussion on Personnel Committee – Planning/Zoning Performance Bonus to Old Business #4*; and *Correspondence from Brian Kelley to Correspondence #3*.

Motion by Scott, supported by Stevens, to approve the agenda as added to with Correspondence #3 and Personnel Committee #4. No discussion. Voice vote. Motion carried unanimously.

C. APPROVAL OF BOARD MINUTES: 11/14/2023

Motion by Hoxsie, supported by Scott, to approve the draft Board minutes from 11/14/2023 as written. No discussion. Voice vote. Motion carried unanimously.

D. INQUIRY AS TO CONFLICTS OF INTEREST: None

E. REPORTS:

a. Clerk – None

b. Parks – None

c. Legal Counsel – With regard to the lawsuit filed by Al Schneider, a pre-trial statement has been submitted to the Court, Initial Disclosures will be the next step. Regarding the Engle matter, there was a motion for Summary Disposition filed by Yuba Orchards against the Engles – Jocks attended the hearing via Zoom and does not expect there to be an issue for the township. Board discussion occurred regarding the Schneider lawsuit and documenting township legal fees.

d. Sheriff – Officer Abbring presented November statistics as follows: there were 4 citations, 33 crashes and 5 arrests in the township. Later this month the public will have an opportunity to vote for the best beard in the department.

e. County – Darryl Nelson, Grand Traverse County Commissioner, provided the following information: Cherry Capital Airport's new ILS radio beacon system is fully installed meaning more flights will be able to land regardless of bad weather conditions. The airport expects to set a record this year with the amount of passenger flights. He also spoke about a payment in lieu of taxes pilot program signed by the governor that will be discussed at their meeting tomorrow. He gave the Breakwater apartments and another potential build site on Hall Street as examples. Between the two sites there

DRAFT UNAPPROVED

would be about 190 units of workforce housing (80 - 120% of the average median income) providing an option for “the missing middle”. The city of Traverse City has approved these two sites, the County will examine it more closely tomorrow. Board discussion occurred.

f. Supervisor – Supervisor White has been working on the ASCOM building acquisition with Aukerman and Stevens and on sewer assessment - that topic will be discussed later in the meeting.

g. Planning and Zoning – Upon receipt of the Approved November Board Minutes, Wolf will submit the Parks Master Plan to the DNR. The department is gearing up for the 2024 five-year Township Master Plan update and part of the process includes a map currently in the works that will reflect changes and development that has occurred over the past five years. This topic will be discussed at length during the December and January PC meetings. December’s meeting will also have a rezoning hearing. The PC’s recommendation will come before the Board after that.

h. MMR report – November 2023 report included in packet

F. SPECIAL PRESENTATIONS: None

G. CONSENT CALENDAR:

1. RECEIVE AND FILE:

- a. Treasurer’s Report
- b. Clerk’s Revenue/Expenditure Report
- c. 11/13/2023 Draft Planning Commission minutes

2. APPROVAL:

1. Accounts Payable Prepaid of \$216,315.44 and NO current to be paid
(Recommend approval: Clerk, L. Swanson)

H. ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Check Disbursement Report (Accounts Payable Prepaid)

Motion by Scott, supported by Hoxsie, to approve the Consent Calendar with the Prepaids removed as requested by Amy Jenema. No discussion. Voice vote. Motion carried unanimously.

Discussion occurred about payment of special assessments for Springbrook and Holiday Hills subdivisions pertaining to late bills the township received from the county, and about adding budget amendment to Old Business as #5. Bills to be paid this month should have included payment for Springbrook SAD of \$31,984.05.

Motion by Jenema, supported by Scott, to approve the Prepaid of \$216,315.44 and the current to be paid of \$31,984.05 to Grand Traverse County for Springbrook special assessment. Board discussion occurred. Roll call vote. Motion carried unanimously.

Discussion occurred about adding to the agenda after it has been set.

Motion by Swanson, supported by Scott, to add Budget Amendment to New Business #5. No discussion. Voice vote. Motion carried unanimously.

I. CORRESPONDENCE:

1. Email dated 11/20/2023 from Ellen Ernst Kossek re Bertha Vos
2. Email dated 11/20/2023 from Denny Rohn re Bertha Vos/Ascom properties
3. Email dated 12/05/2023 from Brian Kelley re Competitive Bidding

J. PUBLIC HEARING: None

K. NEW BUSINESS:

1. Review of 2023 Annual Audit performed by UHY, LLP

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Jenema led board discussion on highlights regarding the audit stating \$300,000 was borrowed from the general fund for a cash flow for the Nakwema Trailway project. The hope was to put it back in June, but because of pending projects and outstanding bills at that time, it was not done during that budget year. Additionally, \$80,000 was moved to the Bertha Vos fund and the amount spent on that project will be forthcoming. A new fund is also being created for the ASCOM building to allow for better tracking of funds. The township uses Chase and Huntington banks; Jenema and Swanson will meet with Chase Friday regarding an investment program they offer, as the township does have an investment policy. The audit provided the township with fraud and cyber-attack information and Jenema stated the audit went well this year.

Motion by Jenema, supported by Swanson, to accept the audit for UHY, Certified Public Accountants dated June 30, 2023. No discussion. Roll call vote. Motion carried unanimously.

2. Resolutions for 2024 Summer School Taxes

- Northwest Education Services – formerly TBAISD
- Elk Rapids
- TCAPS

Board discussion occurred briefly.

Motion by Scott, supported by Stevens, to approve the tax collections as presented.

Discussion occurred about making the resolutions separately.

