



ACME TOWNSHIP PLANNING COMMISSION
ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
August 14, 2023 7:00 p.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE

ROLL CALL: Dan Rosa, Dan VanHouten, Steve Feringa, Karly Wentzloff, Jean Aukerman, Marcie Timmins

Excused: Jack Challender

Staff Present: John Iacoangeli, Beckett and Raeder planner; Lindsey Wolf, Acme Planning and Zoning administrator; Marcie Timmins, recording secretary.

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.

Public comment opened at 7:06-

Brian Kelley- Good job on the park survey. Pointed out that only 66% of respondents had a 49690 zip code that are full time residents. Said the question about how long have you lived in Acme and the 66% respondents in the zip code don't jive. ADU's on the agenda, worried about STR might be shoved down our throat, also concerned about the set backs. Sewer requirements, parking for cars, traffic congestion, on street parking, there are many things to think about with ADU's. Flint Fields traffic study. Summary from the original study, they can't park any more cars, they can't create any more parking spots. They are over capacity. Noticed at the north entrance, it is a fire lane. They have removed the no parking sign and are parking cars there.

Public comment closed at 7:09

B. APPROVAL OF AGENDA: Motion by Feringa, support by Timmins to approve the agenda. Motion carries unanimously

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. SPECIAL PRESENTATIONS: Parks & Recreation Survey Results

Wolf- Went over the park and recreation survey results. The plan will be presented to the Board and the planning commission at the regular September meetings.

An overview of the Survey.

How often they use facilities in Acme. Used most frequently was the Acme connector trail, followed by Bay Side Park. Most respondents have never used Bunker Hill boat access. It goes on to break down Grand Traverse County owned and operated parks. Maple Bay farms is one of the most used, followed by the Shore beach lane access.

Went over where Shore beach lane access is. Lindsey explained that these are the public access sites plotted in the Deepwater Point subdivision. There are four, 25' wide paths that are to provide the residents of the subdivision and other members of the public access to the lakeshore.

Discussion followed as PC members thought that Shore Lane was the road between Bayside park and the resort property. VanHouten thought the paths in Deepwater Point were called the woodland trails shore paths. Wolf will look into clarifying the names of the trails.

How often do they use Regional land conservancy lands? Maple Bay was one of the most popular, Wintergreen woods is hardly known.

Number one activities people do at these facilities. Number 1 was; walking, hiking and jogging. Number 2 was swimming. Followed by boating, canoeing and kayaking. Use of outdoor playground equipment, picnic and bbqing were also popular choices.

Most enjoyed activities in Acme Township; number 1 walking and jogging, number 2 swimming, followed by hiking and then bicycling, picnic/bbqing and canoe/kayak/paddle boarding.

Availability of regional facilities for each age group. Most people thought there was the right amount or had no opinion.

Number 1 method of transportation to get to the different facilities was by car.

John I.- Went over how to look at the survey results by age group and utilization in parks. To determine if the two percentages are greater than, less than or equal to the percentage of the population of the township for that age sector to determine where there is a use gap.

Wolf- In this section respondents could put in parks from outside of Acme. The most used park was Bayside, followed by Sayler park and then Maple Bay. From East Bay, Grace McDonald park was a popular choice.

The next question asked why people choose those parks. Lindsey broke down the individual answers given into categories.

When asked which of the following Acme should plan for, number 1) Walking and nature trails 2) non-motorized trails 3) swimming beaches. In contrast, nobody wants a skateboard park.

What respondents thought could be improved. Majority think the parking at the Bunker Hill Boat access could be improved.

Wentzloff- recounted that it was recommended to the Board, by the parks and trails committee, that it be closed and the board kept it open. Due to the sewer pump station not being able to be moved there is no safe way to redo the parking.

Question concerning support of a small mileage dedicated to the parks; a majority of respondents voted yes.

The majority also supported acquiring additional land along Grand Traverse Bay as well as additional park lands.

Discussion followed about mileages and those who support them.

Respondents were asked to describe their relationship with Acme Township, they were allowed to check multiple boxes. Went over response.

Median age of Acme Township is 45-46 years old. Members of the household under 18, the majority said none.

Majority of residents that responded have lived in Acme twenty plus years.

One-hundred and three comments were provided at the end as well as ninety-two email addresses. These can be used to reach people when we have township information and events. That was a good suggestion by Sara Kopriva.

E. RECEIVE AND FILE:

1. RECEIVE AND FILE

- a. Approved Township Board Meeting Minutes 7.11.23

Motion by Timmins, support by Rosa to approve the Township Board Meeting Minutes of 7-11-23. Motion carries unanimously

F. APPROVAL OF MINUTES:

- a. Approve Draft Planning Commission Meeting Minutes 7.10.23

Motion by Timmins, support by VanHouten to approve the minutes with the changes on Pg.2 and taking Work Session off the top.

Motion carries unanimously

G. CORRESPONDENCE:

1. None

H. PUBLIC HEARINGS:

1. None

I. OLD BUSINESS:

1. None

J. NEW BUSINESS:

1. Housing Discussion

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

John I- Talked about the spreadsheet given at the July PC meeting. Wanted to make the clarification that ADU's should not be used for short term rentals. It defeats the purpose of having an ADU. ADU's are specifically designed to provide housing opportunities in the community. Either for the primary property owner, if they want to have an ADU for an inlaw or one of the parents to live in or if the property owner is older they may have a live-in caregiver. Other communities are using them, primarily, to provide lower cost housing for people who are in the service and hospitality businesses.

ADU's can be detached or attached to the primary house. They can also be in the primary house, as in a basement or lower level where they have installed an apartment that meets code. In Acme he suggests ADU's be allowed in wherever there is municipal sewer to tie into. The County Health Dept. gets concerned with multiple units getting tied into a septic system that was only licensed for one house. It can get expensive to have two different septic systems on a small piece of property. ADU's have to meet all the regular building codes. The average size he sees other communities allowing ranges from a minimum of 350 sq.ft. to a maximum of 950 sq.ft.

350 sq.ft would be like a studio apartment, 950sq.ft. would be a comfortable two bedroom.

Some places, like Harbor Springs, have a lot of garages with a second floor that has a guest house on it. They are really ADU's. In Harbor Springs the guest house can only be used by the family or their relatives and it has to be a special use.

Went over other details that communities have such as matching building materials.

Wolf- asked if John I. knew how communities monitored ADU's to make sure they don't become short-term rentals.

