



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

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE 7:02**

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

**Excused: Jean Aukerman**

**Staff Present: 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

Opened at 7:04

Brian Kelley- Talked about public engagement, wondering what public engagement the township is planning for the change in ordinance? Questioned if there shouldn't be a summary document for the AUD ordinance change that clearly describes the impact in a way someone who is not an expert would be able to understand it?

Talked about setbacks and buffers. Wondered if setbacks could vary depending on the height and details of the proposed ADU and how it may affect the neighboring property. Believes buffers between an AUD and neighboring property are a good idea. Also questioned the affects an ADU would have on street parking and traffic. If the townships intended use is for AUD's to relieve housing he doesn't believe six months lease options would help solve that.

Closed at 7:07

**B. APPROVAL OF AGENDA: Motion by Rosa, support by Timmins to approve the agenda as presented.**

**Motion carries unanimously**

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

**D. SPECIAL PRESENTATIONS:**

**E. RECEIVE AND FILE:**

**1. RECEIVE AND FILE**

**a. Approved Township Board Meeting Minutes 8.01.23**

**Motion by Feringa, support by VanHouten to receive and file the Township Board Meeting Minutes from 8/01/23**

**Motion carries unanimously**

**F. APPROVAL OF MINUTES:**

**a. Approve Draft Planning Commission Meeting Minutes 8.14.23**

**Motion by Feringa, support by Timmins to approve the Draft Planning commission meeting minutes from 8/14/23.**

**Motion carries, Challendar abstained**

**G. CORRESPONDENCE:**

**1. None**

**H. PUBLIC HEARINGS:**

**1. None**

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.

**I. OLD BUSINESS:**

**1. Housing Discussion – Accessory Dwelling (ADU) Text**

Wolf-Waiting on a map from Beckett and Raeder that will show what areas ADU's would impact. Wolf Hope to have it at the October meeting.

Wolf talked with Jeff Jocks, who has questions about some of the language, specifically 5.34.2 A.13 about them not being a short term rental. Jocks has questions about how this language would affect a tourist home status.

Wolf believes section 3.2 would need to be amended to list which districts ADU's could potentially be allowed in, once the PC decides which districts they feel ADU's should be allowed in.

Wentzloff questioned the language of 5.34.2.A.4 changing it to, should be subordinate to a conforming single family dwelling unit. The discussion would be about non conforming single family homes in a commercial district and how the ordinance would apply, but still not allow them as short term rentals in the commercial district.

Discussion followed.

Challender- asked about 5.34.2.A.1, wanted to know if a clause could be included for properties to be inspected by the health department or some other agency that is responsible for septic systems, to determine if a property with a septic would be eligible to either have room for a second septic system or if the system was already a capacity to handle the added ADU?

Discussion followed about which part of the township was connected to sewer as well as who keeps track of septic and well inspections.

Feringa- drain fields are the biggest consideration, you don't want a drain field to fail.

Wentzloff- the health department is the one who determines if the septic is large enough based on the number of bedrooms, and then extras like garbage disposal and such and it increases the size of septic/drainfield needed. Is not opposed to allowing ADU's in areas with septic but feels the township has to be clear about how we will require the owner to relay this information to the township and what township expectations are.

Wolf- Express her concerns about other districts having ADU's and how the township will be able to police them to make sure they don't become short term rentals.

Wentzloff feels that if enforcement is the issue then the township should look into the computer programs that monitor for short-term rentals.

Discussion on limiting the number of ADU's approved each year followed.

Straw poll opinion of the PC members. Is anyone opposed to considering ADU's in areas with septic?

No members had a problem with it as long as a system is put in place to make sure inspections take place on the septic system/drain fields.

Discussion followed

Wentzloff- what districts ADU's could exist in? The township really just has; single family neighborhood, single family rural and agricultural are the three areas in the township that have housing by right. So that would be the yellow, purple and white on the map.

Discussion followed about the number of ADU's permitted per year and how it would be decided who gets one of the five permits, previously talked about, if there were more than five requests.

Discussed making sure all the definitions we have in our ordinance match with definitions used in the AUD ordinance.

Discussed what might happen to vacation and tourist homes that request an ADU.

Discussed setbacks in the different districts and how they would apply to ADU's.

Wentzloff- asked if an ADU could be placed over an existing garage or barn as long as it conforms?

Wolf- Yes, it could be over someone's garage as long as it isn't over 950 sq.ft. and meets all the other requirements.

Discussed landscaping for buffers, decided trying to regulate residential landscaping wouldn't work out well.

Planning commissioners decided to continue the ADU discussion at the October meeting.

Feringa started discussion on having to meter both the ADU and the main house. This discussion will continue with John I. in the future.

Discussed the definition for a manufactured home and mobile home and updating the language the township uses.

**J. NEW BUSINESS:**

1. None

**K. PUBLIC COMMENT & OTHER PC BUSINESS**

**Public comment opened at 8:11**

Brian Kelley- RV park, heard from people with property over there that it is not what was intended. There are ADU's over there according to owners within the property.

Number of ADU permits, there is a big difference between what was talked about at the last meeting and what was talked about tonight. There were a lot of problems with the lotteries. It is tricky trying to figure out. He thinks setbacks matter a lot when people buy a house with one expectation and now they may find there will be a second house where there wasn't one allowed before. Talked about vegetative buffers.

1. Planning & Zoning Administrator Report – Lindsey Wolf- gave out hard copies of the Parks plan for members to review. The 30 day review period is open from September

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.

10th - October 10th. It will go to public hearing at the November Board meeting. Still needs one more member for the subcommittee. Doug was asking a board member if they would be interested in joining.

2. Township Board Report – Jean Aukerman
3. Parks & Trails Committee Report –

**ADJOURN: Motion by Feringa, support by Challenger to adjourn.  
Motion carries unanimously.**



**ACME TOWNSHIP PLANNING COMMISSION**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road Williamsburg, MI 49690**  
**September 11, 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:**
- E. RECEIVE AND FILE:**
  - 1. RECEIVE AND FILE**
    - a.** Approved Township Board Meeting Minutes 8.11.23
- F. APPROVAL OF MINUTES:**
  - a.** Approve Draft Planning Commission Meeting Minutes 8.14.23
- G. CORRESPONDENCE:**
  - 1.** None
- H. PUBLIC HEARINGS:**
  - 1.** None
- I. OLD BUSINESS:**
  - 1.** Housing Discussion – Accessory Dwelling (ADU) Text
- J. NEW BUSINESS:**
  - 1.** None
- 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, August 1, 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, A. Jenema, P. Scott, D. Stevens, L. Swanson, D. White

**Members excused:** None

**Staff present:** Lindsey Wolf, Planning & Zoning Administrator, Cristy Danca, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

**Limited Public Comment was opened at 7:01 p.m.**

Brian Kelley, Acme resident

**Limited Public Comment closed at 7:03 p.m.**

**B. APPROVAL OF AGENDA:**

**Motion by Swanson, supported by Scott, to approve the agenda as presented. Voice vote. Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 07/11/2023**

**Motion by White supported by Aukerman to approve the Board minutes from 07/11/2023 as presented. Voice vote. Motion carried unanimously.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST:** Stevens recused himself from L. Old Business, Item #3, *Traffic Impact Study Review – Traverse City Horse Shows, LLC*

**E. REPORTS:**

**a. Clerk** – None

**b. Parks** – Jenema provided the following update: Monday July 17, 2023, the Parks and Trails Committee, joined by S. Kopriva of Beckett and Raeder, hosted an Open House event at Bayside Park from 4:00 – 6:00 p.m. promoting the parks survey (Wolf will share findings later in the meeting); Parks and Trails Committee will go over survey information at their next meeting August 21, 2023; work continues on the Parks Master Plan.

**c. Legal Counsel** – None

**d. Sheriff** – None

**e. County** – Darryl Nelson, District 6 County Commissioner, addressed a question raised at the last meeting about the Metropolitan Planning Organization agreement. Nelson stated there would be one vote per entity and that more information would be presented by Networks Northwest later in the meeting.

**f. Supervisor** – Supervisor White has been talking with MMR, working with Aukerman on Bertha Vos, and working with DPW.

**g. Planning and Zoning** – Wolf provided the following information and updates: Trailside Solar is aware that basin design and installation are necessary before a permit for phase 3 will be issued; she

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has been working with legal counsel and Officer Abbring on a short-term rental violation; John Iacoangeli will attend the next Planning Commission meeting to discuss housing options; and Wolf continues working on the Parks Master Plan.

**h. MMR July 2023 report** – included in packet. Amy Fairchild, MMR Operations Manager, Northwest Division, spoke to the Board about staffing being good for the Acme/Whitewater truck. The truck assigned here is currently in for service so there is a spare in use.

## **F. SPECIAL PRESENTATIONS: Chief Pat Parker-Metro Fire Proposed 2024 Budget**

Chief Parker provided an overview of the Grand Traverse Metro Emergency Services Authority 2024 Budget Proposal (included in packet). They are not proposing to reduce any services and the millage will remain the same as last year (2.75 mills). At the July 25, 2023, Metro Board meeting, the Board unanimously approved the 2024 budget. Chief Parker will present the budget to the townships in August, and he will return in September when each township sets their millage at a public hearing. (Acme is expected to hold a public hearing September 5, 2023). He noted some of the challenges identified on page 4 of the proposed budget, and stated there is now a firefighter at Station 9 around the clock. Metro continues to look for grant opportunities. Board discussion occurred. Per Chief Parker a fire truck should last 15 years primary and another 5 years in reserve. They would expect 25 years out of a ladder truck and 7 years out of the pick-up trucks. Chief Parker thanked the Board for their support and offered to answer any questions the Board may have leading up to the public hearing.

## **G. CONSENT CALENDAR:**

### **1. RECEIVE AND FILE:**

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report and Balance Report
- c. Draft Planning Commission Work Session minutes 07/10/2023

### **2. APPROVAL:**

1. Accounts Payable Prepaid of \$20,397.84 and NO current to be paid  
(Recommend approval: Clerk, L. Swanson)

**Motion by Scott, supported by Aukerman, to approve the Consent Calendar as presented. Roll call vote. Motion carried unanimously.**

## **H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None**

## **I. CORRESPONDENCE:**

1. **Brian Kelley's letter dated 07/11/2023 Re: TART Solar**

## **J. PUBLIC HEARING: None**

## **K. NEW BUSINESS:**

### **1. Discussion of 2024 contract proposal for MMR**

Amy Fairchild, MMR Operations Manager, Northwest Division, spoke of a 2 percent rate increase locked in for five years due to inflation, rising fuel costs, employee wage increases, and vehicle maintenance. Board discussion occurred. White raised a question regarding section VI. B. as to whether Whitewater or Acme Township would own a new ambulance after 5 years if one had to be purchased – Fairchild agreed to confirm and provide that information at a later date. White raised a question regarding sections XX. B. and XXI. B. with regard to the 60-day termination notice. He requested 180 days instead as per the previous agreement and he asked the Board's opinion. Fairchild will take that request back and follow up. Whitewater Township meets next week to discuss the contract. Jenema requested Whitewater receive updated information regarding any changes that result from tonight's discussion prior to their meeting.

### **2. Discussion on creation of a Special Assessment District for Hampshire Hills**

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White began discussion noting receipt of a petition signed by 40 of 49 owners with frontage on Hampshire Drive. Hampshire Drive residents Andy Peterson, Al Schneider, Dan Rosa, and Linda Coburn all spoke to the Board. Hampshire residents Rick Lozowski and Cristy Danca (Recording Secretary) were also present. Peterson asked the Board for their support in establishing a special assessment district for improvement of Hampshire Drive. He spoke about the deterioration of the road over time and the unsafe conditions this has created for neighborhood driving, biking, skateboarding, etc. The proposed project also calls for replacement of the 45-year-old culvert at the only entrance/exit of the subdivision. Per his research, the lifespan of a similar type of culvert is 30 – 60 years. The new culvert would be concrete with an expected lifespan of 100 years. Peterson stressed the need for the road to be repaired, asked for the township to support it, and noted 80 percent of the Hampshire Drive residents support it. Schneider asked the Board to vote on setting a public hearing for the September Board meeting. Board discussion occurred about assessment amount and the township process for establishing a special assessment district. The Board agreed to move forward with the process and to have legal counsel review the matter. Schneider asked if he could speak directly with legal counsel and White agreed.

### **3. Special Action Memo – Mt. Hope Village**

White requested approval of the Special Action Memo. Board discussion occurred briefly.

**Motion by Jenema, supported by Hoxsie, to approve the Special Action Memo as presented.**

Board discussion occurred. **Voice vote. Motion carried unanimously.**

### **4. Parks and Recreation Survey Results**

Wolf provided information based on data from the Parks and Recreation survey that concluded July 31, 2023. There were 247 respondents plus another 3 paper copies that have yet to be entered. The 250 total surveys are double the response of the last park survey. Wolf thanked Danca and Lamott for their assistance. The data will be provided on the township website (acmetownship.org) and will be shared with both the Planning Commission and Parks and Trails Committee.

## **L. OLD BUSINESS:**

### **1. Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement**

Robert Carson, Regional Director of Communication Development for Networks Northwest, provided an update. To date the agreement has been approved by East Bay Charter Township, Garfield Charter Township, Elmwood Charter Township, Blair Township, Green Lake Township, BATA, Leelanau County Road Commission, Leelanau County Board of Commissioners, and the Grand Traverse County Road Commission. He anticipates Traverse City and Bingham Township will approve it at their August meetings. MDOT is waiting to see what happens with all the eligible entities, as is Carson, so that he can ascertain due amounts for each entity. The next TTCI policy board meeting will be September 12<sup>th</sup> at which time they would approve moving the agreement to the governor's desk. After that it would transfer to liaisons at the Michigan Department of Transportation. Board discussion occurred. Carson anticipates annual check-ins with each entity to answer questions, provide updates and assess. The official start date of the MPO would be the first meeting after October 1<sup>st</sup>.

**Motion by Jenema, supported by Hoxsie, to pass Resolution #2023-23 for the establishment of the Intermunicipality Committee Under Michigan Public Act 200 of 1957 for purposes of Transportation Planning in the Traverse Study Area as presented.** Board discussion occurred.

**Jenema made a motion to modify the previous motion to support the Traverse Transportation Coordination Initiative Resolution #2023-23 as presented with a modification: Whereas Acme Township will review membership annually during the budget process. Supported by Hoxsie.** Board discussion occurred. White noted the date on the bottom of the Resolution will be changed to August 1, 2023. **Roll call vote. Motion carried unanimously.**

### **2. Continued Discussion Planning and Zoning Performance Award**

Board discussion included a review of the discussion from the December 6, 2022 meeting, the idea of a



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shared special recognition award, and the personnel committee conducting a performance evaluation. The decision was made to bring the matter back to the personnel committee and then back to the Board for next month's meeting.

### **3. Traffic Impact Study Review – Traverse City Horse Shows, LLC**

Wolf discussed the conclusions and recommendations portion of the memo (included in the packet) and stated she has been attempting to obtain this information since November 2022. Board discussion occurred.

#### **PUBLIC COMMENT and OTHER BUSINESS:**

Public comment opened at 9:06 p.m.

Brian Kelley, Acme resident

Public comment closed at 9:08 p.m.

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

The meeting was adjourned at 9:08 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.

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**Lisa Swanson, Acme Township Clerk**



**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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**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 - 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.

**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 5 to add Section 5.34 Accessory Dwelling Unit(s)**

5.34 Accessory Dwelling Unit (ADU)

5.34.1 Intent & Purpose

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

5.34.2 General Standards

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

1. ADU’s shall be limited to permitted districts and properties that have municipal sewer or the ability to connect to municipal sewer.
2. ADU’s shall be limited to permitted districts and properties where single-family dwelling units are the principal use.
3. ADU’s shall comply with the setbacks of the zoning district.
4. ADU’s shall be subordinate to the single-family dwelling unit.
5. The owner of the property shall live on site, either in the principal dwelling unit or the accessory dwelling unit.
6. ADU’s shall have their own separate entrance, kitchen, sleeping area, and full bathroom facilities.
7. ADU’s may be attached to a single-family dwelling unit and may occupy a

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basement, first floor or second floor of the principal dwelling or may occupy a separate, detached accessory building in the rear of the principal dwelling unit.

- 8. All ADU's shall meet applicable building and fire codes.
- 9. Building materials and designs used on detached ADUs or additions to the principal dwelling for an attached ADU shall be of a similar architectural style as that of the principal dwelling.
- 10. The minimum size of the ADU shall be three hundred and fifty (350) square feet.
- 11. The maximum size shall not exceed nine hundred and fifty (950) square feet, or the size of the principal dwelling unit, whichever is less.
- 12. Manufactured homes or mobile homes shall not be used as an ADU.
- 13. An ADU shall not be used as a Short-Term Rental.
- 14. The term for tenancy of the ADU shall be for a period of six (6) months or more.
- 15. A detached ADU built on property served by public water and/or public sanitary shall be separately metered.
- 16. Parking for the ADU shall be provided on the same property as the principal use and include one (1) off-street parking space per ADU.

**4. Severability**

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

**5. 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 7 days after publication.

Adopted, enacted, and ordained by the Acme Township Board of Trustees this \_\_\_ day of \_\_\_\_\_, 2023.

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Doug White  
Its Supervisor



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Lisa Swanson  
Its Clerk