

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, August 14, 2024 at 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

2. Review and Approval of the Agenda – Conflict of Interest

3. Minutes – July 24, 2024

4. Correspondence

- a. Notice – Elmwood Charter Township Planning Commission, Leelanau County – Notice of Intent to Prepare a Master Plan

5. Reports

- a. Township Board
- b. Planning Commissioners
 - i. Zoning Board of Appeals
 - ii. Parks and Recreation Commission
 - iii. Joint Planning Commission
- c. Staff Report
 - i. PD 2024-59 – Planning Department Monthly Report – August 2024

6. Unfinished Business

- a. PD 2024-60 – Zoning Ordinance Proposed Amendment: R-3 District – Public Hearing
- b. PD 2024-61 – Potter's Home Retreat B&B Special Use Permit – Follow-Up
- c. PD 2024-62 – Tower North Wireless Comm. Facility Special Use Permit – Follow-Up

7. New Business

- a. PD 2024-63 – French Manor LaFranier Special Use Permit Major Amendment – Intro
- b. PD 2024-66 – Copper Ridge PUD Sign Review

8. Public Comment

9. Other Business

10. Items for Next Agenda – August 28, 2024

- a. Zoning Ordinance Continued Discussions – Sign Ordinance and Short-Term Rentals

11. Adjournment

**Joe Robertson, Secretary
Garfield Township Planning Commission
3848 Veterans Drive
Traverse City, MI 49684**

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
July 24, 2024**

Call Meeting to Order: Chair McManus called the July 24, 2024 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Roll Call of Commission Members:

Present: Joe Robertson, Pat Cline, Molly Agostinelli, Chris DeGood, Robert Fudge and Joe McManus

Absent and Excused: John Racine

Staff Present: Deputy Planning Director Steve Hannon

1. Public Comment (7:01)

None

2. Review and Approval of the Agenda – Conflict of Interest (7:01)

DeGood declared a conflict with New Business item 4.

Agostinelli moved and Fudge seconded to approve the agenda as presented.

Yeas: Agostinelli, Fudge, Cline, Robertson, DeGood, McManus

Nays: None

3. Minutes (7:02)

a. July 10, 2024 Regular Meeting with Township Board

Agostinelli moved and Cline seconded to approve the July 10, 2024 Regular Meeting minutes as presented.

Yeas: Agostinelli, Cline, Fudge, Robertson, DeGood, McManus

Nays: None

4. Correspondence (7:03)

None

5. Reports (7:03)

Township Board Report

Agostinelli reported that there was no meeting.

Planning Commissioners

i. Zoning Board of Appeals

Fudge reported that the ZBA approved relief from the wetland buffer requirement for a parcel on Miller Creek Drive.

ii. Parks and Recreation Commission

DeGood reported that there was no Parks & Rec meeting.

iii. Joint Planning Commission

McManus stated that the Traverse City Community Garden is interested in constructing a storage shed at the Historic Barns.

Staff Report

Hannon reported that the Master Plan was adopted and updated copies are on Planning Commissioners' desks. The Potter's Home B&B is currently in legal review and Towers North is working to meet their setbacks.

6. Unfinished Business

a. PD 2024-53 – R-3 District and Vacation Home rental Amendments – Introduction (7:06)

The R-3 Multiple Family Residential zoning districts provide for apartments. However, to provide more lenient requirements for additional housing choices, the Planning Commission is considering allowing triplexes and quadplexes as uses permitted by right in the R-3 District. The proposed amendment would update Section 201 definitions, Table 3-4 Use Chart and Section 315 multiple family residential. Minimum lot widths would be 100 feet. Side yard setbacks would be 19 feet or 20 feet for multi-family. These changes would encourage more density in in the R-3 district. Commissioners discussed the width and size of the lots and agreed that minimum lot area needed to be discussed. Commissioners talked about the consequences of the proposed change.

Agostinelli moved and Robertson seconded THAT the draft proposed Zoning Ordinance text amendment, as attached to Planning Department Report 2024-53, BE SCHEDULED for a public hearing for the August 14, 2024 Planning Commission Regular Meeting.

*Yeas: Agostinelli, Robertson, Cline, DeGood, Fudge, McManus
Nays: None*

b. PD 2024-56 – Short-Term Rentals – Discussion (7:32)

Recently, House Bill (HB) 5438 of 2024 was introduced in the Michigan legislature. HB 5438 provides for the registry and regulation of short-term rentals and hosting platforms. Hannon said that the township should be prepared if the bill passes and short term rentals would be allowed in the

CH, CP and CG zoning districts. The short terms rentals could be regulated through licensing and a draft of such an ordinance is attached for commissioner review. Commissioners discussed the proposed changes and what the township could do to regulate STR's. They asked to see a map of where STR's could be located and another map of where dwelling units exist in those districts at this time. Commissioners discussed the draft ordinance and talked about limits on short term rentals and their impact on existing PUD's in those zoning districts.

c. PD 2024-54 – Zoning Ordinance Updates – Sign Ordinance Walkthrough (8:06)

Staff have provided an article by Fahey Schultz Burzych Rhodes (FSBR), a law firm with a specialty in municipal law, as an attachment to this report. This article gives an overview of content-based regulations of signage, gives an analysis of recent United States Supreme Court cases regarding signage, and offers some examples of typical municipal sign regulations which may be considered content-based. Hannon discussed regulations and conditions and the new legalities. He spoke about the famous Reed vs. Gilbert Supreme Court case which deals with signage. Commissioners discussed the length of time a sign could be posted and placement and numbers of signage. Commissioners discussed how to tackle the sign ordinance in the best possible way and determined that a categorical method may be best.

d. PD 2024-55 – City of Traverse City Master Plan – Review (8:36)

The 63-day review of the City of Traverse City Master Plan is in effect and staff reviewed it and would like to comment on future corridor planning, a sidewalk network and mobility. Trail connections were also discussed and proposed for comment.

Agostinelli moved and Fudge seconded THAT Planning Staff is directed to prepare and send a letter to the City of Traverse City Planning Commission outlining the comments of the Planning Commission.

*Yeas: Agostinelli, Fudge, Cline, Robertson, McManus
Nays: None*

7. New Business (8:45)

None

8. Public Comment (8:46)

None

9. Other Business (8:46)

None

10. **Items for Next Agenda – August 14, 2024 (8:22)**
 - a. **Petter’s Home Retreat B&B Special Use Permit – Follow-Up**
 - b. **Tower North Wireless Communication Facility Special Use Permit – Follow-up**
 - c. **French Manor LaFranier Special Use Permit Major Amendment - Introduction**

11. **Adjournment**
Fudge moved to adjourn the meeting at 8:49pm.

Joe Robertson, Secretary
Garfield Township Planning
Commission
3848 Veterans Drive
Traverse City, MI 49684

Planning/ Zoning Department
planner@elmwoodmi.gov

Elmwood Charter Township
10090 E. Lincoln Rd.
Traverse City, MI 49684

Contact Information
Ph: (231) 946-0921
Fax: (231) 946-9320

July 24, 2024

NOTICE
ELMWOOD CHARTER TOWNSHIP PLANNING COMMISSION
LEELANAU COUNTY
NOTICE OF INTENT TO PREPARE A MASTER PLAN

To all interested parties,

On behalf of the Elmwood Charter Township’s Planning Commission and in accordance with the requirements of Michigan's PA 33 of 2008 and related amendments, this is to notify you that Elmwood Township is initiating the process to complete an update of its Master Plan, also known as a Comprehensive Plan. This Notice is being issued as required by the Michigan Planning Enabling Act (MPEA; Act 33 of 2008).

The Township requests your cooperation and comment in this process. Specifically, we would like to know if you have any suggestions or comments that you believe should be addressed in this effort. Later in the process, the Township will issue a draft copy of the Plan for public review and comment, as required by the Act. To the extent possible, draft and final plans will be provided through the Township website. Please check our website at www.elmwoodmi.gov to review documents when they are available.


We look forward to your input. Please send any comments during this process to Elmwood Township, Attn: Sarah Clarren, Planner/Zoning Administrator, 10090 E Lincoln Road, Traverse City, MI 49684, or email planner@elmwoodmi.gov.

Sincerely,



Sarah Clarren
Planner/Zoning Administrator
Elmwood Township

RECEIVED
JUN 29 2024
PLANNING

 Charter Township of Garfield Planning Department Report No. 2024-59			
Prepared:	August 6, 2024	Pages:	2
Meeting:	August 13, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – August 2024		

PURPOSE:

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. The presentation of this report also provides a venue for the Township Board to have a dialog with staff about any of the activities or planning-related issues facing the Township.

DEVELOPMENTS:

The Planning Commission is currently conducting the following development review activity:

The Potter’s Home Retreat Bed and Breakfast – Special Use Permit Review

- *Location:* 492 W Potter Road, north side of Potter Road, west of intersection with Garfield Road
- *Development Description:* Proposed bed and breakfast with space for up to 6 guests
- *Status:* After a public hearing at the 6/12/2024 meeting, the Planning Commission tabled the application and requested additional information to review at their 6/26/2024 study session. Upon reviewing this additional information, Commissioners directed staff to prepare Findings of Fact for their 7/10/2024 regular meeting. Commissioners tabled the application at their 7/10/2024 meeting and referred the proposed Findings of Fact to the Township Attorney for legal review.

TowerNorth Wireless Communication Facility – Special Use Permit Review

- *Location:* 2767 Zimmerman Road, west side of Zimmerman Road, north of Silver Lake Road intersection
- *Development Description:* Proposed monopole wireless communication facility (cell tower)
- *Status:* The Planning Commission tabled the application at their 6/12/2024 meeting and requested more information on the application. Commissioners tabled the application at their 7/10/2024 meeting so that the applicant can propose a different location on the site for the proposed tower which meets setback standards for wireless communication facilities.

French Manor LaFranier – Special Use Permit Major Amendment Review

- *Location:* 3090 LaFranier Road, east side of LaFranier Road, south of South Airport Road
- *Development Description:* Proposed expansion of existing senior residential facility
- *Status:* The application will be introduced to the Planning Commission at their 8/14/2024 meeting.

The Planning Department is also currently conducting the following administrative development review activity:

Northern Floor and Tile

- *Location:* 670 Eta Lane, east of US 31, north of Rennie School Road
- *Development Description:* Proposed building addition
- *Status:* Applicants sent updated site plan information per staff comments; approved with conditions.

PLANNING:


Other Planning Department activities include the following:

- The Township Board adopted the updated Master Plan at their 7/9/2024 meeting. Adoption of the updated Master Plan is the culmination of the Master Plan review and update process. Staff is thankful for everyone who helped make the new Master Plan a reality including the Planning Commission, Township Board, and residents of the community.
- The new Master Plan is available on the Township website at the following link:
<https://www.garfield-twp.com/plansreports.asp/>
- At their 7/24/2024 study session, the Planning Commission held an introduction for a proposed amendment to the Zoning Ordinance. This amendment encompasses changes to the R-3 zoning district to allow triplex and quadplex housing types by right in the R-3 district, and associated text changes. Commissioners set the public hearing on this proposed amendment for their 8/14/2024 regular meeting.
- At their 7/24/2024 study session, the Planning Commission also discussed other potential Zoning Ordinance amendments, including updating sign regulations and addressing short-term rentals in response to proposed legislation.
- At their 7/24/2024 study session, the Planning Commission also reviewed the City of Traverse City’s Master Plan draft, which the City of Traverse City had forwarded as part of its 63-day review period. Staff provided a letter to the City of Traverse City Planning Department based on comments from the Township Planning Commission and Staff which were discussed at the 7/24/2024 study session.

STAFF:

John Sych, AICP, Planning Director
Email: jsych@garfield-twp.com
Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director
Email: shannon@garfield-twp.com
Direct Line: (231) 225-3156

 Charter Township of Garfield Planning Department Report No. 2024-60		
Prepared:	August 7, 2024	Pages: 1
Meeting:	August 14, 2024 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	R-3 Zoning District Amendment – Public Hearing	

BACKGROUND:

The R-3 Multiple Family Residential zoning districts provide for apartments. However, to provide more lenient requirements for additional housing choices, the Planning Commission is considering allowing triplexes and quadplexes as uses permitted by right in the R-3 District.

STAFF COMMENT:

The proposed amendment would cover the following sections of the Zoning Ordinance:

- **Section 201 – General Definitions**
 - Change the definition of “Dwelling, Multiple-Family” from three (3) to five (5) or more families
 - Add a definition for “Dwelling, Three-Family (Triplex)”
 - Add a definition for “Dwelling, Four-Family (Quadplex)”
- **Table 3-4 Use Chart**
 - Add the word “(Duplex)” to “Dwelling, Two-Family”
 - Add “Dwelling, Three-Family (Triplex)” as a use by right in R-3
 - Add “Dwelling, Four-Family (Quadplex)” as a use by right in R-3
- **Section 315 – R-3 (Multiple Family Residential)**
 - Add the word “(Duplex)” to “Dwelling, Two-Family”
 - Add “Dwelling, Three-Family (Triplex)” as a use by right
 - Add “Dwelling, Four-Family (Quadplex)” as a use by right
 - For Minimum Lot Area, add “Three-Family (Triplex): 12,000 sq. ft.” and “Four-Family (Quadplex): 16,000 sq. ft.”
 - For Minimum Lot Width, add “Three-Family (Triplex): 100 feet” and “Four-Family (Quadplex): 100 feet”
 - For Minimum Yard Setbacks (A), change side setbacks to “Each Side: 10 feet” and “Each Side (Multi-Family only): 20 feet”

PROCESS:

The process for approving a text amendment includes two public hearings: one at the Planning Commission and one at the Township Board. The proposed text amendment is placed on tonight’s Planning Commission agenda for a public hearing and recommendation to the Township Board.

ACTION REQUESTED:

Following discussion and the public hearing, if the Commissioners feel that the proposed amendment to the Zoning Ordinance, as attached to this report, is appropriate, then the following motion is offered for your consideration:

MOTION THAT the proposed amendment to the Garfield Township Zoning Ordinance, as attached to Planning Department Report 2024-60, BE RECOMMENDED FOR ADOPTION by the Township Board.

Any additional information the Planning Commission deems necessary should be added to the motion.

Attachment:

1. Proposed Amendments to Sections 201 - General Definitions, Table 3-4 Use Chart, and Section 315 - R-3 (Multiple Family Residential)

SECTION 201 GENERAL DEFINITIONS

For purposes of this Ordinance, certain terms or words used herein shall be interpreted or defined as follows:

@@@

Dwelling: Any building or structure or part thereof which contains one (1) or more dwelling units. For the purposes of this Ordinance, "Mobile Home" and "Recreational Unit" are each defined separately.

Dwelling, Single-Family: A dwelling unit designed for exclusive occupancy by a single family that is not attached to any other dwelling by any means and is surrounded by open area or yards.

Dwelling, Multiple-Family: ~~A dwelling or group of dwellings on one lot used or designed to contain separate living units for three (3) or more families, including triplex units, apartment houses, cooperatives, garden apartments and condominiums.~~ A building, a portion thereof, or buildings containing five (5) or more dwelling units and designed for or occupied by five (5) or more families living independently of each other.

Dwelling, Two-Family (Duplex): A building containing two single family dwelling units totally separated from each other by an un-pierced, above ground, wall or floor and occupied exclusively by two (2) families living independently of each other.

Dwelling, Three-Family (Triplex): A building containing three (3) single-family dwelling units totally separated from each other by an un-pierced, above ground, wall or floor and occupied exclusively by three (3) families living independently of each other.

Dwelling, Four-Family (Quadplex): A building containing four (4) single-family dwelling units totally separated from each other by an un-pierced, above ground, wall or floor and occupied exclusively by four (4) families living independently of each other.

Dwelling Unit: A building or portion thereof designed exclusively for residential occupancy by one (1) family and having cooking facilities.

@@@

Table 3-4 Use Chart

Use Name	R-1	R-2	R-3	R-R	R-M	C-L	C-O	C-G	C-H	C-P	I-G	I-L	A	P-R	Conditions
Adult Foster Care, Family Home	R	R	R	R	R								R		
Adult Foster Care, Small Group Home	SUP	SUP	SUP	SUP									SUP		§ 708
Adult Foster Care, Large Group Home			SUP			R	R	R	R				SUP		§ 709
Adult Foster Care Facility			SUP			SUP	SUP	SC	SUP						§ 710
Airport or Airfield													SUP		
Auditorium or Assembly Hall								R	R	R					
Bar, Tavern, or Night Club								R	R	R					
Bed and Breakfast			SUP	SUP									SUP		§ 713
Boarding Residence			SUP												§ 714
Business College or Trade School								R			SC	SC			
Campground or Travel Trailer Park									SUP				SUP	SUP	§ 716
Car Wash								SUP			SUP	SUP			§ 717
Catering Establishment											R	R			
Cemetery	R	R	R	R									R		
Child Care, Family Home (<7)	SC	SC	SC	SC	R								SC		§ 718
Child Care, Small Group Home (7-12)	SC	SC	SC	SC									SC		§ 719
Child Care Center			SUP		SUP	SUP	SUP	SC	SUP				SUP		§ 720
Commercial District Housing Development								SUP	SUP	R					§ 725
Contractor's Establishment											R	R			
Crematorium											SUP	SUP			§ 727
Data Center and Computer Operations											R	R			
Drive-In Business								SUP	R	R					§ 730
Drive-Through Business								SUP	R	R					§ 730
Dry Cleaning Plant											SC	SC			
Dwelling, Single Family	R	R	R	R									R		
Dwelling, Two-Family (Duplex)		R	R												
Dwelling, Three-Family (Triplex)			R												
Dwelling, Four-Family (Quadplex)			R												
Dwelling, Multiple Family			SUP												
Essential Service Facility, Major	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	§ 737.B
Essential Service Facility, Minor	R	R	R	R	R	R	R	R	R	R	R	R	R	R	§ 737.A
Farm Employees House													SC		
Farm Market													R		
Farm Operation													R		

Use Name	R-1	R-2	R-3	R-R	R-M	C-L	C-O	C-G	C-H	C-P	I-G	I-L	A	P-R	Conditions
Mortuary or Funeral Home			SC			SUP		SC			SUP				§ 760
Office						R	R	R	R	R	SUP				
Off-Site Parking						R	SC	R			SUP	SUP			
Open Space Preservation	SC	SC	SC	SC											§ 428
Outdoor Entertainment Center, Major												SUP	SUP		§ 761
Outdoor Entertainment Center, Minor								R							
Outdoor Sales, Major								SC	SC		SUP				§ 762.A
Outdoor Sales, Minor								SC	SC						§ 762.B
Outdoor Sales, Temporary						SC		SC	SC						§ 762.C
Outdoor Storage, Accessory Use	SC	SC	SC	SC											§ 613.A (4)
Outdoor Storage, Primary Use											SC	SC			§ 763
Park, Mini	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
Park, Neighborhood	R	R	R	R							R	R	R	R	
Park, Community - Low Intensity														R	
Park, Community - High Intensity														SUP	
Passenger Terminal								R	R		R	R			§ 764
Pet Grooming Establishment							R	R			R		R		
Pet Shop						SC		SC		R	SUP				§ 765
Printing or Publishing Enterprise											R	R			
Processing Operation											SUP	SUP			
Professional Showroom							R								
Professional Studio							R	R		R	SUP				
Recreational Facility								R	SC	R	R	R			
Recreational Field Complex	SC	SC	SC	SC										SUP	§ 766
Recycling Facility												SUP			
Rehabilitation Center							R								
Research and Design Facility							SC				SC	SC			§ 767
Restaurant, with Drive-Through								SUP	R	R					§ 768; § 730
Restaurant, without Drive-Through						SC		R	R	R					§ 768
Retail Fabricator								SUP							§ 769
Retail, Industrial Accessory											R	R			§ 611
Retail, Industrial Primary											SUP				§ 770
Retail, Low Volume						R		R	R	R					
Retail, Medium Volume								R	R	R					
Retail, High Volume								SUP	R	R					

Use Name	R-1	R-2	R-3	R-R	R-M	C-L	C-O	C-G	C-H	C-P	I-G	I-L	A	P-R	Conditions
Roadside Stand													R		
Sale of Prefabricated Structures								SUP							
Sand or Gravel Pit, Quarry												SUP	SUP		§ 771
Service Establishment, Business						SC		R	R	R					§ 772
Service Establishment, Personal						R	R	R	R	R					
Sexually Oriented Businesses								SC							§ 640
Shopping Center, General								SUP							
Shopping Center, Local						SUP		SC							
Small Warehousing Establishment											R	R			
Solar Energy System, Accessory	R	R	R	R	R	R	R	R	R	R	R	R	R	R	§ 773.A
Solar Energy System, Primary	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	§ 773.B
Stormwater Containment, Non-Agricultural													SC		§ 774
Swimming Pool, Private	SC	SC	SC	SC											§ 776
Transportation Dispatch Center											R	R			
Truck or Rail Freight Terminal											SUP	SUP			
Vehicle Dealership, with Outdoor Sales								SC	SC		SUP				§ 762
Vehicle Dealership, without Outdoor Sales								R	SC		SC				
Vehicle Service Center, Major								R	R		R	R			
Vehicle Service Center, Minor								R	R		SUP	SUP			
Veterinary Hospital						SC	SC	SC	R		R		SUP		
Warehouse or Distribution Center											R	R			
Warehouse or Distribution Center, Hazardous Materials												SUP			§ 777
Waterfront Stairways and Landings	SC	SC	SC	SC											§ 778
Wholesaler								SC			R	R			§ 779
Wind Energy Conversion System						SUP		SUP			SUP	SUP	SUP		§ 780
Wind Energy Conversion System, Personal	SUP	SUP	SUP	SUP	SUP								SC		§ 781
Wireless Communication Facilities								SUP	SUP		SUP	SUP	SUP		§ 792

SECTION 315 R-3 (MULTIPLE FAMILY RESIDENTIAL)

PURPOSE – The R-3 (Multiple Family Residential) districts provide areas for medium to high density one and two family residential dwelling units mixed with a variety of multiple family residential dwelling types, including apartments and group housing, where adequate public facilities and services exist with capacity to serve such development. The districts are composed mainly of areas containing an existing mix of these dwelling types as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive development in and near the core areas of the township. The R-3 districts are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, places of worship and parks that will promote a sense of community, urban vitality and the efficient provision of infrastructure. R-3 district regulations are designed to allow for market and design flexibility while preserving the neighborhood character and permitting applicants to cluster development to preserve environmentally sensitive and natural land areas.

A. USES PERMITTED BY RIGHT:

- (1) Adult Foster Care, Family Home
- (2) Cemetery
- (3) Dwelling, Single Family
- (4) Dwelling, Two Family (Duplex)
- (5) Dwelling, Three-Family (Triplex)
- (6) Dwelling, Four-Family (Quadplex)
- (7) Essential Service Facility, Minor – § 737.A
- (8) Home Occupation
- (9) Park, Mini
- (10) Park, Neighborhood
- (11) Solar Energy System, Accessory – § 773.A
- (3) Adult Foster Care Facility – § 710
- (4) Bed and Breakfast – § 713
- (5) Boarding Residence – § 714
- (6) Child Care Center – § 720
- (7) Dwelling, Multiple Family
- (8) Essential Service Facility, Major – § 737.B
- (9) Institutional Uses and Structures – § 752
- (10) Solar Energy System, Primary – § 773.B
- (11) Wind Energy Conversion System, Personal – § 781

B. USES PERMITTED BY SPECIAL CONDITIONS:

- (1) Child Care, Family Home (<7) – § 718
- (2) Child Care, Small Group Home (7-12) – § 719
- (3) Golf Course or Country Club – § 749
- (4) Keeping of Chickens, Personal – § 754.A
- (5) Medical Marihuana Residential Cultivation – § 758
- (6) Mortuary or Funeral Home – § 760
- (7) Open Space Preservation – § 428
- (8) Outdoor Storage, Accessory Use – § 613.A (4)
- (9) Recreational Field Complex – § 766
- (10) Swimming Pool, Private – § 776
- (11) Waterfront Stairways and Landings – § 778

C. USES PERMITTED BY SPECIAL USE PERMIT:

- (1) Adult Foster Care, Small Group Home – § 708
- (2) Adult Foster Care, Large Group Home – § 709

D. ADDITIONAL STANDARDS:

- (1) Driveways for single family residences shall comply with § 511.
- (2) Completion. Any single-family dwelling, accessory building or addition thereto must be completed on the exterior surface with a suitable finishing material including painting or staining in the case of wood, within two (2) years from date of issuance of a land use permit or one (1) year from the date of occupancy whichever occurs last.
- (3) Uses permitted by Special Use Permit in the R-3 District shall provide a minimum of 300-square feet of open space per dwelling unit. Required open space shall be consolidated and contiguous to the greatest extent reasonably possible to provide usable park-like areas. Structures shall be adjoined by open space areas on at least one side.

E. DIMENSIONAL STANDARDS:

Minimum Lot Area:

- One-Family: 10,000 sq. ft.
- Two-Family (Duplex): 10,000 sq. ft.
- Three-Family (Triplex): 12,000 sq. ft.
- Four-Family (Quadplex): 16,000 sq. ft.
- Multi-Family 4,000 sq. ft. per dwelling unit

Minimum Lot Width:

- 1- Family w/ Public Sewer 65 feet
- 1- Family w/o Public Sewer 100 feet
- 2-Family w/ Public Sewer 70 feet
- 2-Family w/o Public Sewer 100 feet
- Three-Family 100 feet
- Four-Family 100 feet
- Multi-Family 100 feet

Maximum Building Height:

- In Stories: 3 stories
- In Feet: 40 feet (See section 341)

Minimum Yard Setbacks (A):

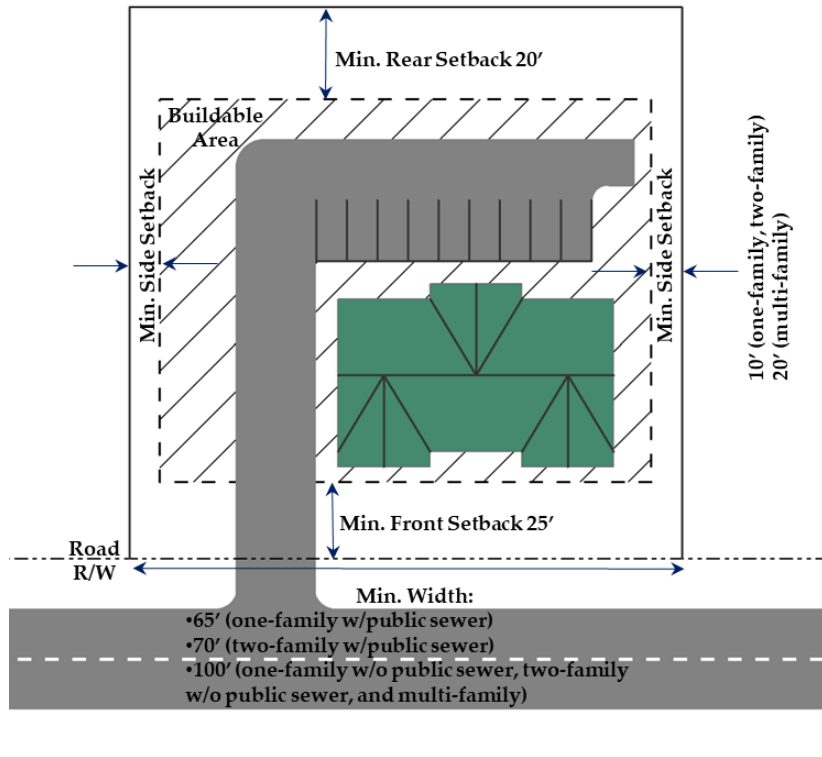
- Front: 25 feet
- Each Side: 10 feet
- Each Side (Multi-Family only): 20 feet
- Rear: 20 feet

Maximum Lot Coverage: 35 %


Minimum Bldg. Cross Section: 24 feet

Notes to Dimensional Standards:

(A) Setbacks shall be measured from the furthest protruding point of structure.



Not to scale. To be used for illustrative purposes only

 Charter Township of Garfield Planning Department Report No. 2024-61			
Prepared:	August 8, 2024	Pages:	13
Meeting:	August 14, 2024 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Potter’s Home Retreat Bed & Breakfast Special Use Permit – Follow-Up		
File No.	SUP-2024-01	Parcel No.	05-036-025-40
Applicant/Owner:	Brandy Christina Waslawski		

BRIEF OVERVIEW:

- 492 West Potter Road – north side of Potter Road west of Garfield Road
- Approximately 2 acres in area
- Existing single-family residence
- A-Agricultural zoning district

PURPOSE OF APPLICATION:

This application is requesting a Special Use Permit (SUP) for use of an existing single-family residence at 492 West Potter Road as a Bed & Breakfast Establishment. According to the applicant, the proposed bed and breakfast “is intended to serve anywhere from 1 to 6 guests per stay!” Bed & Breakfast Establishments are permitted via SUP in the A-Agricultural zoning district.

Zoomed-in aerial image of the subject property (property lines highlighted in blue):



Zoomed-out aerial image of the subject property (property lines highlighted in blue):



APPLICATION TIMELINE:

This application has been reviewed at the following meetings:

- **May 8, 2024 Planning Commission (Introduction)** – The Planning Commission asked questions of the applicant and scheduled a public hearing for the June 12, 2024 regular meeting.
- **June 12, 2024 Planning Commission (Public Hearing)** – Commissioners received written public comments speaking against the applicant regarding this application. Commissioners asked Staff to review the history of this site and this application and address the relevant concerns raised in the public comment. The Planning Commission did not ask Staff to prepare Findings of Fact.
- **June 26, 2024 Planning Commission (Follow-Up)** – Commissioners reviewed information from Staff regarding the site history and concerns raised during public comment.
- **July 10, 2024 Planning Commission (Findings of Fact)** – Commissioners tabled a decision on the application so the Township Attorney could conduct legal review of the draft Findings of Fact.
- **August 14, 2024 Planning Commission (Follow-Up)** – Planning Commissioners will receive an update on the legal review of the draft Findings of Fact.

SITE TIMELINE:

The following is a timeline of information relating to the site and application. This timeline was originally presented to the Planning Commission at the June 26, 2024 study session.

- **April 15, 2019** – Warranty deed recorded at Grand Traverse County Register of Deeds conveying the property to the current applicant as the new owner.
- **August 21, 2023** – Letter sent to applicant from Township Assessor regarding the listing of the site on VRBO and Airbnb for short-term rentals.
- **August 22, 2023** – Letter of Information sent to applicant from Township Zoning Administrator describing the violation of the unauthorized vacation home rental.