Scott amended his motion to approve tax collection for Resolution 2023-27 for Northwest Education Services formerly known as TBAISD; Resolution 2023-28 for Elk Rapids; and 2023-29 for TCAPS as presented. Jenema supported. No discussion. Voice vote. Motion carried unanimously.

3. Adoption of 2024 Board meeting schedule

Discussion occurred about adding asterisks to the January date.

Motion by Jenema, supported by Scott, to accept the meeting schedule with the addition of the asterisks next to January 9th noting that it is not the first Tuesday. No discussion. Voice vote. Motion carried unanimously.

4. Energov/Online Permitting Services Intergovernmental Agreement

Wolf led discussion regarding the online permitting program, first introduced to the township approximately two years ago. There has been no fee charged to Acme Township up to this point and it has yet to be ready for township use. She explained expectations originally laid out and shared concerns. Board discussion occurred.

Motion by Scott, supported by Stevens, not the sign or agree to this contract for services with the caveat of making sure they understand we were told two years ago we would have a year to see if it would work and we have not had that. Discussion occurred. Board agreed Wolf could pursue the program further provided there was a free trial period included once it was ready for township use. Voice vote. Motion carried unanimously.

5. Budget Amendment

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Discussion occurred about aligning the budget for the Holiday Hills SAD, and making the payment.

Motion by Jenema, supported by Scott, to pass *Resolution #R-2023-30 to amend the Holiday Hills special assessment to up the current assessment payment to \$47, . . .* Board discussion occurred. **Amended motion by Jenema that *Resolution #R2023-30 will move \$500 from Fund Balance into the interest on bonds . . .*** Board discussion occurred. **Scott supported the motion. Roll call vote. Motion carried unanimously.**

L. OLD BUSINESS:

1. Resolution to proceed with Hampshire SAD

Board discussion included the following information pertaining to creation of a special assessment district for Hampshire Drive subdivision road improvement: Per J. Jocks, written objections from Hampshire residents submitted during or prior to a public hearing must include signature and specific property identification (i.e. parcel ID or address). Such documentation is presumably subject to FOIA laws. Further, “at the public hearing no one has to vote ‘yes’ or provide written approval, it’s just written objections . . . to the project.” If there are written objections, you must calculate that amount in terms of total road frontage not number of parcels or owners. Per law, if there are written objections by those owning a combined total of more than 20% of the total road frontage, the project is put on hold and the Board cannot move forward unless or until the Board receives a petition supporting this specific SAD with this data and estimates, signed by those owning a combined total of greater than 50% of the total road frontage. The Board welcomes letters both for and against the project. The public hearing will be held at the Grand Traverse Resort and Spa in Tower AB to ensure enough space is available. This information will be included in a letter sent to Hampshire residents prior to the hearing. Attorney John Axe prepared both resolutions before the Board and was consulted via telephone during the meeting.

Motion by White for Acme Township *Resolution #2023-31 Resolution #1 for the Hampshire SAD for the special assessment, for the cost estimate and yearly amounts of \$1,775.15 for 15 years.* Board discussion occurred indicating the amount is permitted to go up a maximum of 10%. **Jenema supported the motion. Roll call vote. Motion carried unanimously.**

Board discussion occurred with John Axe. He concurred with Jocks indicating that when it comes to opposition, per statute, road front footage is calculated. He also went on to support the rest of what Jocks previously stated. It was further clarified that it is the Board’s decision whether to pursue creating a special assessment, the Board does not have to do so because of a petition. Also, it is at the Board’s discretion to move forward or not move forward, if there is less than 20% opposition based on total road frontage.

Motion by Jenema, supported by Hoxsie, to pass *Resolution #2023-32 for the proposed estimates and moving forward with scheduling the public hearing at a regular meeting of the Township Board of Acme, Grand Traverse County, held at the Township Hall. The public hearing will be held January 9, 2024, at 7:00 p.m. at the Grand Traverse Resort, 100 Grand Traverse Village Boulevard, Williamsburg, MI, 49690, Tower Room AB.* No discussion. **Roll call vote. Motion carried unanimously.**

Discussion occurred indicating Hampshire residents are welcome to send correspondence to the township to the attention of Doug White, Supervisor.

2. Continued discussion on property acquisition of the Ascom building

White began discussion referring to the architect’s conceptual plan (included in packet). He expects to hear from the appraiser soon and a structural engineer will be working on the project soon as well. Board discussion referred to a Proposal for Professional Services from Gosling Czubak for environmental site assessment, and a proposal from Bob Mitchell & Associates for surveying (included in packet).

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Motion by Jenema, supported by Stevens, to approve hiring Gosling Czubak for the Phase 1 and Mitchell for the survey and giving White the authority to sign off – amounts as presented. Board discussion occurred. Roll call vote. Motion carried unanimously.

3. Update on Sewer Study

Per White, Gosling Czubak has requested a work session with the Board to go over their findings and suggested December 19th at 10:00 a.m. Board discussion occurred. Scott is unavailable. Jenema will have to confirm. The Board agreed to December 19th at 10:00 a.m. Per Jocks, it must be noticed and treated as a Special Board Meeting.

Discussion occurred about making a motion to pay the Holiday Hills SAD.

Motion by Swanson, supported by Jenema, to pay the Holiday Hills bond 15 for a total of – with the \$500 from the budget amendment – for \$74,103.75. No discussion. Roll call vote. Motion carried unanimously.

4. Discussion on Personnel Committee – Planning/Zoning Performance Bonus

As a follow-up from the October meeting, the Personnel Committee recommended to the Board to incentivize Lindsey Wolf, Cristy Danca, and Ryan LaMott with a performance award totaling \$1,200 divided as follows: Wolf \$500, Danca \$400, and LaMott \$300. This decision was based largely on their contributions toward updating the Parks Master Plan which created a savings for the township of nearly \$9,000 in labor not contracted out.

Motion by Stevens, supported by Scott, to give the Personnel Committee approval to present that as presented. Board discussion occurred. Roll call vote. Motion carried unanimously.

PUBLIC COMMENT and OTHER BUSINESS:

Public Comment opened at 8:59 p.m.

On behalf of Aukerman, White stated that after receiving Board approval at the last meeting, Aukerman contacted the same entities (TADL, NMC and the Senior Center) that had previously been approached about providing some type of programming at the Bertha Vos building if the township were to purchase Bertha Vos. She inquired whether they would instead be interested in providing some type of programming at the ASCOM building. All three indicated interest in this possibility.

Public Comment closed at 9:02 p.m.

Motion by Scott, supported by Jenema, to adjourn the meeting. No discussion. Voice vote. Motion carried unanimously.

The meeting was adjourned at 9:02 p.m.



ACME TOWNSHIP PLANNING COMMISSION
ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
December 11, 2023 7:00 p.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE

ROLL CALL: Present: Dan VanHouten, Jack Challender, Dan Rosa, Steve Feringa, Karly Wenzloff

Excused: Jean Aukerman, Marcie Timmins

Staff Present: Sarah Kopriva, Planner, Beckett and Raeder; Lindsey Wolf, Acme Planning and Zoning

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.

Opened at 7:01

Brian Kelley- ADU's- Good discussion at the last meeting. He appreciated the concern regarding STR's and the acceptance that non-conforming STR's are an unsolved problem in our community. He liked the emphasis on housing for single families. Agreed with the general consensus of the PC that it could best be satisfied by expanding existing dwelling instead of adding new structures. Substantial risk that if ADU's are allowed the state legislature will convert them into STR's. Touched on the amount of traffic that if ADU's ended up being converted to tourist homes or STR's that traffic is going to be noticed in a subdivision. Master plan, public engagement remains a key. How can we increase engagement?

B. APPROVAL OF AGENDA: Motion by Feringa, support by Challender to approve the agenda with the addition of correspondence G.4, G.5, G.6 and G.7
Motion carries unanimously

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. SPECIAL PRESENTATIONS:

E. RECEIVE AND FILE:

1. RECEIVE AND FILE

a. Unapproved Township Board Meeting Minutes 11.14.23

Motion by Feringa, support by Rosa to receive and file the unapproved Township Board Meeting Minutes from 11/14/23.

Motion carries unanimously

F. APPROVAL OF MINUTES:

a. Approve Draft Planning Commission Meeting Minutes 11.13.23

Motion by Rosa, support by Feringa to approve the Draft Planning Commission meeting minutes from 11/13/23 with changes to second to last page, Item 1 talking about amendment rezone 004. The sentence starting with "This is a dual zoned parcel," should be moved to the end of the second paragraph that ends with, "...an airport or airstrip with a special use."

Motion carries unanimously

G. CORRESPONDENCE:

- 1. Haggard's Plumbing & Heating- in support for the rezoning.**
- 2. McMullen- in support for the rezoning.**
- 3. Haines- in support of the rezoning**
- 4. Campbell- Jeff Campbell, wrote in support of rezoning.**
- 5. Dunn- Josh Dunn- wrote in support of rezoning.**
- 6. Gerty-John Gerty- wrote in support of rezoning.**
- 7. MacMillen-wrote in support of the rezoning.**

H. PUBLIC HEARINGS:

1. Amendment 004- Rezoning request (Nuffer)

Opened Public Hearing at 7:10pm

Public comment: Don Watrins- speaking in support of returning Acme Skyport to the AG. zone. Two disclaimers, not a resident or property owner in Acme Township, for the last twenty years I have lived in Milton Township. Talked about the similar characteristics of the two communities and wanting to maintain the rural and open space of the area. Second disclaimer is that my interest in Acme Skyport is as a recreational sky diver. Eric Nuffer has opened up a local skydiving center that has allowed a small group of locals to enjoy their passion. A major reason to return the Acme Skyport to the AG zone is consistency with Acme's master plan. Read a portion from the community framework about reclaiming rural character and openspace, thinks putting the skyport back to AG zone does a better job of accomplishing that goal than its current zoning classification of Mixed housing neighborhood. Back to the masterplan when looking at the community framework map, Acme Skyport is clearly in the Agricultural and sensitive lands area. Returning it to the AG zone is consistent with Acme's masterplan.

Bill Ross- He is a pilot, President of Grand Traverse Area Experimental **Impact** association Chapter 234. Supports Eric's plan to rezone Acme Skyport property back to AG. The chapter was formed there over 60 years ago and they would like to come home. They meet socially every Saturday morning, they emphasis helping kids from 8-17 earn their private pilot privileges and \$11,000 scholarship. Went on to describe how they help support the 3 kids the program has helped currently.

Brian Kelley- Supports the sky zone rezone. I Think it is great to see it being revitalized. There are a lot of positives there that are more desirable to the community than high density housing ever would be. The ordinance rewrite that put us in this situation. Kept asking for public input, it seemed to fall on deaf ears. The few people that did turn out, every one of them said Acme needed more public engagement on this. Talked about subcommittees and how they used to be more public with posted packets, agendas and minutes. How that then stopped happening and he hopes that in the future they will be more publicly engaging. He supports this rezone.

Eric Nuffer- Tonight's applicant, All they are asking is a simple rezone back to AG. Read a letter from Mr. Griffith, the former owner of the property.

Mr. Griffith's letter was in support of the rezoning. He only became aware of the rezone of his former property, from agricultural to mixed housing neighborhood, from Mr. Nuffer in December of 2022. Questioned how he didn't know his own property was rezoned. Went on to talk about not being able to build out the property to mixed use housing without the infrastructure of water and sewer in place and how it just doesn't make sense for that property.

Closed public comment at 7:20pm

I. OLD BUSINESS:

1. Amendment 004- Rezoning request (Nuffer)- Lindsey showed what the previous buildings looked like and the work that has been done.

Went over the future land use map and current zoning map. Also the original report listed the property as 13.13 acres, after doing a deeper dive it is actually 13.99 acres. Kopriva had brought to Wolf's attention the updated section in the zoning ordinance that

specifically called out the standards for review of a map amendment. They are slightly different from what we have been reviewing. After talking to Jeff Jocks he thinks we should bring back some of the old language because it is clearer than what the township has today. Worked with him, believes it's more in compliance with the future land use map. Provided a more in depth analysis in items 2 and 3. You can't just consider the airport as the use, you have to consider the use in the agricultural district as a whole to rezone. Put side by side comparisons tables to see what the difference between AG and mixed housing neighborhood was. One thing Wolf noticed rezoning it back to AG provides the township with more protection because the things that are special uses that are allowed in that district need to go through the formal approval process through the Planning Commission and the township board. There are no water or sewer services out here, having high density housing doesn't make sense. Also the easement that goes to this parcel would further restrict high density development without the road commission signing off on it, from Lautner Rd. Going back to the previous report Wolf still thinks this was a mistake or error and that it no longer makes sense. The AG district is the only district that allows for this type (airport) of use, so it would bring this parcel back into compliance and allow Mr. Nuffer to make improvements. Although any additional improvements would have to go through the special use process.

Rosa- asked if the FAA has to certify the property as an airport? Do they take over and control the length of the runway and all that?

Nuffer- Yes, if it were to become a privately owned use public airport the FAA would regulate that. Currently they don't regulate private use airports. It is registered with the The Michigan Dept. of Aeronautics. It has already gone through the FAA review process. It will show up on the aeronautical chart again as a grass stripe private airport.

Motion by Feringa, support by VanHouten to recommend to the Township Board to approve the proposed Zoning Ordinance Amendment 004 to rezone approximately 13.99 acres from MHN:Mixed Housing Neighborhood to AG: Agricultural for the property located at 5400 Lautner Road, Parcel ID 28-01-101-015-00, owned by Eric Nuffer.

Motion carries unanimously

Wolf noted that the next Township board meeting will not be held at the township offices but will be at the Grand Traverse Resort, Tower AB.

2. Housing Discussion – Accessory Dwelling (ADU) Text

Kopriva- Updated the definition, added in the districts where they will be allowed in the new #3. Made some minor word changes that are a little more major in policy. Changed the maximum size to 600 Sq. ft. Just did metered utilities instead of specifics to water and sewer. Requiring health department approval because the township wanted it added in. When Kopriva wrote number 15, “.. before a land use permit can be issued”. Kopriva thinks it maybe a good idea to state in this section that a land use permit is required. There may not be construction involved, in the construction of an ADU, such as in a basement. Could add it in just to make it crystal clear. Circled back to new item #5, it was previously #7. Wanted to know if there was any clarity as to where the PC would like to allow the dwelling units to be constructed.

Challender- asked about the separate metering. The electric company requires a separate address. Would that be an issue?

Kopriva- If it is in a detached building then equalization would probably require them to have a

separate address anyways because it is a dwelling unit. If it is inside the main house that would look different.

Wentzloff- thought the PC had agreed on not having to require separate meters? Doesn't know if having them separately metered has a big advantage.

Feringa-the issue goes back to, will the unit be used as rental or not.

Discussed that it could still have a separate address even if not separate meters.

Wentzloff- Is pretty sure that the building code office requires separate addresses for houses on the same parcel.

The PC agreed to remove the separate metering requirement. It can be revisited if it becomes an issue.

Clarified what 1 space of off street parking would mean. It doesn't have to be any certain material. There just has to be a designated parking spot on the property the ADU is built on.

Wentzloff- addressed the new #5. Wanted to know how it was different then a duplex

Wolf- if you read the definition of multiple family dwellings, we do allow for those. That is anything, two or more. So it falls under that definition

Kopriva- the minimum ground floor living area in Acme's zoning districts are 400-500sq. ft. so it meeting that definition.

Wentzloff- not if we go down to 350sq.ft

Kopriva- if it goes to the 350sqft. it doesn't really meet the definition of a dwelling because it isn't big enough. Once it gets bigger then that it would function more like a duplex.

Wentzloff- Thinks that having an ADU inside of a home is more like multigenerational living then an ADU. With the short term rental problem that we have in the township, Wentzloff worries it will create more of a problem the township can't control.

Discussion followed

Wentzloff-thinks the change should happen to make a land use permit a requirement. The metering for utilities should be removed. Doesn't really have any other issues. Would like some of the requirements like land use permit and health department approval near each other.

Wolf- asked if number 11 could be moved to under number 3, for better consistency.

Wentzloff- agreed it makes more sense, keeping use and construction all together. It would make it more logical to read it.

Wentzloff took a straw poll of the PC members- How do they feel about attached ADU's vs. non-attached ADU's. It was agreed that both would be allowed. Review the new draft at the next PC meeting, when all the PC members are present and then set a public hearing.

Rosa- questioned on 5.34.1- confused how this wouldn't increase the density in the township?

Kopriva- Maybe that isn't the word we want to use. Want to really allow this for multigenerational housing, not for people to put on another dwelling and rent it.

Rosa is comfortable taking out all the language.

Discussion followed. It all circles back to enforcement.

Kopriva- read Elk Rapids, intent section.

PC agreed to use similar language to Elk Rapids.

Rosa -Points 7 and 10, have to do with manufactured and mobile homes. There is a definition for mobile homes in the ordinance but we don't have one for manufactured homes.

Discussion followed. Wentzloff thinks a manufactured home would be too big to fit the ADU size within the township.

Will be specified that only one ADU will be allowed per property.

The changes and new language will be brought back to the PC in January.

3. 5 year Master Plan Update Discussion - This will be talked about in January.

J. NEW BUSINESS:

1. 2024 Planning Commission Meeting Dates -

Motion by Feringa, support by VanHouten to adopt the Planning Commission meeting schedule for 2024.

Motion carries unanimously.

K. PUBLIC COMMENT & OTHER PC BUSINESS

Public comment opened at 8:08

Brian Kelley- Talked about LLC buying short term rentals and then making the township deal with it. Doesn't think it is responsible to add ADU's without getting a handle on the issues with STR's.

There needs to be a strategy for solving this problem.

Talked about size of the packets during the ordinance development phase and how they were 500-600 pages and how it was not reasonable for the general public to spot the changes in a packet so large even if they had time to read through it.

Rick Nuffer- Talked about ADU's and how people can have tiny houses trucked in, and what if an ADU is attached to a main house?

Closed at 8:12

1. Planning & Zoning Administrator Report – Lindsey Wolf- there are a couple incomplete site plan reviews that the PC hasn't seen for a while. Item of business from the administrative review committee, a conversion of an auto shop on M-72, to a climate controlled storage facility. It will be combined with a neighboring parcel. Wolf will be in touch with Steve and Karly to review it.
2. Township Board Report – Jean Aukerman-Aukerman sent a letter that Wentzloff read. 1) regarding the potential purchase of the Ascom building, supervisor Doug White and trustee Dale Stevens are leading the due diligence phase. 2) Dale's background and expertise in construction

management are enabling Acme Township to oversee inspections with our own critical eye as we work to solicit input from area experts. 3) Doug and Dales goal is to bring back to the board design plans that cost effectively meet Acme Township's needs for the new township hall, including a much larger assembly space. Itemized estimates of critical changes and improvements necessary to meet code and itemize estimates for those improvements we would like to consider that are not required by code. Please see the new township hall comparison chart for how Bertha Vos, Ascom and Acmes current building compare with each other. There are more updates to come.

This can be found on the Townships website for the public to see also.

3. Parks & Trails Committee Report – Parks plan was officially adopted by the Board of trustees and officially submitted to the DNR.

ADJOURN: Motion by Feringa, support by Rosa to adjourn.

Motion carries unanimously

December 11, 2023

To: Ms. Wolf and the Acme Planning Commission

Please know I support Mr. Nuffer's request to rezone the Acme Skyport back to Agriculture from Mixed Housing Neighborhood. And I ask that you make that recommendation to the Acme Township Board. I feel it is important to preserve the property, which is an asset to the underserved aviation community.

Best Regards,
Jon Lawrence

7761 Clearwater Ct.
Acme Township

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE FOR
ACME TOWNSHIP

THE TOWNSHIP OF ACME ORDAINS:

1. Amend Article 14 Section 14.2 “A” to add the following:

ACCESSORY DWELLING UNIT - A residential dwelling unit, but not a mobile home, located on the same lot as a single-family dwelling, either within the same building as the single family dwelling unit or in a detached building.

2. Amend Article 14 Section 14.14 “M” to add the following:

MOBILE HOME - A structure that is transportable in 1 or more sections, built on a chassis, and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure (Act 96 of 1987; MCL 125.2302 (h)).

3. Amend Article 3 Section 3.2 Regulated Uses Table to add the following:

Regulated Uses	AG	SFR	SFN	MHN	RMH	CS	C	CF	LIW
Accessory Dwelling Units	P	P	P	P	P	P			

4. Amend Article 5 to add Section 5.34 Accessory Dwelling Unit(s)

5.34 Accessory Dwelling Unit (ADU)

5.34.1 Intent & Purpose

It is the intent of this section to permit ADUs in all single-family residential zoning districts to enable a new housing alternative that respects the look and scale of single-family neighborhoods while supporting more efficient use of existing housing stock and infrastructure; providing housing that responds to changing family needs; smaller households and increasing housing costs; providing accessible housing for seniors and persons with disabilities; and supporting affordable housing goals.

5.34.2 General Standards

A. ADU’s are subject to the following standards:

- ADU’s shall be an accessory use and subordinate to the conforming single-family dwelling unit.
- An ADU or primary dwelling shall not be used as a Short-Term Rental or a tourist home.
- The term for tenancy of the ADU shall be for a period of six (6) months or

48 more.

- 49
- 50 4. The owner of the property shall live on site, either in the principal dwelling
- 51 unit or the accessory dwelling unit.
- 52
- 53 5. Only one (1) ADU is allowed per parcel.
- 54
- 55 6. ADU's shall comply with the setbacks of the zoning district.
- 56
- 57 7. ADU's shall have their own separate entrance, kitchen, sleeping area, and full
- 58 bathroom facilities.
- 59
- 60 8. ADU's may be attached to a single-family dwelling unit and may occupy a
- 61 basement, first floor or second floor of the principal dwelling or may occupy
- 62 a separate, detached accessory building in the rear of the principal dwelling
- 63 unit.
- 64
- 65 9. Building materials and designs used on detached ADUs or additions to the
- 66 principal dwelling for an attached ADU shall be of a similar architectural style
- 67 as that of the principal dwelling.
- 68
- 69 10. The minimum size of the ADU shall be three hundred and fifty (350) square
- 70 feet.
- 71
- 72 11. The maximum size shall not exceed six hundred (600) square feet, or the size
- 73 of the principal dwelling unit, whichever is less.
- 74
- 75 12. Manufactured homes or mobile homes shall not be used as an ADU.
- 76
- 77 13. Parking for the ADU shall be provided on the same property as the principal
- 78 use and include one (1) off-street parking space per ADU.
- 79
- 80 14. A land use permit is required.
- 81
- 82 15. Health Department approval is required when on well or septic before a land
- 83 use permit can be issued.
- 84
- 85 16. All ADU's shall meet applicable building and fire codes.
- 86

87

88

89 **5. Severability**

90
91 If any article, Section, subsection, sentence, clause, phrase, or portion of this Ordinance is held to be
92 invalid or unconstitutional by any court of competent jurisdiction, the Township intends said portion
93 to be disregarded, reduced and/or revised so as to be recognized to the fullest extent possible by law.
94 The Township further states that it would have passed and adopted what remains of this Ordinance
95 following the removal, reduction or revision of any portion so found to be invalid or unconstitutional.
96

6. Enactment and Effective Date.

The Board of Trustees hereby determines this amendment to be immediately necessary for the interest of the Township. Consistent with the Michigan Zoning Enabling Act, it becomes effective 8 days after publication.

Adopted, enacted, and ordained by the Acme Township Board of Trustees this ____ day of _____, 2024.

Doug White
Its Supervisor

Lisa Swanson
Its Clerk

MASTER PLAN UPDATE GUIDE



A Redevelopment Ready Communities® tool
for Michigan communities looking to establish
or update a master plan



INTRODUCTION

Redevelopment Ready Communities® Best Practice 1.1 evaluates community planning and how a community's development vision is embedded in the master plan and other related plans such as the capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. The RRC program, based on state legislation and best practices, requires that the master plan is up to date and reflects a community's desired direction for the future. Michigan law requires that an adopted plan be reviewed at least every five years. This guide was prepared to help communities determine whether a comprehensive plan needs to be updated based on MPEA and RRC requirements and how to review the plan for potential updates. In addition, the RRC best practices require an annual review to keep implementation moving forward. This review could include a report to the local legislative body on implementation progress and future goals and offers a chance to refresh officials and inform new members about the plan and its components.

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UPDATE GUIDE

RRC Master Plan

Redevelopment Ready Communities® (RRC) supplements Michigan legislation in this guide with recommendations on the master plan review and update to help streamline the process, create better plans, and support better implementation of plans. The Michigan Planning Enabling Act (MPEA) outlines requirements while the RRC program provides recommendations. Meeting the RRC best practice criteria is required in order for a community to become RRC certified. Contact the RRC team or your municipal attorney should there be any confusion on what is required by law and what is required to meet the RRC best practices. Beyond meeting state requirements, updating your community master plan is important for maintaining a community vision that municipal staff and officials can reference during decision-making. Taking a regular look at the master plan can keep staff, officials, and the community on-track for implementation.

ANNUAL REVIEW AND REPORT

- ✓ Annual review
- ✓ Annual report
- ✓ Report to elected body
- ✓ Joint meeting

MPEA

The Michigan Planning Enabling Act (Act 33 of 2008; MPEA) provides the legal basis for the master plan. The act outlines requirements for the preparation, content, public review, adoption and regular review of the plan. Key objectives of a plan as outlined in the act include:

- Create a plan that guides development that is coordinated, adjusted, harmonious, efficient, and economical and that best promotes public health, safety and general welfare;
- Make careful and comprehensive studies of present conditions and future growth with due regard for its relation to neighboring jurisdictions;
- Consult and cooperate with representatives of adjacent local units of government, departments of state and federal governments;
- Address land use and infrastructure issues and make recommendations for physical development;
- At least every five years, review the plan to determine whether to amend or readopt the current plan or adopt a new master plan;

The act also outlines requirements for the process of amending an adopted plan or adopting a new plan.

RRC

An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. RRC evaluates a plan based on the following:

- The governing body has adopted (or re-adopted) a master plan in the past five years.
- It reflects the community's desired direction for the future.
- It identifies strategies for priority redevelopment areas.
- It addresses land use and infrastructure, including complete streets elements.
- It includes a zoning plan.
- It incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- Progress on the master plan is annually reported to the governing body.
- It is accessible online.

UPDATE GUIDE

RRC Master Plan

Annual review and report

Communities should **review** their plan annually to ensure staff and elected and appointed officials have an understanding of their planning documents. This background information can help orient new officials and lead to more consistent and supported decision-making. While the planning act requires review at least every five years, communities should annually consider discussion about the plan, conducting a review of progress made, implementation made the previous year, and priorities for the upcoming year. Also if there is an annual update to the capital improvement plan (CIP), relevant master plan recommendations should be reviewed and promoted to the CIP preparers.

The following should be reviewed by staff and the planning commission:

- ✓ Review goals and major recommendations.

- ☐ Accomplished
- ☐ Still relevant
- ☐ High priority of the year

Create a chart to assist in the review of goals and recommendations:

GOAL : PROGRESS : PRIORITY

- ✓ Review action table and progress toward completing this year's priorities.

Some actions may need to be broken down into more manageable subtasks, or next steps, with responsibilities assigned to different staff or departments.

- ☐ Accomplished
- ☐ Still relevant
- ☐ Task for upcoming year
- ☐ Task for future year

Next steps _____

Responsibility _____

Does your plan have an action table? If not, create one using any actions provided for each goal and recommendation. Make sure to provide the department or person responsible for completing the task.

- ✓ Review prior year's rezonings and development decisions. Discuss if there are any trends that need to be addressed.

Examples: 1. Map rezonings to see if they are located in similar areas and follow the plan's future land use; 2. Discuss any development proposals where the plan did not provide enough direction to assist in a decision or if the plan did not provide enough flexibility to welcome an opportunity.

- ✓ Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date when the master plan is updated.

This could include:

Subarea plans, studies prepared that need to be incorporated in the plan, or planning topics that need to be added or refreshed such as complete streets or placemaking.

- ✓ Identify any zoning ordinance updates to undertake in the coming year.
- ✓ Review the update checklist at the end of this guide to decide whether the plan needs to be "opened up" and officially updated.

UPDATE GUIDE

RRC Master Plan

Annual review and report *continued*

This review could be documented as part of the annual report that is required by the MPEA Section 125.3819 so that once the five-year period is over, the interim years' activities can be summarized when deciding whether the plan needs to be amended. This annual report is intended to be presented to the legislative body and should include the following:

- ✓ Membership
- ✓ Number of planning commission meetings
- ✓ Master plan implementation
- ✓ Zoning ordinance map and text amendments
- ✓ Major development reviews (including a brief description, whether it was approved and date of action)
- ✓ Priorities for upcoming year

Communities have found success in having an *annual joint meeting* of the governing body and planning commission to summarize the year's accomplishments and set priorities for the next year. Some communities also include their DDA, ZBA, and other applicable boards and committees. Topics of discussion may include:

- ✓ Refresh officials on what a master plan is and what the adopted plan entails.
- ✓ Recap development, projects and progress made in the previous year.
- ✓ Summarize actions that were completed in the past year and the upcoming year's action priorities.
- ✓ Incorporate a presentation on a hot topic (complete streets, RRC, form-based code).

UPDATE REVIEW TABLE

RRC Master Plan

Use the table below to help consider whether your plan needs an overhaul, a refresh, or to add or replace sections of the plan. A refresh is for those that just require minor changes throughout the plan. Section additions or replacements may include new chapters, subareas, the future land use map and/or text, implementation steps, and/or RRC components. The first section of the checklist can be used as a checklist for the annual review and report as described above.

Annual	5-year	CRITERIA	Yes	No	COMMENTS/DOCUMENTATION/LINKS
✓	✓	Have development patterns changed significantly since the plan was written and adopted?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Does the adopted zoning ordinance align with the goals of the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Have there been any major changes, such as utility lines, major road improvements, large development approvals, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Have there been instances when the planning commission or elected body has departed from the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Are the goals and priorities of the plan in sync with the goals and priorities of appointed and elected officials?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Does the plan address the location and types of land uses frequently requested?	<input type="checkbox"/>	<input type="checkbox"/>	
✓	✓	Have there been other studies completed that change the relevancy of the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Have community goals or vision changed since the plan was written?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Are recent best practices integrated? (i.e. Complete Streets, Placemaking, Sustainability, Missing Middle Housing, Local Food)	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Is the background data relevant and reference the most recent decennial census data and up-to-date local data?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Is it user-friendly with clear organization and graphics?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Does it reference goals and objectives for a downtown area?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Is there an implementation plan including a CIP plan?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Are a zoning plan and zoning objectives included?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Is a redevelopment strategy provided?	<input type="checkbox"/>	<input type="checkbox"/>	

UPDATE REVIEW TABLE

RRC Master Plan

Annual	5-year	CRITERIA	Yes	No	COMMENTS/DOCUMENTATION/LINKS
	✓	Are priority sites for redevelopment and a strategy for implementation included?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Have there been changes along the community borders?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Is there upcoming major (re)development (corridor, transportation, university/hospital, utility, vacated sites, or industrial)?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Do policy and recommendations support a safe, efficient multi-modal transportation system?	<input type="checkbox"/>	<input type="checkbox"/>	
	✓	Do permitted uses support the job market and reflect the local talent pool?	<input type="checkbox"/>	<input type="checkbox"/>	

REVIEW AND UPDATE PROCESS

Five-year Master Plan

One provision of the MPEA requires the planning commission to review its current plan at least every five years. At that review, it should be determined whether any amendments are needed or whether the process for a new plan should be started. The act does not require that the entire “coordinated planning” process be followed simply for a review of the plan. No notifications need be made to conduct the review. Instead, the planning commission need only conduct the review and document that fact through the minutes of the review meeting.

Although the five-year review requirement may be considered perfunctory, a necessary “fill in the blank” action, communities should take advantage of this opportunity to thoroughly review the plan and make sure it is still relevant to today’s conditions. A table is provided below to assist in the decision of whether to proceed with an amendment or a complete overhaul. Generally, the goals, objectives and future land use plan should be carefully reviewed to contrast with current development trends as well as any major changes or diversions from the plan that have taken place in order to consider whether the plan needs to be updated.

If, after the review is conducted it is decided that changes are indeed necessary—the process outlined by the planning act must be carefully followed. It may be a good idea to have a joint meeting, public or stakeholder workshops to review the current plan and discuss the level of change needed. If the plan needs an “overhaul,” the process will require a 63-day review period. An update, or “refresh,” requires a 42-day review period. An update is appropriate if most of the plan assumptions and recommendations are still valid and only minor updates or additions are required. Once the plan is updated and adopted, it should be posted on the internet to make it accessible to all online.

CONSIDERATIONS WHEN UPDATING YOUR PLAN

- A plan is a balance between technical evaluation and public preferences; between fiscal realities and bold ideas.
- Does your plan consider and integrate the current attitudes of the residents and business interests?
- For more information on how best to include public participation as part of your plan update, see the RRC’s public participation guide.
- Keep in mind how the plan will influence the zoning ordinance and other regulations.
- Who has jurisdiction over capital improvements? RRC encourages collaboration across departments in preparing the CIP so make sure to fully engage the engineering or public works department in the planning process.
- Updating census data alone is not reason to open up your plan for an amendment. When updating your plan, think about what data will be most important in influencing planning decisions. Only include data that are applicable to understanding the planning context and recommendations.



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Planning Commission

From: Lindsey Wolf, Planning & Zoning Administrator

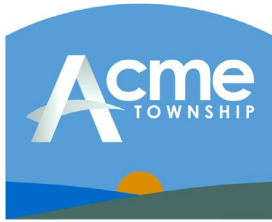
Date: January 3, 2024

Re: 2023 Planning Commission Annual Report

As required by the Michigan Planning Enabling Act, attached is the 2023 Annual Report of the Planning Commission for consideration and action by the Planning Commission. The Planning Enabling Act (MCL 125.3801 et seq.) states that “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

Upon approval, the Annual Report will be submitted to the Board of Trustees.

RECOMMENDATION: Approval of the 2023 Planning Commission Annual Report



Acme Township Planning Commission

2023 Annual Report

Purpose of the Annual Report

Pursuant to Section 19(2) of Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

Duties of the Planning Commission

The Planning Commission is an administrative body of seven members comprised of six appointed officials and one member of the Board of Trustees. The PC holds regular meetings on the second Tuesday of the month (as needed). The duties of the PC include: reviewing site plan applications, special land uses, planned unit developments, rezonings, zoning text amendments, and Master Plan review.

Planning Commission Membership

Karly Wentzloff – *Chair*

Dan Rosa – *Vice Chair*

Marcie Timmons – *Secretary*

Jean Aukerman – *Township Board Representative*

Daniel VanHouten

Steve Feringa

Jack Challender

Meetings

The Planning Commission held 9 regular meetings and 0 special meetings in 2023.

Name	9-Jan	13-Feb	13-Mar	10-Apr	10-July	14-Aug	11-Sep	13-Nov	11-Dec	Attended of 9
Aukerman	E	P	E	P	E	P	E	P	E	5
Challender	P	P	P	E	P	E	P	P	P	7
Feringa	P	P	P	P	P	P	P	P	P	9
Rosa	P	P	P	P	P	P	P	P	P	9
Timmins	E	P	P	P	P	P	P	E	E	6
VanHouten	P	P	P	P	P	P	P	P	P	9
Wentzloff	P	P	P	P	P	P	P	P	P	9

Key: P- present E-Excused n/a - Not Applicable



Acme Township Planning Commission 2023 Annual Report

Reviews & Recommendations

Applicant	Review Type	Recommendation
Mark Johnson 5555 Arnold, LLC	Zoning Ordinance Amendment 001 – Rezone Request (AG to LIW)	Applicant withdrew application after PC deliberation
Mark Johnson Walter36, LLC	Zoning Ordinance Amendment 002 – Rezone Request (LIW to AG)	Applicant withdrew application after PC deliberation
Strathmore Development	SPR 2023-01 Tom's/Kmart (PD 2022- 01)	Approved with Conditions
Granger Group	SPR 2023-01 Acme Village Flats	Approved with Conditions
Acme Township	Zoning Amendment #003, Nonconforming Structures	Approved
Eric Nuffer	Zoning Ordinance Amendment 004	Recommended approval to Township Board
		Total:6

Zoning Ordinance Text Amendments

Zoning Amendment #003, Nonconforming Structures

Zoning Amendment #004, 13.99 Acres from MHN Mixed Housing Neighborhood to AG Agricultural

Land Use Permits & Licenses

2023 Land Use Permits	
Commercial	15
Single Family Dwellings	18
Multi-Family Dwellings	10
Accessory Structures	26
Food Trucks	1
Sign	5
Demo	2
Total Permits	77

Short-Term Rentals	
Tourist Home Licenses	10
Vacation Home Licenses	25



Acme Township Planning Commission 2023 Annual Report

Code Enforcement

- Letters of Violation: 7
- Citations: 5

Trainings Attended

Staff attended the following conferences and trainings:

- MAP Housing in Four Parts
- MTA 2023 Conference
- Planning & Zoning Essentials

2023 Milestones

- Adoption of the revised Acme Township Parks and Recreation Master Plan
- Missing Middle Housing Discussion(s) – Accessory Dwelling Units
- Waterfront Overlay Sub Committee Formed – 7 members (to meet in 2024)

Priorities for 2024

- 2024 Master Plan 5-year update: Goals, Actions, Future Land Use Map (FLUM)
- Refine and update CIP process and create a working plan
- Rewrite the Stormwater Control Ordinance #2007-01
- Waterfront Overlay District Committee Meeting(s), Recommendations to PC, Discussion(s)

Prepared by:
Lindsey Wolf
Planning & Zoning Administrator
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