John I- they use a licensing system. If the communities also have STR also have a compliance licensing system that scrapes the web for STR and then provides a community report. A lot of communities are capping STR's because housing is critical. Targets for STR licenses are 5% or less.

Discussion followed

Clarified that all setbacks and building standards from Acme's ordinance would have to be met.

Discussed minimum times an ADU should be rented. John I. recommended more than three months, many communities have a six month minimum that can be put into an ordinance.

Aukerman believes we have an enforcement issue too. Even if the township uses a company John I mentioned how does the township enforce it?

John I explained the township would use the report to do the enforcement. When the companies find a STR that is not part of the township's licensing they automatically send them a compliance letter along with a letter to the enforcement officer at the township. The letter says you are out of compliance, you don't have a license, you have to contact the township. A lot of townships pay for the service and roll the cost into the license that they charge for the STR's.

Cost of the service is around \$10-12,000 a year.

Discussion followed about Acme's licensing and the caps Acme has on vacation homes and STR's that the owner is present in. As well as what areas they are allowed and how the township is tracking illegal rentals and how that is being enforced.

Rosa- asked if all the concerns about aesthetics as well as if they are allowed or not would also fall under an HOA with all the new neighborhoods in the area? Wouldn't the HOA's be the first line of defense?

Discussion followed about all the neighborhoods that don't have any restrictions or HOA's.

Feringa- believes that we should have something for ADU's but does encourage putting building materials and design into the ordinance.

Discussed having a yearly cap on ADU's.

Wentzloff- Does everyone feel there is value in offering the ADU's as a tool for the members of our community? If so, are there any restrictions they feel that should or should not be attached to it.

First question: should we have ADU's in the community?

Dan Rosa and Dan VanHouten-Yes, Aukerman- yes, Feringa- yes, Timmins-yes

Things that we feel should or shouldn't be attached to an ADU ordinance.

Rosa- Owner occupied, owner should be there at least 6 months out of the year.

dedicated off street parking for the correct number of vehicles that will reside there.

Meet all the setbacks and height requirements within the ordinance. There needs to be of similar architectural style as the primary residence. Yearly cap

Aukerman- asked how ADU's were assessed?

John I.- Instead of having a piece of property that is 100% principal resident exempt, they remove the ADU so they pay 80% exempt and 20% that is not because it is a rental.

Caps will be per year. Planning Commission decided on a cap of 5 ADU's a year.

2. Election of Officers - Timmins nominates Karly Wentzloff for chair. Wentzloff Accepted. Roll call vote: Aukerman-yes, Rosa-yes, VanHouten-yes, Feringa-yes, Timmins-yes, Wentzloff recused.

Motion carries.

VanHouten nominates Dan Rosa for vice chair Rosa Declined. Timmins nominates Dan VanHouten for vice chair. VanHouten declined.

Discussion followed

Timmins nominates Dan Rosa, Rosa accepts Vice Chair nomination

Roll call vote: Aukerman-yes, VanHouten-yes, Feringa-yes, Timmins-yes, Wentzloff-yes, Rosa-recused.

Motion carries

Wentzloff nominates Marice Timmins for secretary. Timmins accepts.

Roll call; Rosa-yes, VanHouten-yes, Feringa-yes, Aukerman-yes, Wentzloff-yes, Timmins-recused.

Motion carries

3. Traffic Impact Study – TC Horse Shows

Wolf- Progressive AE did the impact study. If Horse shows wants to expand any upgrades, or expansions, longer weeks or expanded parking lots a traffic impact study needs to be completed. Christopher Zull agrees with MDOT and the road commissions previous comments about the horse park needing to have either center, left turn lanes or passing relief to minimize and eliminate northbound traffic at Bates Rd. and also working with MDOT for the intersection of Bates and M72. The funding would be the responsibility of Traverse City Horse shows. If the Township receives any future applications from Horse shows this will have to be taken into consideration.

Rosa- Pointed out that with different events happening throughout the day people will be coming and going and that will increase the traffic trips.

Other Planning commission members agreed.

Wentzloff- Brought to the PC's attention to an accident that happened at Dock Rd. and 31. Talked about how the focus seems to be on the intersections at Bates Rd. and 72, as well as Brackett and Saylor. Thinks there is a lot of traffic that comes out North and hits Dock Rd. and 31. That area is a mess. How do we get that intersection in the traffic study? Feels this study is very trip count and a few intersections heavy. Thinks it is missing the bigger picture of traffic circulation and looking at where the people are actually going. The study assumes everyone is going out to 72.

VanHouten- asked if horse shows is requiring people with trailers to go out to Williamsburg Rd. to turn left at the light?

No, there is no required direction for trailers to follow.

Wolf- will list the above points into the record. Wolf and Doug White will sit down with Horse shows and see if they have any plans for expansion.

Aukerman- addressed that it has come from several sources that Horse shows have had parking in the firelane and other things they shouldn't be doing. How do we address that?

K. PUBLIC COMMENT & OTHER PC BUSINESS

Public comment opened at 8:42

Brain Kelley- Talked about almost getting hit by a person with a horse trailer pulling out for a left turn out of Bates Rd. One thing the township can do at Dock Rd and 31 is get the road commission to put their traffic counts out there. They can be doing counts, simultaneously, at all the intersections. This should be done during Horse shows peak season. Another concern is parking on neighboring lots.

Survey question #9, slight glitch as people could only pick one answer, and felt most would pick a car.

Discussed the four paths, thinks that a large house was built that encroached on one of the paths, thinks it is path #2.

Suggested PC members check out the new storage unit on Arnold Rd.

1. Planning & Zoning Administrator Report – Lindsey Wolf- Bringing the park plan to the PC in September. One more member is needed for the waterfront overlay sub-committee.
2. Township Board Report – Jean Aukerman- continuing to work on the Bertha Voss project. Lisa Swanson is looking for election inspectors, anyone interested should contact Lisa at the township.
3. Parks & Trails Committee Report –

**ADJOURN: Motion by Timmins, support by Aukerman to adjourn
Motion carries unanimously**



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ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
August 14, 2023 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:** Parks & Recreation Survey Results
- E. RECEIVE AND FILE:**
 - 1. RECEIVE AND FILE**
 - a.** Approved Township Board Meeting Minutes 7.11.23
- F. APPROVAL OF MINUTES:**
 - a.** Approve Draft Planning Commission Meeting Minutes 7.10.23
- G. CORRESPONDENCE:**
 - 1.** None
- H. PUBLIC HEARINGS:**
 - 1.** None
- I. OLD BUSINESS:**
 - 1.** None
- J. NEW BUSINESS:**
 - 1.** Housing Discussion
 - 2.** Election of Officers
 - 3.** Traffic Impact Study – TC Horseshows
- 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:

APPROVED



ACME TOWNSHIP REGULAR BOARD MEETING

**ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, July 11, 2023, 7:00 p.m.**

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

ROLL CALL: Members present: J. Aukerman, D. Hoxsie, D. Stevens, L. Swanson, D. White

Members excused: A. Jenema and P. Scott (expected to arrive late)

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.

Al Schneider, Acme resident

Brian Kelley, Acme resident

A. Jenema arrived at 7:03 p.m.

P. Scott arrived at 7:05 p.m.

Limited Public Comment closed at 7:06 p.m.

B. APPROVAL OF AGENDA:

White added Cherry Capital Connection to New Business Item #4.

Motion by Swanson, supported by Stevens, to approve the agenda with the addition of *Cherry Capital Connection* under Agenda item K. 4 (New Business). Voice vote. Motion carried unanimously.

C. APPROVAL OF BOARD MINUTES: Regular meeting 06/06/2023 and Special meeting 06/29/2023

Motion by Aukerman to approve the Board minutes from 06/06/2023 with one edit, and the Special Board minutes from 06/29/2023 as presented. The edit is on page 3 replacing each “excused” with “recusing himself” or “recusing herself” as appropriate.

Board discussion occurred. Board members reviewed minutes from the closed session of the Special meeting that occurred 06/29/2023.

Aukerman amended her motion to approve the Board minutes from 06/06/2023 with the edit on page 3 as presented, and to approve the Special Board meeting minutes of 06/29/2023 as presented. Motion supported by Scott. Voice vote. Motion carried unanimously.

D. INQUIRY AS TO CONFLICTS OF INTEREST: White recused himself from New Business, Item #1, *White – Proposed Private Road Name*

APPROVED

E. REPORTS:

a. Clerk – The sign near 5 Mile Road that was damaged will be replaced by a new sign that is currently being constructed. Signage on the township hall’s south side exterior wall will be changed this week to match that of the front window. The Clerk’s office is preparing to contact existing election inspectors to assess availability for 2024 elections including during the nine day early voting periods. Swanson invited board members to refer anyone interested in becoming an election inspector to her.

b. Parks – Jenema provided the following update: Monday July 17, 2023, the Parks and Trails Committee, joined by S. Kopriva of Beckett and Raeder, will host an Open House event at Bayside Park from 4:00 – 6:00 p.m. promoting the parks survey (everyone is welcome); State reimbursement money from the DNR grant in the amount of \$110,000 has been received; still waiting on the maintenance agreement from TART; still waiting on Beckett and Raeder’s assessment of the KOTI portion of the project; and payment #9 has not been sent yet as areas of concern remain.

c. Legal Counsel – Jocks has been working on short term rental issues and zoning issues.

d. Sheriff – Report included in packet.

e. County – Darryl Nelson, District 6 County Commissioner, provided the following information: Commissioners will have a Strategic Planning Session in July; on the topic of Community Mental Health, at June’s meeting they approved initiation of a contract for \$5 million dollars toward remodeling and set up at a building owned by Munson for a program called Access Point (described as a one-stop shop for mental health issues), the funding would come from Medicaid, Medicare, private pay insurance, and possibly a State program being looked at for additional support; concerns include program sustainability and the amount of money spent on a building not owned by Grand Traverse County - final approval has not been given, just the approval to start the contract, and Lakeside Consulting has been hired to aid in setting up the program; an opioid task force (consisting of 9 members) was also formed at the June meeting (\$4.6 million dollars will be coming in from opioid lawsuits) - the State allocated 50% and kept 50% to use toward programs that can include prevention, law enforcement, EMS, addiction treatment, family support, health care and social work support; and finally, checks are being issued for some of the ARPA money recipients including Generations Ahead, National Alliance on Mental Illness, Mt. Holiday, and Michael’s Place.

f. Supervisor – Supervisor White stated work with TCAPS regarding Bertha Vos continues. Aukerman attended the TCAPS board meeting last night and was invited to speak during the meeting answering questions they had. Negotiations are continuing and media continues to cover the issue. White is also working with Gosling Czubak Engineering regarding the sewer system at the KOTI project and working with LochenHeath regarding sewer hookup. Board discussion occurred.

g. Planning and Zoning – Wolf provided the following information and updates: the SPARK grant application requesting \$372,000 for the Bayside Park pathway and pavilion renovations was submitted and included numerous letters of support – she is optimistic and will update the Board as to whether the application is accepted (if it is not, there is a third round application opportunity); the Park Survey is available until the end of the month and can be found on the township website; she provided an update on the Trailside Solar project and stated Acme’s requirements have been met minus the basin being reconfigured. She asked the Board if they would support issuing a permit for phase 3 or waiting to issue the permit until the issues with the basin are fully resolved. Phase 3 is the actual infrastructure. Board discussion occurred. The Board agreed to wait until the basin issues are resolved and inspected by our engineer to issue a permit for phase 3. Wolf will communicate this with Trailside Solar. The Planning Commission formed a subcommittee to review water quality regulations originally located in a draft version of the zoning ordinance. Planning Commission members Steve Feringa and Dan VanHouten are on the subcommittee, and they are looking for five community members to join as well. The expected time commitment is a couple meetings lasting 1-2 hours with an end goal of making recommendations to the Planning Commission on that language. Anyone interested can contact Wolf. Also, Wolf is meeting next week with MDOT and TART to discuss the pedestrian crossing at the intersection of US 31 and M 72, for the Deepwater Connector Trail. In closing, Wolf stated activity on Whiteford Road is continuing to be monitored.

h. MMR June 2023 report – included in packet

APPROVED

White noted the Conservation Easement Monitoring Report regarding 6754 Yuba Road was provided to board members for review (included in packet).

F. SPECIAL PRESENTATIONS: None

G. CONSENT CALENDAR:

1. RECEIVE AND FILE:

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report

2. APPROVAL:

1. Accounts Payable Prepaid of \$342,380.89 and no current to be paid
(Recommend approval: Clerk, L. Swanson)

Motion by Jenema, supported by Hoxsie, to approve the Consent Calendar as presented. Roll call vote. Motion carried unanimously.

H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None

I. CORRESPONDENCE: None

J. PUBLIC HEARING: None

K. NEW BUSINESS:

1. White – Proposed Private Road Name

White recused himself. Jenema provided information on proposed road name Stroller Lane with regards to an approved land division. Per Wolf, the Road Commission signed off on the name and the next step is for the township to consider approval. Board discussion occurred briefly.

Motion by Scott, supported by Stevens, to approve the proposed road name as presented. Acme Voice vote. Motion carried unanimously.

2. Supervisor's appointments

White requested reappointment of Amy Jenema to Parks and Trails committee, Karly Wentzloff and Steve Feringa to Planning Commission, and Larry LaSusa and Chad Schut to Zoning Board of Appeals. All terms due to expire July 15, 2026. Board discussion occurred.

Motion by Scott, supported by Hoxsie, to accept the recommendation as presented. Voice vote. Motion carried unanimously.

3. Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement

Robert Carson, Regional Director of Communication Development for Networks Northwest, provided information about the Metropolitan Planning Organization agreement and about a resolution to establish an intermunicipality committee under Michigan Public Act 200 of 1957 for purposes of transportation planning in the Traverse study area (information included in the packet). Thus far, BATA, Blair Township, East Bay Charter Township, and the Leelanau County Road Commission have approved it. He asked for Acme Township consideration. Board discussion occurred. Scott recommended postponing a decision on the resolution until there are answers to the questions raised, Stevens supported that recommendation adding that more information from the Grand Traverse County Road Commission would be important. Darryl Nelson offered to research and provide more information to the Board. Board discussion continued. Mr. Carson stated he will attend the August 1, 2023 board meeting.

Motion by Scott, supported by Stevens, to postpone voting on the resolution until the August 2023 Board meeting. Voice vote. Motion carried unanimously.

APPROVED

Board discussion occurred.

4. Cherry Capital Connection, LLC

Tim Maylone spoke regarding the Metro Act application (included in packet), and asked that Acme Township approve the application and issue a long-term Bilateral agreement for use of all township road right of way for installation of fiberoptic cable in the township. Jocks has reviewed the application and spoke to the Board regarding the options to approve the application, deny access (must provide a reason for denial), or take no action and the State of Michigan will automatically approve it. Board discussion occurred. When asked how he would fund the work specifically in Acme Township, Maylone stated “we’re self-funding because we’ve been unable to find any resources.” He indicated the upcoming State of Michigan BEAD program as a potential source of funding or matching funds and hopes to get some support from the township. Customer service was discussed and it was noted that statistically for fiber, there is a ratio of one support person to 700-750 customers because the need for support decreases as compared to fixed point wireless (one support person to every 200 customers). Per Jocks, this is a non-exclusive permit that does not limit the number of fiber providers in Acme Township. Mr. Maylone said Cherry Capital Connection works with multiple counties, road commissions, and townships and there has never been an insurance claim filed.

Motion by Scott, supported by Hoxsie, to approve the request as presented. Further discussion occurred. Revised motion by Scott to approve the right of way telecommunications permit with Cherry Capital Connection, LLC. Motion supported by Hoxsie. Voice vote. Motion carried unanimously.

L. OLD BUSINESS:

1. MDOT Rail Corridor Occupancy License Agreement

White began discussion regarding the contract for use of the railroad right of way for the sewer line. The previous twenty-year contract is expiring and the township can renew it or not renew it. Jocks reviewed the contract noting that changes include increased cost and that it is a five (5) year agreement instead of 20 years. Board discussion occurred.

Motion by Jenema, supported by Stevens, to approve the Michigan Department of Transportation MDOT Rail Corridor Long-Term Occupancy License Agreement updated – in effect from October 1, 2023 through September 30, 2028 with an annual fee of \$1,375.00. No further discussion. Roll call vote. Motion carried unanimously.

PUBLIC COMMENT and OTHER BUSINESS:

Public comment opened at 8:37 p.m.

Brian Kelley, Acme resident

Public comment closed at 8:40 p.m.

Motion by Scott, supported by Jenema, to adjourn the meeting. Voice vote. Motion carried unanimously.

The meeting was adjourned at 8:40 p.m.

CERTIFICATION

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

Lisa Swanson, Acme Township Clerk

DRAFT UNAPPROVED



ACME TOWNSHIP PLANNING COMMISSION
ACME TOWNSHIP HALL
6042 Acme Road Williamsburg, MI 49690
July 10, 2023 7:00 p.m.
WORK SESSION

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE

ROLL CALL: Present; Dan Rosa, Jack Challender, Dan VanHouten, Steve Feringa, Karly Wentzloff, Marcie Timmins

Excused: Jean Aukerman

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.

Public comment opened at 7:02

Brian Kelley- Going back to the April meeting, discussed stormwater and reviews of it from Gosling Czubak. Mr. Versheve's review didn't note that the borings were only 13 inches deep and that the infiltration test couldn't be completed. Has lost his faith in Mr. Versheve's reviews. Discussed the clay band that was found on the property that was brought to Mr. Versheve's attention. Would like to know the status of the project and what is happening there. There was no play area or open space within the development, doesn't the PUD require that. Believes the original problem goes back to if this was a major or minor amendment. Believes the Planning Commission rushed to the minor amendment.

Mentioned the \$4000 grant from DTE for trees, the deadline is August. Would like to see some of the trees at Saylor park replaced that were knocked down in the 2015 storm. Discussed the appellate court decision and how Mr. Jocks has said if it is not allowed specifically then it is not allowed. The appellate court ruled differently and he is curious how Mr. Jocks will interrupt that ruling for Acme township.

Rosemarie Krupowicz- Received a postcard in the mail about a shooting range off Circle view and West Ridge. Heard there was a request to rezone an area from residential so they could put in a skeet shooting range. She and her husband are not in favor of that rezoning.

Public comment closed at 7:10

Wolf addressed the shooting range rezoning. The DNR has approved that piece of property for private hunting purposes. The owner of the property and his family are allowed to hunt there. They are allowed to shoot from dawn until dusk. What they are not allowed to do is open it up to the public. It could not be rezoned to accommodate that, it would be considered spot zoning. The township would have to redo the zoning ordinance to make that happen and that is not going to be happening at this point in time or in the near future. The township is making sure that they are not opening that property to anyone but family.

B. APPROVAL OF AGENDA: Motion by Timmins, second by VanHouten to approve the agenda with the addition of G. 2- Risiko and G.3- Kelley. Motion carries unanimously

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. SPECIAL PRESENTATIONS: none

E. RECEIVE AND FILE:

1. RECEIVE AND FILE

a. Approved Township Board Meeting Minutes 5.9.23

Motion by Timmins, second by Rosa to approve the Township board meeting minutes from 5-9-23.

Motion carries unanimously

b. Unapproved Township Board Meeting Minutes 6.6.2023

Motion by Rosa, second by Timmins to approve the Township Board Meeting Minutes 6-6-23.

Motion carries unanimously

F. APPROVAL OF MINUTES:

- a. Approve Draft Planning Commission Meeting Minutes 4.10.23 - Edits Feringa, page 3 and 4 GTECH it's GTEC Grand Traverse engineering and construction. Wolf- Wentzloff is spelled wrong on pg. 8.

Motion by Feringa, Support by VanHouten to approve the Planning Commission Meeting minutes 4/10/23. Friendly amendment to add the change of Wentzlott to Wentzloff on pg. 8.

Motion carries unanimously

G. CORRESPONDENCE:

1. BRI Monthly Newsletter- Because it was in the packet Wentzoff didn't read it into the record.
2. Risko - addressed the economic balance between attracting full year residents and tourists. Would like us to consider a 7 day limitation on short term rentals. Discussion followed as to if this correspondence was actually meant for East Bay Township.
3. Kelley - Read Kelley's letter into the record. Letter is attached to the packet.
Wentzloff responded to Kelley's letter concerning the PC members who live within the Overlay District and whether that is a conflict of interest and should recuse themselves.
Wentzloff lives on the water in Acme township, the part cited talks about a member who owns a specific parcel that does not apply to a whole district. Spoke with Mr. Jocks and he concurs that Wentzloff does not need to recuse herself.

H. PUBLIC HEARINGS:

1. None

I. OLD BUSINESS:

1. None

J. NEW BUSINESS:

1. Housing Discussion - Wolf - let everyone know that John I. was supposed to be at the meeting to lead the discussion. Due to a personal matter he won't be able to attend. Wolf is looking to table the discussion until the August meeting. John I. 's team is creating a map that will show the potential areas that accessory dwelling units could be located. Where water and sewer hook-up will be available. John has sent some draft language from other areas in Michigan that allow accessory dwelling units. Would like members to read through them before the August meeting.
Wentzloff added that members should pay attention to what is going on in Traverse City right now. We are not the same as the city but the sentiment of people in our area can be similar. Goals would be where does the PC feel comfortable with ADU's, implementing some draft language to present to the Board.
Rosa-When it is not feasible to hook up to a sewer system, Rosa has heard you can make your own sewer system. Asked if Feringa or Wolf knew about any of those systems?

Feringa- It is more feasible to hook up to individual septic systems or pay to hook up to the municipal system as it can be pricey for a group septic. There are other systems that are high breeds, where they put individual septic tanks but had a community drain field.

Wentzloff- a barrier to housing density in our township will be water and sewer. Water specifically.

2. Waterfront Regulations Discussion -

Wolf- Talked with John I. on how to get input from a different mixture of people in the township. The Planning Commission is allowed to create a subcommittee to deal with some of these issues. Specifically under section 4.3.4, preservation and restoration. Restoration was removed in its entirety, and only part of preservation was left in. The language under restoration was specific as to what was required. John wanted to know the PC thoughts on the language and whether it is too restrictive. Wolf said from an enforcement stand point it will be basically impossible unless the township hires an enforcement officer. John I. thought it would be good to form a subcommittee of; two planning commission members and five members of the community. John thought the subcommittee could meet once or twice, the meetings would be open to the public and basically make recommendations on what to present to the Planning Commission if they choose to implement the additional standards that were removed.

Discussion followed

Feringa and VanHouten volunteered to be the PC members on the subcommittee

Discussion followed to decide days and times. Actual times to be decided when all members are recruited.

Wolf asked if anyone had thoughts on the items that were removed from C and D.

Rosa- asked if the DNR or EGLE publish a guide to living near the water.

Wolf- the township has some native planting guides and other things.

Rosa- asked if it would make more sense to handout the guides than to come down heavy handed.

Discussion followed

PUBLIC COMMENT & OTHER PC BUSINESS

opened at 8:13

Brain Kelley- Attended the riparian workshop in East Bay township. There were topics that they whittled down and the take away was smaller and more focused. Discussed the solar project and the correspondence he sent to the board in December of 2022, provided a review from EGLE, Jake Riley, who said they constructed the storm water basin 10-15 feet from Yuba creek. Quoted the 50 foot setback quotes in the ordinance. Doesn't believe anything was done. Permits expired in January and still had no permits in April. Groundwater is at the floor of the basin.

3. Planning & Zoning Administrator Report – Lindsey Wolf- Election of PC officers is next month. Has made the Board and Mr.Jocks aware of the issues that are going on with the trail side solar project.
4. Township Board Report – Jean Aukerman
5. Parks & Trails Committee Report – part of the draft language is on-line for the five year park master plan, the PC will see it at the August meeting. Smart Grant application went out for continued pathways and a pavilion at bayside park. The park survey is open, and there is a public engagement/open house at Bayside park Monday 17th from 4-6.

**ADJOURN: Motion by Timmins, support by VanHouten to adjourn.
Motion carries unanimously**

ACCESSORY DWELLING UNIT ORDINANCES

Community Name	Zones Allowed	Approval Process	Sq.Ft. Min / Max	Lot Coverage	Setbacks	Parking	Height (Max)	# Allowed	Other Req.
Petoskey Ordinance No. 787	R1, R2	Section 1717 – Planning commission shall consider the following standards in addition to the standards mentioned in ordinance 787.	Not more than 600 square feet.	R1 – 30% R2 – 33% if under 7200 sq ft. 35% if over 7200 sq ft.	Only allowed in the rear yard. 5 foot minimum back and side setbacks. If in an alley, accessory building setbacks apply.	At least one off-street parking space.	Can't exceed 1.5 stories and 16 feet or the height of the principal structure, whichever is less.	One	The property owner shall reside on the property, and not absent for over 6 months a year total. No lease less than 3 months. No separate utilities. ADU Not allowed on a property with a shared driveway. Compatible in appearance with the neighborhood. Max of 10 new per year
Traverse City	1332.01 – R1A,R1B	-Property must be in allowable district. -Annual registration with city clerk. -XXXX	1332.01 – Max of 800 sq ft. or less than primary unit. Whichever is smaller.	1336.03 – 70% max impervious surface on property.	1336.04 – front not less than 19 feet from curb, but within 4 feet of street average. Side – 6 feet on 1 side 14 feet total minimum. Back – 25 feet	1374.03 – No residential parking minimum	1336.06 – Maximum of 45 feet. Within 30 feet of property line or right-of-way 35 feet.	1332.01 One – max of 2 units per parcel	1332.01 - Max of 15 new units a year One owner must occupy either the primary or accessory unit. No less than 3 months occupancy agreement. Yearly review. No licensed tourist home.

Community Name	Zones Allowed	Approval Process	Sq.Ft. Min / Max	Lot Coverage	Setbacks	Parking	Height (Max)	# Allowed	Other Req.
Charlevoix	153.116 - R1, R2	<p>Prelim application process with a detailed narrative of the structure – planning commission with review and prepare a written statement with a recommendation and any suggested or required changes.</p> <p>Prepare a final site plan that incorporates commission recommendations.</p> <p>If approved, then apply for permits.</p> <p>Construct and inspect.</p>	153.116 – Not more than 900 sq ft. and smaller than principal building.	153.116 – not more than 50%	153.116 – Back, not less than 6 feet. Side, not closer than principal unit unless adjacent to a side street, then 15 feet. Front, not beyond principal unit.	153.187 – 2 spaces per dwelling unit.	153.116 – Detached and attached, 16 feet to center of pitch.	One unit	<p>Occupation not less than 30 days.</p> <p>Not alter the exterior appearance of primary structure.</p>
Ann Arbor ADU Guidebook	R1,R2,R3,R4	<p>-Property must be in allowable district</p> <p>-If property is historical must have a certificate of appropriateness</p> <p>-Request deed restriction from A2 Planning Dept.</p> <p>-Apply for a building permit w/ plans for mechanical, plumbing, and electric. New structure requires Michigan Energy Code Compliance form.</p> <p>-Construct and inspect</p> <p>-Submit address request form</p> <p>-Apply for certificate of occupancy</p>	<p>Lots under 7200sq ft max ADU is 600sq ft or same size as ground floor of main structure. Whatever is smaller.</p> <p>Over 7200 sq ft max ADU is 800sq ft or same size as ground floor of main structure. Whatever is smaller.</p>	No mention other than Sq. Ft. Min/Max	<p>Attached ADU Follows Ann Arbor Unified Development Code</p> <p>Detached ADU</p> <p>- Front Setback not located in Required Front Setback Area.</p> <p>-Side: located in the required Side Setback Area if:</p> <ul style="list-style-type: none"> ▪ It is farther from the street than the main building; ▪ It is farther from the street than any part of main buildings on abutting lots; ▪ It is at least 3 feet from any lot line. ▪ If between 3 and 5 feet from a lot line, the ADU must contain fire-rated walls. <p>o Required Rear Setback Area: A detached ADU may be located in the Rear Setback Area if:</p> <ul style="list-style-type: none"> ▪ The sum of all structures on the lot, 	XXXXXX	21ft within the accessory building 30ft within main dwelling structure	One – max of 2 units per parcel	<p>Only on a property with a single fam home.</p> <p>The owner must occupy one of the units</p>

					including accessory buildings and parts of the main building that encroach upon the rear setback area, not occupy over 35% of rear setback; and ▪ It is at least 3 feet from any lot line. ▪ If between 3 and 5 feet from a lot line, the ADU must contain fire-rated walls.				
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Community Name	Zones Allowed	Approval Process	Sq.Ft. Min / Max	Lot Coverage	Setbacks	Parking	Height (Max)	# Allowed	Other Req.
Marquette City of Marquette LDC Ch. 54	LDR, MDR, MFR, MU, CBD		Shall not exceed 750 sq ft or 50% of the gross floor area of principal residence, whichever is less.	Must follow standards of district	Must follow standards of district	One off-street spot for the ADU.	Shall not exceed 2 stories or 20 feet.	p. 216 54.612 - One Unit Per lot containing an existing detached single family dwelling unit.	54.612 – 2 occupants max. must be related by blood marriage or adoption. Yearly recertification
Dearborn Heights Sec. 36-141 "Seems more wide open to me"	Residential: R1, What others? Commercial: C1, C2, neighborhood districts, CX, Commercial-residential mixed use, O.	Section 36-4	Minimum of 350 square feet and not occupy more than 30% of the principal structure gross floor area.	Must follow standards of district	Must follow standards of district	One off street spot for the ADU.	Must follow standards of district In R1 – 30 feet if property less than 60 wide. 35 feet if more than 60 wide.	An ADU not to be added to any structure housing two or more families.	Shall be located entirely within the principal structure and prohibited in any detached. Owner must be primary legal resident.
Grand Rapids Sec. 5.9.03 Helpful website	Director Review: CC, TCC, TBA, TOD, C, NOS application fee for Director Review is \$1,141. Special Land Use: LDR, MDR application fee for an SLU Special Land Use permit is \$1,972		Cannot be more than 25% of the floor area of the primary unit. Not less than 400 sq ft not more than 850 sq ft Does not count toward maximum residential density requirements.	Minimum lot size of zoned district Floor area ration – 40% There are various greenspace requirements depending on district (LDR, MDR, TN, MCN, MON)	Prohibited in the front yard. <ul style="list-style-type: none"> At least 6ft from the primary structure. [5.2.08.H.1] At least 3ft from the side lot line. [5.2.08.H.1] At least 3ft from any other Accessory Structure. [5.2.08.H.4] An Accessory Structure must be set at least 3ft. from right-of-way of an alley. [5.2.08.H.4] City fire code requires special provisions if a wall is nearer than 5ft. to the property line [5.2.08.H.2.c]. 	2 per dwelling unit	20 feet max – with 25 in some <i>rare cases</i>	One ADU and one principal dwelling	Owner must be an occupant of the ADU and for a minimum of 12 months prior to application for a permit. No more than 2 residents in ADU and no more than 2 bedrooms. Requires a deed restriction \$35 fee.

Community Name	Zones Allowed	Approval Process	Sq.Ft. Min / Max	Lot Coverage	Setbacks	Parking	Height (Max)	# Allowed	Other Req.
Kalamazoo Zoning Code 50-4.5	PD – Permitted – Development Standards required Node LV1 LV2 D2 D3 CC – commercial community All R - residential		950 sq ft maximum size in separate structure Maximum If located in primary structure – less or equal to 30% of the primary structure sq ft or 600 sq ft whichever is larger	Must follow district standards	No Accessory structure in Front Yard Corner side yard – not closer to corner side property line than the principal structure Setback. Accessory structures shall be set back three feet from side and rear property lines. [Amended 6-6-2022 by Ord. No. 2049]	One spot per ADU. Can be on-street if available overnight and within 660 feet,	Not higher than principal structure	One ADU and one primary unit	
Mt. Pleasant Code of Ordinances	156.110 – RC-1, RC-2, RR, CC, CL, R-I, R-2, R-3, R-4, WG-W, and PD		Detached They may contain no more than 850 square feet of conditioned floor area; however, in the case of an accessory dwelling unit located above a detached garage, footprint maximums described in § 156.111(A)(4) take precedence over the requirements of this division; Attached – no more than 850 sq ft of conditioned floor area.		156.111 – Detached Not within 6 of rear or side property lines Not closer than 15 to principal unit on adjoining property If located in front they must adhere to the setback requirements of that zoning district Attached All setbacks and height requirements of the zoning district must be maintained.	One of street parking spot per ADU – must be clearly indicated in site plan	No higher than 25 feet.	One ADU and one primary unit	
Beulah Village Zoning Ordinance If not explicitly mentioned – the code of ordinances did not mention it			Not less that 600 sq ft			2 per ADU		One ADU per lot	Same character and architectural style and the primary unit

construction code and fire safety.

10. All rooms for rent in any bed and breakfast home or inn shall be rented for temporary periods of time. No room shall be used as the primary residence of any non-family renter.

7.11 CAMPGROUNDS

Campgrounds shall comply with the provisions of Part 125 of the Michigan Public Health Code, and with the following requirements:

- A. No campgrounds shall be located except with direct access to a major thoroughfare, or with a minimum lot width of not less than fifty (50) feet for the portion used for entrance and exit. No entrance or exit shall be through a residential district or shall require movement of traffic from the campground through a residential district.
- B. The minimum lot area per campground shall be ten (10) acres.
- C. Campsites in campgrounds may be rented by the day or week or for indefinite periods; or sold provided, however, that no site shall be occupied as a permanent or principal residence.
- D. Management headquarters, recreational facilities, toilets, showers, off-street parking areas, laundry facilities and other uses and structures customarily incidental to the operation of a campground are permitted as accessory uses provided that:
 1. Such accessory uses shall not occupy more than ten (10%) percent of the area of the campground.
 2. Such accessory uses shall be restricted in their use to occupants of the campground and their guests.
 3. Such accessory uses shall present no visible evidence of their commercial character which would attract customers other than occupants of the campground and their guests.
- E. No campsite shall be so located that any part intended for sleeping purposes is within one hundred feet of the right-of-way line of any public road or highway. Setback spaces shall be occupied by plant materials and appropriately landscaped. Plant materials shall be of sufficient size when installed to assure immediate and effective screening of the park from adjacent roads and properties. The plans, specifications and proposed arrangement of such plantings shall be prepared by a registered landscape architect.
- F. The campground site plan shall be subject to the review and approval of the Grand Traverse County Health Department.
- G. Individual campsites are not subject to setback and accessory structure placement requirements that would otherwise be required under this Ordinance.

7.12 ACCESSORY DWELLING UNITS

Accessory dwelling units (ADU's) are intended to provide flexible housing options in the Township by allowing homeowners to establish a second dwelling unit on their property. ADU's are subject to the following standards:

- A. ADU's shall be limited to permitted districts and properties with single-family dwelling

units as the principal use. ADU's shall be subordinate to the single-family dwelling unit.

- B. The owner of the property shall live on site, either in the principal dwelling unit or the accessory dwelling unit.
- C. Both the principal dwelling unit and ADU shall be prohibited from being operated as a short-term rental.
- D. ADU's shall have their own separate entrance, kitchen, sleeping area, and full bathroom facilities.
- E. ADU's may be attached to the single-family dwelling unit and may occupy a basement, first floor or second floor of the principal dwelling, or may occupy a separate, detached accessory building.
- F. The use of a mobile home, camper trailer, recreational vehicle, or other temporary and/or transient structures shall be prohibited from being used as and ADU.
- G. ADU's shall be connected to municipal sanitary sewer.
- H. All ADU's shall meet applicable building and fire codes.
- I. Building materials and designs used on detached ADU's or additions to the principal dwelling for an attached ADU, shall be of similar style as that of the principal dwelling
- J. The minimum size living area shall be three hundred (300) square feet.
- K. The maximize size shall not exceed eight hundred (800) square feet, or the size of the principal dwelling unit, whichever is less.

7.13 DUPLEX DWELLING UNITS

- A. Duplexes shall be limited to permitted districts.
- B. The principal structure containing the duplex dwelling units shall meet the minimum ground floor area for the district.
- C. Duplex dwelling units shall be connected to municipal sanitary sewer.
- D. The use of a duplex dwelling unit as a short-term rental unit shall be prohibited.

7.14 TOURIST HOMES

The specific provisions related to the operation of tourist homes are outlined in the Acme Township Short-Term Rental Ordinance. All tourist home operations shall require a license issued by Acme Township.

7.15 VACATION HOMES

The specific provisions related to the operation of vacation homes are outlined in the Acme Township Short-Term Rental Ordinance. All vacation home operations shall require a license issued by Township. Vacation homes in the C - Corridor Commercial and CF - Corridor Flex Districts shall be limited to operating within detached single-family dwellings.

7.16 HOME OCCUPATIONS

Home occupations may be carried on in a dwelling or accessory building to that dwelling

MEMORANDUM

TO: Acme Township Planning Commission
FILE NO. 5385.00
FROM: Jeffrey L. Jocks, OLSON, BZDOK & HOWARD, P.C.
DATE: July 10, 2013
RE: Officer Election Process

The purpose of this memo is to set out the general process that this Planning Commission has used for elections of Planning Commission officers. The process is basically the same as found in Robert's Rules of Order.

1. The Chairperson states that elections for officers shall begin and that each officer shall be elected in turn.
2. The Chairperson opens nominations for the office of Chairperson.
3. Any member of the Planning Commission may nominate any other member for Chairperson.
4. Voting for Chairperson occurs in the order of nomination. The person nominated first is voted upon by roll call vote and if a majority votes in favor of that person being elected as Chairperson, then no more votes are taken. If there is not a majority in favor, then the person nominated second is voted upon, and so on until a nominee is elected by a majority. The nominee recuses him or herself from voting.
5. Steps 2 through 4 are repeated for Vice Chairperson and then for Secretary.

To: Lindsey Wolf

From: Chris Zull PE
Sia Lyimo

Date: July 27, 2023

Re: Traffic Impact Study Review – Traverse City Horse Shows, LLC

INTRODUCTION

Traverse City Horse Shows, LLC (TC Horse Shows) owns an equestrian facility of approximately 130-acres located at the Flintfields Horse Park (Park) at 6535 Bates Road, Williamsburg, Michigan 49690. Since 2015, TC Horse Shows and the Park have been working on a Master Plan to develop the property into one of North America's most sought-after equestrian destinations. In July 2022, the Park was expanded to include additional VIP pavilions, vending areas, retail spaces, a pedestrian shuttle pick-up and drop-off area, and a gravel overflow parking space.

As a result of the new expansion, TC Horse Shows commissioned Wade Trim Associates, Inc. (Wade Trim) to conduct a traffic impact study to quantify the impact of the changes to the surrounding roadway network. The study area consisted of two unsignalized intersections as listed below:

- Saylor Road/Bates Road and Brackett Road/Bates Road
- M-72 at Bates Road

At the request of Acme Township (Township), Progressive AE, Inc. (Progressive AE) was asked to review the findings and recommendations provided within the traffic study prepared by Wade Trim.

TRAFFIC STUDY REVIEW

A review of both the safety and operation concerns of the impact study report was conducted. Below is the summary of the general approaches, procedures, findings, and recommendations as documented in the report. Comments provided by the Grand Traverse County Road Commission were reviewed and addressed and recommendations on addressing them were provided.

Data Collection

Traffic data at the study area intersections were collected during the morning and afternoon peak hours over a 4-day period from Thursday through Sunday during a typical week in July 2022. Morning (7:00 a.m.–9:00 a.m.) and afternoon (2:00 p.m.–6:00 p.m.) peak hour turning movement counts were completed on Thursday and Friday. Weekend turning movement counts were collected on Saturday and Sunday from 11:00 a.m.–4:00 p.m.

Existing Conditions

Six scenarios were analyzed as part of the study. These included the Thursday and Friday morning and afternoon peak hours and the Saturday and Sunday peak hours. The existing conditions analyses provided within the report show the following:

- The Saylor Road/Bates Road and Brackett Road/Bates Road intersection currently operates acceptably during all analysis time periods. Each approach currently operates at level of service (LoS) “B” or better.
- The M-72/Bates Road intersection serves higher traffic flows on M-72 than on Bates Road. The capacity analysis results show the southbound approach to the intersection currently operates at LoS “F” during several of the analysis time periods.

Safety Review

A crash analysis was performed within the study area from 2015-2021. Progressive AE acknowledges and supports the source and findings of the crash analysis, whose results are found in the report provided. As 2022 crash data was not available at the time the study was completed, Progressive AE reviewed additional crash data for 2022. The results show only one crash was observed at the M-72/Bates Road intersection and no crashes were observed at the Saylor Road/Bates Road and Brackett Road/Bates Road intersection.

Future Conditions

The study indicated the TC Horse Show is currently operating at maximum capacity; therefore, the existing traffic conditions also represent the full buildout conditions at the study area intersections. However, the review of plans and communication with the owner revealed that gravel overflow parking space might be available for future parking use in addition to the current 650 parking spaces. The gravel overflow parking can accommodate 150 vehicles, thus increasing future available parking spaces at full capacity to 800 spaces.

The study assumed 10-15% (ten to fifteen percent) of the new traffic will occur during the peak hours. Therefore, from the 150 vehicles expected in the future only about 15-23 vehicles were assumed will be during peak hours. In distributing this number of vehicles into vehicles entering and exiting the park, it was found that the number of vehicles added to the system was too small to influence mitigation at the Bates Road and M-72 intersection.

As no new trips were added to the study area intersections, the existing conditions analyses also represent the future conditions analyses. Based on the analyses performed the following recommendation were made for the M-72/Bates Road intersection:

- Construct a southbound left-turn lane to allow right-turn vehicles to bypass a vehicle waiting to turn left.
- Adding an eastbound left-turn lane and/or a westbound right-turn lane along M-72 at Bates Road to improve safety along the corridor.
- Adding a roundabout at the intersection to bring all legs to operate at LoS “B.” The option, however, is a major improvement involving funding issues and needs to be discussed with the Michigan Department of Transportation (MDOT) and Grand Traverse County Road Commission.

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

CONCLUSIONS AND RECOMMENDATIONS

Based on the study prepared by Wade Trim and Progressive AE's review of the study, the following recommendations would be made:

- The 10-15% (ten to fifteen percent) trip generation assumption based on the proposed 150 parking spaces should be verified. It would be recommended that a site trip generation rate per existing parking space be calculated based on the existing data collected and existing 650 parking spaces. This rate could then be applied to the proposed 150 parking spaces to confirm the amount of new trips expected to be generated by the added parking spaces during the peak hours.
- Any future increase in programming, events, facilities, or other changes that may increase trip generation should be supported by additional analysis and study.
- Depending on the results of the new parking spaces trip generation and/or programming changes new trips may need to be added to the study area intersections and a future conditions analysis performed.
- The most impactful improvement would be the addition of a southbound left-turn lane at the M-72/Bates Road intersection. This significantly reduces the overall delay and queuing on the southbound approach. This improves the southbound right-turn movement to LoS "D" with an anticipated 95th percentile queue of 3.2 vehicles. The southbound left-turn movement will likely continue to operate at LoS "F" with an anticipated queue of 4.3 vehicles. It should also be noted that the majority of southbound vehicles turn right at M-72, with 117 vehicles turning right and 33 vehicles turning left.

These results are based on the mitigated conditions analysis for the Friday afternoon peak hour. This peak hour should be confirmed as the highest peak hour of the scenarios analyzed.

- A proposed southbound left-turn lane at the M-72/Bates Road intersection should be constructed long enough to accommodate the anticipated 95th percentile queue.
- While the addition of left- and/or right-turn lanes along M-72 at Bates Road would improve safety at the intersection, there does not appear to be a significant crash pattern at the intersection as a result of the TC Horse Show traffic. The safety analysis shows 23 crashes occurred within a 7-year period from 2015-2021. Of these crashes, eight were reported during June, July, and August while the TC Horse Show is operational. These data indicate that just over one crash per year at the intersection may be related to existing horse show traffic.
- Progressive AE agrees with the comments provided by Grand Traverse County Road Commission. These comments should be addressed through discussions with the site owner, MDOT, and/or the Township.
- A revised study addressing the above comments should be provided.

Sincerely,



Christopher E. Zull PE
Transportation Practice Leader