- **October 11, 2023** – Second letter sent to applicant from Township Assessor regarding the listing of the site on VRBO and Airbnb for short-term rentals and explaining that this type of rental makes the property ineligible for the Principal Residence Exemption under state law.
- **October 19, 2023** – Notes from Township Assessor (from a phone conversation) indicate that the applicant is “working with planning / zoning to create B&B at this location.” Also notes that the applicant put “on hold” the online listings for renting the property until getting required approval. Township Assessor checked this by attempting to book the property through the listings to confirm if they were “on hold.”
- **March 26, 2024** – Date of application.
- **April 3, 2024** – Application processed, and application fee receipt sent to the applicant.
- **May 8, 2024** – Introduction of special use permit application to the Planning Commission.
- **May 24, 2024** – Notes from Township Assessor indicate receipt of complaint about a short-term rental, forwarded to Zoning Administrator.
- **May 28, 2024** – Notes from Township Assessor indicate a business being operated at this location, Love Clean MI LLC. According to LARA (Michigan Department of Licensing and Regulatory Affairs), this has been in business since 2016.
- **June 10, 2024** – Notes from Township Assessing Department indicating that Principal Residence Exemption (PRE) needs to be denied due to running of a B&B so she can reapply for the correct percentage of PRE.
- **June 12, 2024** – Letter sent to applicant from Township Assessing Department including a Notice of Denial of Principal Residence Exemption for the tax year 2024.
- **June 12, 2024** – Public hearing on special use permit application at Planning Commission meeting. Written comments were submitted to the Planning Commission from neighbors at 438 Potter Road West speaking out against the application and noting the business being run from this location.
- **June 13, 2024** – Second Notice of Violation letter sent to the applicant from the Township Zoning Administrator indicating receipt of complaints regarding use of the property for short-term rental.
- **June 17, 2024** – Township Staff (Deputy Planning Director, Zoning Administrator, and Building Official) made a site visit to the property. Staff noted the following observations:
 - As stated in the application, the applicant intends to rent out the upper level of the house and reside in the lower level. Staff were invited into the property and noted that the lower level does not currently meet the building code for residential dwellings. Issues needing to be addressed include the lack of smoke detectors and carbon monoxide detectors, and inadequate ingress / egress.
 - There is also no connection between the upper level and lower level of the house without going outside. Staff is of the understanding that this would be considered a duplex based on the definitions in the Zoning Ordinance and is not permitted within the A-Agricultural zoning district.
 - Regarding the business referenced in the May 28, 2024 notes from the Township Assessor, the applicant indicated that she uses a vehicle as a mobile office and drives to different job sites, that a manager occasionally stops at the house and may drop off materials, and that otherwise employees are not brought to the house. Staff indicated that any business that may qualify as a home occupation would need to meet the Zoning Ordinance standards for a home occupation. These standards are listed in Section 612 of the Zoning Ordinance and include a limit of 25% of the floor area of one story of the dwelling devoted to the home occupation, no outdoor activities in connection with the home occupation, and that the “essential character of a lot or structure in terms of use or appearance will not be changed to the slightest degree by the establishment of a home occupation or its activities.”
- **August 7, 2024** – The Township Attorney provided a letter detailing the legal review of the draft Findings of Fact.

LEGAL REVIEW:

At their July 10, 2024 regular meeting, the Planning Commission were presented with a draft Findings of Fact for this application. Commissioners tabled their decision on the application so the Township Attorney could conduct legal review of the draft Findings of Fact. The Township Attorney provided their review on August 7, 2024 and their letter is attached to this report. Items discussed as part of the legal review include the following:

Zoning Ordinance Definitions

The Township Attorney's letter highlighted that "In addition to the definitions of bed and breakfast and vacation home rental set out in the Report, the definitions of "Dwelling," "Dwelling, Single-Family" and "Dwelling, Two-Family (Duplex)" are pertinent to the discussion and certain of the Applicant's statements regarding the proposed use, and so may be helpful for you to review." These definitions, as included within Article 2 of the Zoning Ordinance, are as follows:

- **Bed and Breakfast:** A private residence that offers sleeping accommodations to transient tenants, is the innkeeper's residence in which the innkeeper resides while renting the rooms to transient tenants and serves breakfast at no extra cost to its transient tenants.
- **Dwelling:** Any building or structure or part thereof which contains one (1) or more dwelling units. For the purposes of this Ordinance, "Mobile Home" and "Recreational Unit" are each defined separately.
- **Dwelling, Single-Family:** A dwelling unit designed for exclusive occupancy by a single family that is not attached to any other dwelling by any means and is surrounded by open area or yards.
- **Dwelling, Two-Family (Duplex):** A building containing two single family dwelling units totally separated from each other by an un-pierced, above ground, wall or floor and occupied exclusively by two (2) families living independently of each other.
- **Vacation Home Rental:** A commercial use of a residential dwelling where the dwelling is rented or sold for any term less than thirty (30) consecutive days.

Supplemental Use Regulations

The Township Attorney's letter comments: "Of the eleven subsections of the applicable supplemental use regulations (Section 713.A), subsections (1) - (5), (7), (8), (10), and (11) are adequately addressed in the application." Comments on subsections (6) and (9) are as follows:

- The Township Attorney's letter comments that: "The requirement under subsection (6) is more substantive and will necessitate action by the Applicant to cure. Subsection (6) requires that 'the establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.'" The Township Attorney says that evaluation of this standard includes "questions of both the physical layout and structure of the building meant to serve as the bed and breakfast establishment but also of its actual use (i.e., the human activities within)." The issues include the following:
 - "As currently configured, and as suggested by staff and Planning Commissioners during the meeting, the residence more closely resembles a two-family/duplex dwelling because it consists of two fully independent but attached units, with each level having its own kitchen, bath, and exterior entrance. Again, the problem with classifying the residence as a duplex is that two-family dwellings are not permitted within the agricultural district."

- “Moreover, the use of the property in recent history is inconsistent with two-family/duplex use because two-family/duplex use entertains long-term, non-transient residential occupancy, not brief stays of only a few days such as the Applicant had offered on online short-term rental platforms. The past short-term rental practice and the present duplex-like set up of the house are at odds with the ordinance requirement that a bed and breakfast establishment be operated “within” the owner-occupied principal dwelling. Indeed, the Applicant appears to have intentionally created separation from the rented space within the home.”
- The Township Attorney’s letter comments that: “The Applicant’s failure to address subsection (9), which prohibits the use or rental of motorized recreational vehicles and boats on a bed and breakfast property, could be easily remedied by a short, written statement supplementing the application.”

Special Use Permit Approval Standards

The Township Attorney’s letter comments: “Of the eleven subsections of Section 423.E, special use permit approval standards, only subsections (5), (6), (9), and (10) were deemed by staff in the proposed findings to have been met. The remaining seven subsections... were judged to have not been met, essentially all for the same two reasons – that ‘the use as described in the application does not meet the definition of a bed and breakfast’ and that the de facto use of the property as a duplex is not permitted in the A-Agricultural district.”

Bed and Breakfast Definition

The Township Attorney’s letter comments: “Finally, as identified by staff in the department report, the application contains no information about the third element of the ‘bed and breakfast’ definition - that the establishment ‘serve[] breakfast at no extra cost to its transient tenants.’ That requirement distinguishes a bed and breakfast from a typical short-term rental, which consideration the Planning Commission may find important given the property’s recent use as a short-term rental in violation of the zoning ordinance.”

Procedure

The Township Attorney indicates that the Planning Commission may take either of the following actions:

- “... proceed with the proposed findings prepared for the July 10 meeting and deny the application without prejudice to re-apply, or”
- “... approve the special use permit, subject to conditions.”

If the Planning Commission chooses to approve the special use permit, the Township Attorney recommends that the approval be conditioned with the following:

- (1) Reconnecting the upper and lower levels of the residence with the addition of an internal staircase
- (2) Providing guests breakfast in accordance with the ordinance definition of “bed and breakfast”
- (3) Satisfactorily resolving all outstanding building code violations
- (4) Satisfactorily resolving all outstanding zoning ordinance violations and related civil infractions
- (5) Immediately ceasing and refraining from all short-term rental activity on the property while the permit conditions are being met

The Township Attorney also states that “For purposes of clarity, the Planning Commission may also wish to include explicit conditions that:

- (a) the Applicant and her family maintain their residence within the single-family dwelling; and

- (b) prohibit the use of Applicant's motor home/camper located on the property (mentioned by the Applicant during public comment) as either Applicant's residence or as additional sleeping rooms for bed and breakfast guests.

Those additional conditions would help to ensure that the bed and breakfast rental use is integrated within the innkeeper's own residential use, as contemplated by the ordinance.

Last, a condition prohibiting use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the bed and breakfast could be used to resolve the application's omission of a statement addressing Section 713.A(9)."

STAFF COMMENTS:

Staff offer the following comments following receipt of the legal review from the Township Attorney:

Bed and Breakfast Definition

At the previous Planning Commission meeting, Staff offered the following comments regarding the three components of the definition for "Bed and Breakfast" as they relate to this application:

- Offers sleeping accommodations to transient tenants – The application indicates the upper level of the structure is offered for the bed and breakfast, including sleeping accommodations for transient tenant guests of the bed and breakfast.
- Is the innkeeper's residence in which the innkeeper resides while renting the rooms to transient tenants – The application indicates that the upper level of the structure is offered for the bed and breakfast operation, with the applicant living on the lower level. However, as noted above during the site visit to the property, the lower level does not currently meet the building code for residential dwellings. There is also no connection between the upper level and lower level of the house without going outside, which would be considered a duplex based on definitions in the Zoning Ordinance and is not permitted within the A-Agricultural zoning district. Further, at the Planning Commission June 26, 2024 study session meeting during an update on this application, the applicant's comments indicated that there had been stairs in this house connecting the upper and lower levels, but which the applicant removed in preparation for renting out rooms. In searching the building file records for this site, no building permits were found for the removal of the stairs.
- Serves breakfast at no extra cost to its transient tenants – The application indicates that a private kitchen area is offered in both living spaces, including the upper level intended for use as a bed and breakfast. No information in the application specifically addresses serving breakfast at no extra cost to transient tenants.

Staff are of the opinion that, based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast. The second component of the definition is not met based on the current condition of the structure. The structure could potentially be made compatible if it met building code requirements including adequate ingress and egress, smoke detectors, and carbon monoxide detectors. It would also need a direct connection between the lower level and upper level so that the entire house functions as a single-family home and not a duplex. However, it appears that it was the applicant's intent to divide these into two separate spaces by removing the stairs connecting them.

Procedure

The Township Attorney has indicated the Planning Commission may take either of two actions, including the option to “proceed with the proposed findings prepared for the July 10 meeting and deny the application without prejudice to re-apply.”

Based on the Township Attorney’s legal review, the information provided in the application, information gathered through a site visit to the property, and research into the history of the property, Staff are of the opinion that the Planning Commission is justified to deny the application.

SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:

In approving any special use permit pursuant to Section 423, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing
- b) Availability of adequate public facilities or services
- c) Dedication of land
- d) Reservation of land
- e) Creation of special assessment districts
- f) Creation of restrictive covenants or easements
- g) Special setbacks
- h) Yard requirements
- i) Increased screening or landscaping requirements
- j) Area requirements
- k) Development phasing; or
- l) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

FINDINGS OF FACT:

At its June 26, 2024 study session, the Planning Commission unanimously passed a motion directing Staff to prepare Findings of Fact for the application. At their July 10, 2024 meeting, the Planning Commission tabled the application to allow for legal review of the proposed Findings of Fact by the Township Attorney. This legal review is summarized above and is attached to this report.

In their letter, the Township Attorney states: “The discussion under the heading ‘ZONING ORDINANCE STANDARDS FOR BED AND BREAKFAST ESTABLISHMENTS’ on page 5 of the department report likely functions as findings of fact regarding the Section 713.A supplemental criteria, however, the Planning Commission should take care to specifically make findings of fact under all applicable ordinance standards (Sections 423.E and 713.A), therefore I would recommend that the Section 713.A discussion also fall under the heading of ‘FINDINGS OF FACT.’” Staff have included this information under Findings of Fact for this report.

Zoning Ordinance Standards for Bed and Breakfast Establishments

The Zoning Ordinance definition for Bed and Breakfast is listed as “A private residence that offers sleeping accommodations to transient tenants, is the innkeeper’s residence in which the innkeeper resides while renting the rooms to transient tenants and serves breakfast at no extra cost to its transient tenants.” Pursuant to Section 713 of the Zoning Ordinance, the following supplemental use regulations and conditions apply to bed and breakfast establishments:

(1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The minimum lot size in the A-Agricultural district is 43,560 square feet or 1 acre. The subject parcel is approximately 2 acres and therefore exceeds the minimum lot size requirement.

(2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal nonconforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- In addition to the minimum lot size, parcels in the A-Agricultural zoning district require a minimum width of 110 feet. The mortgage survey provided by the applicant shows the lot width at 171.36 feet, which meets the minimum lot width.

(3) No bed and breakfast establishment shall be located closer than one thousand (1,000) feet from another bed and breakfast establishment.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The nearest bed and breakfast establishment is located at 296 Spring Hill and is more than 4,800 feet away from the subject site.

(4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests.” The sketch plan of the site shows three areas designated for parking. The mortgage survey and aerial imagery show that the house is set back far from West Potter Road and that there appears to be space to park and maneuver within the driveway area. There is also a garage on the lower level for the owners.

(5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The cover letter indicates that there will not be a wall sign at this time.

(6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- As stated in the application, the applicant intends to rent out the upper level of the house and reside in the lower level. Based on Staff observations, for the lower level to be counted as the area used for the main residence, it would need to meet building code requirements including adequate ingress and

egress, smoke detectors, and carbon monoxide detectors, and would need a direct connection between the lower and upper levels so the entire house functions as a single-family home and not a duplex.

(7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests” and so each bedroom should be at least 100 square feet. The sketch plans include details for each of the three bedrooms to be used for the bed and breakfast. Bedroom 1 is 150 square feet (15’ x 10’), Bedroom 2 is 154 square feet (14’ x 11’), and the Master Bedroom is 240 square feet (15’ x 16’) including a bathroom measuring about 40 square feet.

(8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests.” The parcel is zoned A-Agricultural, which allows for up to eight occupants as stated above.

(9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- The applicant’s cover letter does not specifically address this item. The applicant should clearly state in the cover letter or elsewhere that this standard will be met.

(10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The site is within an agricultural area, surrounded by farmland and single-family homes on large lots. This character lends itself to a bed and breakfast establishment and is not expected to change provided all standards of the Zoning Ordinance can be met. Any home occupation would also need to meet all standards of the Zoning Ordinance as well, including that the “essential character of a lot or structure in terms of use or appearance will not be changed to the slightest degree by the establishment of a home occupation or its activities.” The operation of any business as a home occupation would be reviewed administratively, including any potential violations, and review of a home occupation is not included as part of this application.

(11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1” = 16’ that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- A mortgage survey at a scale of 1" = 60' was provided. The floor plan sketches of the bedrooms are drawn on graph paper at a 1" = 4' scale, which meets this requirement.

Special Use Permit – Approval Criteria (Section 423.E)

A special use is permitted only if the applicant demonstrates that:

(1) The proposed use will be consistent with the purpose and intent of the master plan and this Ordinance, including all regulations of the applicable zoning district

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast as described in this Ordinance.
- The area is planned for Agricultural / Rural Land and zoned as A-Agricultural. Allowing the use as proposed in this application would not be compatible with all regulations of the A-Agricultural zoning district, given that the lack of a direct connection between the lower and upper levels would create a duplex, which is not permitted in the A-Agricultural district.
- The proposed bed and breakfast establishment does not meet all the special conditions for bed and breakfast operations listed in Section 713, and as described above in this report.

(2) The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious, and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast, especially given the current condition of the structure with the lower level not meeting the building code requirements and the lack of a direct connection between the lower level and upper level.
- The proposed use as presented in the application would not be compatible with adjacent properties, given that the lack of a direct connection between the lower and upper levels would create a duplex, which is not permitted in the A-Agricultural district.

(3) The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast, especially given the current condition of the structure with the lower level not meeting the building code requirements and the lack of a direct connection between the lower level and upper level.

- Allowing the use as proposed in this application could be hazardous to adjacent uses, given that the lack of a direct connection between the lower and upper levels would create a duplex, which is not permitted in the A-Agricultural district.

(4) Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast, especially given the current condition of the structure with the lower level not meeting the building code requirements and the lack of a direct connection between the lower level and upper level.
- Allowing the use as proposed in this application could create potential adverse effects, given that the lack of a direct connection between the lower and upper levels would create a duplex, which is not permitted in the A-Agricultural district.

(5) The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The proposed bed and breakfast operation will not disturb any natural features.

(6) Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- No major impacts on infrastructure or services would be anticipated based on this application.

(7) The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast; thus, the proposed could potentially be detrimental or endanger public health, safety, or welfare.
- The applicant retains the ability to apply for other uses permitted on the site in the A-Agricultural zoning district.

(8) The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast.
- Allowing the use as described in the application could potentially create adverse impacts on public interest and welfare.
- The applicant retains the ability to apply for other uses permitted on the site in the A-Agricultural zoning district.

(9) Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- With a maximum of six (6) occupants, the proposed bed and breakfast establishment would not be expected to noticeably impact traffic on nearby public roads.

(10) Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and

*The Planning Commission may find this standard to be **MET** for the following reasons:*

- The sketch plan of the site shows three areas designated for parking.
- The mortgage survey and aerial imagery show that the house is set back far from West Potter Road and that there appears to be space to park and maneuver within the driveway area.
- No impacts on vehicular or pedestrian safety are anticipated.

(11) The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

*The Planning Commission may find this standard to be **NOT MET** for the following reasons:*

- Although bed and breakfast operations can be compatible with agricultural and rural land uses as seen in the area surrounding this site, the standards of the Zoning Ordinance must be met including definitions, supplemental use regulations, and the approval criteria for special use permits.
- Based on the information provided in the application and on the site visit to the property, the use of the property as described in the application does not meet the definition of a bed and breakfast and thus may potentially impede the development and improvement of surrounding property.

ACTION REQUESTED:

This application is being brought before the Planning Commission at this meeting to consider the Findings of Fact for this application, after Commissioners tabled the application at the July 10, 2024 meeting to allow for a legal review of the proposed Findings of Fact. If the Planning Commission has determined that the above listed Findings of Fact is sufficient, then the following motion is offered for consideration:

MOTION THAT the Findings of Fact for application SUP-2024-01, as presented in Planning Department Report 2024-61 and being made a part of this motion, BE ADOPTED.

If the Planning Commission determines the Findings of Fact to be sufficient, then the following motion to recommend denial of the application is offered for consideration:

MOTION THAT application SUP-2024-01, submitted by Brandy Christina Waslawski for a Special Use Permit for a bed and breakfast establishment on Parcel #05-036-025-40 at 492 West Potter Road, BE DENIED for the reasons listed below and those described in this report which indicate that the use of the property as described in the application does not meet the definition of a bed and breakfast:

1. The lower level of the house, which is proposed as the innkeeper's residence in the application, does not meet the building code requirements including adequate ingress and egress, smoke detectors, and carbon monoxide detectors.
2. There is no staircase or any other direct connection between the lower and upper levels, which is required so the entire house would function as a single-family home and not a duplex.
3. Per the legal review from the Township Attorney, dated August 7, 2024 and attached to Planning Department Report 2024-61, indicates that "the Planning Commission may either proceed with the proposed findings prepared for the July 10 meeting and deny the application without prejudice to re-apply."

Any additional information the Planning Commission deems necessary should be added to this motion.

Attachments:

1. Memorandum from Rebecca Millican (Olson & Howard) dated August 7, 2024
2. Cover Letter from Applicant dated April 24, 2024
3. Special Use Permit Application dated March 26, 2024
4. Supplemental Use Regulations for Bed and Breakfast
5. Floor Plan Sketches
6. Mortgage Survey dated April 25, 2024
7. Letter sent to applicant from Township Assessor dated August 21, 2023
8. Letter of Information sent to applicant from Township Zoning Administrator dated August 22, 2023
9. Second letter sent to applicant from Township Assessor dated October 11, 2023
10. Notes from Township Assessor and Assessing Department dated October 19, 2023; May 24, 2024; May 28, 2024; and June 10, 2024
11. Letter sent to applicant from Township Assessing Department dated June 12, 2024
12. Second Notice of Violation letter sent to the applicant from the Township Zoning Administrator dated June 13, 2024



M E M O R A N D U M

To: Garfield Township Planning Commission
cc: John Sych, Planning Director
Steve Hannon, Deputy Planning Director
From: Rebecca Millican
Date: August 7, 2024
Re: Potter’s Home Retreat Bed and Breakfast SUP

I N T R O D U C T I O N

This memo is provided in response to your request for legal review and guidance about whether and how the application for a bed and breakfast special use permit at 492 West Potter Road may go forward. After review of the application, packet materials, and proposed findings of fact prepared for the July 10 Planning Commission meeting, and the recording of that meeting, together with applicable zoning ordinance provisions, I have concluded that the Commission may deny the application on the grounds stated in the July 10 proposed findings or approve the application subject to conditions.

As a preliminary matter, Planning Department Report No. 2024-47 correctly identifies the standards which must be met for the proposed use: Section 423.E, special use permit approval criteria, and Section 713.A, supplemental use regulations for bed and breakfast establishments. In addition to the definitions of bed and breakfast and vacation home rental set out in the Report, the definitions of “Dwelling,”¹ “Dwelling, Single-Family”² and “Dwelling, Two-Family (Duplex)”³ are pertinent to the discussion and certain of the Applicant’s statements regarding the proposed use, and so may be helpful for you to review.

D I S C U S S I O N

In general, I concur with the proposed findings set out in the department report. Of the eleven subsections of the applicable supplemental use regulations (Section 713.A), subsections (1) - (5), (7), (8), (10), and (11) are adequately addressed in the application. The Applicant’s failure to address subsection (9), which prohibits the use or rental of motorized recreational vehicles and boats on a bed and breakfast property, could be easily remedied by a short, written statement

¹ Dwelling: Any building or structure or part thereof which contains one (1) or more dwelling units. For the purposes of this Ordinance, “Mobile Home” and “Recreational Unit” are each defined separately.

² Dwelling, Single Family: A dwelling unit designed for exclusive occupancy by a single family that is not attached to any other dwelling by any means and is surrounded by open area or yards.

³ Dwelling, Two-Family (Duplex): A building containing two single family dwelling units totally separated from each other by an un-pierced, above ground, wall or floor and occupied exclusively by two (2) families living independently of each other.

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supplementing the application. The requirement under subsection (6) is more substantive and will necessitate action by the Applicant to cure.

Subsection (6) requires that “the establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.” The Planning Commission’s discussion during the July 10 meeting seems to have focused on this standard in particular. The standard is perhaps tricky to apply in that inherent within it are questions of both the physical layout and structure of the building meant to serve as the bed and breakfast establishment but also of its actual use (i.e., the human activities within). As currently configured, and as suggested by staff and Planning Commissioners during the meeting, the residence more closely resembles a two-family/duplex dwelling because it consists of two fully independent but attached units, with each level having its own kitchen, bath, and exterior entrance. Again, the problem with classifying the residence as a duplex is that two-family dwellings are not permitted within the agricultural district.⁴ Moreover, the use of the property in recent history is inconsistent with two-family/duplex use because two-family/duplex use entertains long-term, non-transient residential occupancy, not brief stays of only a few days such as the Applicant had offered on online short-term rental platforms. The past short-term rental practice and the present duplex-like set up of the house are at odds with the ordinance requirement that a bed and breakfast establishment be operated “within” the owner-occupied principal dwelling. Indeed, the Applicant appears to have intentionally created separation from the rented space within the home.

Of the eleven subsections of Section 423.E, special use permit approval standards, only subsections (5), (6), (9), and (10) were deemed by staff in the proposed findings to have been met. The remaining seven subsections, addressing consistency of the use with the master plan and ordinance; compatibility of the use with the surrounding neighborhood; avoidance of detrimental impacts to adjacent uses and the public welfare; mitigation of effects on the neighborhood; and similar criteria, were judged to have not been met, essentially all for the same two reasons - that “the use as described in the application does not meet the definition of a bed and breakfast” and that the *de facto* use of the property as a duplex is not permitted in the A-Agricultural district. Accordingly, if the Applicant acts to conform the residence to the definition of single-family dwelling such that it could also be eligible for use as a bed and breakfast, the existing deficiencies in the application could be cured.

Finally, as identified by staff in the department report, the application contains no information about the third element of the “bed and breakfast” definition - that the establishment “serve[] breakfast at no extra cost to its transient tenants.” That requirement distinguishes a bed and breakfast from a typical short-term rental, which consideration the Planning Commission may find important given the property’s recent use as a short-term rental in violation of the zoning ordinance.⁵

⁴ If the Applicant wished to permanently discontinue all uses in one of the two units and maintain residence in one unit, such occupancy, if otherwise lawful, would not violate the zoning ordinance. However, based on the property’s use history, it is presumed the Applicant is intending to derive some income from the property, and limiting occupancy to Applicant and her family is not desirable.

⁵ Enforcement of that requirement may be challenging, however, it would be appropriate for any listing of the Potter’s Home Retreat Bed and Breakfast on online platforms to note that breakfast

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PROCEDURE

Applying the foregoing analysis, the Planning Commission may either proceed with the proposed findings prepared for the July 10 meeting and deny the application without prejudice to re-apply, or approve the special use permit, subject to conditions. I agree with staff that the restoration of a connection between the two existing dwelling units would bring the house into technical compliance as a single-family dwelling, which could serve as both the Applicant's primary residence and bed and breakfast sleeping rooms, which would then in turn fulfill the requirement of subsection 713.A(6). Further, as described above, that alteration would also create a basis for determining that the currently un-met standards under Section 423.E would also be met. Therefore, if the Planning Commission chooses to approve the special use permit, approval should be conditioned upon the Applicant: (1) reconnecting the upper and lower levels of the residence with the addition of an internal staircase; (2) providing guests breakfast in accordance with the ordinance definition of "bed and breakfast"⁶; (3) satisfactorily resolving all outstanding building code violations; and (4) satisfactorily resolving all outstanding zoning ordinance violations and related civil infractions; and (5) immediately ceasing and refraining from all short-term rental activity on the property while the permit conditions are being met. The authority for imposing such conditions may be found in Section 423.D(2) and MCL 125.3504(4).⁷

For purposes of clarity, the Planning Commission may also wish to include explicit conditions that: (a) the Applicant and her family maintain their residence within the single-family

is included in an overnight stay, and user reviews may reveal whether that service is indeed provided.

⁶ Enforcement of the breakfast requirement may be challenging; however, it would be appropriate for any listing of the Potter's Home Retreat Bed and Breakfast on online platforms to note that breakfast is included in an overnight stay, and user reviews may reveal whether that service is indeed provided.

⁷ 125.3504(4) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed shall meet all of the following requirements:

- (a) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (b) Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
- (c) Be necessary to meet the intent and purpose of the zoning requirements, be related to the standards established in the zoning ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

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Page 4

dwelling; and (b) prohibit the use of Applicant's motor home/camper located on the property (mentioned by the Applicant during public comment) as either Applicant's residence or as additional sleeping rooms for bed and breakfast guests. Those additional conditions would help to ensure that the bed and breakfast rental use is integrated within the innkeeper's own residential use, as contemplated by the ordinance.⁸ Last, a condition prohibiting use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the bed and breakfast could be used to resolve the application's omission of a statement addressing Section 713.A(9).

DRAFTING NOTE

The discussion under the heading "ZONING ORDINANCE STANDARDS FOR BED AND BREAKFAST ESTABLISHMENTS" on page 5 of the department report likely functions as findings of fact regarding the Section 713.A supplemental criteria, however, the Planning Commission should take care to specifically make findings of fact under *all* applicable ordinance standards (Sections 423.E and 713.A), therefore I would recommend that the Section 713.A discussion also fall under the heading of "FINDINGS OF FACT."

⁸ During public comment at the July 10 meeting, Applicant suggested she would be in compliance as a bed and breakfast if she were to sleep in a bedroom in the upstairs unit, or in the motor home in the driveway. My impression is that those were suggested as short-term fixes or workarounds, but I disagree that such arrangements would be compliant for the reason that the spirit of the ordinance appears to be that a bed and breakfast be established within the innkeeper's primary, *permanent* place of residence. Use of the motor home would clearly be inconsistent with the requirement that the bed and breakfast be situated *within* the innkeeper's residence, since in that scenario the residence would be exterior to the main residential structure. Use of a single bedroom within the upstairs unit would not comply so long as the structure is configured as a duplex, as discussed above.

To Whom It May Concern:

The Potter's Home Retreat Bed And Breakfast is intended to serve anywhere from 1 to 6 guests per stay! The main level of the home will include three bedrooms which will allow two occupants per bedroom totaling six guests. Separated to the lower level is where myself, my husband, and my child will reside in two separate bedrooms. Both living spaces include their own private restrooms and kitchen area. There is no common/ joining area for my family and the Bed and Breakfast guests.

The Potter's Home Retreat Bed And Breakfast will not be utilizing a wall sign at this time.

Thank you for your consideration.

Brandy Waslawski

4/24/24

The Potter's Home Bed and Breakfast



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

SPECIAL USE PERMIT (SUP) APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

- New Special Use Permit
- Major Amendment
- Minor Amendment
- Administrative Amendment

PROJECT / DEVELOPMENT NAME

The Potter's Home Retreat Bed And Breakfast

APPLICANT INFORMATION

Name:

Brandy Christina Waslawski

Address:

492 Potter Rd West Traverse City, MI 49696

Phone Number:

231-944-8983

Email:

pottershomeretreat@gmail.com

AGENT INFORMATION

Name:

Address:

Phone Number:

Email:

OWNER INFORMATION

Name:

'Same as above'

Address:

Phone Number:

Email:

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:

Brandy Waslawski

Agent:

Owner:

PROPERTY INFORMATION

Property Address:

492 Potter Rd. W. TC MI 49696

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

3.5 acres

Existing Use(s):

Proposed Use(s):

Bed And Breakfast

PROJECT TIMELINE

Estimated Start Date:

June 2024

Estimated Completion Date:

On going

REQUIRED SUBMITTAL ITEMS

A complete application for a Special Use Permit consists of the following:

Application Form:

- One original signed application
- One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

- Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Development Plan:

- Ten complete stapled 11"x17" paper sets (Administrative Amendments require one copy)
- Two complete bound 24"x36" paper sets
- One digital set (PDF only)

Written Information:

- Ten paper copies of the Approval Criteria (Administrative Amendments require one copy)
- One digital copy of the Approval Criteria (PDF only)
- Ten paper copies of the Impact Assessment (Administrative Amendments require one copy)
- One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Director of Planning, a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

APPROVAL CRITERIA

Indicate, on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from § 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit. A special use is permitted only if the applicant demonstrates that: special use is permitted only if the applicant demonstrates that:

- The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;

- The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;
- The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;
- Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;
- The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;
- Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;
- The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;
- Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;
- Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and
- The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

IMPACT ASSESSMENT

A written impact statement to include the following information:

- A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.
- Types of uses and other man-made facilities.
- The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.
- Phasing of the project including ultimate development proposals.
- Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.
- The method to be used to serve the development with water and sanitary sewer facilities.
- The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.
- If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.

- The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes vibration, smoke or lights.
- An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.
- The proposed density in units per acre for residential developments.
- Name(s) and address(es) of person(s) responsible for preparation of statement.
- Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Erosion and Sedimentation office.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions, if any.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
A. <u>Sanitary Sewer Service</u>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. <u>Water Service</u>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
C. <u>Public utility easements required?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
D. <u>Stormwater Review/Soil Erosion</u>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Stormwater Plans approved by Township Engineer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Note: Alternate measures must be designed and sealed by a registered Engineer.			

E. Roads and Circulation

- | | | | |
|---|--------------------------|-------------------------------------|--------------------------|
| 1. Are interior public streets proposed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If yes, has Road Commission approved (attach letter)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Will public streets connect to adjoining properties or future streets? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are private roads or interior drives proposed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Will private drives connect to adjoining properties service roads? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the Road Commission or MDOT approved curb cuts? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach approved permit. | | | |

OTHER INFORMATION


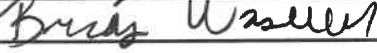
If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS

- Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
- Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
- Upon holding a public hearing, the Planning Commission may approve, approve with conditions, or deny the proposed special use.
- If approved or approved with conditions, the decision of the Planning Commission shall be incorporated into a written report and decision order.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:	
Applicant Signature:	
Agent Signature:	
Date:	3-26-24

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Brandy Waslawski authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature:

<i>Brandy Waslawski</i>

Date:

<i>3-26-24</i>

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

<i>Brandy Waslawski</i>

Date:

<i>3-26-24</i>

Applicant Signature:

<i>Brandy Waslawski</i>

Date:

<i>3-26-24</i>

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	SD	ASP/ SDP
A. Basic Information		
1. Applicant's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
2. Property owner's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of property ownership	<input type="checkbox"/>	<input type="checkbox"/>
4. Whether there are any options or liens on the property	<input type="checkbox"/>	<input type="checkbox"/>
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	<input type="checkbox"/>	<input type="checkbox"/>
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	<input type="checkbox"/>	<input type="checkbox"/>
7. A vicinity map showing the area and road network surrounding the property		<input type="checkbox"/>
8. Name, address and phone number of the preparer of the site plan	<input type="checkbox"/>	<input type="checkbox"/>
9. Project title or name of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	<input type="checkbox"/>	<input type="checkbox"/>
11. Land uses and zoning classification on the subject parcel and adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		<input type="checkbox"/>
B. Site Plan Information		
1. North arrow, scale, and date of original submittal and last revision	<input type="checkbox"/>	<input type="checkbox"/>
2. Boundary dimensions of natural features		<input type="checkbox"/>
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		<input type="checkbox"/>
4. Proposed alterations to topography and other natural features		<input type="checkbox"/>
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		<input type="checkbox"/>
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	<input type="checkbox"/>	<input type="checkbox"/>
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		<input type="checkbox"/>
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		<input type="checkbox"/>
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<input type="checkbox"/> *	<input type="checkbox"/>
10. Existing and proposed driveways, including parking areas	<input type="checkbox"/>	<input type="checkbox"/>
11. Neighboring driveways and other vehicular circulation features adjacent to the site		<input type="checkbox"/>
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		<input type="checkbox"/>
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		<input type="checkbox"/>
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		<input type="checkbox"/>
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		<input type="checkbox"/>
17. Location of water supply lines and/or wells	<input type="checkbox"/>	<input type="checkbox"/>
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	<input type="checkbox"/>	<input type="checkbox"/>
19. Location, specifications, and access to a water supply in the event of a fire emergency		<input type="checkbox"/>
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		<input type="checkbox"/>
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		<input type="checkbox"/>
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		<input type="checkbox"/>
23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used		<input type="checkbox"/>
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		<input type="checkbox"/>
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		<input type="checkbox"/>
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		<input type="checkbox"/>
27. Changes or modifications required for any applicable regulatory agencies' approvals		<input type="checkbox"/>

ARTICLE 7

SUPPLEMENTAL USE REGULATIONS

SECTION 700 PURPOSE

This article establishes additional standards, specific standards, exceptions to standards, or alternative standards (e.g., screening, landscaping, and/or design standards) for certain uses, structures, and facilities which may be permitted by a zoning district. To the extent that there is a conflict between a standard in another article of this ordinance and a standard in this article, the standard in this article governs unless otherwise indicated.

The purpose of this article is to provide supplemental standards for individual uses in order to protect surrounding property values and uses, to protect the public health, safety, and general welfare, and to implement the master plan.

SECTION 701 GENERAL

Unless specifically exempted, in addition to the supplemental standards of this Ordinance all signs, parking areas, landscaping, lighting and buffering shall comply with the provisions of this Zoning Ordinance.

SECTION 708 ADULT FOSTER CARE, SMALL GROUP HOME

A. REGULATIONS AND CONDITIONS

- (1) Facility shall maintain all valid state and local licenses.
- (2) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.

SECTION 709 ADULT FOSTER CARE, LARGE GROUP HOME

A. REGULATIONS AND CONDITIONS

- (1) Facility shall maintain all valid state and local licenses.
- (2) Facility need not be operated within the primary residence of the caregiver.
- (3) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.

SECTION 710 ADULT FOSTER CARE FACILITY

A. REGULATIONS AND CONDITIONS

- (1) Facility shall maintain all valid state and local licenses.
- (2) Facility need not be operated within the primary residence of the caregiver.
- (3) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.
- (4) Easily accessible open space areas to encourage outdoor interaction and opportunity shall be provided.

SECTION 713 BED AND BREAKFAST

A. REGULATIONS AND CONDITIONS

- (1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.
- (2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal non-conforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.
- (3) No bed and breakfast establishment shall be located closer than one thousand (1,000) feet from

another bed and breakfast establishment.

- (4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.
- (5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.
- (6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.
- (7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.
- (8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.
- (9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.
- (10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.
- (11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.

SECTION 714 BOARDING RESIDENCE

A. REGULATIONS AND CONDITIONS

- (1) All residences shall meet all state and local health and safety codes.
- (2) No more than five (5) individuals shall be accommodated in any single residence.
- (3) Such uses shall be carried out in an inconspicuous manner so that the nature of activities related to the residence do not differ significantly from activities related to normal residential uses in the district.

SECTION 716 CAMPGROUND OR TRAVEL TRAILER PARK

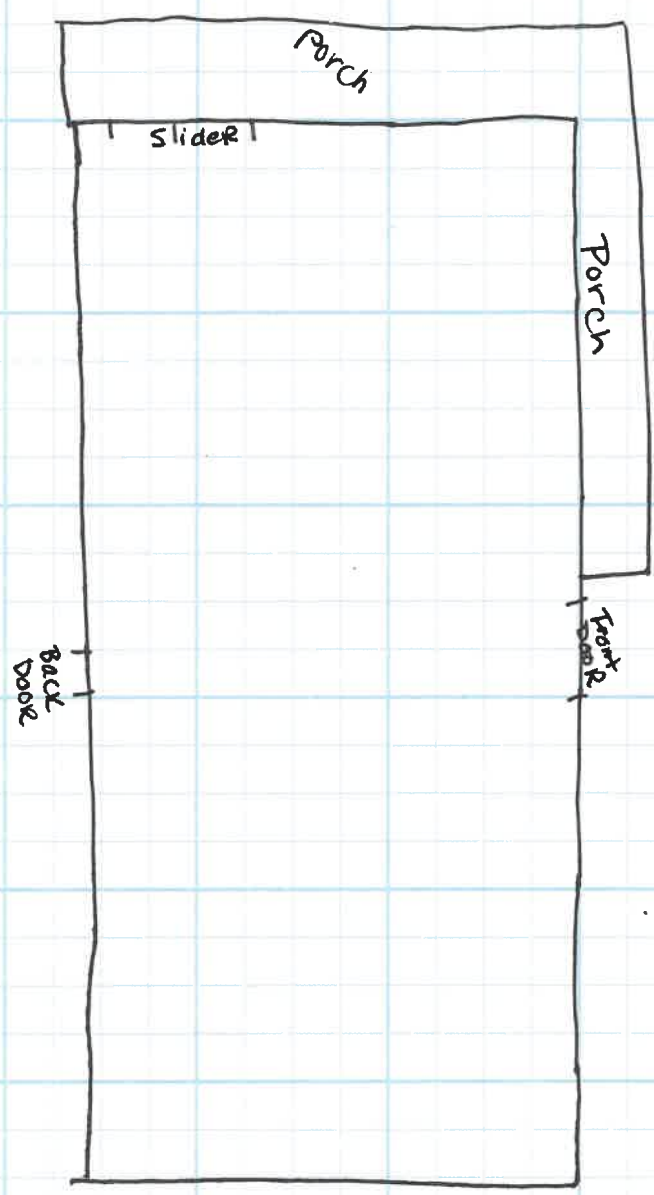
A. REGULATIONS AND CONDITIONS

Site design and development shall comply with the provisions of Act 368 of the Public Acts of 1978, as amended, and with the following requirements:

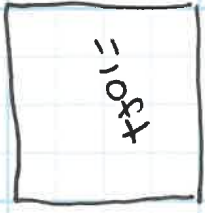
- (1) All state requirements regarding travel trailer parks shall be met.
- (2) No travel trailer park shall be located except with direct access to a major thoroughfare, with a minimum lot width of not less than fifty (50) feet for the portion used for entrance and exit.
- (3) No entrance or exit shall be through a residential district or shall require movement of traffic from the park through a residential district.
- (4) The minimum lot area per park shall be ten (10) acres with a maximum of one hundred (100) acres.
- (5) Spaces in travel parks used by travel trailers and tents shall be rented by the day or week only. Under no circumstance shall an occupant remain in the same trailer park for a period of thirty (30) days or more in a calendar year.
- (6) Management headquarters, recreational facilities, toilets, showers, laundry facilities and other uses and structures customarily incidental to the operation of a travel trailer park may be permitted as accessory uses provided the following conditions can be met:
 - (a) Such establishments and the parking area primarily related to their operations shall not occupy more than ten percent (10%) of the area of the park.
 - (b) Such establishments shall be restricted in their use to occupants of the park.

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1,485.2

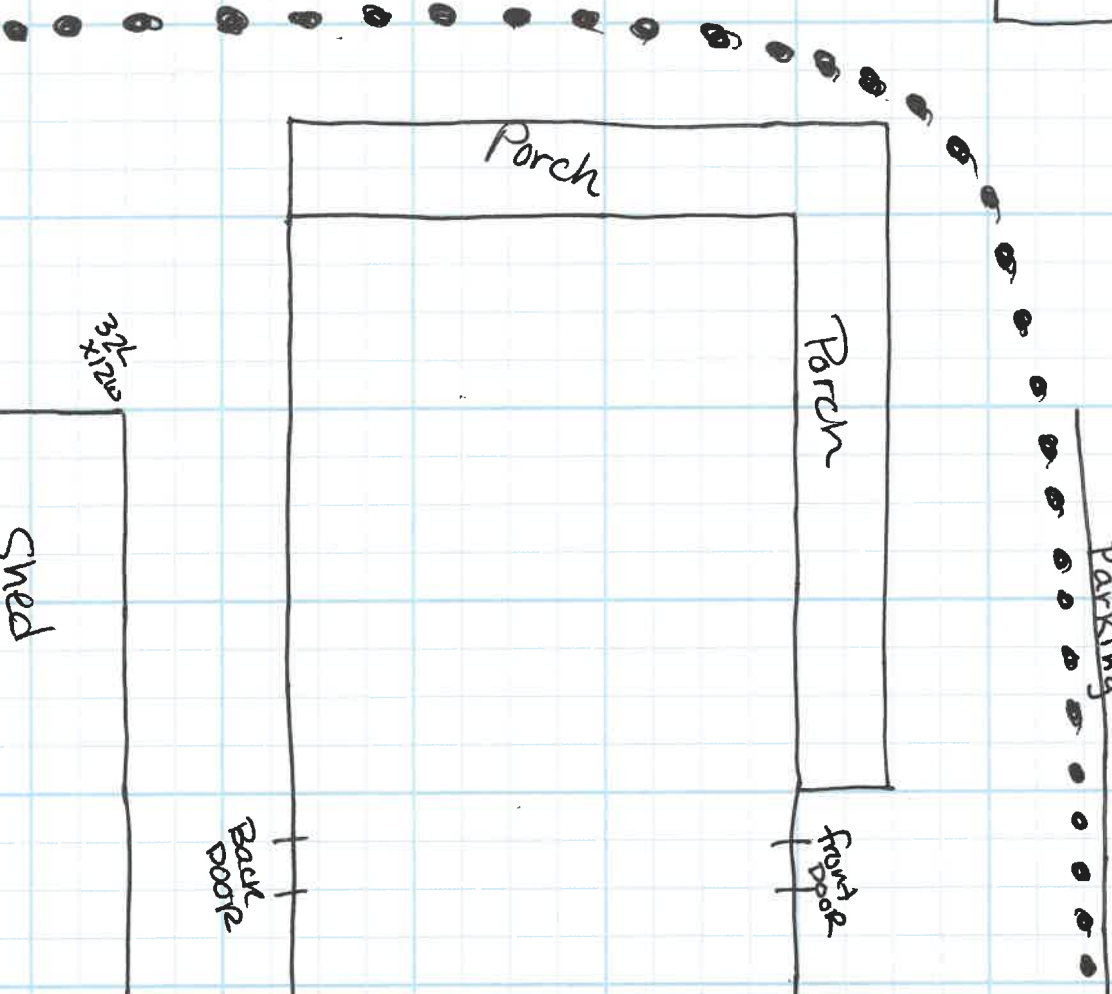
#10 =



55L
27W
1485
142



Pine
Trees



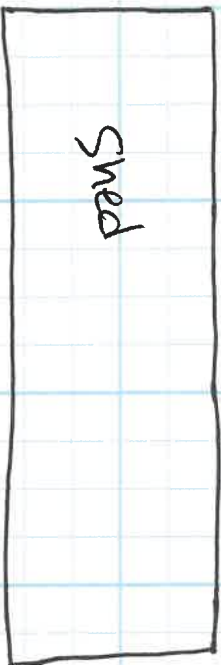
Parking

Parking

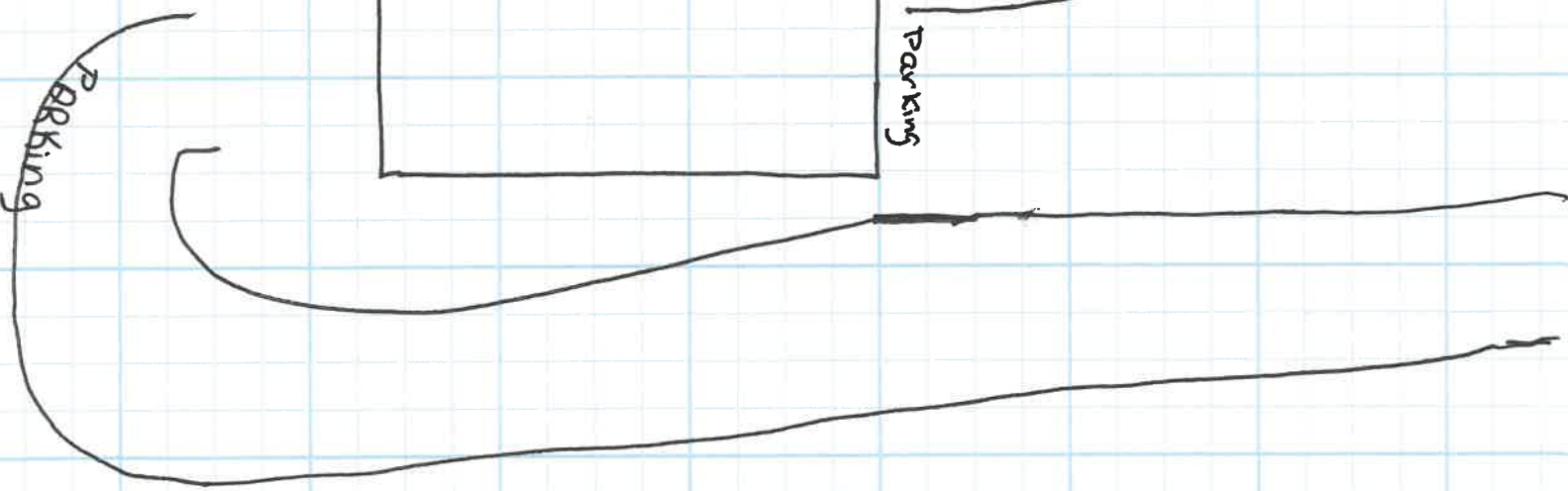
Front
Door

Back
Door

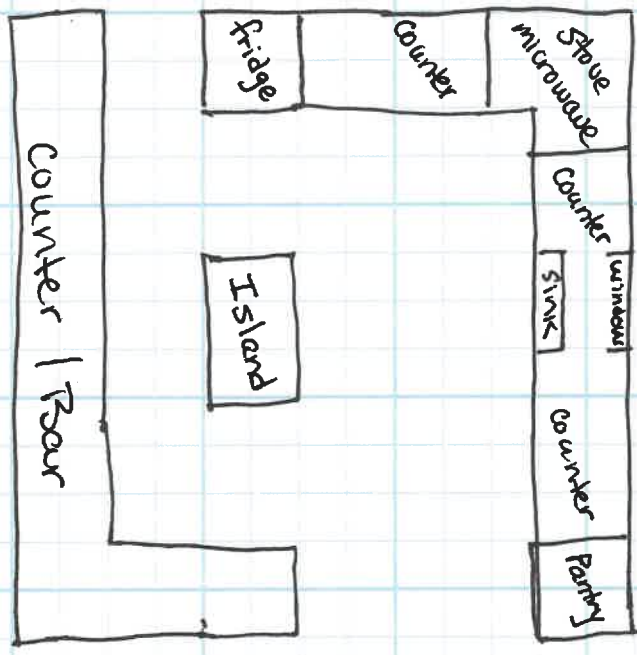
3 1/2
x 2 1/2



Parking

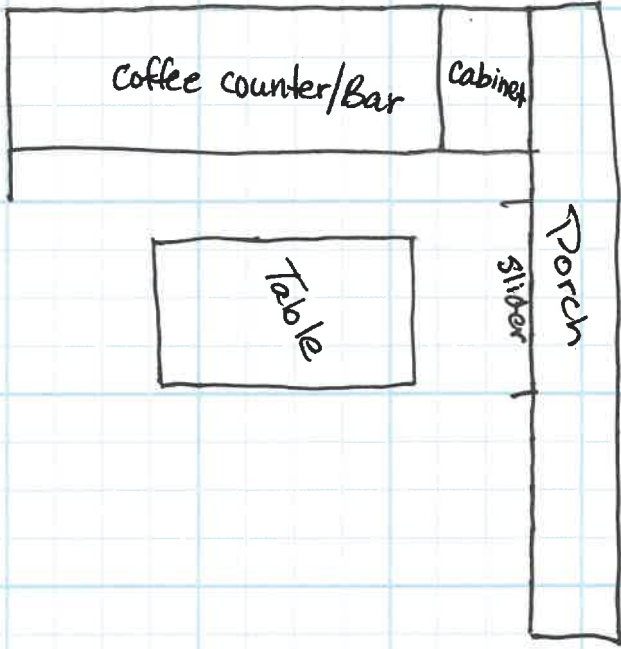


13L
x13L
169
17



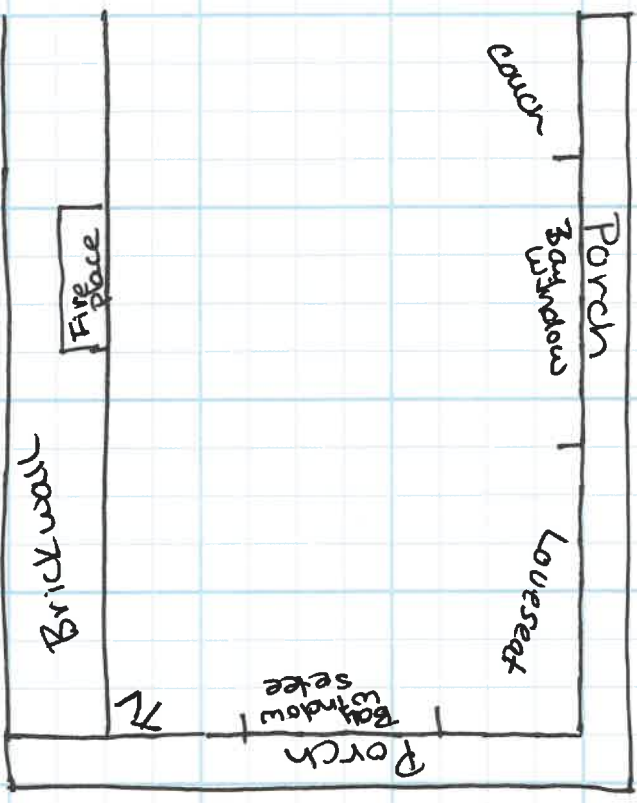
Kitchen

14W
15W
13L



Dining Room

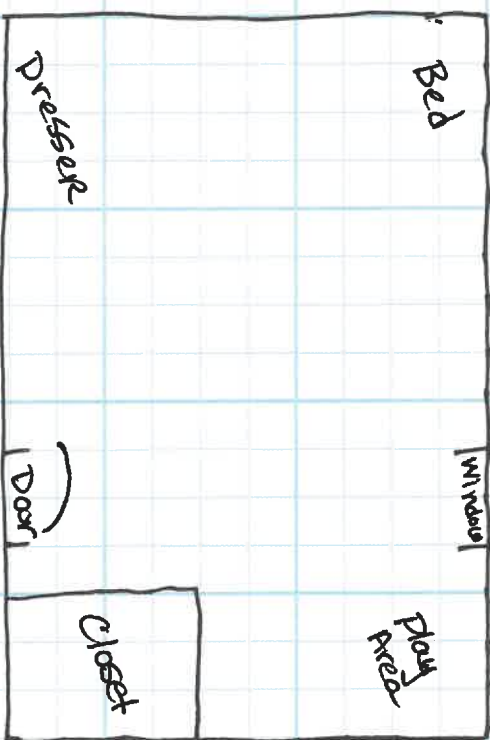
15
15
15
15



Living Room

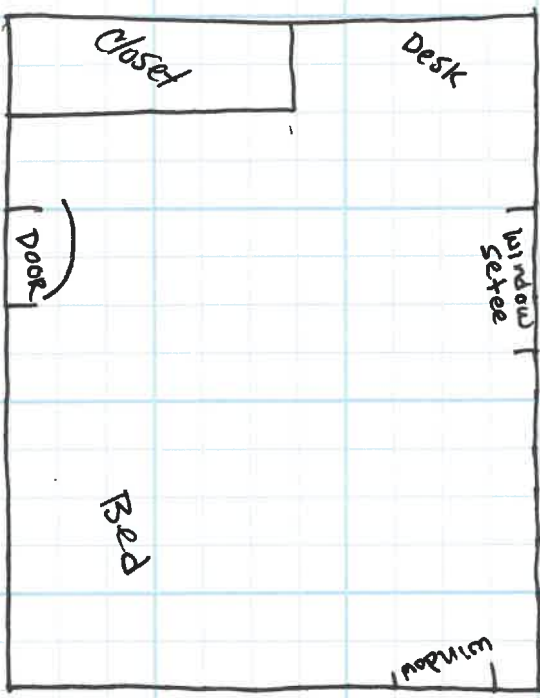
15/3

15/2



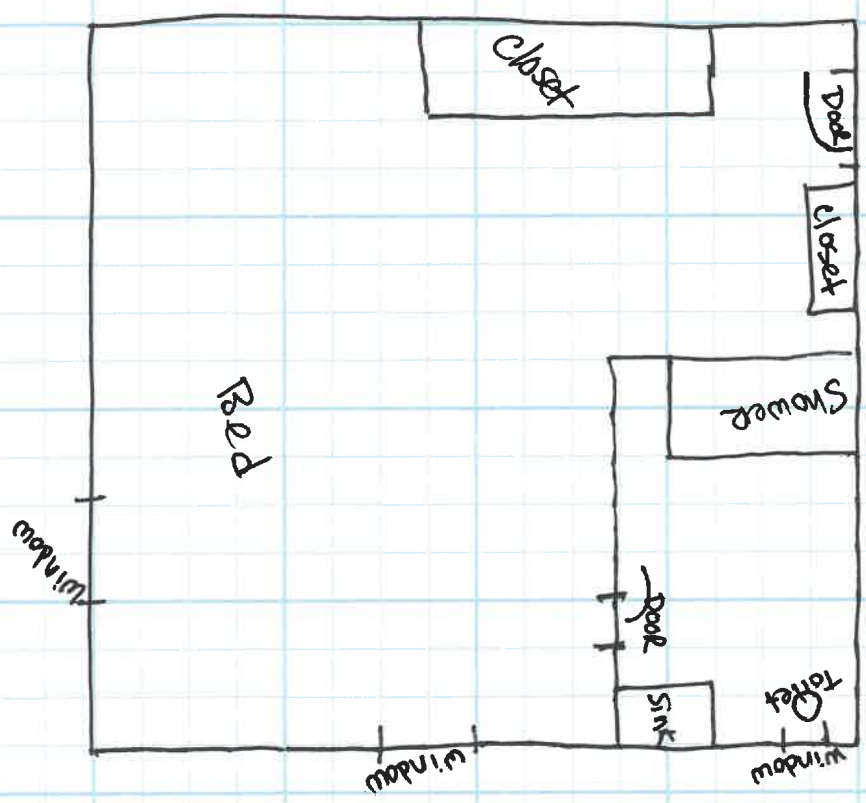
Bedroom 1

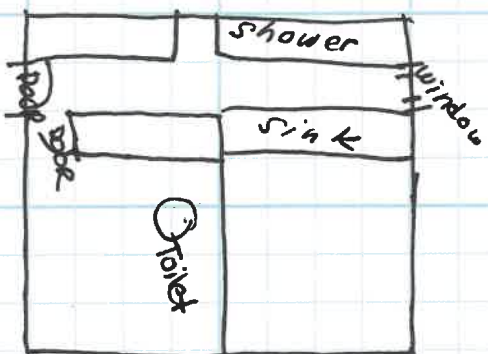
14
11
13
14



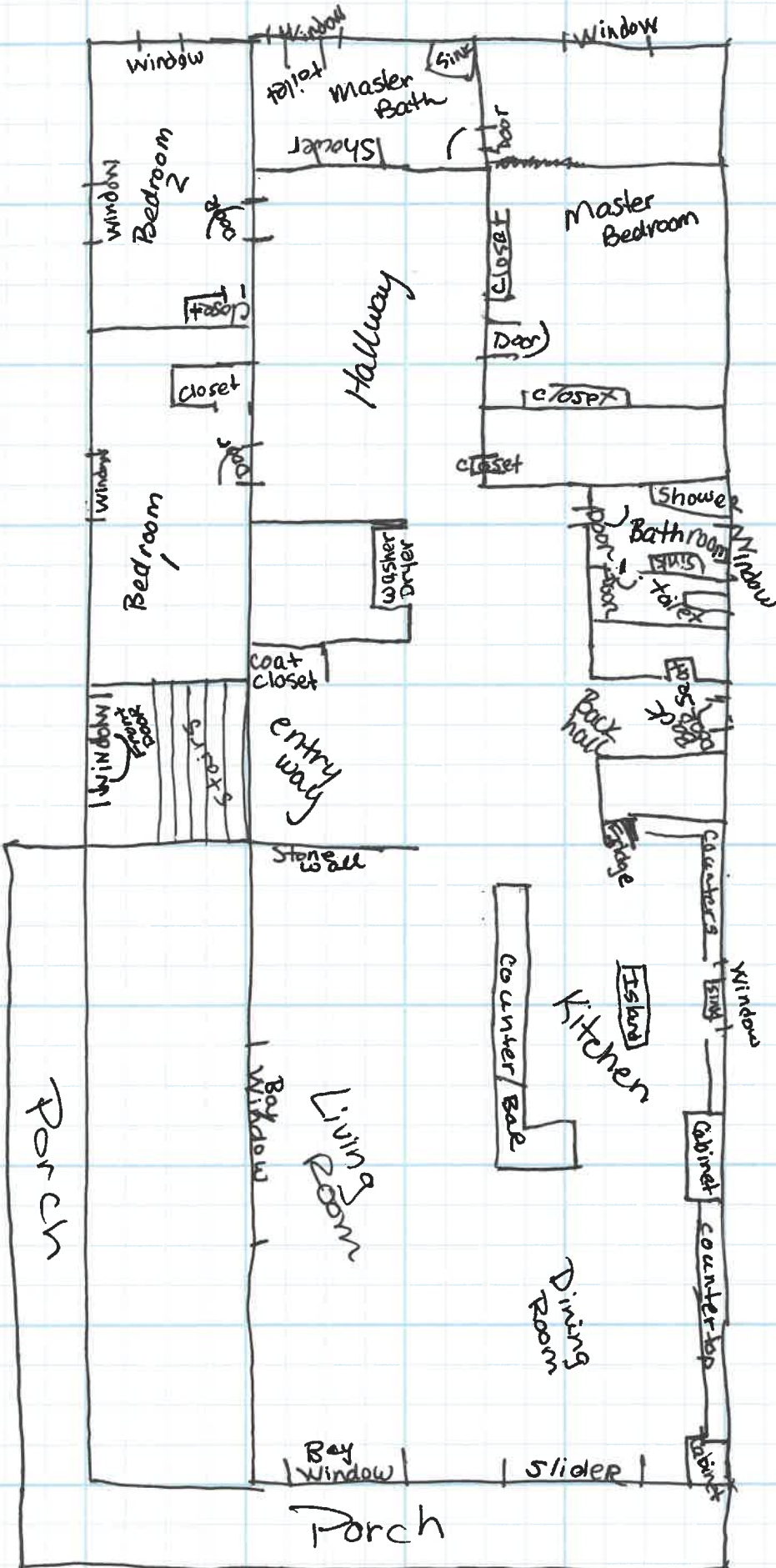
Bedroom 2

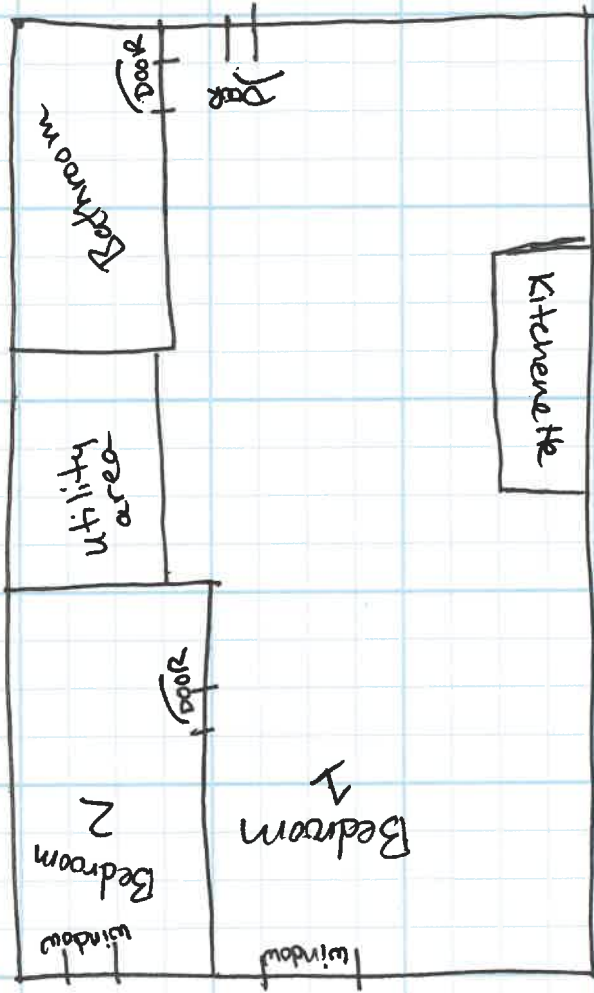
Master Bedroom | Bathroom





Bathroom

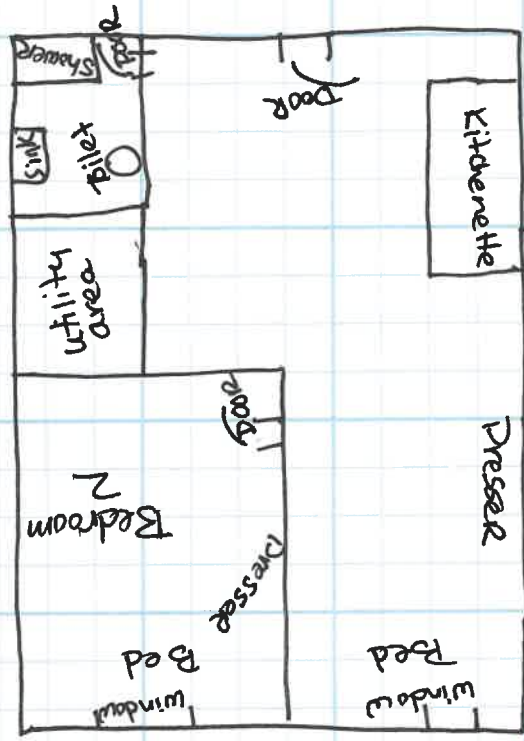




Basement

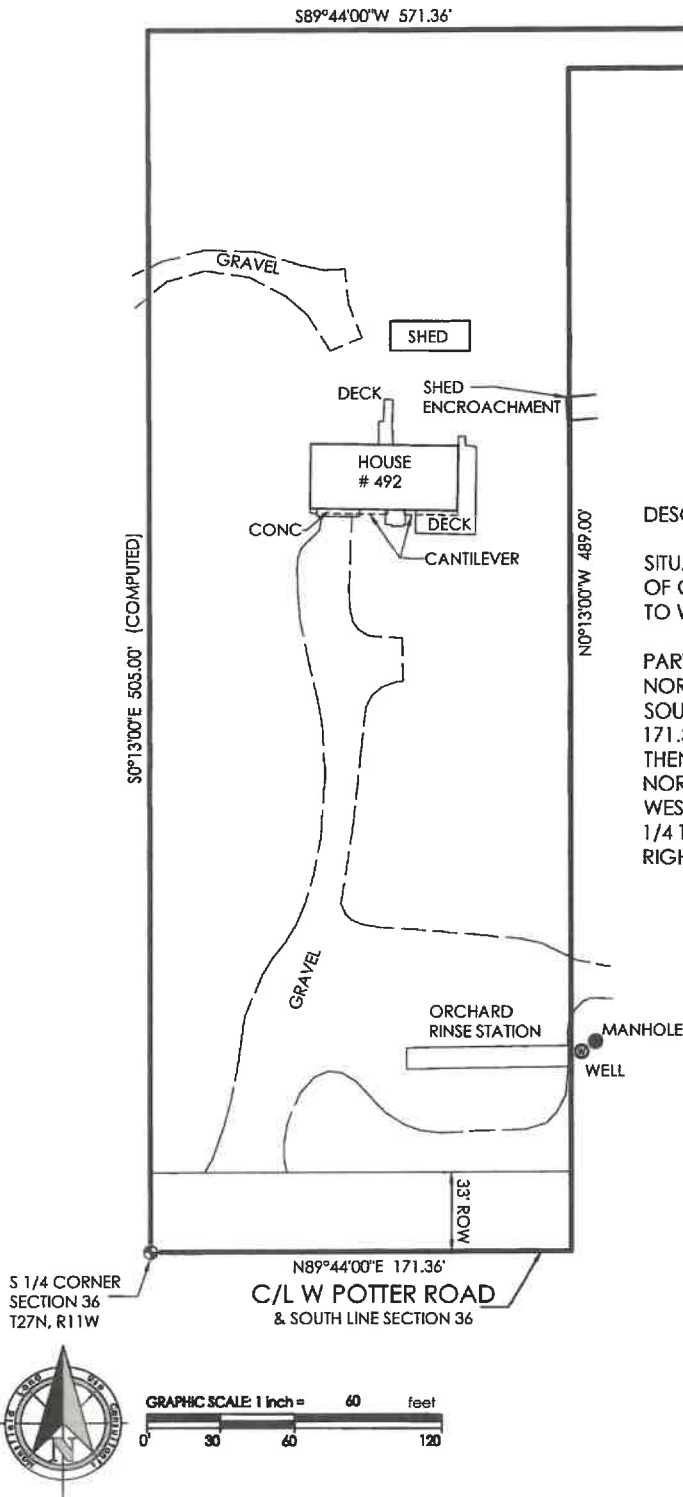
37/13

app
#2



Basement | Downstairs

MORTGAGE REPORT



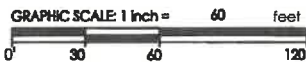
DESCRIPTION AS PROVIDED (DEED 2019R-05234):

SITUATED IN THE TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE AND STATE OF MICHIGAN, TO WIT:

PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 27 NORTH, RANGE 11 WEST COMMENCING AT THE SOUTH 1/4 CORNER; THENCE NORTH $89^{\circ}44'$ EAST 171.36 FEET; THENCE NORTH $0^{\circ}13'$ WEST 489 FEET; THENCE NORTH $89^{\circ}44'$ EAST 400 FEET; THENCE NORTH $0^{\circ}13'$ WEST 16 FEET; THENCE SOUTH $89^{\circ}44'$ WEST 571.36 FEET; THENCE SOUTH ALONG THE WEST 1/4 TO THE POINT OF BEGINNING EXCEPT ROAD RIGHT-OF-WAY



Michael Kenneth Geisert



We hereby certify that we have examined the premises herein described, that the buildings are located entirely as shown and that they do not encroach except as shown hereon. This report, prepared for mortgage purposes only, does not represent a boundary survey, and is not to be used for the establishment of any fence, building or other improvements. The location of fences, walls or other indications of occupancy along or near boundary lines are not shown. All utilities and easements may or may not be shown. This report was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Brandy Waslawski

Mansfield
 Land Use Consultants
 Planners - Civil Engineers - Surveyors

PO Box 4015
 830 Cottageview Dr., Suite 201
 Traverse City, MI 49685
 Ph: (231) 946-9310
 Fax: (231) 946-8926
 www.manscpa.com

Part of the SE 1/4
 Section 36, T27N, R11W
 Garfield Township, Grand Traverse County, Michigan

DRN: MKG	CKD: MKG
4/25/2024	
24072	
SHT 1 OF 1	



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

CHUCK KORN
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
STEVE DUELL, TRUSTEE

CHRIS BARSCHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

August 21, 2023

Brandy Waslawski Perritt
492 W Potter Rd
Traverse City, MI 49696-8525

SUBJECT: Renting on VRBO/AirBnB

Dear Mrs Perritt,

I believe I found your home listed on VRBO and AirBnB. Renting for any term less than 30 consecutive days is not allowed in Garfield Township and is a violation of Zoning Ordinance, Section 201 and Article 3.

Additionally, renting for more than 14 days makes the property ineligible for the Principal Residence Exemption (aka Homestead or PRE). According to the Michigan Department of Treasury "*Guidelines for the Michigan Principal Residence Exemption Program*":

"An owner that would be required to declare rental income on their home is not entitled to a principal residence exemption on that property. Therefore, if an owner rents his property for more than 14 days a year, the property is not entitled to a principal residence exemption."

I have enclosed an affidavit that indicates you understand the Township's Ordinance. Please complete, sign, and return it to me no later than **September 4, 2023**, so we can ensure you are in compliance. Failure to respond may result in the denial of the Principal Residence Exemption and potential Civil Infractions due to the Zoning violations.

Sincerely,

Amy L DeHaan

c: Mike Green, Garfield Township Zoning Administrator

Amy L DeHaan, MMAO (4)
Assessor



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
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CHUCK KORN
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STEVE DUELL, TRUSTEE

CHRIS BARSCHIEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

PROPERTY OWNER AFFIDAVIT AFFIRMING NO RENTING AREA(S) OF HOME

I/We, Brandy Perritt (Waslawski), owner(s) of
[insert owner's name(s)]

492 W Potter Rd, in Garfield Township, Michigan, agree to
[insert property address]

the following conditions to qualify for a 100% Principal Residence Exemption (aka Homestead or PRE):

- No use of home as a "Vacation Rental" for any term less than 30 days
- No rental of the area identified below [check one]:

- individual room(s)
- entire home
- lower portion
- upper portion
- guest/mother-in-law suite/apartment

of my/our home (address listed above) for more than 14 days in a calendar year to anyone, including family.

- That the area identified will be only used by me/us as part of my/our Homestead.

I/We also understand that renting this area of my/our home may result in not only the loss of our PRE, but also a violation of Township Ordinance Section 201 and Article 3 which may lead to a Civil Infraction.

Signed: _____

Date: _____

Date: _____

Amy L DeHaan, MMAO(4)
Assessor



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
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LETTER OF INFORMATION

08/22/2023

WASLAWSKI BRANDY C
492 W POTTER RD
TRAVERSE CITY MI 49696-8525

RE: Activity at 492 W POTTER RD, Parcel Number 05-036-025-40

Dear Owner/Occupant,

This letter is to inform you of the following violation(s) at the location listed above:

Unauthorized vacation home rental. Current VRBO listing (as of 8-22-2023):

https://www.vrbo.com/3427569?dateless=true&x_pwa=1&rfr=HSR&pwa_ts=1692713847741&referrerUrl=aHR0cHM6Ly93d3cudnJiby5jb20vSG90ZWwtU2VhcmNo&useRewards=true&adults=1&children=®ionId=3577&destination=Traverse+City%2C+Michigan%2C+United+States+of+America&destType=BOUNDING_BOX&latLong=44.68423%2C-85.59717&searchId=cce755f5-a88c-4e04-bd0e-3bf60922c480&privacyTrackingState=CAN_NOT_TRACK&sort=RECOMMENDED&userIntent=&xpediaPropertyId=94851546

It is our procedure to first inform property owners or occupants of a violation as quite often they are not aware a violation has occurred. **Please remove the violation within 14 days of receipt of this letter to resolve this issue.**

Thank you in advance for your cooperation in this matter as it is our desire to attain voluntary compliance and avoid the need for further enforcement actions. Feel free to contact this office if you have any questions or concerns.

Sincerely,

Michael Green,
Zoning Administrator
Charter Township of Garfield
231.941.1620 x 230
mgreen@garfield-twp.com



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

CHUCK KORN
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
STEVE DUELL, TRUSTEE

CHRIS BARSCHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

October 11, 2023

SECOND NOTICE

Brandy Waslawski Perritt
492 W Potter Rd
Traverse City, MI 49696-8525

SUBJECT: Renting on VRBO/AirBnB – 492 W Potter Rd

Dear Mrs Perritt,

In August, 2023, I sent you a letter about finding your home listed on VRBO. That letter informed you that renting for any term less than 30 consecutive days is not allowed in Garfield Township and is a violation of Zoning Ordinance, Section 201 and Article 3.

Additionally, renting for more than 14 days makes the property ineligible for the Principal Residence Exemption (aka Homestead or PRE). According to the Michigan Department of Treasury "*Guidelines for the Michigan Principal Residence Exemption Program*":

"An owner that would be required to declare rental income on their home is not entitled to a principal residence exemption on that property. Therefore, if an owner rents his property for more than 14 days a year, the property is not entitled to a principal residence exemption."

Enclosed is an affidavit indicating you understand the Township's Ordinance and will no longer use the property as a short-term rental. Please complete, sign, and return it to me no later than **October 30, 2023**, so we can ensure you are in compliance. Your failure to respond may put your Principal Residence Exemption at risk and continued rentals may result in potential Civil Infractions due to the Zoning violations.

Sincerely,

Amy L DeHaan

c: Mike Green, Garfield Township Zoning Administrator



Charter Township of Garfield

Grand Traverse County

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CHRIS BARSCHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

PROPERTY OWNER AFFIDAVIT AFFIRMING NO RENTING AREA(S) OF HOME

I/We, Brandy Waslawski Perritt, owner(s) of
[insert owner's name(s)]

492 W Potter Rd, in Garfield Township, Michigan, agree to
[insert property address]

the following conditions to qualify for a 100% Principal Residence Exemption (aka Homestead or PRE):

- No use of home as a "Vacation Rental" for any term less than 30 days
- No rental of the area identified below [check one]:

- individual room(s)
- entire home
- lower portion
- upper portion
- guest/mother-in-law suite/apartment

of my/our home (address listed above) for more than 14 days in a calendar year to anyone, including family.

- That the area identified will be only used by me/us as part of my/our Homestead.

I/We also understand that renting this area of my/our home may result in not only the loss of our PRE, but also a violation of Township Ordinance Section 201 and Article 3 which may lead to a Civil Infraction.

Signed: _____

Date: _____

Date: _____

Amy L DeHaan, MMAO(4)
Assessor

8/23 AIRBNB.COM/H/THEPOTTERSHOMERETREAT/AFF SENT

6/10/24 OWNER IS RUNNING A B&B HERE, STATES SHE HAS TWO KITCHENS AND SIX BEDROOMS. AT ONE POINT SHE WAS RENTING OUT THE HOUSE AND STAYING IN A TRAILER ON THE PROPERTY. PRE NEEDS TO BE DENIED SO SHE CAN REAPPLY FOR THE CORRECT PERCENTAGE OF PRE. - JFB

5/28/24 OPERATING A BUSINESS AT THIS LOCATION (LOVE CLEAN MI LLC) ACCORDING TO LARA, HAS BEEN IN BUSINESS SINCE 2016. ALD

5/24/24 REC'D COMPLAINT RE: SHORT-TERM RENTAL. GROUP OF 5 GUYS THERE THIS WEEKEND (1ST OF THE SEASON), THEY RENTED NEARLY EVERY WEEKEND LAST SUMMER. FORWARDED TO MIKE GREEN, ZONING. ALD

10/19/23 BRANDY WASLAWSKI (231-944-8983) IS WORKING WITH PLANNING/ZONING TO CREATE B&B AT THIS LOCATION. SHE IS HOPING TO GET THE PROCESS COMPLETED THIS SUMMER, SHE WANTS TO DO THIS CORRECTLY & IS WORKING TO GET THE APPL COMPLETED FOR PC, ETC. GOT ON VRBO & FOUND LISTING BUT IT WOULD NOT ALLOW ME TO BOOK FOR 10 DAYS/AIRBNB SHOWED IT COULD NOT FIND LISTING - SHE SAYS SHE HAS PUT BOTH LISTINGS ON HOLD (WITHIN PAST 30 MINS) UNTIL SHE GETS THE REQUIRED APPROVAL. SHE DOES NOT WANT TO RISK LOSING HER HOME INS OR HER MTGE - SAYS THIS IS A BUSINESS. ALD

8/23 LISTED ON AIRBNB.COM/H/THEPOTTERSHOMERETREAT AND

[HTTPS://WWW.VRBO.COM/3427569?UNITID=4000697](https://www.vrbo.com/3427569?UNITID=4000697). ALSO INDICATES THEY'VE DONE EXTENSIVE REMODELLING (ATTACHED). ALD



Charter Township of Garfield

Grand Traverse County

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CHUCK KORN
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, *TRUSTEE*
STEVE DUELL, *TRUSTEE*

CHRIS BARSCHEFF, *TRUSTEE*
DENISE SCHMUCKAL, *TRUSTEE*

June 12, 2024

Brandy Waslawski
492 Potter Road
Traverse City, MI 49696

**SUBJECT: Denial of Principal Residence Exemption (2024)
Parcel #28-05-036-025-40**

Dear Ms Waslawski:

Enclosed you will find form 2742, Notice of Denial of Principal Residence Exemption (PRE) for the tax year 2024. It is being sent to you because we became aware that the home is being used as a rental/bed and breakfast.

The Principal Residence Exemption excludes the ability to use your home as a rental for a period greater than 14 days. If you are living in a portion of the home not being used for commercial purposes you may reapply for a percentage of the exemption relevant to the area you occupy.

Should you disagree with the denial, you are welcome to file an appeal with the Small Claims Division of the Michigan Tax Tribunal, as described at the bottom of the denial form.

If you have any questions, please feel free to contact me.

Sincerely,

Justin Bigbee

Justin Bigbee MAAO (3)
Appraiser

ASSESSOR'S DATE STAMP

Notice of Denial of Principal Residence Exemption

Issued under authority of Public Act 206 of 1893

With this notice, you are notified that the Principal Residence Exemption on the property identified below has been denied. If you have questions about the denial, you may contact your local government or follow the appeal procedures specified below. For more information regarding the Principal Residence Exemption (PRE), please review the PRE guidelines at www.michigan.gov/pre.

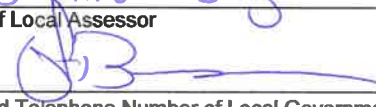
Type or print in blue or black ink

PART 1: PROPERTY INFORMATION

Type or print legibly. Use a separate form for each property number.

1. Property tax identification number 28-05-036-025-40	2. Name of Local Unit (Check Township or City) <input checked="" type="checkbox"/> Township Grandfield <input type="checkbox"/> City	3. County GRAND TRAVERSE
4. Street address of property (Provide a Complete Address) 492 W POTTER RD		
5. Name of Owner (First, Middle, Last) WASLAWSKI BRANDY C	6. Owner's Last Four Digits of Social Security Number XXX-XX-	7. Owner's Daytime Telephone Number
8. Name of Co-Owner (First, Middle, Last)	9. Co-Owner's Last Four Digits of Social Security Number XXX-XX-	10. Co-Owner's Daytime Telephone Number
11. Mailing address if different than property address (street or RR#, city, state, Zip code)		
12. Your exemption was denied/adjusted for the following reason: <input type="checkbox"/> a. The owner is not a Michigan resident. <input type="checkbox"/> b. The property claimed is not the owner's principal residence. <input type="checkbox"/> c. The person claiming the exemption is not the owner. <input type="checkbox"/> d. The person claiming the exemption, claimed or was granted, a substantially similar exemption in another state. <input checked="" type="checkbox"/> e. Other: Property used as a rental / Bed + Breakfast		
13. Claim Denied for Calendar Year(s): (see instructions) 2024	14. Percentage Adjusted to: 0%	

PART 2: CERTIFICATION

15. Name of the Local Assessor (Print or Type) Justin Bigbee	
16. Signature of Local Assessor 	17. Date 6/12/24
18. Address and Telephone Number of Local Government 3848 Veterans Dr. 49884 231-941-1620	

Homeowner's Right to Appeal

If you disagree with this denial, you may appeal to the Residential/Small Claims Division of the Michigan Tax Tribunal within 35 days of the denial. An appeal with the Michigan Tax Tribunal can be initiated by the timely filing of a petition. The petition must be a Michigan Tax Tribunal form or a form approved by the Michigan Tax Tribunal. Michigan Tax Tribunal forms are available at www.michigan.gov/taxtrib. You can print the Petition for Denial of Exemption for Principal Residence/Qualified Agricultural and mail the completed form to the Michigan Tax Tribunal at P.O.Box 30232, Lansing, Michigan 48909 or complete the form online and submit electronically, if provided for by the Michigan Tax Tribunal.



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

2ND NOTICE OF VIOLATION

06/13/2024

WASLAWSKI BRANDY C
492 W POTTER RD
TRAVERSE CITY MI 49696-8525

RE: Unauthorized Land Use at 492 W POTTER RD, Parcel Number 05-036-025-40

Dear Property Owner,

This letter is to inform you that this office has received complaints on your property located at the above address due to the use of your residence as a short-term rental for periods of less than thirty (30) days. Short-term rentals are not allowed in the R-1 district.


This letter will serve both as a Letter of Violation and Notice of Civil Infraction, which if issued, will require your presence before the Grand Traverse County Magistrate office.

Please discontinue the use of your residence as a short-term rental within fourteen (14) days from receipt of this letter.

Thank you in advance for your cooperation in this matter as it is our desire to attain voluntary compliance and to avoid any further enforcement actions. Should you have any questions, comments or concerns, please do not hesitate to contact the planning department at the number above.

Thank you,

Michael Green, Zoning Administrator
Charter Township of Garfield

		Charter Township of Garfield	
		Planning Department Report No. 2024-62	
Prepared:	August 8, 2024	Pages:	1
Meeting:	August 14, 2024 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	TowerNorth Wireless Communication Facility Special Use Permit – Update #2		
File No.	SUP-2024-02	Parcel No.	05-019-001-00 (part)
Applicant:	TowerNorth Development, LLC		
Agent:	Jaime Mathew w/Kimley-Horn and Associates, Inc.		
Owner:	Frank A Bare		

BRIEF OVERVIEW:

- 2767 Zimmerman Road – west side of Zimmerman Road north of Silver Lake Road
- Approximately 42.25 acres (entire parcel); approximately 0.23 acres (lease parcel area)
- Portion of one of the parcels containing the existing Alpers gravel mining operation
- A-Agricultural zoning district

APPLICATION HISTORY:

- June 12, 2024 Planning Commission – Application tabled, more information was requested
- July 10, 2024 Planning Commission – Update, application was tabled, applicant was requested to move the proposed location of the tower to meet all setback requirements
- August 14, 2024 Planning Commission – Update #2

PURPOSE OF APPLICATION:


This application requests a Special Use Permit (SUP) for a wireless communication facility (cell tower) at 2767 Zimmerman Road. The applicants propose a 155-foot-tall monopole tower with associated antenna equipment within a 60' x 60' fenced compound. Wireless communication facilities are permitted via SUP in the A-Agricultural zoning district.

UPDATE:

At the previous meeting on July 10, 2024, the Planning Commission tabled the application and requested that the applicant move the location of the proposed tower, to meet all the setback requirements for wireless communication facilities, before moving the application forward. Since the July 10, 2024 meeting, Staff have not received any updated site plans or other application materials showing a different location for the tower.

ACTION REQUESTED:

The application was tabled at the previous Planning Commission meeting. No action is needed.

 Charter Township of Garfield Planning Department Report No. 2024-63			
Prepared:	August 7, 2024	Pages:	5
Meeting:	August 14, 2024 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	French Manor LaFranier Special Use Permit Major Amendment – Introduction		
File No.	SUP-1990-07-A	Parcel No.	05-014-072-10
Applicant:	Burdco, Inc. / Dan Brown		
Agent:	Machin Engineering / Eric Sandmann		
Owner:	R&K Ackerman, LLC		

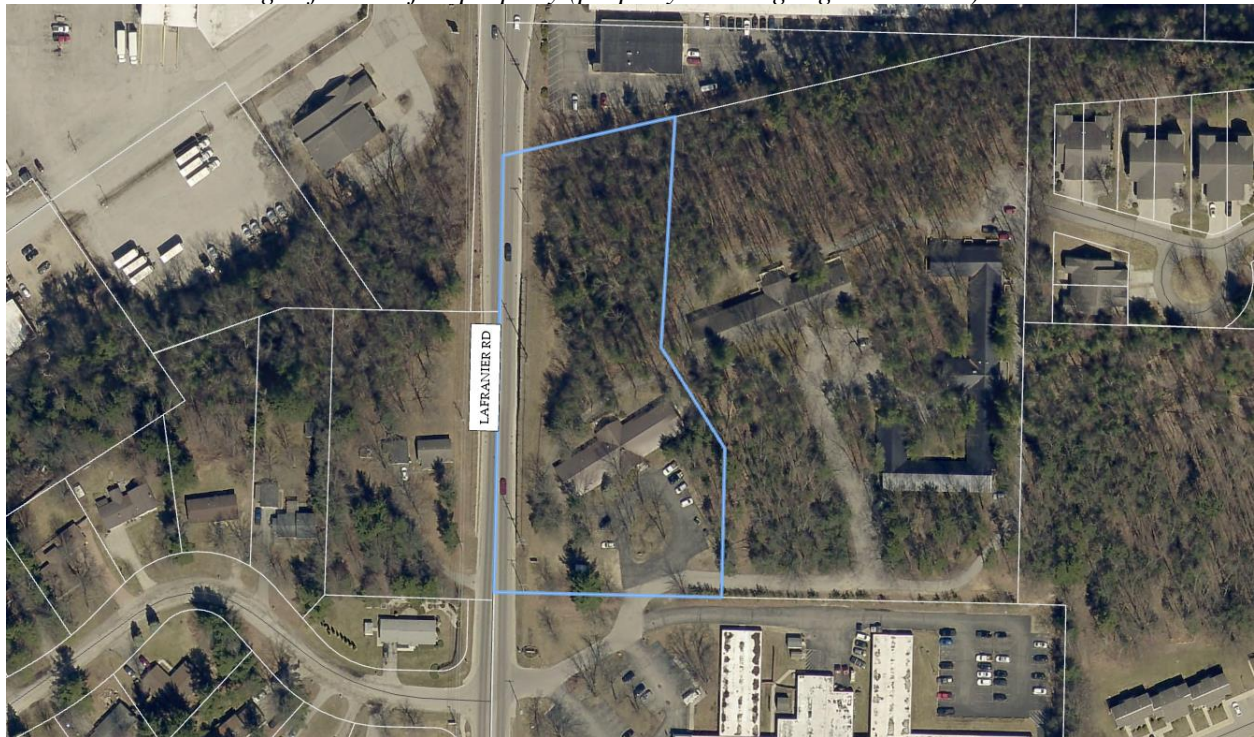
BRIEF OVERVIEW:

- 3090 LaFranier Road – east side of LaFranier Road, south of South Airport Road
- Approximately 2.74 acres in area
- Existing adult foster care facility
- R-3 - Multi-Family Residential zoning district

PURPOSE OF APPLICATION:

This application is requesting a Special Use Permit (SUP) for expansion of French Manor LaFranier, an existing adult foster care facility at 3090 LaFranier Road. The facility expansion consists of a 1,472-square-foot building addition and a 2,176-square-foot building addition for a total of 3,648 square feet. Aerial images of the site are shown below.

Zoomed-in aerial image of the subject property (property lines highlighted in blue):



Zoomed-out aerial image of the subject property (property lines highlighted in blue):



SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:

In approving any special use permit pursuant to Section 423, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing
- b) Availability of adequate public facilities or services
- c) Dedication of land
- d) Reservation of land
- e) Creation of special assessment districts
- f) Creation of restrictive covenants or easements
- g) Special setbacks
- h) Yard requirements
- i) Increased screening or landscaping requirements
- j) Area requirements
- k) Development phasing; or
- l) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

STAFF COMMENTS:

Staff offers the following comments regarding site design and compliance with the Zoning Ordinance:

Ingress and Egress

The subject parcel has an address of 3090 LaFranier Road but does not have direct access to the road. Ingress and egress for the site is provided by a private drive easement from LaFranier Road that serves the subject property and adjacent properties to the south and east. The site plan needs to provide evidence of the private drive easement.

Parking

Parking requirement for nursing and convalescent homes is a minimum parking ratio of 1 space for 4 beds = 5 spaces and a maximum parking ratio of 1 space for 2 beds = 10 spaces. 9 total spaces are provided.

Sidewalks

Sidewalks are proposed on the site. Due to the severe topography along LaFranier Road, pedestrian access to the site directly from the road is not feasible.

Landscaping

Landscaping requirements are described by the following for each length of greenspace area:

<i>Buffer Planting Requirement</i>
<p>Primary land use type: <u>Institutional</u></p> <p>North property line:</p> <ul style="list-style-type: none"> • Adjacent land use: <u>Commercial</u> • Required buffer type: <u>Type C</u> • Length of buffer: <u>170 feet</u> • Required plantings: <u>6 large trees; 6 medium / small trees; 2 evergreen / coniferous trees</u> <p>East property line:</p> <ul style="list-style-type: none"> • Adjacent land use: <u>Institutional</u> • Required buffer type: <u>Type B</u> • Length of buffer: <u>550 feet</u> • Required plantings: <u>12 large trees, 6 medium / small trees, 24 shrubs</u> <p>South property line:</p> <ul style="list-style-type: none"> • Adjacent land use: <u>Institutional</u> • Required buffer type: <u>Type B</u> • Length of buffer: <u>230 feet</u> • Required plantings: <u>4 large trees, 2 medium / small trees, 8 shrubs</u> <p>West property line:</p> <ul style="list-style-type: none"> • Adjacent land use: <u>Minor Collector</u> • Required buffer type: <u>Type C</u> • Length of buffer: <u>500 feet</u> • Required plantings: <u>15 large trees; 15 medium / small trees; 5 evergreen / coniferous trees</u>

A landscaping plan is forthcoming per applicant. Due to the extensive number of existing trees on the site, the applicant is conducting a landscaping survey to determine the existing vegetation credits that may be applied pursuant to Section 530 of the Zoning Ordinance.

Lighting

A photometric site plan shall be included with the site plan. The lighting standards of Section 517 of the Zoning Ordinance are described by the following:

Zoning Ordinance Lighting Standard	Subject Site
<i>A. Applicability</i> – All outdoor lighting shall be installed in conformance with the provisions of this section. Certain light fixtures exempt from this section include decorative lighting, public streetlights, emergency lights, nonconforming existing lights, neon, and flag lighting.	None of these exceptions are expected to apply to this site, so all lighting for this site is subject to the requirements of this section.
<i>B. Shielding and Filtration</i> – Lighting fixtures shall provide glare free area beyond the property line and light shall be confined to the lot from which it originates. All fixtures shall have full cut-off and shall not direct light upwards. Light sources shall be located, and light poles shall be coated, to minimize glare.	Information to be provided.
<i>C. Illumination</i> – Average illumination levels shall not exceed 3.0 foot-candles for the main parking area, 2.0 foot-candles for the peripheral parking area, 5.0 foot-candles for the main drive areas, and 20.0 foot-candles directly below the lighting fixture. Illumination shall also not exceed 1.0 foot-candles adjoining another nonresidential zoning district along a local street or property line. Average lighting values ranging from 0.5 to 1.5 foot-candles are recommended.	Information to be provided.
<i>D. Color Temperature</i> – All proposed lamps shall emit light measuring 3,500 K or warmer on the Kelvin scale.	Information to be provided.
<i>E. Prohibitions</i> – Prohibitions include mercury-vapor or metal halide fixture and lamps, laser source lights, searchlights, or any light that does not meet shielding and illumination standards.	Information to be provided.
<i>F. Pole Height</i> – All pole-mounted lighting shall not exceed the maximum permitted height of the zoning district.	Information to be provided.

Snow Storage

Snow storage is to be provided at the ratio of ten (10) square feet per one hundred (100) square feet of parking area. Snow storage areas have been identified and meet the minimum requirements.

Dumpster Enclosure

One dumpster enclosure is proposed. Per Section 516 of the Zoning Ordinance, an enclosure shall be four-sided and constructed with an opaque gate constructed of wood or similar material. Chain link fencing shall not be used for any portion of the enclosure or gate. Furthermore, the enclosure shall be the same color as the exterior finish of the principal structure. The proposed enclosure includes a chain link gate with slats at 60% opacity and does not identify any color. The proposed enclosure shall be amended to meet this requirement.

Other Reviews

The application is subject to additional reviews, including but not limited to the Township Engineer and Metro Fire. Sewer and water utility improvements and stormwater improvements will be reviewed by the Township Engineer. Escrow for these reviews is needed as determined by the Township Engineer. Signs are reviewed by the Township Zoning Administrator.

ACTION REQUESTED:

Following the presentation by the applicant and Commissioner discussion, if the Planning Commission is comfortable with setting a public hearing for this application, then the following motion is suggested:

MOTION THAT application SUP-1990-07-A for a Special Use Permit for expansion of an existing adult foster care facility at 3090 LaFranier Road BE SCHEDULED for a public hearing at the September 11, 2024 Planning Commission Regular Meeting.

Any additional information the Planning Commission deems necessary should be added to this motion.

Attachments:

1. Special Use Permit Application dated July 3, 2024
2. Impact Assessment Statement dated August 5, 2024
3. Site Plan Set dated August 5, 2024



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

SPECIAL USE PERMIT (SUP) APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

- New Special Use Permit
- Major Amendment
- Minor Amendment
- Administrative Amendment

PROJECT / DEVELOPMENT NAME

French Manor LaFranier

APPLICANT INFORMATION

Name: Burdco, Inc
Address: 1222 Veterans Drive, Suite A, Traverse City, MI 49684
Phone Number: 231-941-9074
Email: dbrown@burdco.com

AGENT INFORMATION

Name: Machin Engineering
Address: 1235 E Front Street, Suite A, Traverse City, MI 49686
Phone Number: 231-935-1530 ext 710
Email: eric@machinengineering.net

OWNER INFORMATION

Name: R&K Ackerman, LLC
Address: 3735 Yorkshire Drive, Traverse City, MI 49685
Phone Number: 231-649-3134
Email: rustyas@gmail.com

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

<i>Applicant:</i>	Dan Brown
<i>Agent:</i>	Eric Sandmann, PE
<i>Owner:</i>	Rusty Ackerman

PROPERTY INFORMATION

<i>Property Address:</i>	3090 LaFranier Road, Traverse City, MI 49686
<i>Property Identification Number:</i>	05-014-072-10
<i>Legal Description:</i>	See Attached Site Plan
<i>Zoning District:</i>	Multi-Family Residential (R-3)
<i>Master Plan Future Land Use Designation:</i>	Commercial
<i>Area of Property (acres or square feet):</i>	2.73 AC
<i>Existing Use(s):</i>	Adult Foster Care
<i>Proposed Use(s):</i>	Adult Foster Care

PROJECT TIMELINE

<i>Estimated Start Date:</i>	September 2024
<i>Estimated Completion Date:</i>	March 2025

REQUIRED SUBMITTAL ITEMS

A complete application for a Special Use Permit consists of the following:

Application Form:

- One original signed application
- One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

- Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Development Plan:

- Ten complete stapled 11"x17" paper sets (Administrative Amendments require one copy)
- Two complete bound 24"x36" paper sets
- One digital set (PDF only)

Written Information:

- Ten paper copies of the Approval Criteria (Administrative Amendments require one copy)
- One digital copy of the Approval Criteria (PDF only)
- Ten paper copies of the Impact Assessment (Administrative Amendments require one copy)
- One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Director of Planning, a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

APPROVAL CRITERIA

Indicate, on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from § 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit. A special use is permitted only if the applicant demonstrates that special use is permitted only if the applicant demonstrates that:

- The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;

- The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;
- The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;
- Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;
- The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;
- Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;
- The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;
- Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;
- Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and
- The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

IMPACT ASSESSMENT

A written impact statement to include the following information:

- A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.
- Types of uses and other man-made facilities.
- The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.
- Phasing of the project including ultimate development proposals.
- Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.
- The method to be used to serve the development with water and sanitary sewer facilities.
- The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.
- If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.

- The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes vibration, smoke or lights.
- An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.
- The proposed density in units per acre for residential developments.
- Name(s) and address(es) of person(s) responsible for preparation of statement.
- Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Erosion and Sedimentation office.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions, if any.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
A. <u>Sanitary Sewer Service</u>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. <u>Water Service</u>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
C. <u>Public utility easements required?</u>			
If yes, show on plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. <u>Stormwater Review/Soil Erosion</u>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Stormwater Plans approved by Township Engineer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Note: Alternate measures must be designed and sealed by a registered Engineer.			

E. Roads and Circulation

- | | | | |
|---|--------------------------|-------------------------------------|-------------------------------------|
| 1. Are interior public streets proposed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If yes, has Road Commission approved (attach letter)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Will public streets connect to adjoining properties or future streets? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are private roads or interior drives proposed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Will private drives connect to adjoining properties service roads? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the Road Commission or MDOT approved curb cuts? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes, attach approved permit. | | | |

OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS

- Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
- Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
- Upon holding a public hearing, the Planning Commission may approve, approve with conditions, or deny the proposed special use.
- If approved or approved with conditions, the decision of the Planning Commission shall be incorporated into a written report and decision order.

PERMISSION TO ENTER SUBJECT PROPERTY


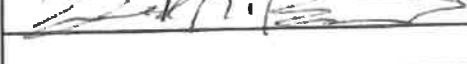
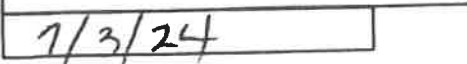
Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:

Applicant Signature:

Agent Signature:

Date:




7/3/24

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Rusty Ackerman authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature: [Signature]
Date: 7/3/24

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature: [Signature]
Date: 7/3/24
Applicant Signature: [Signature]
Date: 7/3/24

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	SD	ASP/ SDP	
A. Basic Information			
1. Applicant's name, address, telephone number and signature	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Property owner's name, address, telephone number and signature	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Proof of property ownership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Whether there are any options or liens on the property	<input type="checkbox"/>	<input type="checkbox"/>	N/A
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. A vicinity map showing the area and road network surrounding the property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Name, address and phone number of the preparer of the site plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Project title or name of the proposed development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Land uses and zoning classification on the subject parcel and adjoining parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Site Plan Information			
1. North arrow, scale, and date of original submittal and last revision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Boundary dimensions of natural features	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Proposed alterations to topography and other natural features	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities	<input type="checkbox"/>	<input type="checkbox"/>	N/A
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<input type="checkbox"/> *	<input checked="" type="checkbox"/>	
10. Existing and proposed driveways, including parking areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Neighboring driveways and other vehicular circulation features adjacent to the site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17. Location of water supply lines and/or wells	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. Location, specifications, and access to a water supply in the event of a fire emergency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems	<input type="checkbox"/>	<input type="checkbox"/>	N/A
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections	<input type="checkbox"/>	<input type="checkbox"/>	N/A
23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used	<input type="checkbox"/>	<input type="checkbox"/>	N/A
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
27. Changes or modifications required for any applicable regulatory agencies' approvals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



August 5, 2024

John Sych
Charter Township of Garfield Planning Department
3848 Veterans Drive
Traverse City, MI 49684

Re: French Manor LaFranier
Impact Assessment Statement
ME Project No: 24130

Dear Mr. Sych:

The existing site consists of a parking area with an above ground stormwater basin located to the south of an existing 6,410 SFT adult foster care facility. The Central and Northern portion of the site consist of a wooded area with a steep slope towards the northwest corner of the property. The site will continue to operate as an adult foster care facility with the proposal of 3,648 SFT of building addition. Associated improvements include parking lot improvements, stormwater improvements, utility improvements and the installation of fire lanes and turn around areas.

The existing on-site soils consist of Rubicon Sand, 0 to 6 percent slopes (RwB) located along the southern property line, Rubicon Sand, 0 to 2 percent slopes (RwA) located on the southern half of the property, and Kalkaska Loamy Sand, 25 to 45 percent slopes (KaF) on the northern half of the property.

The subject site will see all 20 rooms occupied with a total of 20 residents. A total of 9 employees will be staffed with a maximum of 6 employees on-site at any given time and the facility is estimated to see up to 3 visitors per day. Vehicle and pedestrian traffic will be driven by employees and facility visitors. All construction for the proposed improvements will be conducted in a single construction phase.

The wooded area on the northern half of the property will be retained. Minimal trees will be removed in southern portion of the site and no other natural features will be removed to facilitate the construction of the facility. The removal of trees from the southern portion of the site will have minimal effect on the site and will have no effect on adjacent parcels.

The proposed development will reutilize existing water and sanitary sewer facilities on-site. Drainage from the site will be stored within an existing basin within the parking area that is to be modified. The need for additional basins will be determined prior to final approval. The runoff will be controlled during construction through the implementation of various BMPs such as silt fence and construction entrances. The existing basin will be utilized for stormwater storage during all phases of construction.

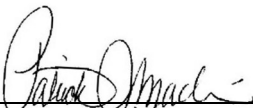
The proposed improvements will not create any increase in effluent discharge to the air or any increase in noise levels. The proposed use will not change from the existing use on site. No adverse effects will occur as a result of the improvements. The unit density for the site will be 7.3 units per acre after improvements are completed.

Soil erosion and sedimentation control measures during construction include a silt fence and construction entrance as well as temporary seeding and mulching. Permanent measures include installation of asphalt and permanent seeding in all disturbed areas. No changes to the existing lighting are proposed and no deed restrictions exist.

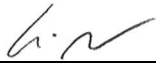
Should you have any questions please contact us at (855) 935-1530.

Sincerely,

MACHIN ENGINEERING, INC.

X 

Patrick J. Machin, P.E.
Principal

X 

Eric Sandmann, P.E.
Project Manager

BURDCO, INC

FRENCH MANOR LaFRAINER ADDITION

CIVIL SITE PLAN

AGENCIES

PLANNING/ZONING

GARFIELD TOWNSHIP
3848 VETERANS DR.
TRAVERSE CITY, MI 49684
Contact: MICHAEL GREEN
Phone: (231) 941-1620

BUILDING CODES

GARFIELD TOWNSHIP
3848 VETERANS DR.
TRAVERSE CITY, MI 49684
Contact: CARL STUDZINSKI
Phone: (231) 941-1620

D.P.W.

GRAND TRAVERSE COUNTY
2650 LAFRANIER RD.
TRAVERSE CITY, MI 49686
Contact: JOHN DIVOZZO
Phone: (231) 995-6039

ELECTRIC

CONSUMERS ENERGY
821 HASTINGS ST.
TRAVERSE CITY, MI 49686
Contact: .
Phone: (800) 477-5050

EGLE

ENVIRONMENT, GREAT LAKES & ENERGY
120 W CHAPIN ST
CADILLAC, MI 49601
Contact: .
Phone: (231) 775-1511

CABLE TELEVISION

SPECTRUM
1392 TRADE CENTER DR
TRAVERSE CITY, MI 49686
Contact: .
Phone:

SOIL AND EROSION

GRAND TRAVERSE COUNTY
2650 LAFRANIER RD.
TRAVERSE CITY, MI 49686
Contact: FAITH SOUSA
Phone: (231) 995-6051

TELEPHONE

AT&T
142 E. STATE ST
TRAVERSE CITY, MI 49684
Contact: .
Phone: (231) 941-2707

ROADS AND STREETS

GRAND TRAVERSE COUNTY ROAD COMMISSION
1881 LAFRANIER RD.
TRAVERSE CITY, MI 49686
Contact: STEVE BARRY
Phone: (231) 922-4848

NATURAL GAS

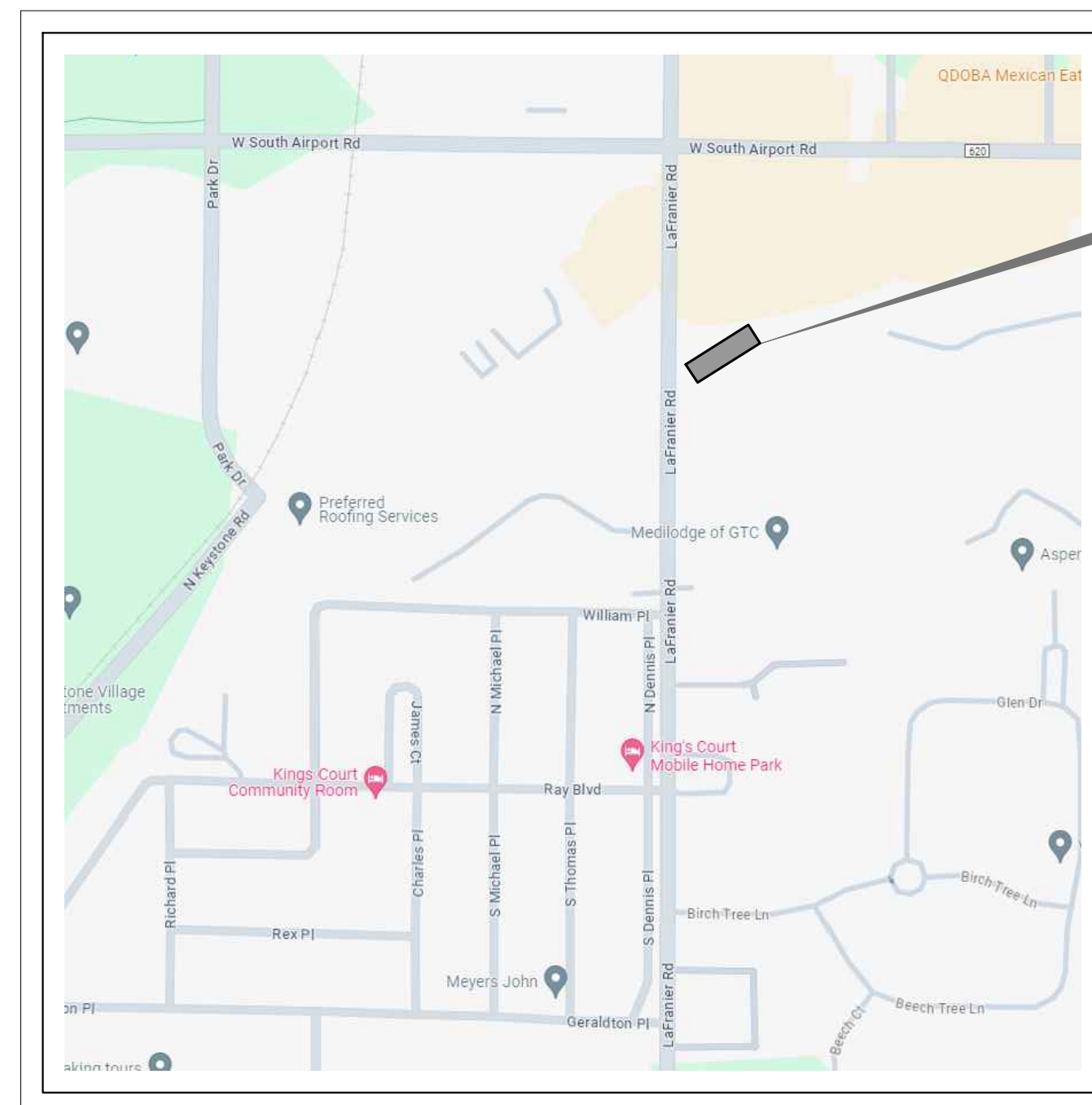
DTE
1011 HASTINGS ST
TRAVERSE CITY, MI 49686
Contact: LAUREL HALL
Phone: (231) 932-2832

FIRE CODE

GRAND TRAVERSE METRO EMERGENCY SERVICES
897 PARSONS ROAD
TRAVERSE CITY, MI 49686
Contact: CHIEF - PAUL MACKIN
Phone: (231) 947-3000, EXT 1235

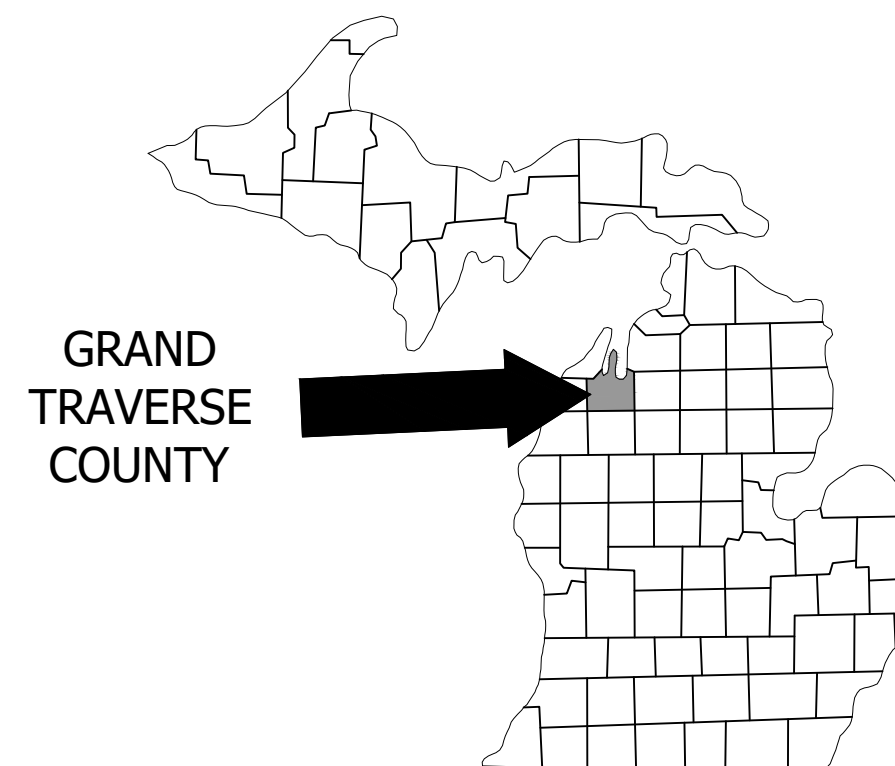
EMERGENCIES

POLICE DEPARTMENT: 9-1-1
FIRE DEPARTMENTS: 9-1-1
AMBULANCE: 9-1-1



LOCATION MAP

SECTION 14, T27N, R11W, GARFIELD TOWNSHIP, GRAND TRAVERSE CO, MI
NO SCALE



VICINITY MAP

SHEET INDEX

T1	COVER SHEET
R1	NOTES & SPECIFICATIONS
C1	EXISTING SITE CONDITIONS & DEMOLITION PLAN
C2	PROPOSED DIMENSIONAL SITE PLAN
C3	PROPOSED UTILITIES PLAN
C4	GRADING, SOIL EROSION & STORMWATER CONTROL PLAN
C5	CONSTRUCTION DETAILS
C6	CONSTRUCTION DETAILS

OWNER

R&K ACKERMAN, LLC
3735 YORKSHIRE DRIVE
TRAVERSE CITY, MI 49685

APPLICANT

BURDCO, INC
1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684



Know what's below.
Call before you dig.
(3 WORKING DAYS)

THE LOCATION OF THE EXISTING UTILITIES, AS SHOWN ON THIS PLAN, ARE APPROXIMATE ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ACTUAL LOCATION AND DEPTH OF ALL EXISTING UTILITIES. THE OWNER AND THE SURVEYOR SHALL NOT BE RESPONSIBLE FOR ANY OMISSION OR VARIATION FROM THE LOCATION SHOWN. THE CONTRACTOR SHALL NOTIFY "MISS DIG" AT 1 (800) 482-7171 OR 811 THREE (3) WORKING DAYS PRIOR TO THE START OF CONSTRUCTION

MACHIN
ENGINEERING
1235 E FRONT ST, Suite A
TRAVERSE CITY, MI PH 231.935.1530
www.machinengineering.net

BURDCO
INCORPORATED
DESIGN-BUILD-FINANCE
1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684
TELEPHONE: 231-941-9074
FACSIMILE: 231-947-9135
www.BURDCO.com



ON 22x34 SHEET SCALE: FULL (AS NOTED)
ON 11x17 SHEET SCALE: HALF

REV#	DESCRIPTION	DATE
A	REVIEW - 30% DESIGN	08/05/2024
B	REVIEW - 50% DESIGN	08/05/2024
C	REVIEW - 70% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW - 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

DRAWN BY: CHECK BY: DATE: APPROVED BY: CREATED: DATE:

REVISION:

DATE ISSUED: 08/05/2024

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:

PROPOSED
FRENCH MANOR
LaFRANIER
ADDITION

CLIENT:
BURDCO, INC
1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684

PROJECT LOCATION:
GRAND TRAVERSE CO, MI

SHEET TITLE:
COVER
SHEET

PROJECT NUMBER 24130
SHEET NUMBER T1

SPECIFICATIONS

- ALL ELEVATIONS ARE BASED ON NAVD88 VERTICAL DATUM.
- ALL PROPERTY IRONS AND MONUMENTS, IF DISTURBED OR DESTROYED BY THE CONTRACTOR, SHALL BE REPLACED BY A MICHIGAN REGISTERED PROFESSIONAL SURVEYOR AT THE CONTRACTOR'S EXPENSE.
- LOCATION OF UTILITIES OR OTHER STRUCTURES SHOWN ON THE PLANS ARE TAKEN FROM UTILITY COMPANY OR OTHER RECORDS BELIEVED TO BE RELIABLE. THE OWNER AND ENGINEER ARE NOT RESPONSIBLE FOR ANY OMISSIONS OR VARIATIONS IN THE LOCATION OF THE UTILITIES ENCOUNTERED IN THE WORK.
- THE CONTRACTOR SHALL NOTIFY "MISS DIG" (800) 482-7171, A MINIMUM OF THREE WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION IN THE AREA OF THE WORK.
- PRIOR TO THE INSTALLATION OF ANY PROPOSED STORMWATER MANAGEMENT, THE EXISTING UTILITIES WHICH CROSS THE PROPOSED WORK AREA SHALL BE EXPOSED BY THE CONTRACTOR TO DETERMINE ANY POSSIBLE CONFLICTS WITH THE PROPOSED WORK.
- ANY UTILITIES, MAINS, SERVICES, UNDERDRAINS, OIL LINES, OR OTHER SIMILAR ITEMS DAMAGED BY THE CONTRACTOR DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED BY THE UTILITY OWNER IN A MANNER ACCEPTABLE TO THE UTILITY OWNER. ALL COSTS FOR REPAIR OR REPLACEMENT SHALL BE PAID BY THE CONTRACTOR, INCIDENTAL TO THE PROJECT.
- CONTRACTOR SHALL PROVIDE ADEQUATE SUPPORT FOR UTILITY POLES AS NECESSARY. CONTRACTOR SHALL CONSULT WITH THE UTILITY COMPANY PRIOR TO ANY DISTURBANCE OF UTILITY POLE OR ANCHORING SYSTEM.
- ALL TREES, SHRUBS AND LANDSCAPING NOT DESIGNATED TO BE REMOVED SHALL BE PROTECTED DURING CONSTRUCTION. ANY TREES, SHRUBS OR LANDSCAPING DAMAGED IN ANY WAY BY THE CONTRACTOR INCLUDING DAMAGING ROOTS, SHALL BE REPLACED WITH LIKE SPECIES AND SIZE AT THE CONTRACTOR'S EXPENSE.

SPECIFICATIONS (CONTINUED)

DIVISION 02 – EXISTING CONDITIONS

GENERAL

- ALL ITEMS TO BE DEMOLISHED SHALL BE REMOVED FROM SITE UNLESS OTHERWISE STATED.
- SITE IS NOT BALANCED. SPOILS WILL BE GENERATED AND HAULED TO APPROVED OFFSITE LOCATION FOR DISPOSAL.

DIVISION 03 – CONCRETE

CAST IN-PLACE CONCRETE

- ALL CONCRETE WORK SHALL CONFORM TO ACI SPECIFICATIONS, 5% ±1% AIR ENTRAINED.
- FORM ALL CONCRETE WORK.
- CEMENT TYPE I OR II
- SLABS AND WALKS: F'C =4,000 PSI @ 28-DAYS.
- REINFORCING STEEL TO CONFORM TO ASTM A-615 (GRADE 60).
- SLABS ADJOINING OTHER STRUCTURES AND WHERE ELSE INDICATED ON THE PLANS SHALL HAVE MIN 1/2" EXPANSION FELT WITH PVC ZIP STRIPS AND SEALANT
- SUBGRADE SHALL BE COMPACTED TO A MIN. OF 95% OF MAXIMUM DRY DENSITY BY MODIFIED PROCTOR IN ACCORDANCE WITH ASTM D1557.
- COORDINATE WORK BY OTHERS THAT WOULD IMPACT THE QUALITY AND PERFORMANCE OF THE FINISHED CONCRETE.
- COMPLY WITH THE PAVEMENT PLAN FOR FINISH REQUIREMENTS.
- CONTROL JOINTS SHALL BE SAW CUT IN MAX 100 SFT INCREMENTS FOR PAVEMENTS OR EVEN SQUARES FOR SIDEWALKS.
- MAXIMUM SPACING FOR CONTRACTION AND EXPANSION JOINTS IS 40 FEET U.N.O.
- FIBER REINFORCEMENT SHALL COMPLY WITH ASTM C1116. FIBERS SHALL BE DESIGNED AND ENGINEERED SPECIFICALLY FOR CONCRETE REINFORCEMENT AND HAVE LONG-TERM RESISTANCE TO DETERIORATION WHEN EXPOSED TO MOISTURE AND ALKALIS. ADD FIBER REINFORCEMENT TO MIX AT A RATE OF 1.5 POUNDS PER CUBIC YARD, OR AS RECOMMENDED BY MANUFACTURER FOR SPECIFIC PROJECT CONDITIONS.

DIVISION 31 – EARTHWORK

SITE CLEARING

- CONTACT MISS DIG AT 8-1-1 A MIN. OF 72 HOURS PRIOR TO COMMENCING WORK
- INSTALL TEMPORARY SOIL AND EROSION CONTROL MEASURES. REMOVE UPON COMPLETION OF PROJECT AND ONCE VEGETATION IS ESTABLISHED. MAINTAIN THESE MEASURES IN WORKING ORDER AT ALL TIMES.
- COMPLY WITH THE INDIVIDUAL REQUIREMENTS ON THE AGENCY PERMITS.

EARTHWORK

- PROTECT ALL STRUCTURES AND THOSE AREAS DESIGNATED FOR PROTECTION.
- CONSTRUCT ALL GRADES TO THAT DESIGNATED ON THE PLANS. ANY DISCREPANCIES SHOULD BE IDENTIFIED AHEAD OF CONSTRUCTION TO THE ENGINEER. ENGINEER WILL NOT BE RESPONSIBLE FOR ANY DISCREPANCIES THAT ARE NOT DISCUSSED PRIOR TO CONSTRUCTION.
- ALL STORED MATERIALS SUCH AS FILL MATERIALS, TOPSOIL, AND ANY OTHER TEMP. STOCKPILES SHALL BE STORED ON OWNER'S PROPERTY IN DESIGNATED AREAS.
- MAINTAIN ALL SLOPES TO A MIN OF 3H:1V U.N.O. WHERE SLOPES ARE GREATER THAN 3H:1V, SLOPE STABILIZATION PRACTICES SHALL BE MAINTAINED UNTIL ADEQUATE VEGETATION IS ESTABLISHED.
- ALL SUBBASE MATERIAL SHALL BE MDOT CLASS II
- COMPACT ALL BACKFILLS AND FOUNDATIONS SOILS TO A MIN. OF 98% OF MAX. DRY DENSITY.
- CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING GROUND COVER ON AREAS DISTURBED BY CONSTRUCTION AND SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD ON ONE (1) YEAR AFTER GROUND COVER IS ESTABLISHED AT NO ADDITIONAL COST TO THE OWNER.
- FINAL GRADES OF PAVED PARKING AREA SHALL BE SUCH THAT POSITIVE DRAINAGE IS ATTAINED TOWARD LOW POINTS OR VALLEYS WHERE INDICATED.

DIVISION 32 – EXTERIOR IMPROVEMENTS

LAWNS AND GRASSES

- PROCEED WITH PLANTING ONLY WHEN EXISTING AND FORECASTED WEATHER CONDITIONS PERMIT PLANTING TO BE PERFORMED WHEN BENEFICIAL AND OPTIMUM RESULTS MAY BE OBTAINED.
- SEEDING ON NON-MAINTAINED AREAS: CEREAL RYE MIX.
- FERTILIZER: 240 LBS/ACRE.
- MULCH: STRAW MULCH AT 2 TONS/ACRE OR SPRAY APPLIED TACKIFIER.
- EXCELSIOR MULCH BLANKETS: NORTH AMERICAN GREEN DS150 ON SLOPES GREATER THAN 3H:1V AND ALONG ALL TRAFFIC AREAS.
- USE TURF REINFORCEMENT MATS IN AREAS WHERE SLOPES ARE GREATER THAN 3H:1V
- ROLL AND RAKE TOPSOIL, REMOVE RIDGES, FILL DEPRESSIONS, REMOVE ALL DELETERIOUS DEBRIS, ROCKS GREATER THAN 1" IN DIA., CONSTRUCTION DEBRIS, ET CETERA.
- PROMPTLY CLEANUP DEBRIS FROM OPERATIONS.

DIVISION 33 – UTILITIES/STORMWATER

MATERIAL

- ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE TOWNSHIPS CURRENT STANDARDS, SPECIFICATIONS AND DETAILS (2017 GRAND TRAVERSE COUNTY STANDARD TECHNICAL SPECIFICATIONS AND CONSTRUCTION DETAILS, ADOPTED ON SEPTEMBER 26, 2017 (AS AMENDED).
- PIPE BEDDING, THRUST BLOCKS, HYDRANT, VALVES, VALVES MANHOLES, AND ALL APPURTENANCES SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS & DETAILS.
- CATCH BASINS SHALL BE INSTALLED WITH FINAL RIM ELEVATION AND INVERTS AS SHOWN ON PLANS. CATCH BASINS SHALL HAVE SUMPS MATCHING THE DIMENSIONS AS IDENTIFIED IN THE DETAILS WHERE SHOWN. MINIMUM SUMP DEPTH TO BE 2.0' U.N.O.
- ALL STONE SHALL BE CLEAN, CRUSHED, AND ANGULAR MEETING MDOT 6A CRUSHED REQUIREMENTS OR EQUAL.

SPECIFICATIONS (CONTINUED)

- PIPING SHALL BE SMOOTHED LINED, CORRUGATED PLASTIC PIPE SIMILAR TO ADS N-12 WT IB OR EQUAL AND SHALL BE DESIGNED TO MEET APPLICABLE AASHTO LOADING FOR INSTALLATIONS UNDER ASPHALT ROADS.
- INSTALLATION OF STORMWATER PIPE SHALL BE IN ACCORDANCE WITH ASTM D2321 AND MANUFACTURER GUIDELINES.
- GEOTEXTILE FABRIC SHALL BE FREE DRAINING, NON-WOVEN WITH AN EQUIVALENT WEIGHT TO 60Z AS PRODUCED BY CSI GEOTEURF OR EQUAL.
- POSITIVE DRAINAGE TO STORM SEWER AT BUILDING PERIMETERS AND ENTRIES IS REQUIRED.
- STORM DRAINAGE LINES AND CULVERTS REQUIRED TO BE WATERTIGHT.
- ALL DRAIN GRATES AND MANHOLE COVERS SHALL BE CAST IRON AND FABRICATED TO SUPPORT AN HS-20 DESIGN AXLE LOAD.
- ALL DRAIN GRATES AND MANHOLE COVERS SHALL BE SET TO FINAL GRADE BY USE OF CONCRETE RINGS AND ADJUSTMENT COLLARS MADE FOR THAT PURPOSE.

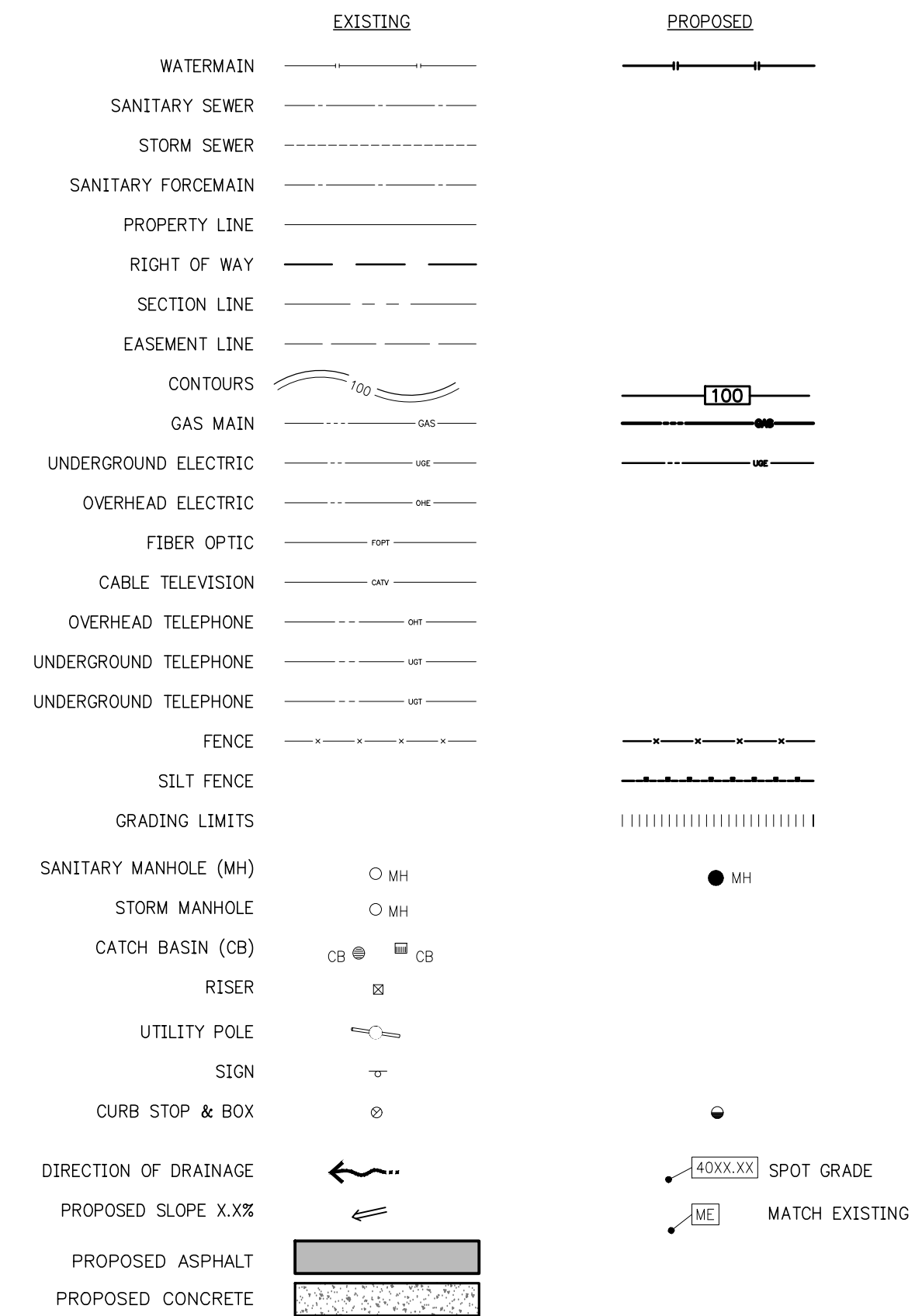
SNOW STORAGE REQUIRED

PARKING AREA = 17,061.8 SFT > 2,700 SFT PER ORDINANCE

SNOW STORAGE AREA REQUIRED = 17,061.8 SFT x (10 SFT / 100 SFT) = 1,706.2 SFT
SHOWN TO SATISFY TOWNSHIP COMMENT

SNOW STORAGE PROVIDED
1,052 SFT + 859 SFT = 1,911 SFT
STORAGE PROVIDED > REQUIRED STORAGE

LEGEND



CONSTRUCTION SEQUENCE

- | | |
|---|-----------------|
| 1. INSTALL SOIL EROSION PREVENTION MEASURES (SILT FENCE): | SEPTEMBER, 2024 |
| 2. REMOVE EXISTING TOPSOIL / DEMOLITION / REMOVALS: | SEPTEMBER, 2024 |
| 3. PLACE GRAVEL BASE: | SEPTEMBER, 2024 |
| 4. EXCAVATE AND INSTALL FOUNDATION: | OCTOBER, 2024 |
| 5. CONSTRUCT BUILDING AND BACKFILL: | OCTOBER, 2024 |
| 6. POUR PAVE PATHWAY: | NOVEMBER, 2024 |
| 7. PAVE DRIVEWAYS: | NOVEMBER, 2024 |
| 8. RE-SPREAD TOP SOIL AND GRASS SEED AND MULCH: | NOVEMBER, 2024 |

SOIL EROSION AND STORM WATER CONTROL NOTES

- THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED, WITH THE USE OF SILT FENCE AND OTHER TEMPORARY MEASURES THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM ACCELERATED EROSION AND SEDIMENTATION FLOWS RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT.
- INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED TO BE NECESSARY BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER THEY SHALL BE IN PLACE NO LATER THAN 24 HOURS FROM THE TIME OF NOTIFICATION TO THE GENERAL CONTRACTOR FOR THE PROJECT. IF NOT IN PLACE WITHIN 24 HOURS OR LESS, ALL ON SITE CONSTRUCTION WILL BE HALTED UNTIL SUCH MEASURES ARE INSTALLED AND APPROVED BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER.
- ALL DISTURBED NON-HARD SURFACE AREAS TO BE STABILIZED WITH TOPSOIL, SEEDED, FERTILIZED AND MULCHED. DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH NOT LESS THAN FOUR (4) INCHES.
- EXISTING STORM DRAINAGE DITCHES SHALL BE REBUILT IF FILLED IN REMOVED DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE, AS REQUIRED, ALL DRAINAGE CULVERTS DAMAGED DURING CONSTRUCTION AND SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT.
- THE CONTRACTOR SHALL REMOVE OR CAUSE TO BE REMOVED ALL SEDIMENT OR SOILS THAT HAVE BEEN DROPPED, WASHED ONTO OR TRACKED OUT ONTO PUBLIC RIGHT-OF-WAY OR PRIVATE ROADS IMMEDIATELY OR AFTER EACH RAIN EVENT ON NON-WORK DAYS.
- BASINS WILL BE INSPECTED AND CLEANED OF SILT AND DEBRIS AT LEAST ANNUALLY AND THE SEDIMENT WILL CLEANED WHEN REQUIRED. THIS INCLUDES DURING THE COURSE OF CONSTRUCTION.
- THE CONTRACTOR SHALL WATER EXPOSED SOILS ON-SITE DURING DRY CONDITIONS TO PREVENT WIND EROSION.



1235 E FRONT ST, Suite A
TRAVERSE CITY, MI PH 231.935.1530
www.machinengineering.net



1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684
TELEPHONE: 231-941-9074
FACSIMILE: 231-947-9135
www.BURDCO.com



ON 22x34 SHEET SCALE: FULL (AS NOTED)
ON 11x17 SHEET SCALE: HALF

REV#	DESCRIPTION	DATE
A	REVIEW 50% DESIGN	KAS08/08/24
B	REVIEW 70% DESIGN	KAS08/08/24
C	REVIEW 70% DESIGN	KAS08/08/24
D	ISSUED FOR PERMIT	KAS08/08/24
E	REVIEW 90% DESIGN	KAS08/08/24
F	ISSUED FOR CONSTRUCTION	KAS08/08/24

DESIGNED BY: FAN CHECKED BY: DW APPROVED BY: DW CREATED: 08/05/2024

REVISION: . DATE: 08/05/2024

DATE ISSUED: 08/05/2024

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:

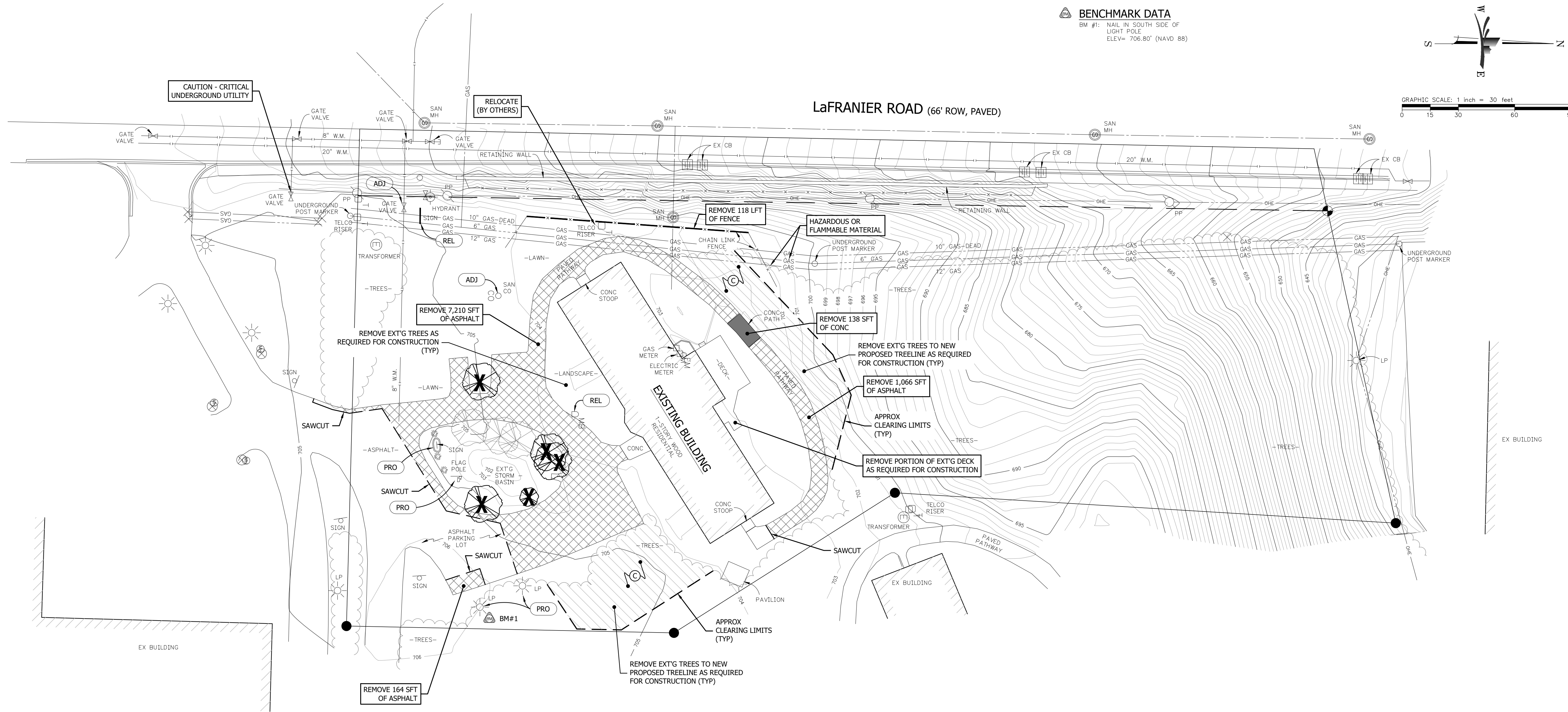
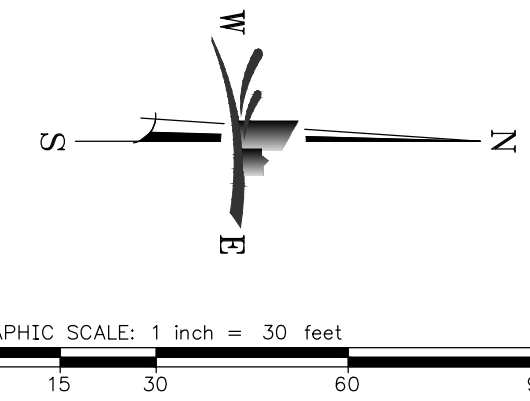
**PROPOSED
FRENCH MANOR
LaFRANIER
ADDITION**

CLIENT:
BURDCO, INC
1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684

PROJECT LOCATION:
GRAND TRAVERSE CO, MI

SHEET TITLE:
**NOTES
&
SPECIFICATIONS**

PROJECT NUMBER: **24130**
SHEET NUMBER: **R1**



ON 22x34 SHEET SCALE: FULL (AS NOTED)
 ON 11x17 SHEET SCALE: HALF

REV#	DESCRIPTION	DATE
A	REVIEW 30% DESIGN	08/05/2024
B	REVIEW 50% DESIGN	08/05/2024
C	REVIEW 70% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

DATE ISSUED: 08/05/2024
 ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:
PROPOSED FRENCH MANOR LaFRANIER ADDITION

CLIENT:
 BURDCO, INC.
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:
 GRAND TRAVERSE CO, MI

SHEET TITLE:
 EXISTING SITE CONDITIONS & DEMOLITION PLAN

PROJECT NUMBER: 24130
 SHEET NUMBER: C1

NOTES

- ALL BOUNDARY SURVEY INFORMATION PROVIDED BY SIMMER LAND SURVEYING, MESICK, MI. ENGINEER MAKES NO REPRESENTATION OR GUARANTEES TO ITS ACCURACY. CONTACT SIMMER LAND SURVEYING (231) 429-4914 SHOULD ANY CONFLICTS WITH THIS INFORMATION ARISE.
- REMOVE ALL TREES AS REQUIRED TO PERFORM REQUIRED WORK.
- CLEAR AND GRUB IN CONFORMANCE WITH TECHNICAL SPECIFICATIONS.
- COORDINATE ALL INDIVIDUAL TREE REMOVALS (NOT SHOWN ON SURVEY) WITH OWNER.

LEGAL DESCRIPTION (as provided)
 A PARCEL 05-014-072-10;

DESCRIPTION AS FURNISHED - PHASE 1 DESCRIPTION
 PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 14, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MI, MORE FULLY DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 14; THENCE NORTH 00d 19' 00" WEST, 330.00 FEET ALONG THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 14 TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID QUARTER LINE NORTH 00d 19' 00" WEST, 509.05 FEET; THENCE NORTH 76d 14' 04" EAST, 204.41 FEET; THENCE SOUTH 01d 59' 42" WEST, 267.76 FEET; THENCE SOUTH 35d 49' 00" EAST, 139.49 FEET; THENCE SOUTH 00d 19' 00" EAST, 174.43 FEET PARALLEL WITH SAID NORTH AND SOUTH QUARTER LINE; THENCE NORTH 89d 57' 00" WEST, 265.01 FEET TO THE POINT OF BEGINNING.
 SAID PARCEL CONTAINS 2.74 ACRES (2.0 ACRES EXCLUDING RIGHT-OF-WAY AND EASEMENTS).
 SUBJECT TO THE RIGHT-OF-WAY OF LaFRANIER ROAD OVER THE WEST 33 FEET THEREOF.
 ALSO SUBJECT TO A 66 FOOT WIDE EASEMENT FOR THE PURPOSE OF INGRESS, EGRESS AND INSTALLATION AND MAINTENANCE OF PUBLIC AND PRIVATE UTILITIES OVER THE SOUTH 66 FEET THEREOF.
 SUBJECT TO OTHER EASEMENTS OR RESTRICTIONS, IF ANY.

LEGEND

- EXISTING CONC. SIDEWALK TO BE REMOVED
- EXISTING BIT., CONC., & GRAVEL TO BE REMOVED
- EXISTING SITE FEATURES TO BE REMOVED
- EXISTING CONTOURS
- REMOVE ITEM
- RELOCATE ITEM
- ADJUST ITEM
- PROTECTION ITEM
- SALVAGE ITEM
- CLEARING
- REMOVAL



ON 22x34 SHEET SCALE: FULL (AS NOTED)
 ON 11x17 SHEET SCALE: HALF

REV#	DESCRIPTION	DATE
A	REVIEW - 50% DESIGN	08/05/2024
B	REVIEW - 75% DESIGN	08/05/2024
C	REVIEW - 75% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW - 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

DATE ISSUED: 08/05/2024
 ISSUE PHASE: CONSTRUCTION

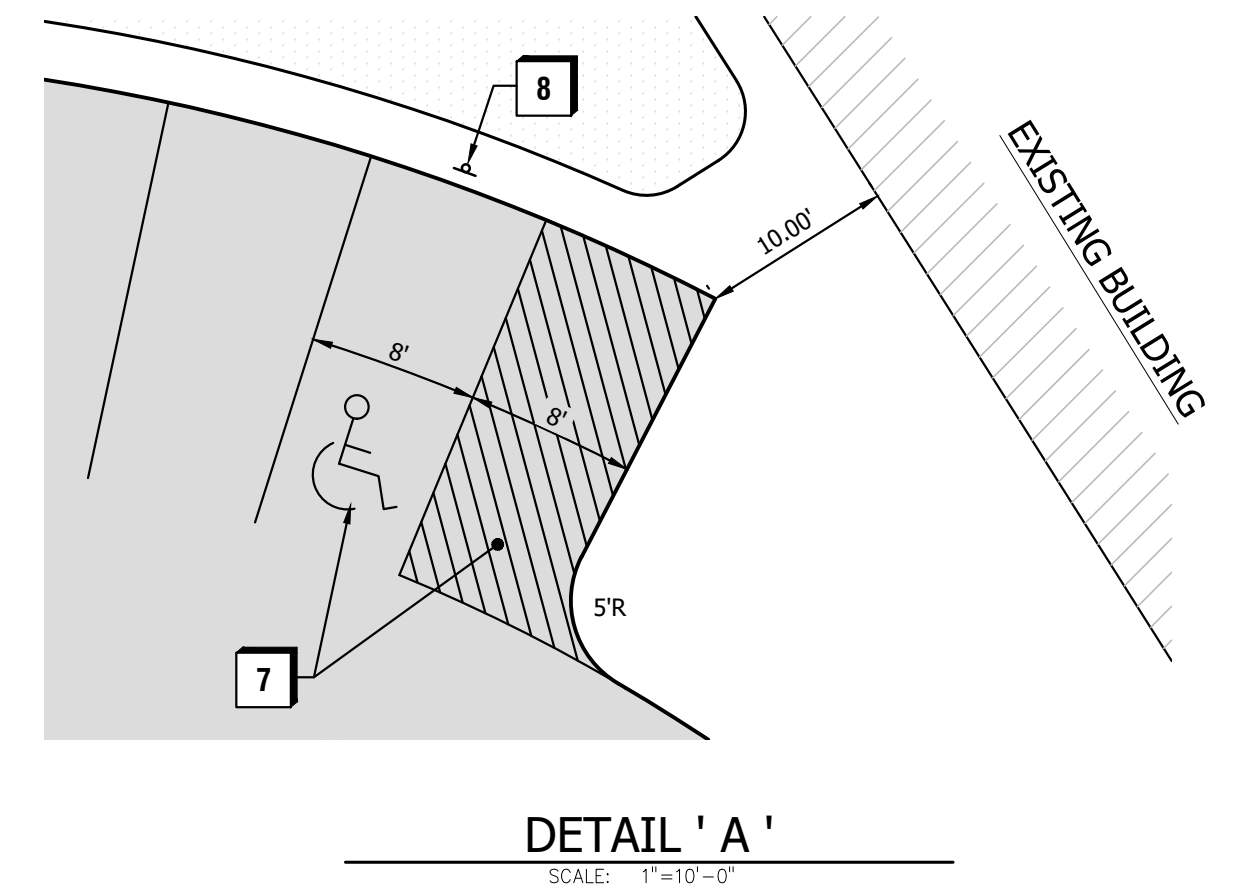
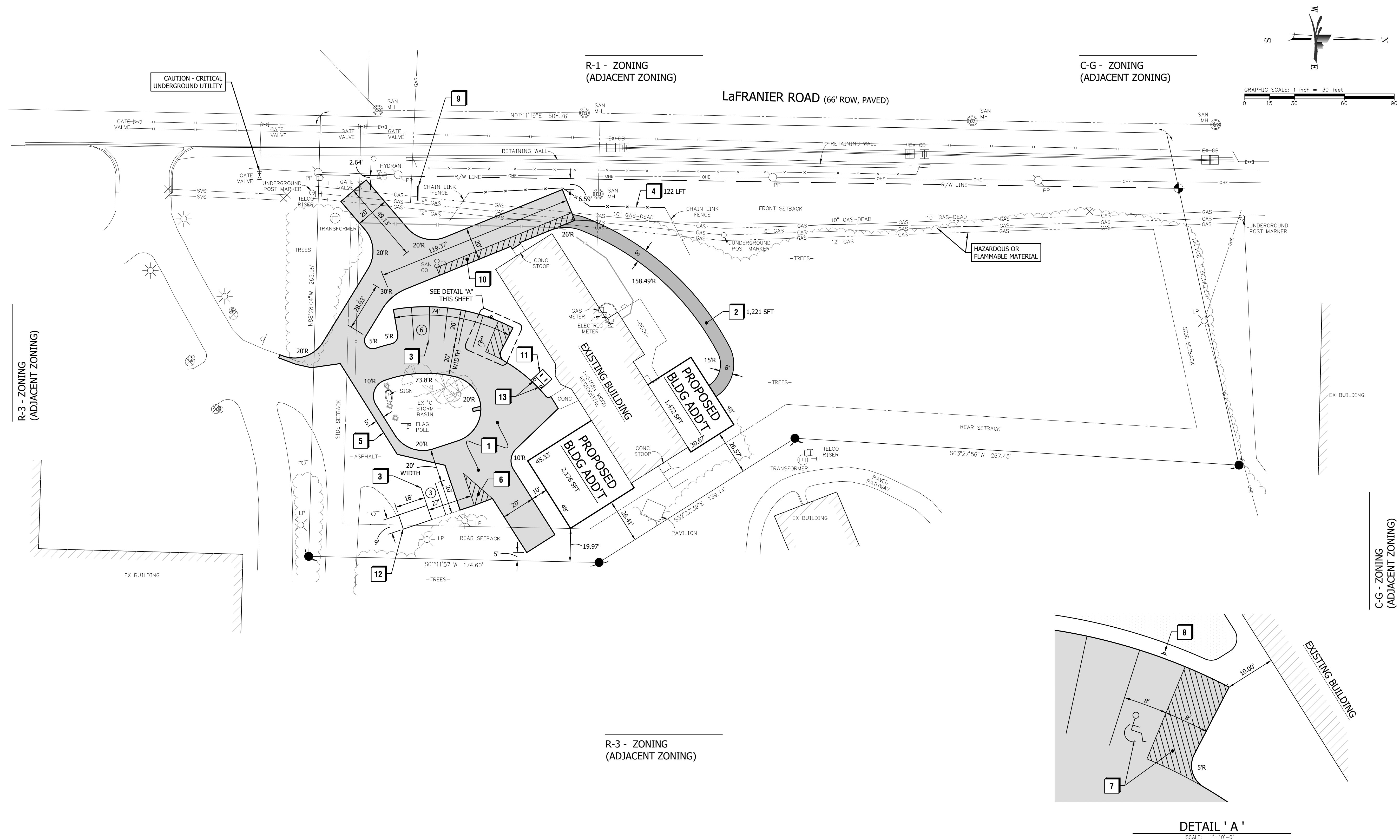
PROJECT TITLE:
PROPOSED FRENCH MANOR LaFRANIER ADDITION

CLIENT:
 BURDCO, INC.
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:
GRAND TRAVERSE CO, MI

SHEET TITLE:
PROPOSED DIMENSIONAL SITE PLAN

PROJECT NUMBER: **24130**
 SHEET NUMBER: **C2**



NOTES

- DEVELOPMENT OF THIS SITE SHALL BE IN ACCORDANCE WITH STATE, COUNTY AND CITY REQUIREMENTS.
- VERIFY FINAL BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
- EXISTING SIGNAGE NOT TO CHANGE.
- LANDSCAPE REQUIREMENTS USES TRADE-OFF FOR NEIGHBORING TREE LINE TO SOUTH AND EAST OF PROPOSED ADDITION.
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, MULCHED, AND FERTILIZED.
- ALL BIKE RACKS TO MEET GARFIELD TOWNSHIP SPECIFICATIONS.

PROJECT INFORMATION

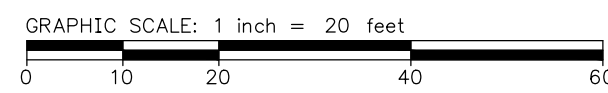
SITE INFORMATION
 PARCEL CURRENT ZONING: R-3
 MULTI-FAMILY RESIDENTIAL
 PROPOSED USE: ADULT FOSTER CARE
 PARCEL ADDRESS: 3090 LaFRANIER RD
 PROPERTY TAX ID: 05-014-072-10
 SECTION, TOWN, RANGE: 14, T27N, R11W
 GROSS AREA OF PARCELS (EXCLUDING R/W): 101,373.70 SFT (2.33 AC)
 DEVELOPED AREA: 61,698 SFT (1.42 AC)
 MIN LOT SIZE: +/-15,000 SFT (0.34 AC)
 MIN LOT WIDTH: 153 FT
 BUILDING COVERAGE: 10,058 SFT (10%)
 YARD SETBACK:
 • FRONT 25'
 • REAR 18.85'
 • SIDE 25'

BUILDING
 EXISTING BUILDING 1-STORY STRUCTURE = 6,410 SFT 18'-6"
 BUILDING HEIGHT =
 PROPOSED BUILDING ADDITION 1-STORY STRUCTURE = 3,648 SFT 18'-6"
 BUILDING HEIGHT =
PARKING REQUIREMENTS
 PROPOSED SPACES PROVIDED: 9 SPACES
 (INCLUDES 1 HANDICAPPED SPACE)
 BICYCLE PARKING REQUIRED: 2 SPACES
 PROPOSED: 4 SPACES
 MINIMUM REQUIRED: 1 SPACE PER 4 BEDS (20 BEDS) (1 SPACE / 4 BEDS) = 5 SPACES
 MAXIMUM REQUIRED: 1 SPACE PER 2 BEDS (20 BEDS) (1 SPACE / 2 BEDS) = 10 SPACES
 TYPICAL SPACE: 20' x 9'

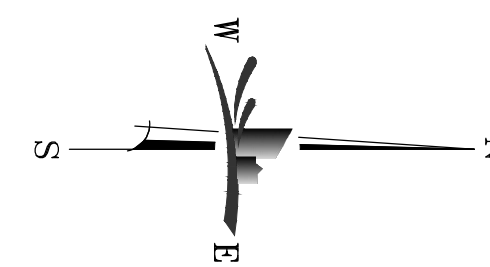
CONSTRUCTION NOTES

- INSTALL BITUMINOUS PAVT SEE DETAIL '1/C'
- INSTALL 8' WIDE BITUMINOUS PATHWAY SEE DETAIL '2/C'
- 20' x 9' PARKING STALL. PARKING STALL STRIPE, 4" YELLOW
- INSTALL CHAIN LINK FENCE
- INSTALL FULL DEPTH ASPHALT PAVEMENT SEE DETAIL '3/C'
- INSTALL "NO PARKING" STRIPS, 4" YELLOW
- ADA PARKING SPACE. ADA PARKING STALL STRIPE, 4" BLUE HANDICAP SYMBOL - WHITE ON BLUE BACKGROUND SEE DETAIL '8/C'
- INSTALL ADA COMPLIANT SIGNAGE SEE DETAIL '7/C'
- RE-INSTALL SALVAGE BUSINESS SIGN. CONTRACTOR TO COORDINATED WITH OWNER.
- INSTALL 5' WIDE STRIPED PATHWAY, 4" YELLOW
- INSTALL 8' x 6' CONCRETE PAD FOR BICYCLE PARKING SEE DETAIL '11/C'
- INSTALL DUMPSTER AREA ON 4" CONCRETE PAD ENCLOSED W/ 6' HIGH SOLID SCREEN SEE DETAIL '12/C'
- INSTALL 6" BOLLARD POST SEE DETAIL '12/C'

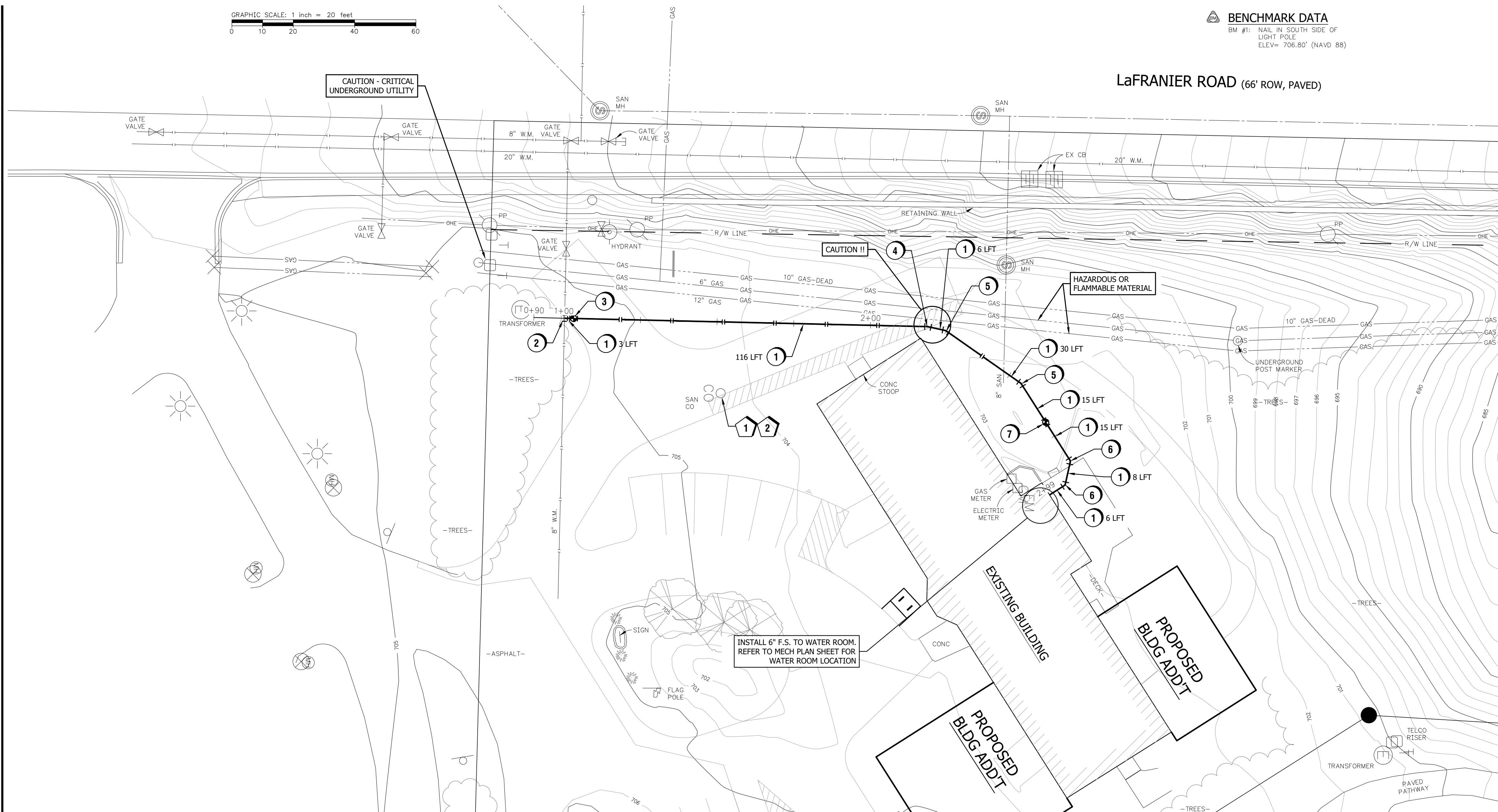
C:\USERS\KURTSCHEIT\APPDATA\LOCAL\TEMP\ASPHL139173\14130_ENG_C2.DWG (08-02-24 1:04 PM) KURTSCHEITZ



BENCHMARK DATA
 BM #1: NAIL IN SOUTH SIDE OF
 LIGHT POLE
 ELEV= 706.80' (NAVD 88)



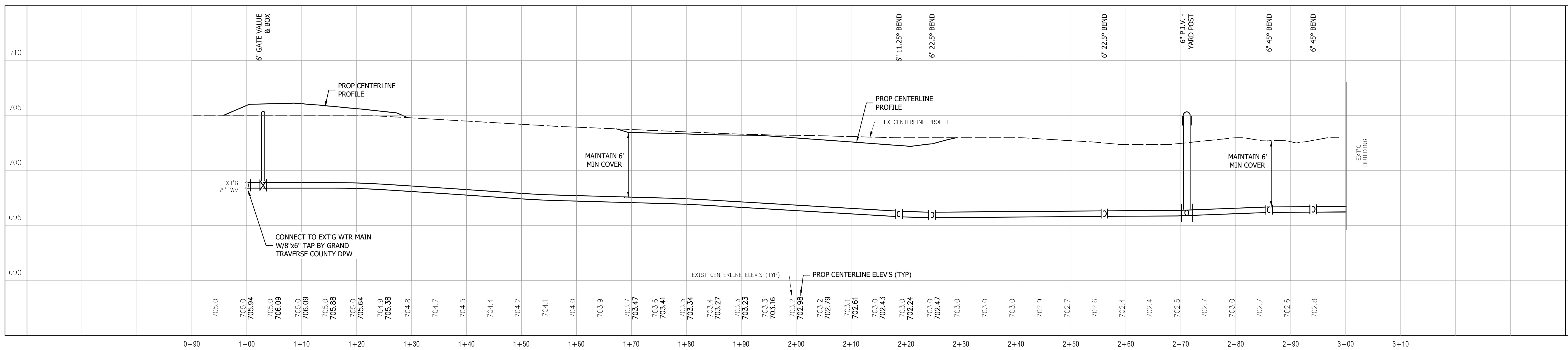
LaFRANIER ROAD (66' ROW, PAVED)



PROPOSED FIRE SERVICE - PLAN & PROFILE
 SCALE:
 HORIZONTAL: 1"=10'
 VERTICAL: 1"=5'

- NOTES**
- ALL BACKFILL MATERIAL SHALL CONFORM TO ASTM D2321 STANDARDS.
 - ALL WATERMAIN, SANITARY SEWER AND RELATED SERVICES SHALL COMPLY WITH COUNTY DPW STANDARDS AND SPECIFICATIONS.
 - CONTRACTOR IS TO SUBMIT A CONNECTION PLAN AND COORDINATE WATER/SEWER CONNECTIONS WITH THE COUNTY DPW.
 - NO CONNECTIONS SHALL BE MADE TO EXISTING WATERMAIN UNTIL ALL BAC-T AND PRESSURE TESTS OF THE NEW WATERMAIN ARE COMPLETED AND APPROVED FOR SERVICE.
 - MAINTAIN 10' HORIZONTAL AND 18 INCHES VERTICAL SEPARATION BETWEEN ALL WATER AND SANITARY SEWER.

- KEY NOTES**
- 1 6" CLASS 52 D.I. WATERMAIN
 - 2 CONNECT TO EXT'G WATERMAIN W/8"x6" TAP BY GTC DPW
 - 3 6" GATE VALVE & BOX
 - 4 6" 11.25° BEND
 - 5 6" 22.5° BEND
 - 6 6" 45° BEND
 - 7 INSTALL 6" P.I.V. - YARD POST INDICATOR VALVE
 - 1 INSTALL 2' DIA MANHOLE W/ SOLID LID SEE DETAIL '6/C4'
 - 2 ADJUST EXT'G SANITARY CLEAN-OUT ASSEMBLY



MACHIN ENGINEERING
 1235 E FRONT ST, Suite A
 TRAVERSE CITY, MI PH 231.935.1530
 www.machinengineering.net

BURDCO INCORPORATED
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684
 TELEPHONE: 231-941-9074
 FACSIMILE: 231-947-9135
 www.BURDCO.com



ON 22x34 SHEET SCALE: FULL (AS NOTED)
 ON 11x17 SHEET SCALE: HALF

REV	DESCRIPTION	DATE
A	REVIEW - 50% DESIGN	KAS08/05/24
B	REVIEW - 75% DESIGN	KAS08/05/24
C	REVIEW - 75% DESIGN	KAS08/05/24
D	ISSUED FOR PERMIT	KAS08/05/24
E	REVIEW - 50% DESIGN	KAS08/05/24
F	ISSUED FOR CONSTRUCTION	KAS08/05/24

DATE ISSUED: 08/05/2024
 ISSUE PHASE: CONSTRUCTION
 PROJECT TITLE:
PROPOSED FRENCH MANOR LaFRANIER ADDITION

CLIENT:
 BURDCO, INC.
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684

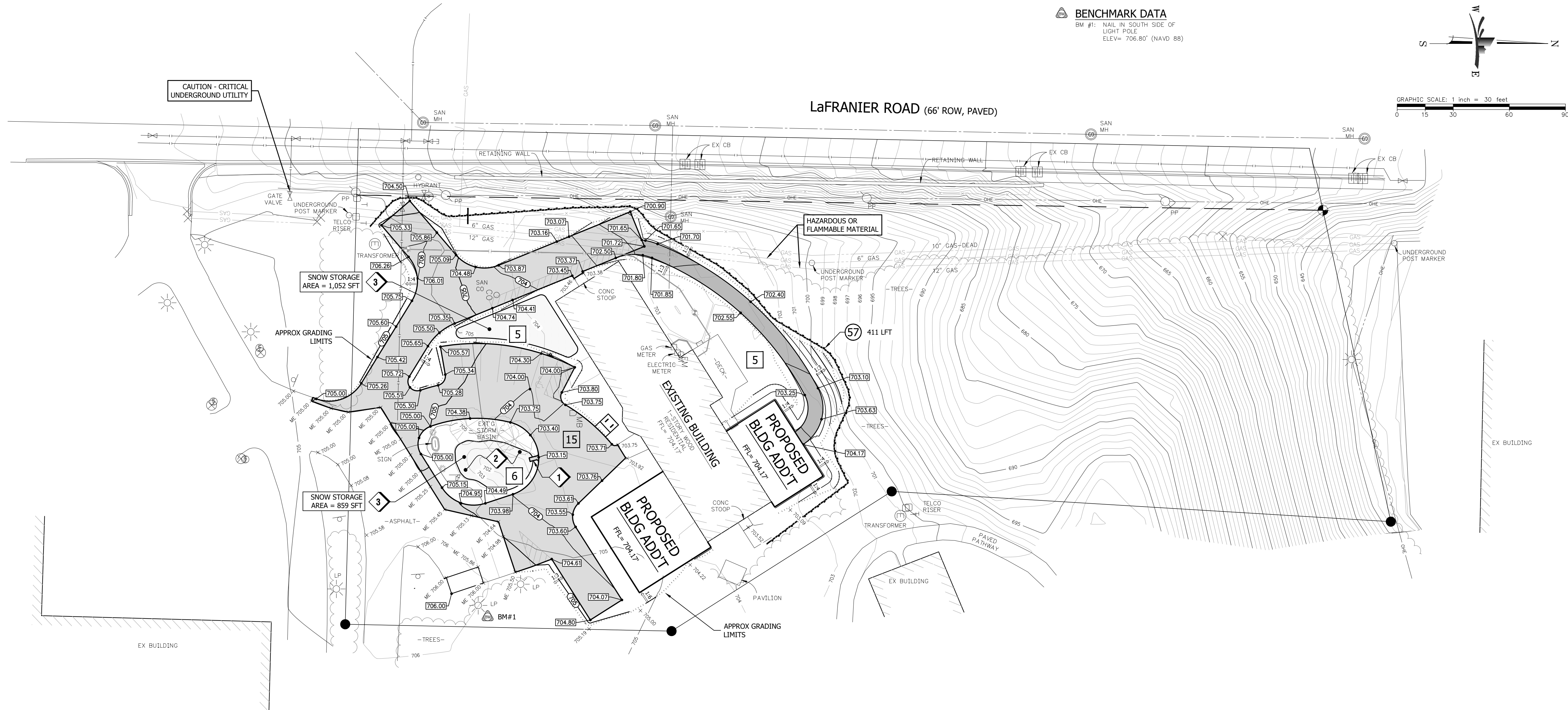
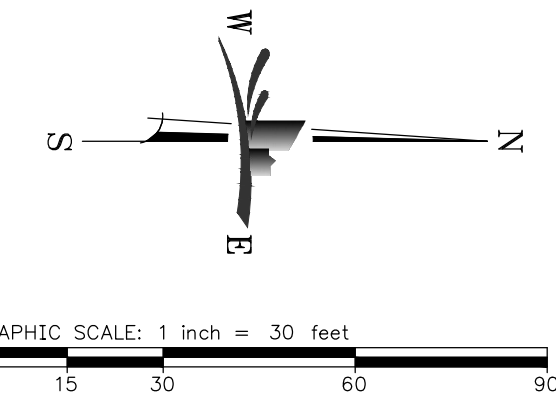
PROJECT LOCATION:
 GRAND TRAVERSE CO, MI

SHEET TITLE:
PROPOSED UTILITIES PLAN

PROJECT NUMBER: 24130
 SHEET NUMBER: C3

C:\USERS\KURTSCHE\1\PROJECTS\1\APPDATA\LOCAL\TEMP\APRIL13_13972\14130_ENG_BENCH.DWG (08-02-24 1:04 PM) KURTSCHE

BENCHMARK DATA
 BM #1: NAIL IN SOUTH SIDE OF
 LIGHT POLE
 ELEV= 706.80' (NAVD 88)



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ON 22x34 SHEET SCALE: FULL (AS NOTED)
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REV#	DESCRIPTION	DATE
A	REVIEW 50% DESIGN	08/05/2024
B	REVIEW 70% DESIGN	08/05/2024
C	REVIEW 70% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

DATE ISSUED: 08/05/2024
 ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:
PROPOSED FRENCH MANOR LaFRANIER ADDITION

CLIENT:
 BURDCO, INC.
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:
 GRAND TRAVERSE CO, MI

SHEET TITLE:
GRADING, SOIL EROSION & STORMWATER CONTROL PLAN

PROJECT NUMBER: 24130
 SHEET NUMBER: C4

NOTES

- VERTICAL DATUM IS NAVD88, CONTOUR INTERVAL IS 1.0 FEET.
- LOCATION AND TYPE OF EROSION CONTROL MEASURES ARE IDENTIFIED ON THE SKETCH BY KEY NUMBERS, E.G., RELATING TO THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY UNIFIED KEYING SYSTEM AND BEST MANAGEMENT PRACTICES.
- ALL STRUCTURES SHALL BE KEPT FREE OF DEBRIS DURING CONSTRUCTION USING CATCH BASIN INLET FILTERS.
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, MULCHED, AND FERTILIZED
- POSITIVE DRAINAGE SHALL BE MAINTAINED AWAY FROM BUILDING.

- ⑤ DENOTES TEMPORARY PRACTICES
- ⑥ DENOTES PERMANENT PRACTICES

SE & SC KEYING SYSTEM

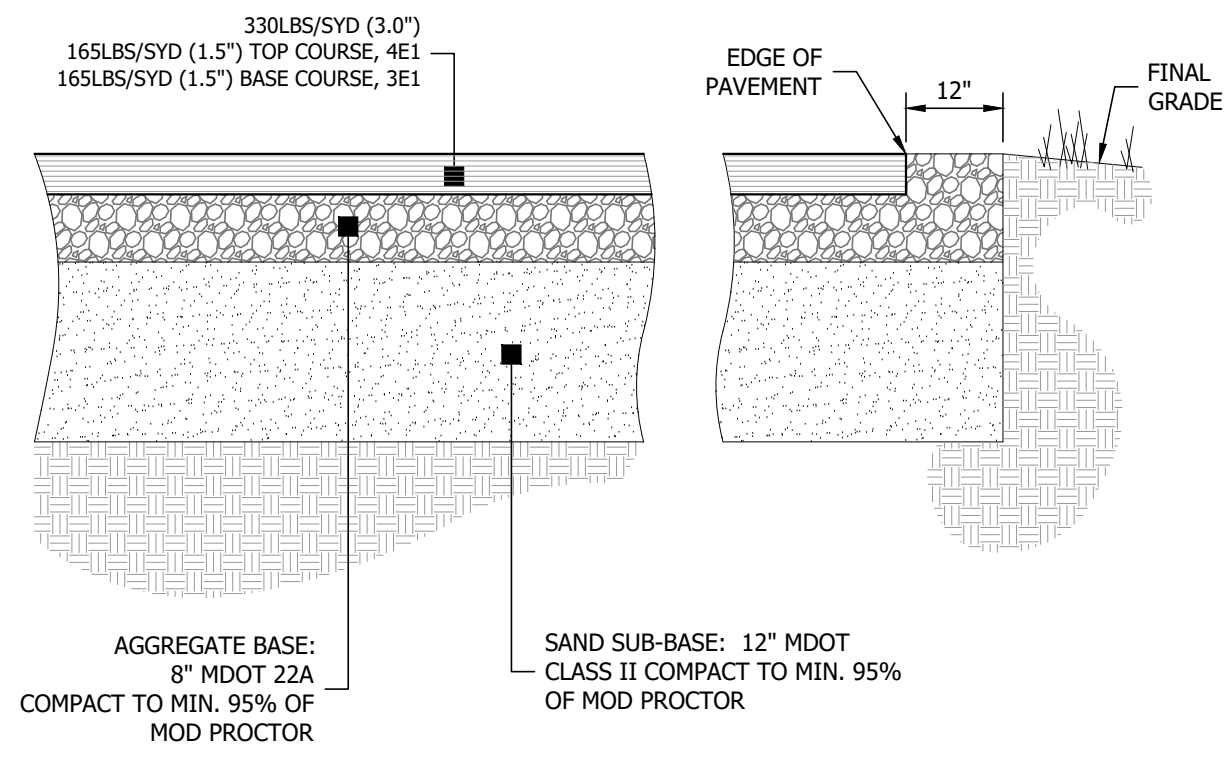
5	SEEDING	INEXPENSIVE AND VERY EFFECTIVE. STABILIZES SOIL, THUS MINIMIZING EROSION PERMITS RUNOFF TO INFILTRATE SOIL, REDUCING RUNOFF VOLUME. SHOULD INCLUDE PREPARED TOPSOIL BED.
6	SEEDING w/ MULCH OR MATTING	FACILITATES ESTABLISHMENT OF VEGETATIVE COVER, EFFECTIVE FOR BRANDEWAYS w/ LOW VELOCITY. EASILY PLACED IN SMALL QUANTITIES BY INEXPERIENCED PERSONNEL. SHOULD INCLUDE PREPARED TOPSOIL BED.
15	PAVING	PROTECTS AREA WHICH OTHERWISE CANNOT BE PROTECTED, BUT INCREASES RUNOFF VOLUME AND VELOCITY. IRREGULAR SURFACE WILL HELP SLOW VELOCITY.
57	GEOTEXTILE SILT FENCE	USES GEOTEXTILE AND POSTS OR BALES MAY BE CONSTRUCTED OR PREPACKAGED. EASY TO CONSTRUCT AND LOCATE AS NECESSARY.

CONSTRUCTION NOTES

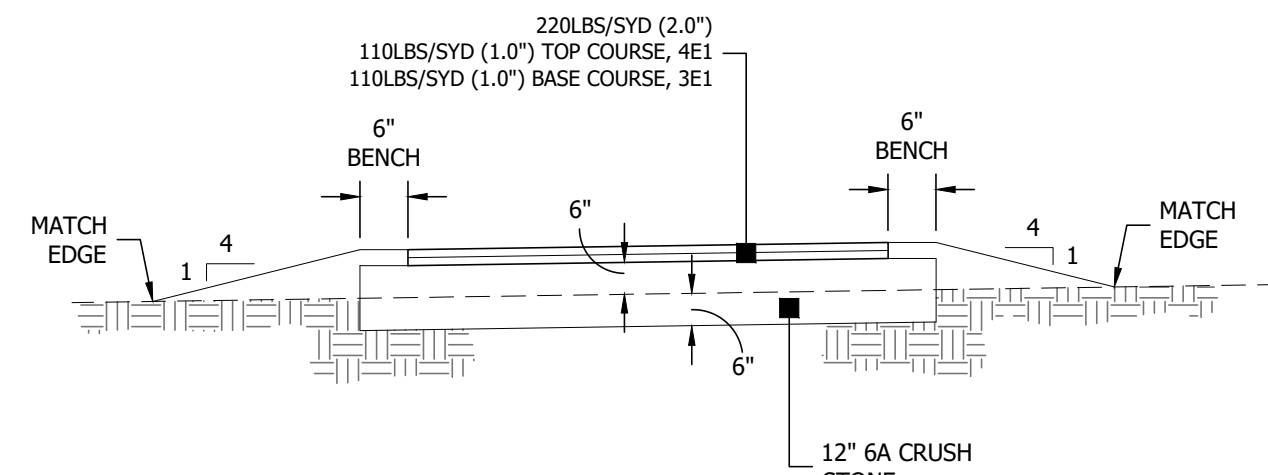
- ① INSTALL BIT SPILLWAY SEE DETAIL 4/C4
- ② EXISTING STORMWATER BASIN TO BE MODIFIED
- ③ APPROX SNOW STORAGE AREA

LEGEND

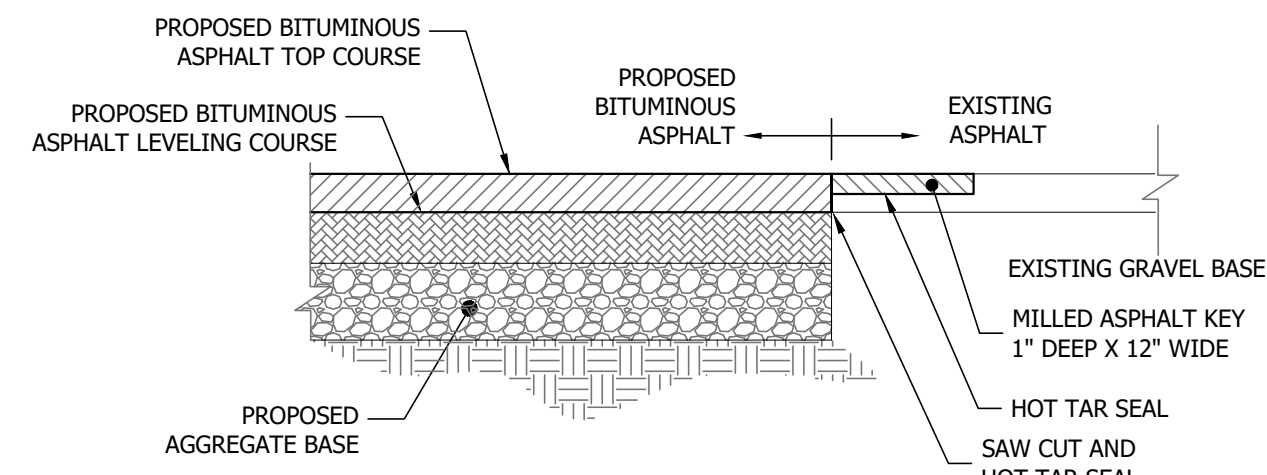
	PROPOSED ASPHALT		SPOT GRADE
	EXISTING CONTOURS		MATCH EXISTING
	PROPOSED CONTOUR		
	PROPOSED VALLEY		
	PROPOSED RIDGE		
	Grading Limits		
	DIRECTION OF DRAINAGE		
	PROPOSED SLOPE X.X%		
	LP= LOW POINT		FFL = FINISHED FLOOR
	HP= HIGH POINT		



BITUMINOUS PAVEMENT DETAIL N.T.S. 1

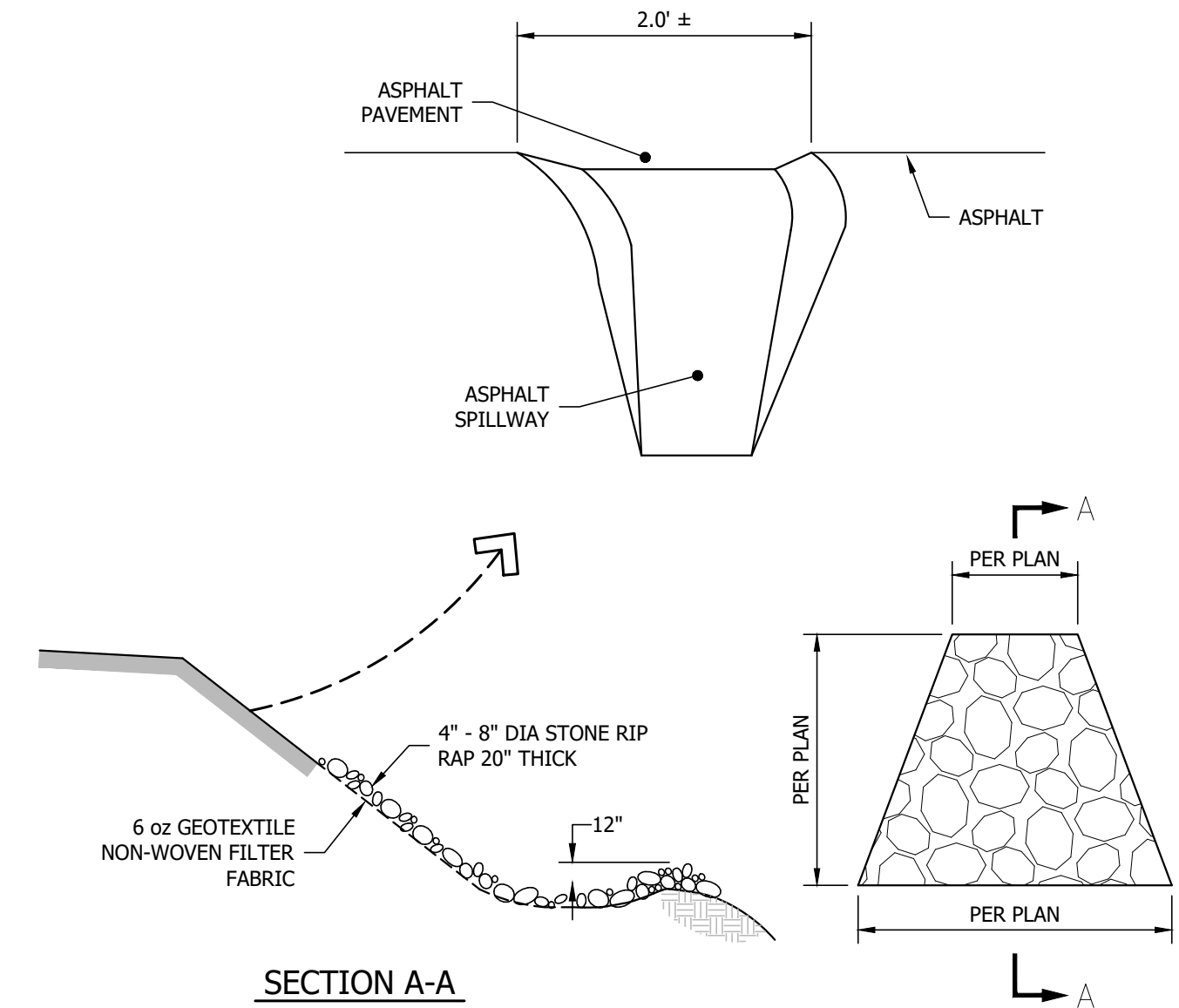


BITUMINOUS PATHWAY DETAIL N.T.S. 2

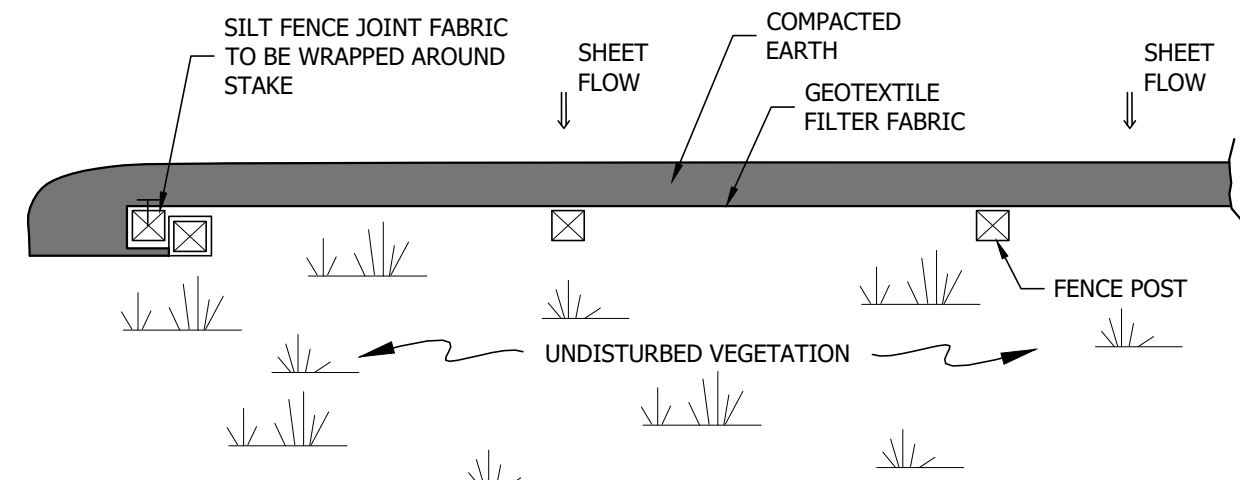


NOTE:
 1. HMA MIX AND DENSE GRADED AGGREGATE SHALL CONFORM TO STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.
 2. CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR THE PAVEMENT CROSS SECTION

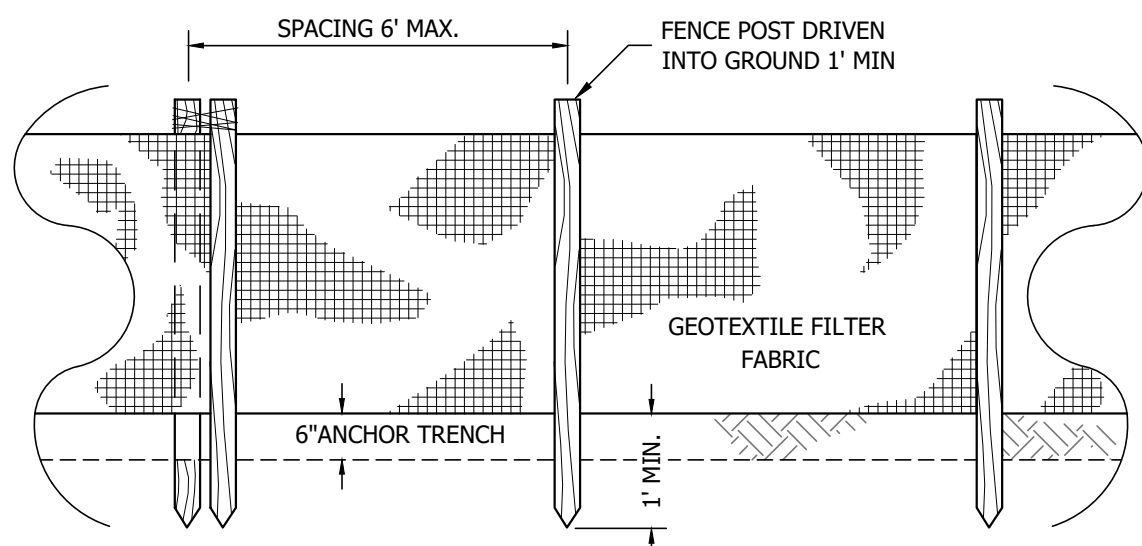
FULL DEPTH ASPHALT PAVEMENT DETAIL N.T.S. 3



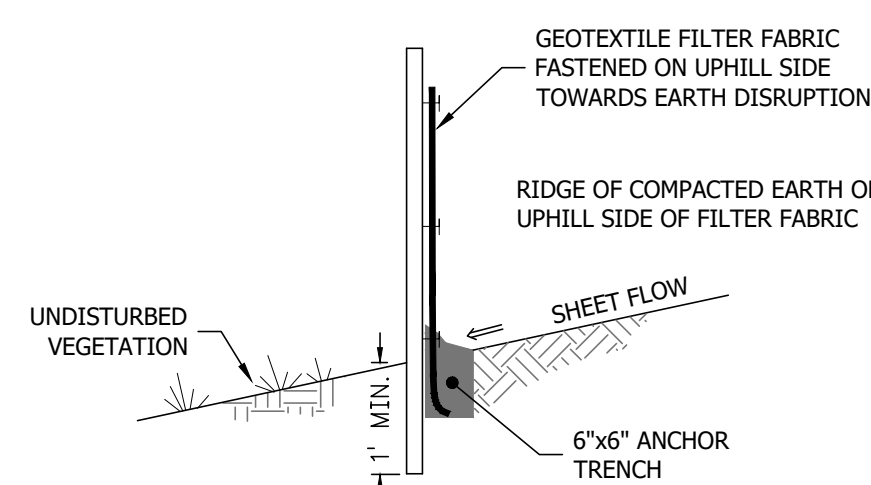
ASPHALT SPILLWAY & STONE RIP-RAP APRON DETAIL N.T.S. 4



PLAN VIEW

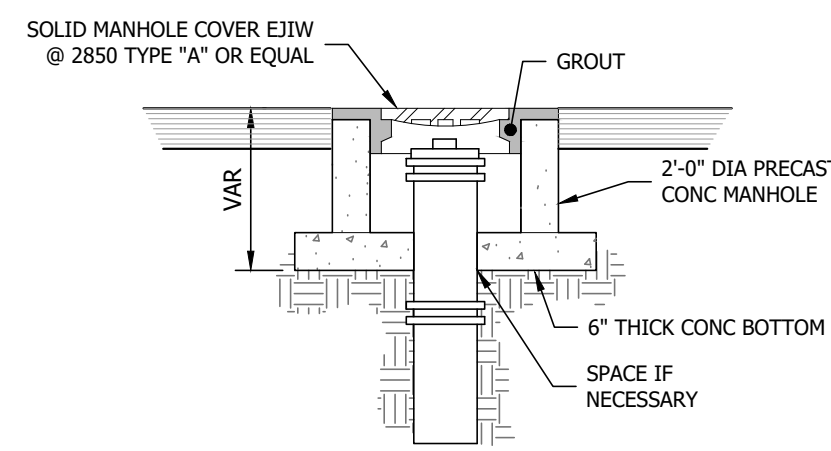


FRONT ELEVATION

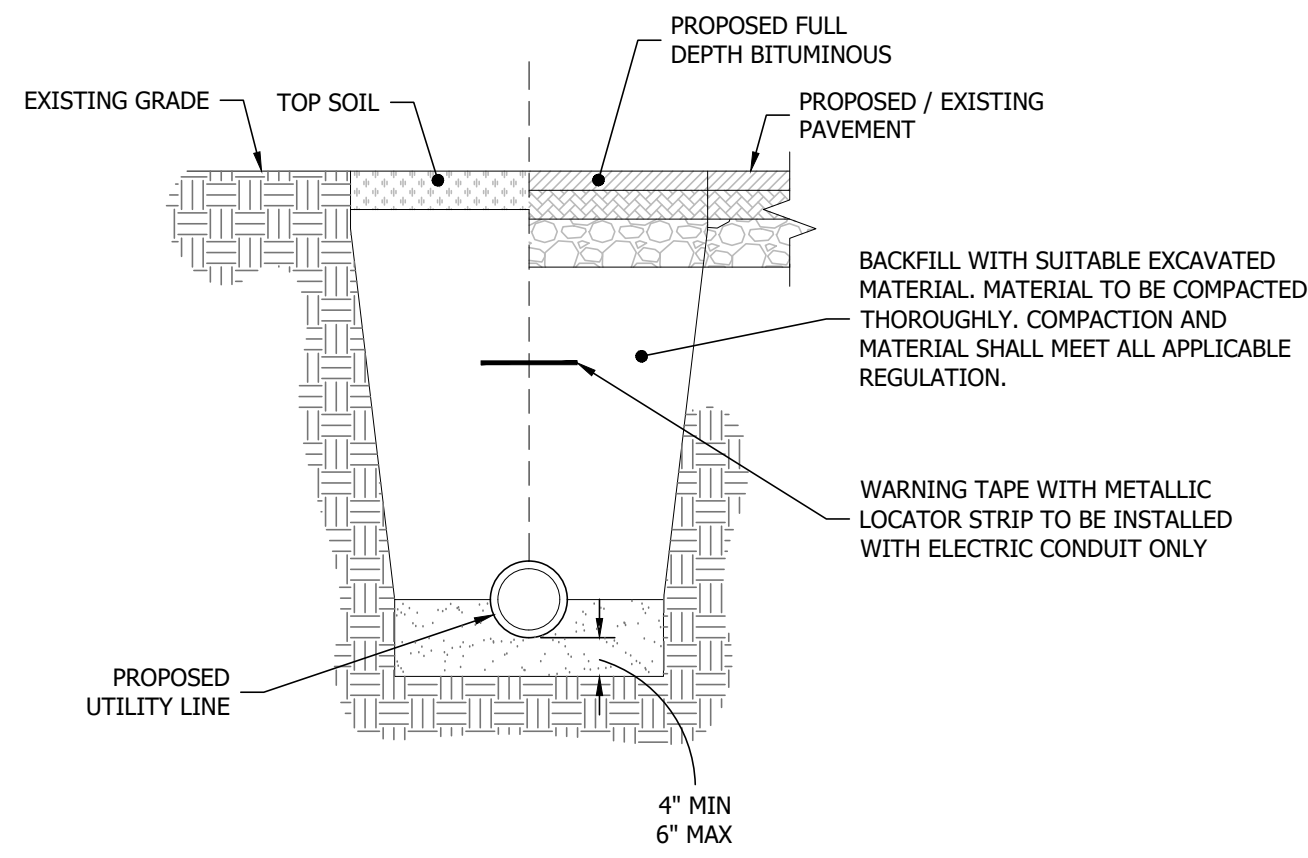


SECTION VIEW

SILT FENCE N.T.S. 9

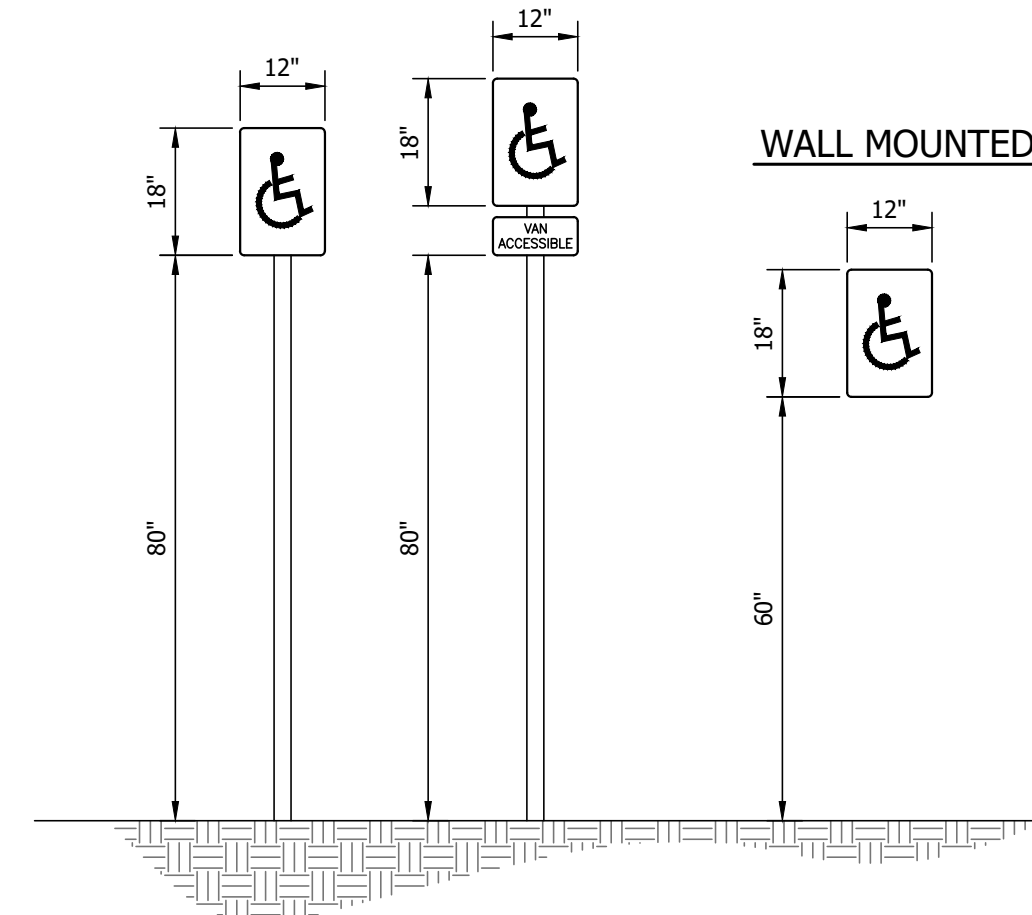


SANITARY CLEAN-OUT N.T.S. 6

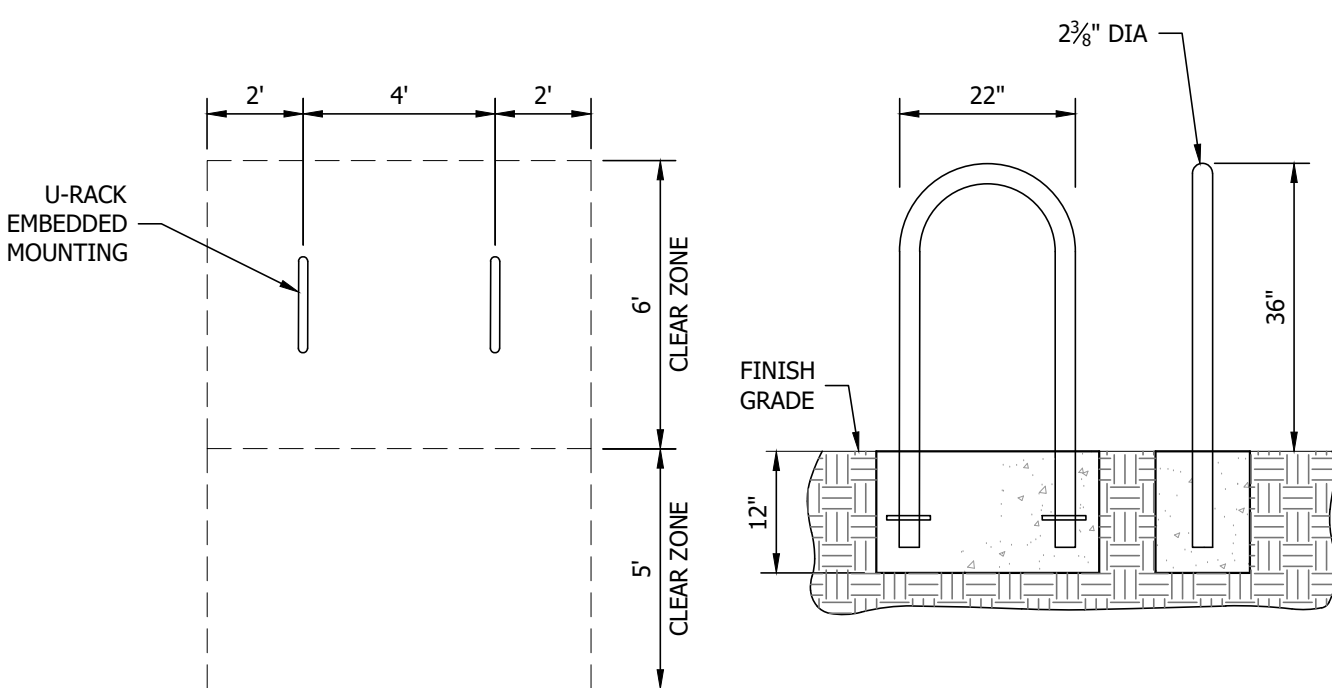


NOTES:
 • MINIMUM PIPE COVER SHALL BE AS FOLLOW:
 • ELECTRIC SERVICE - PER APPLICABLE UTILITY AUTHORITY
 • GAS SERVICE - PER APPLICABLE UTILITY AUTHORITY
 • WATER SERVICE - 70" MINIMUM

UTILITY TRENCH DETAIL N.T.S. 10

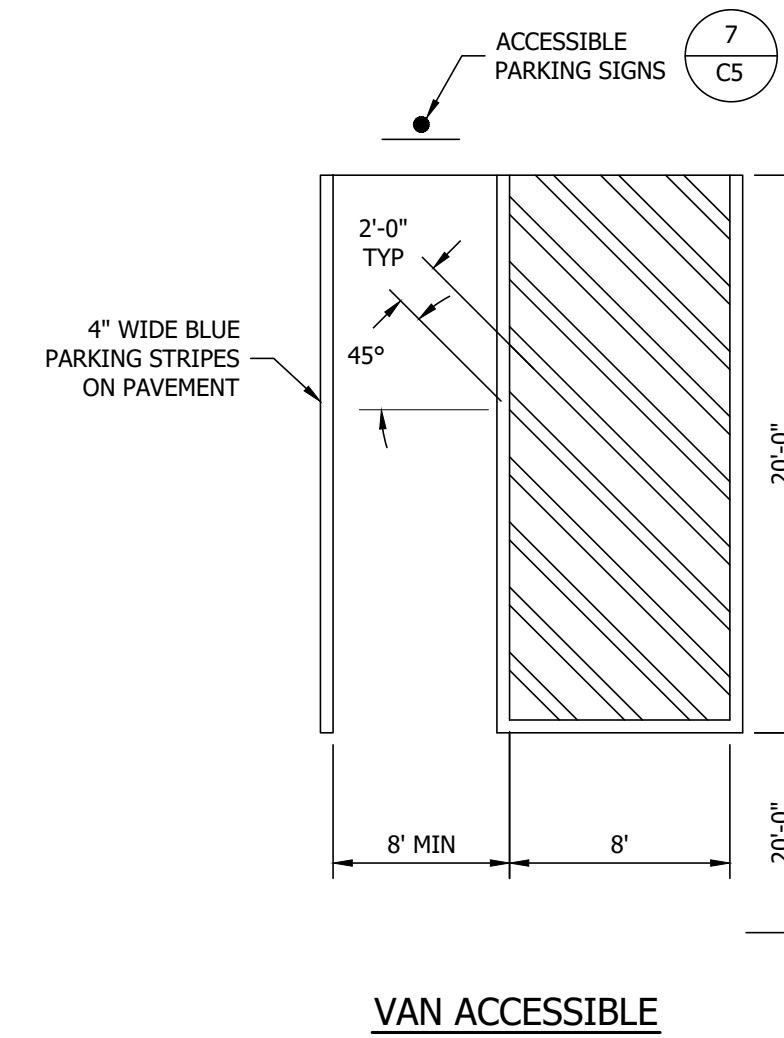


BARRIER FREE SIGN DETAIL N.T.S. 7

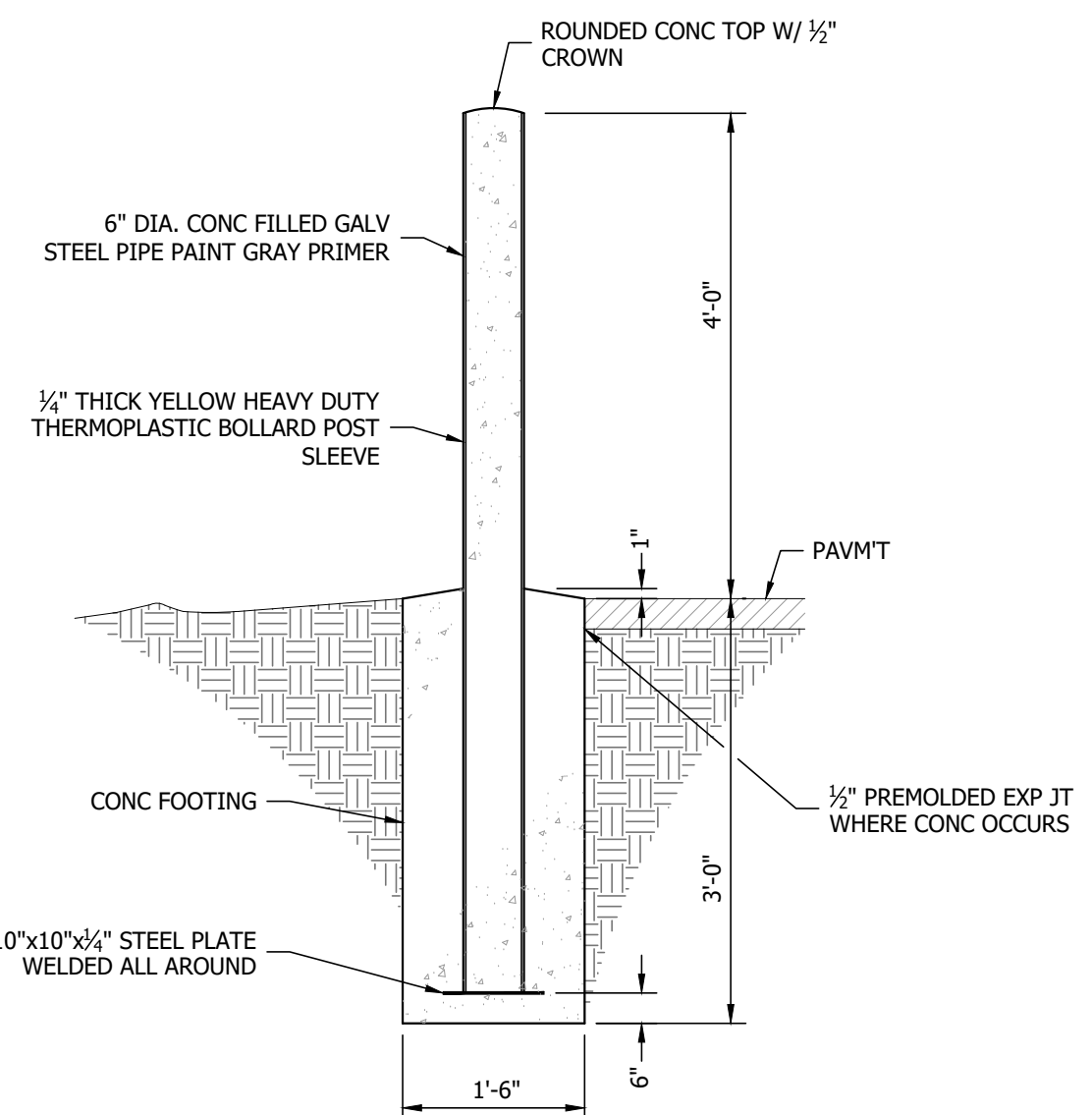


NOTES:
 • U-RACK BIKE RACK SUPPORTS 2-POINT CONTACT WITH FRAME
 • EMBEDMENT DETAILS ARE FOR REFERENCE ILLUSTRATION ONLY. MINIMUM FOUNDATION SIZES DEPEND ON LOCAL SOIL CONDITIONS, WEATHER CONDITIONS AND ENGINEERING REQUIREMENTS.
 • U-RACK BIKE RACK SUPPORT MODELS AVAILABLE FOR SURFACE OR IN-GROUND MOUNT INSTALLATION.

BIKE RACK EMBEDDED MOUNTING DETAIL N.T.S. 11



LAYOUT FOR STANDARD AND ACCESSIBLE PARKING SPACES N.T.S. 8



BOLLARD GUARD POST N.T.S. 12



ON 22x34 SHEET SCALE: FULL (AS NOTED)
 ON 11x17 SHEET SCALE: HALF

REV	DESCRIPTION	DATE
A	REVIEW - 50% DESIGN	08/05/2024
B	REVIEW - 75% DESIGN	08/05/2024
C	REVIEW - 75% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW - 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

REVISION

DATE ISSUED: 08/05/2024

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:

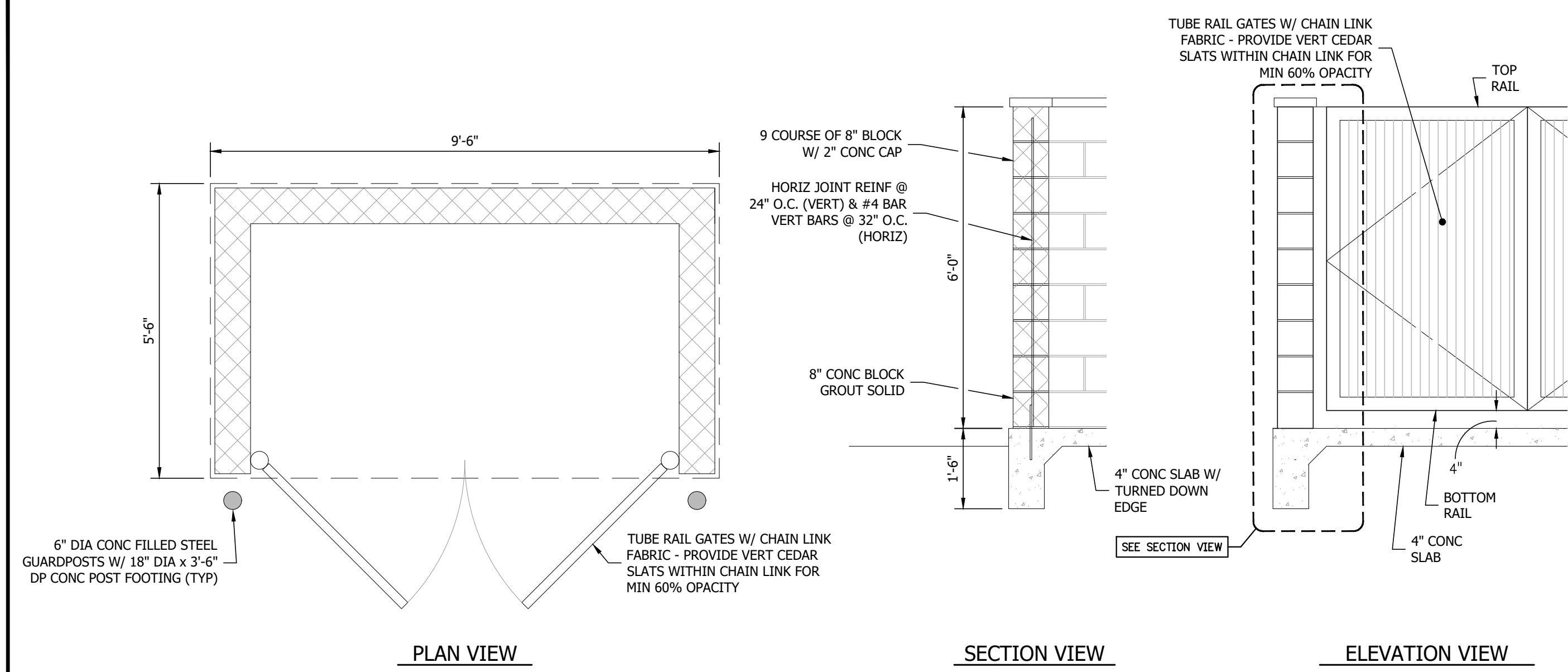
PROPOSED
 FRENCH MANOR
 LaFRANIER
 ADDITION

CLIENT:
 BURDCO, INC
 1222 VETERANS DRIVE, SUITE A
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:
 GRAND TRAVERSE CO, MI

SHEET TITLE:
 CONSTRUCTION
 DETAILS

PROJECT NUMBER: 24130
 SHEET NUMBER: C5



	DUMPSTER ENCLOSURE	N.T.S.	2		NOT USED	N.T.S.	3		NOT USED	N.T.S.	4
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	NOT USED	N.T.S.	5		NOT USED	N.T.S.	6		NOT USED	N.T.S.	7
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ON 22x34 SHEET SCALE: FULL (AS NOTED)
ON 11x17 SHEET SCALE: HALF

REV#	DESCRIPTION	DATE
A	REVIEW - 50% DESIGN	08/05/2024
B	REVIEW - 50% DESIGN	08/05/2024
C	REVIEW - 70% DESIGN	08/05/2024
D	ISSUED FOR PERMIT	08/05/2024
E	REVIEW - 90% DESIGN	08/05/2024
F	ISSUED FOR CONSTRUCTION	08/05/2024

REVISION: _____

DATE ISSUED: 08/05/2024

ISSUE PHASE: CONSTRUCTION


PROJECT TITLE:
**PROPOSED
FRENCH MANOR
LaFRANIER
ADDITION**

CLIENT:
BURDCO, INC.
1222 VETERANS DRIVE, SUITE A
TRAVERSE CITY, MI 49684

PROJECT LOCATION:
GRAND TRAVERSE CO, MI

SHEET TITLE:
**CONSTRUCTION
DETAILS**

PROJECT NUMBER: 24130
SHEET NUMBER: C6

 Charter Township of Garfield Planning Department Report No. 2024-66			
Prepared:	August 8, 2024	Pages:	1
Meeting:	August 14, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Copper Ridge PUD – Building 5 (Thirlby Clinic) Sign Review		
File No.	SUP 2000-08-N	Parcels No.	05-096-005-07
Applicant:	Dr. Andrew Adams D.O./Thirlby Clinic		
Agent:	Kevin Query		
Owner:	Munson Healthcare		

PURPOSE OF APPLICATION:

Thirlby Clinic is moving to the existing office building (Building 5) located at 4110 Copper Ridge Drive in the Copper Ridge Planned Unit Development (PUD). The applicant is proposing an internal directional sign. Section 630.G(3)(a) of the Zoning Ordinance regulates internal directional signs permitted within a Planned Unit Development and are subject to Planning Commission approval. Internal directional signs with a maximum of 6 square feet per sign.

PROPOSED SIGN:

Based on the application, the applicant has provided a rendering for a 6-square-foot sign (0.75’ x 8.0’) to identify the main entrance to the clinic.

ACTION REQUESTED:

If following discussion, the Planning Commission has determined that the application is complete and acceptable, then the following motion is suggested:

MOTION THAT sign application SUP 2000-08-N for Thirlby Clinic in Building 5 at the Copper Ridge PUD BE APPROVED.

Additional information deemed necessary by the Planning Commission should be added to the motion.

Attachments:

1. Planned Development Sign Application dated August 7, 2024
2. Proposed Plan and Sign Layout



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

PLANNED DEVELOPMENT (PD) PLANNED SHOPPING CENTER (PSC) SIGN APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

- Planned Unit Development Sign Review
 Planned Shopping Center Sign Review

PROJECT / DEVELOPMENT NAME

Copper Ridge

APPLICANT INFORMATION

Name: Dr. Andrew Adams D.O. - Thirlby Clinic
Address: 4110 Copper Ridge, Ste 100
Phone Number: 231.935.8950
Email: andrewadamsdo@gmail.com

AGENT INFORMATION

Name: Kevin Query
Address: 1131 E Eight St
Phone Number: 231.632.9596
Email: kquery@threewest.com

OWNER INFORMATION

Name: Munson Healthcare
Address: 1105 Sixth St, Traverse City, MI 49684
Phone Number: 231-935-6727
Email: jfegan@mhc.net

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:	Andrew Adams - Thirlby
Agent:	Kevin Query
Owner:	Munson Healthcare; Jim Fegan

PROPERTY INFORMATION

Property Address:	4110 Copper Ridge, Ste 100
Property Identification Number:	28-05-096-005-07
Legal Description:	Ste 100, Copper Ridge
Zoning District:	PUD
Master Plan Future Land Use Designation:	
Area of Property (acres or square feet):	14,675 SF (Condo)
Existing Use(s):	Office
Proposed Use(s):	Office

SIGN REQUIREMENTS

- Refer to Section 630 of the Zoning Ordinance for sign requirements.

REQUIRED SUBMITTAL ITEMS

A complete application for a Planned Unit Development Sign Review or a Planned Shopping Center Sign Review consists of the following:

Application Form:

- One original signed application
- One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

- Fee

Site Diagram:

- Ten complete stapled 11"x17" paper sets
- One digital set (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

SITE DIAGRAM

Check that your site plan includes all required elements for a Site Diagram (SD). Please use the Required Site Plan Elements Checklist below

SIGN INVENTORY

List all existing signs located on the property, including type, sign face area, illumination, height, and location in a written table and on the Site Diagram.

OTHER INFORMATION


If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.


REVIEW PROCESS

- All proposed signs within a Planned Shopping Center Commercial District or a Planned Unit Development shall be submitted to the Planning Commission for final review and approval.
- The Planning Commission may approve, approve with conditions, or deny the proposed sign.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature: 

Applicant Signature: 

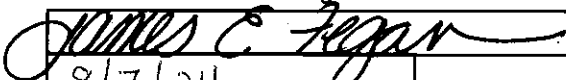
Agent Signature: Kevin Query

Date: 8/7/24

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Munson Healthcare authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature: 

Date: 8/7/24

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

James E. Ryan

Date:

8/7/24

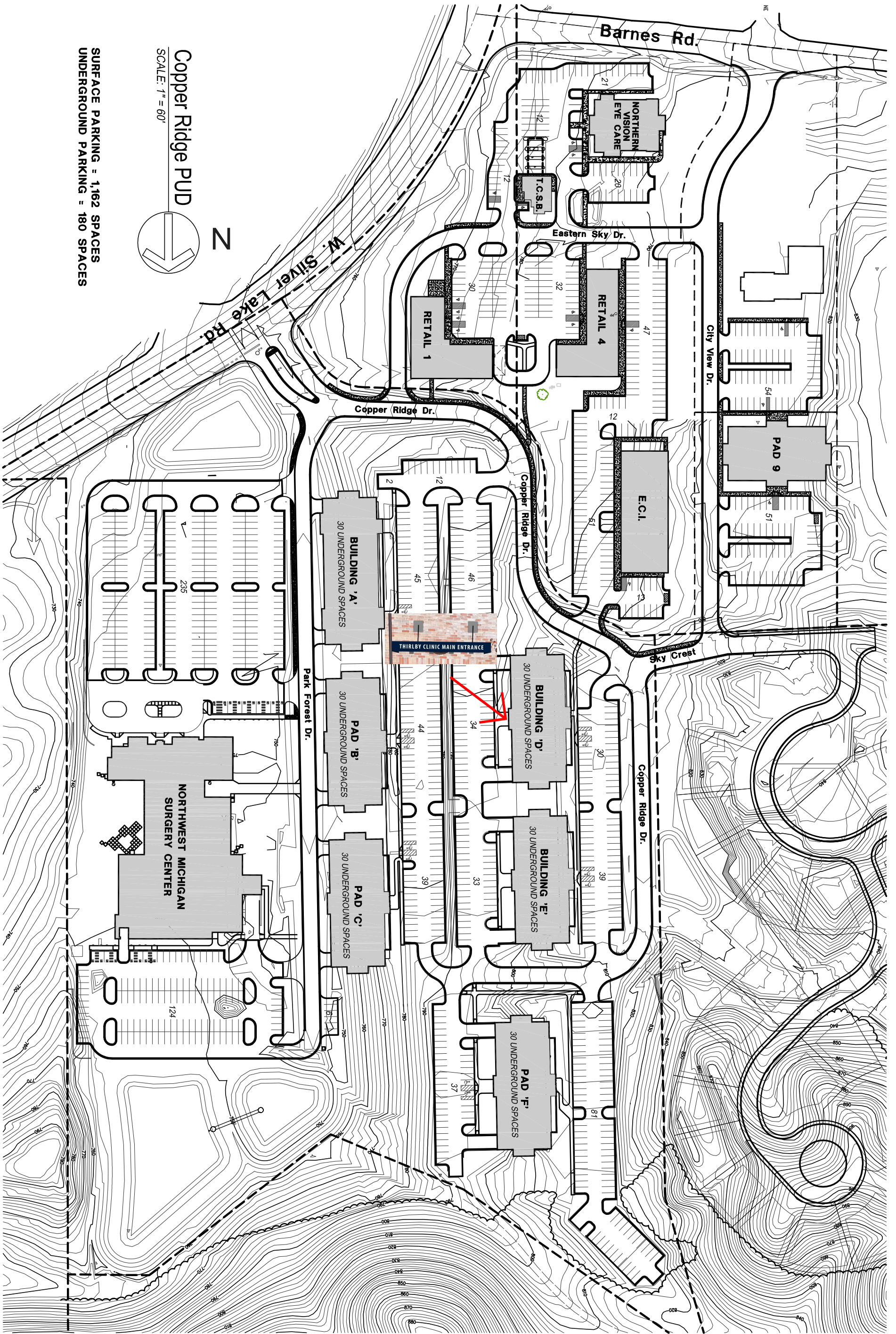
Applicant Signature:

John Doe


Date:

8/7/24

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	SD	ASP/ SDP
A. