



**ACME TOWNSHIP SITE PLAN REVIEW COMMITTEE
MEETING AGENDA
6042 Acme Road Williamsburg, MI 49690
February 15, 2022 4:30 p.m.**

CALL TO ORDER

ROLL CALL:

- A. LIMITED PUBLIC COMMENT:** The chair will ask for the names or identifying information of all members of the public participating on the conference call. The chair will then open Public Comment by calling on each member of the public on the conference call to allow for each person to provide comment in an orderly fashion. 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. CORRESPONDENCE:**
- E. OLD BUSINESS:**
- F. NEW BUSINESS:**
1. Approve Draft Site Plan Review Minutes – October 8, 2020
 2. Site Plan Administrative Review 2022-01, Wehner Show Room
 - Convert veterinary clinic into construction show room – living accommodations to remain
- G. PUBLIC COMMENT**

ADJOURN:



**ACME TOWNSHIP SITE PLAN REVIEW COMMITTEE
ACME TOWNSHIP HALL (Via Zoom)
6042 Acme Road, Williamsburg MI 49690
October 8, 2020, 2:30 p.m.**

CALL TO ORDER: 2:33 pm

ROLL CALL:

Committee Present: Wentzloff (PC Chair), Feringa (PC Member), Wolf (Planning & Zoning Administrator)

Members excused: None

Applicant: Kevin Reabe DVM, PO Box 295, Acme, MI 49610

LIMITED PUBLIC COMMENT: None

A. APPROVAL OF AGENDA:

Motion by Feringa to approve agenda as presented, seconded by Wolf. Roll call vote: Feringa, yes; Wentzloff, yes; Wolf, yes. Motion carried.

B. INQUIRY AS TO CONFLICTS OF INTEREST: None

C. CORRESPONDENCE: None

D. APPROVAL OF MINUTES: June 17, 2020.

Motion by Feringa to approve agenda as presented, seconded by Wentzloff. Roll call vote: Feringa, yes; Wentzloff, yes; Wolf, yes. Motion carried.

E. NEW BUSINESS:

1. Site Plan Administrative Review 2020-07, Kevin Raebe

- **Convert vacant fireworks store to a veterinary clinic (use by right)**

Wolf explained the use and staff report lighting requirement. Feringa asked about the requirement for water/sewer permit. Wolf stated it will be needed prior to occupancy. No exterior changes or alternations nothing needed for parking or stormwater

Motion by Feringa, supported by Wolf, to approve the site plan submitted by Kevin Raebe, to convert the existing fireworks store into a veterinary clinic located at 5872 5852 US 31 N, subject to the following conditions prior to the issuance of a land use permit:

- Obtain a permit from the Department of Public works prior to the issuance of a land use permit.
- Any changes to the exterior lighting will require a photometric plan. All exterior lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.
- Updated signage will require a permit from Acme Township.

Roll call vote: Feringa, yes; Wentzloff, yes; Wolf, yes. Motion carries.

F. PUBLIC COMMENT: None

ADJOURN:

Motion by Feringa to adjourn; support by Wolf. Motion passed unanimously.

ADJOURN: 2:41 pm



Acme Township Planning & Zoning Report

Meeting Date: February 15, 2022
Subject: Wehner Construction Show Room & Office
Application No: SPR 2022-01

Date: 2.15.2022

Project: Wehner Construction Show Room & Office
5492 E M72
Williamsburg, MI 49690

Applicant: Nick Wehner
5492 E M72
Williamsburg, MI 49690
(231)631-1394

Owner: Nick Wehner
5492 E M72
Williamsburg, MI 49690
(231)631-1394

Request: Change from former veterinary clinic to construction show room and office.
Living quarters to be remodeled and remain (no enlargement to interior or exterior footprint).

GENERAL DESCRIPTION

Proposal: The Applicant is proposing a change of use from the former veterinary clinic to construction a show room and office. Living quarters to be remodeled and remain. The living quarters cannot be expanded within the interior – currently a legal nonconforming structure that can remain if it is not expanded upon. There will be no enlargement to interior or exterior footprint.

Parcel Number: 28-01-101-008-00

Location: 5492 E M72

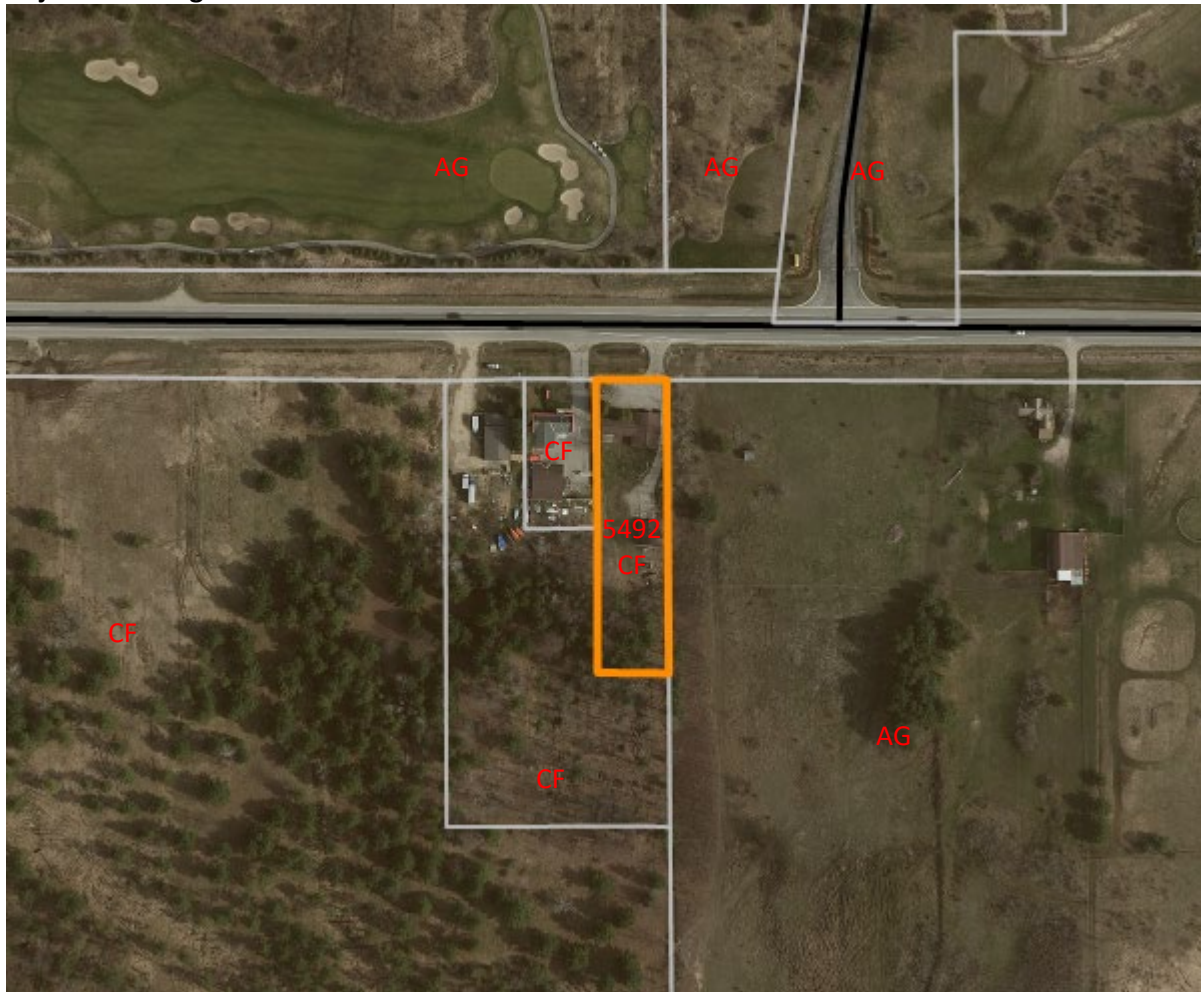
Acres: .899

Zoning District: Corridor Flex/form-based code district
Current Use: Veterinary Clinic/living quarters (nonconforming use)
Propose Use: Professional Office/use permitted by right; living quarters (legal nonconforming if it is not expanded upon)

Legal Description: N 400', E 100' S OF M-72 R/W OF NE 1/4, NW 1/4 SEC 1-27-10

Existing Permits: None – BSA records indicate clinic/residence built in 1968 and outbuilding in 1990

Adjacent Zoning & Land Uses:



Traffic Access: E M 72

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**.

CF: Corridor Flexible District			
[§6.6.5.2]	Building Placement, Density & Parking		
Regulation	Requirement	Site Plan	Met
Minimum Lot Size	n/a	.899	n/a
Minimum Lot Width	n/a		n/a
Min. Lot Depth	n/a		n/a
Street Side, corner lot	n/a	n/a existing building – no exterior modifications	n/a
Side Yard Setback			
Maximum Building Height	n/a	n/a existing building – no exterior modifications	n/a
Lot Coverage	n/a	n/a existing building – no exterior modifications	n/a

Impervious Coverage	n/a	n/a existing building – no exterior modifications	n/a
[\$6.6.5.3]	Land Use By Floor		
Commercial	Ground: Yes	1 story	Yes
Residential	Ground: No	Legal nonconforming	Yes*
[\$6.6.6.3]	Site Lighting		
Site Lighting	No lighting level measured at the BTL shall exceed 2.0 fc	Not indicated	No*
[\$6.6.6.5]	Water Quality & Storm Water		
Water Quality& Stormwater	n/a	No exterior changes. None needed	Yes*
[\$6.6.6.6]	Façade Components		
Façade Components	n/a	Existing building; no exterior changes proposed. New signage will require a permit.	n/a
[\$6.6.6.7]	Parking		
Location from Property Line	n/a	Existing	n/a
[\$6.6.6.9]	Parking Requirements		
Parking Requirements	Minimum: 1 per 500 square feet of floor area Maximum: 1 per 200 square feet of floor area	Current: 3	Yes
[\$7.5.6.f(2) &h]	Landscaping Requirements		
Landscaping Requirements	See section 7.5.6 (e) landscape buffers	No exterior modifications required-discussion on past standards	*TBD

* see site plan review/conditions of approval

7.5.6 LANDSCAPING:

All uses that require site plan review and that abut either R-1, R-2, R-3, R-1MH and A-1 Zoning Districts, and/or rights-of-way shall be subject to the requirements of this Section.

- e. Landscaped Buffers: All uses subject to the requirements of this Section that abut R-1, R-2, R-3, R-1MH and A-1 Zoning Districts shall provide a landscape buffer on that abutting side and meet the following minimum requirements:
1. The buffer shall be a minimum of 20 feet in width.
 2. The buffer shall be free of off-street parking and structures, other than structures placed there pursuant to this Section or Section 7.5.4c.
 3. Within the required buffer, a continuous landscape screen shall be planted and maintained. Said landscaping shall consist of massed evergreen and/or deciduous trees and shrubs of at least three and one-half feet in height and of such species as will produce, within three growing seasons, a screen at least six feet in height so as to continually restrict a clear view beyond said buffer strip.
 4. An opaque fence may be substituted in whole or in part for a continuous landscape screen if the Planning Commission determines that the landscape screen would be impractical or inappropriate. Such a fence shall be at least six feet in height.
 5. One canopy or evergreen tree shall be planted for every 20 feet or fraction thereof within the buffer area.
 6. An earth berm may be substituted for the required landscape screen or fence, provided the width of the buffer permits adequate space to allow the construction of a natural looking berm of at least six feet in height.
 7. Interconnectivity between zoning districts using pathways and sidewalks shall be encouraged when it is determined to enhance the quality of all developments affected.

SITE PLAN REVIEW

A professional office/construction showroom is a permitted use within the Corridor Flex (C) District. A dwelling unit portion may remain if it is not enlarged and will be considered legal nonconforming. Due to the change of use and the generation of <500 trips a day Administrative Review 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**.

§8.1.4 Application Requirements			
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.		n/a no exterior changes
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	n/a	
5.	Plans for storm water control and drainage, including measures to be used during construction	n/a	n/a
6.	Storm water calculations; and if requested storm water modeling data.		n/a
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.	Yes	Yes
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.		n/a
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.		n/a
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.	n/a	n/a
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	TBD*	TBD*

17.	General description of deed restrictions and/or cross access management easements, if any or required.		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.	No submitted by centric design – no seal	No

Agency Reviews

1. Soil Erosion and Sedimentation Control – not applicable
2. Health Dept. Well & Septic (well) – provided
3. DPW (sewer)– not applicable
4. Grand Traverse Metro Fire Department – will be obtained prior to a building permit.
5. Gosling Czubak Storm Water Review – not applicable
6. MDOT – not applicable

§8.2 Standards for Site Plan Review

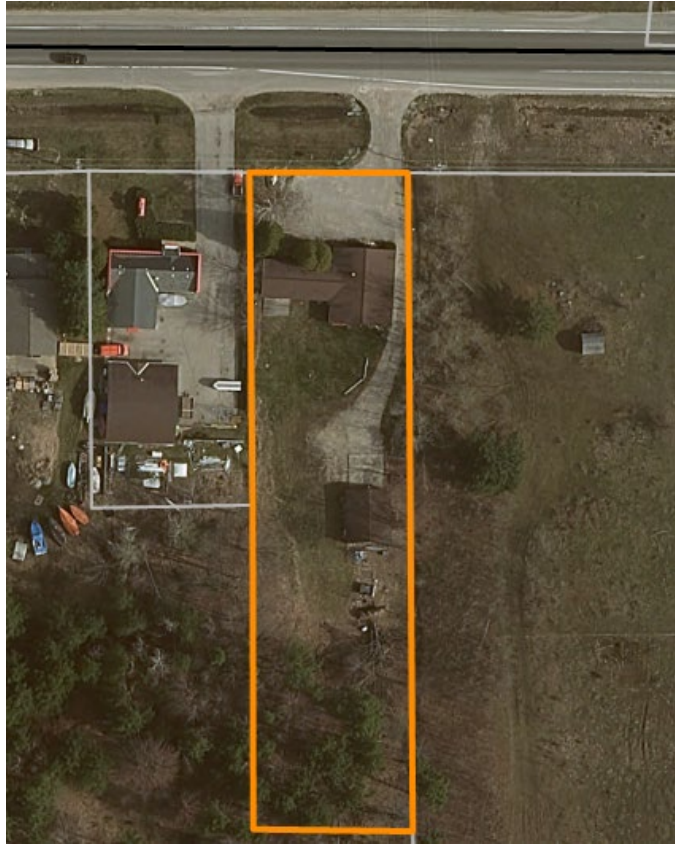
Standards for Site Plan Review	
Standard	Finding
a. That the applicant may legally apply for site plan review.	Satisfied: The Applicant is authorized by the owner of the property to apply
b. That all required information has been provided.	Conditionally Satisfied: Per Application requirements 8.1.4 (3) Does not indicate the type of exterior lighting. 8.1.4 if any additional is proposed
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.	Satisfied: A professional office/construction showroom is a permitted use within the Corridor Flex (C) District. A dwelling unit may remain if it remains unchanged and will be considered legal nonconforming.
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.	Satisfied: A permit from the health department has been provided.
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.	Satisfied: A permit from the health department has been provided.
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.	Satisfied: There will be no areas of disturbance.
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.	<i>Not Applicable</i> – No excavation required
i. That the proposed development will not cause soil erosion or sedimentation problems.	<i>Not Applicable</i> – No floodplains present

Standards for Site Plan Review	
Standard	Finding
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.	<i>Not Applicable</i> – No exterior changes
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.	<i>Not Applicable</i> - No grading necessary – existing building and parking lot.
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.	Satisfied: A permit from the health department has been provided.
o. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	TBD* Site does not provide adequate room to accommodate any landscape buffering requirements to the east of the property due to location of driveway; front of parking area lies entirely within the road right of way.
p. That parking layout will not adversely affect the flow of traffic within the site, or to and from the adjacent streets.	Satisfied: 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.	Satisfied: 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.	Satisfied: Use of existing dumpster
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.	Satisfied: The proposed use meets the intent of the C: Corridor Commercial District.

SUMMARY OF REVIEW

- A professional office/construction showroom is a permitted use within the Corridor Flex (C) District. A dwelling unit may remain if it is not enlarged and will be considered legal nonconforming.
- No light plan was included in the application/site plans.
- Plans do not contain a seal from a licensed professional.
- Any new signage will require a permit.
- The site does not provide room for additional landscape screening due to driveway location along eastern property line. The northern property line lies entirely within the road right-of-way. When there are no exterior changes to the property how has this been historically handled in the past? Has the applicant been required to get a waiver from the committee or Zoning Board of Appeals?

t. That landscaping, fences or walls may be required when appropriate to meet the objectives of this Ordinance.	TBD* Site does not provide adequate room to accommodate any landscape buffering requirements to the east of the property due to location of driveway; front of parking area lies entirely within the road right of way.
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SUGGESTED MOTION FOR CONSIDERATION

Motion to approve the site plan/floor plan submitted by Nick Wehner, to convert the existing veterinary clinic into a professional office/construction showroom is a permitted use within the Corridor Flex (C) District. A dwelling unit may remain if it is not enlarged and will be considered legal nonconforming for the property located at 5492 M 72 E, subject to the following conditions:

- A dwelling unit may remain if it is not enlarged and will be considered legal nonconforming.
- Any changes to the exterior lighting will require a photometric plan. All exterior lighting shall be limited to shielded, downward facing fixtures located above the entrances and doorways.
- Updated signage will require a permit from Acme Township.
- A copy of sealed plans to be provided to township.
- Landscaping is not practical/appropriate as determined by committee or determined by the ZBA.

Application Number: _____



Special Use Permit/Site Plan Review Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

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

Planning & Zoning Administrator: Lindsey Wolf Email: zoning@acmetownship.org

Owner Information (please type or print clearly):

Name: Nick Wehner Phone: 231-631-1394

Mailing Address: 5492 M-72 E

City: Williamsburg State: MI Zip: 49690

Email Address: Wehnerhomeimprovement@gmail.com

Applicant Information (please type or print clearly):

Name: Nick Wehner Phone: 231-631-1394

Mailing Address: 5492 M-72 E

City: Williamsburg State: MI Zip: 49690

Email Address: Wehnerhomeimprovement@gmail.com

A. Property Information:

1. Address: 5492 M-72 E

2. Parcel Number/Property Description: 01-101-008-00

N 400', E 100' S of M-72 R/W of NW 1/4 SEC 1-27-10

3. Current Zoning of Property:

CF - Corridor Fwy

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)?

None

5. Provide proof of current property ownership. If applicant is not the current property owner, also provide written permission to act as agent of, and complete contact information for the current property owner.

Application Number: _____

6. Proposed Use/Change to Property

Veterinary to Construction Showroom.

~~Construction Showroom~~

7. Estimated Start and Completion Dates:

12/1/2021 - 4/31/2021

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 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: [Signature] Date: 12/8/2021

FOR TOWNSHIP USE ONLY

Application Number: _____

Date Received: _____

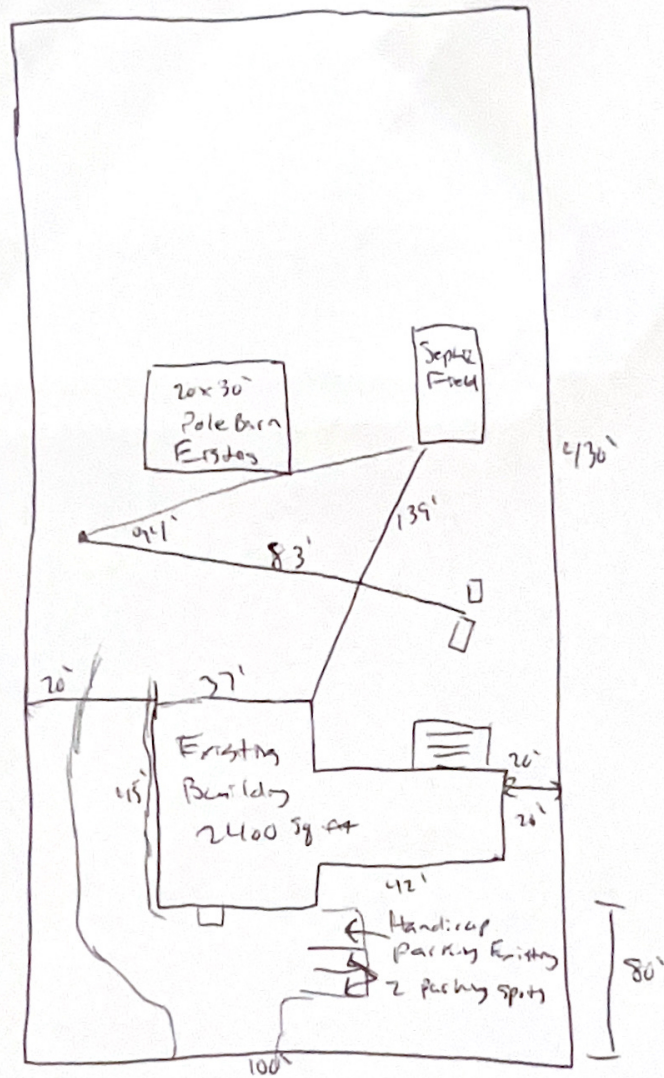
Public Hearing/Meeting: _____

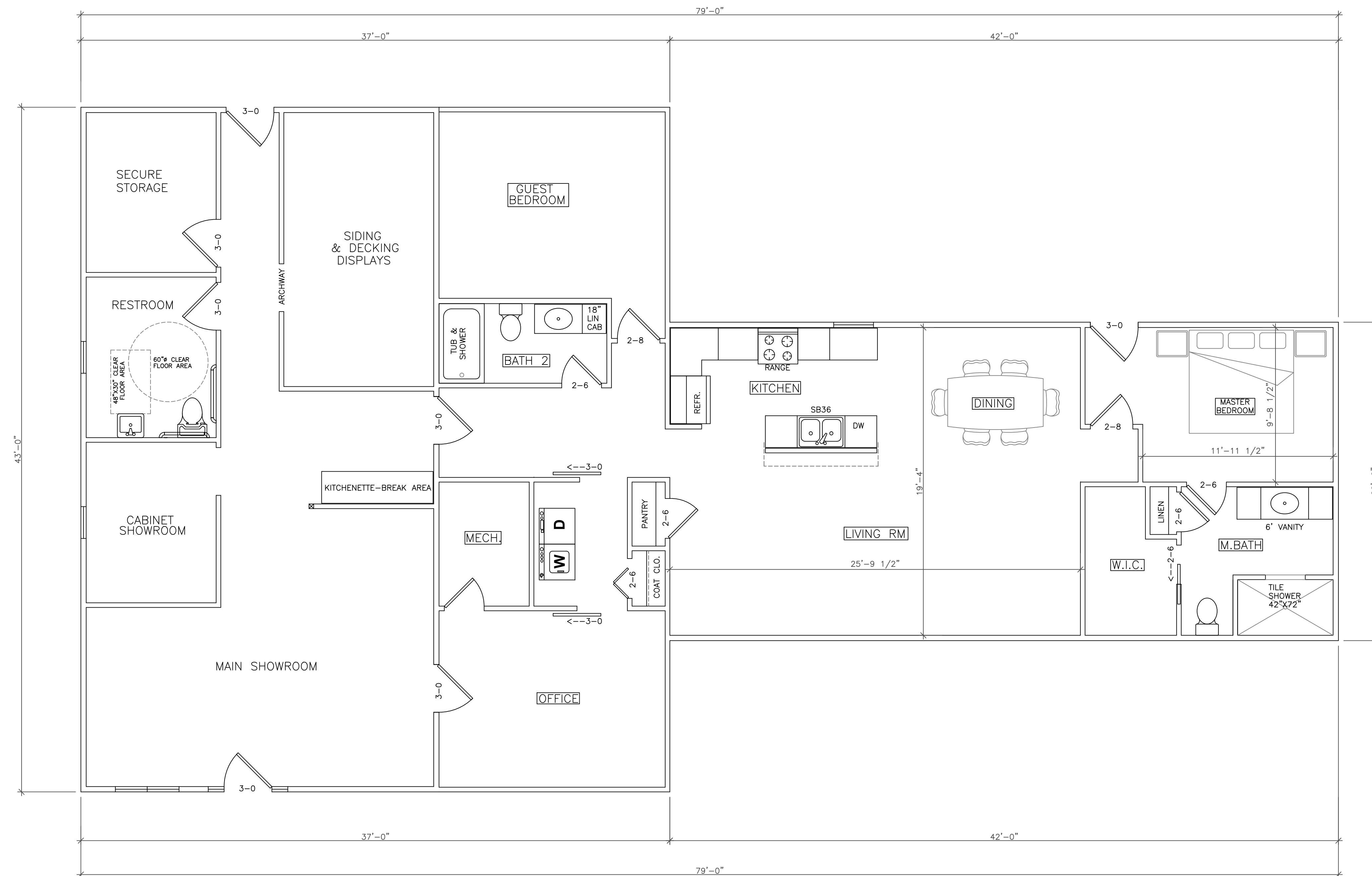
Date of Advertising: _____

T&A Account: _____

NOTES:

5492 M-72 E Site Plan





RECEIVED

JAN 25 2022

PHONE: 231.995.6051 FAX: 231.995.6033 EMAIL: eh@gtcountymi.gov



GRAND TRAVERSE COUNTY ENVIRONMENTAL HEALTH
WELL & SEPTIC STATUS FORM - \$25

☐ DEMOLITION
☒ CHANGE OF USE

☒ REMODEL/ ADDITION
☐ FILE REVIEW/OTHER

☐ HOME REPLACEMENT

Property Address: 5492 M72 E

Property Tax ID: 28-01-161-008-00

Township: White Water

Owner's Name: Nicholas Wohner

Owner's Mailing Address: 5492 M72 E

City, State, Zip: Willcocksburg MI 49690

Owner's Phone: 231-631-1344

Owner's email: Wohner home improvement@gmail.com

Applicant (if other than owner):

Applicant Address: Same as above

City, State, Zip:

Applicant Phone:

Applicant Email:

Brief summary of the proposed changes to the property: Mixed use. Showroom and residence.

☐ RESIDENTIAL

Current # of Bedrooms: 2

Current # of Bathrooms: 2

Proposed # of Bedrooms: 2

Proposed # of Bathrooms: 2

Garbage Disposal: ☒ YES ☐ NO

Other changes: None

☐ COMMERCIAL (please attach a brief business plan)

Type of Facility: Construction Showroom

Current Max # of Employees: 1

Current # of Bathrooms: 3

Proposed Max # of Employees: 1

Proposed # of Bathrooms: 3

Max Customers Per Day: 5

Drinking Fountain: ☐ YES ☒ NO

Please note that additional information may be required depending on proposed change or use

Signature of Owner/Contractor

Date

(TO BE COMPLETED BY SANITARIAN)

Grand Traverse County Environmental Health WELL & SEPTIC STATUS FORM

☐ EXISTING PERMIT AVAILABLE PERMIT # _____ DATE OF ISSUE: _____

☒ EXISTING PERMIT NOT AVAILABLE Batch Street Inspection 1/20/22

☐ Well shall be properly plugged according to Part 127 of Act 368, P.A. 1978, as amended. Abandoned well plugging record shall be submitted to the Health Department. A new well may be required.

☐ Septic tank(s) and any other tank(s) associated with the wastewater system shall be pumped by a licensed septage hauler, crushed, and filled or removed. A new wastewater system may be required.

☒ Existing well meets current well construction code requirements and is approved for use as an:

☐ Private Residential Well

☐ Irrigation Well

☒ Public Well circle type: TYPE II

TYPE III

☒ Existing septic system meets current design requirements for proposed use and meets all isolation requirements. Tank(s) Size(s): 1200 Sgi 300 PC Final Disposal: 21X50

Existing septic system will serve:

☒ Residential home with 2 bedrooms

Garbage Disposal: YES NO

☒ Commercial facility with design daily flow of 200 gal/day

☐ Other use with design daily flow of _____ gal/day

☐ Existing septic system does not meet current design requirements, but is considered "grand-fathered" for proposed use.

Comments: Approved for proposed use based on
inspection. If system fails it will be sized
for current operation


Signature of Health Department Representative

1/26/22
Date

OFFICE USE ONLY

Receipt Date: 1/27/22

Receipt #: 54496

Initials: CH

1/27/2022

Grand Traverse County Health Department
2650 LAFRANIER RD
TRAVERSE CITY, MI 49686
231-995-6051

Receipt # 54496

RECEIPT FOR FEES COLLECTED
DATE AND TYPE: 1/27/2022 - Credit Card 061910

RECEIVED FROM:
NICHOLAS WEHNER
40 N HOBBS HWY
TRAVERSE CITY, MI 49696

SERVICE PROVIDED

FEE PAID

STATUS FORM OR AMEND - SEPTIC

\$17.00

STATUS FORM OR AMEND - WELL

\$8.00

Total Amount Received:

\$25.00

GRAND TRAVERSE COUNTY
2650 LAFRANIER RD.
TRAVERSE CITY, MI 49686

Merchant ID: 9722
Term #: 0001

Store #: 3946
Ref #: 0001

Phone Order

XXXXXXXXXXXX8441

VISA

Entry Method: Manual

Total: \$

25.00

01/27/22

10:19:46

Inv #: 000001

Appr Code: 061910

Transaction ID: 462027551868997

Apprvd: Online

Batch#: 000169

CWV2 Code: MATCH M

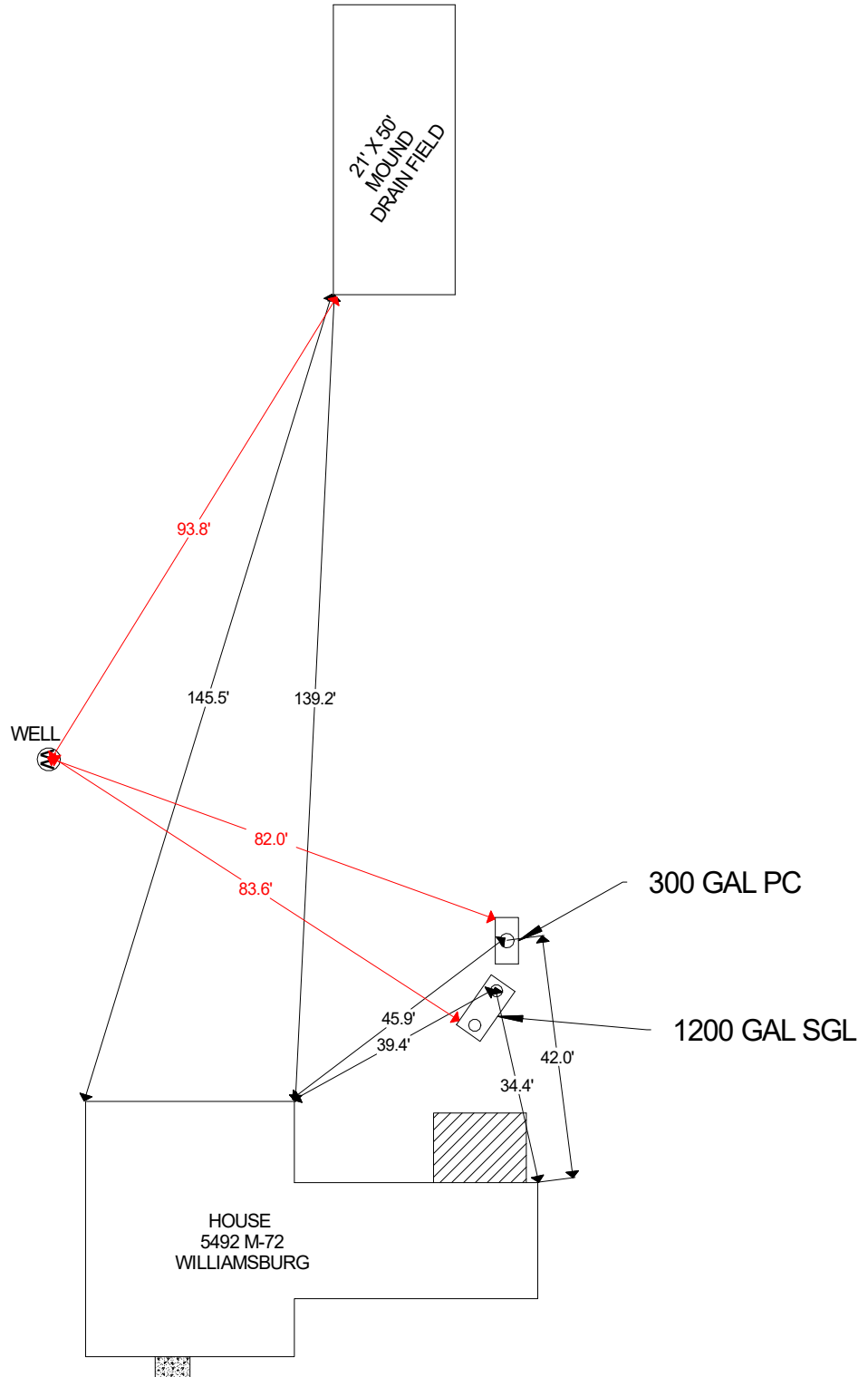
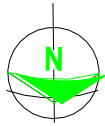
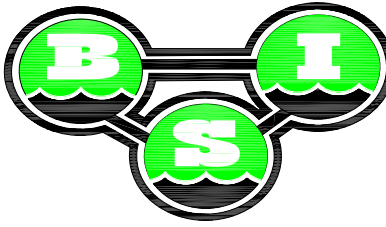
Received By: COURTNEY HE

CH

(signature)

Additional Detail / Comments:

Customer Copy



Re: Floorplan - Office



Nicholas Wehner <wehnerhomeimprovement@gmail.com>
To: Lindsey Wolf

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [...](#)

Mon 10/18/2021 1:58 PM

Hey Lindsey,

Correct, I will not be expanding the living space. What was the Veterinary Clinic will stay commercial use. We are only modifying the interior to remodel.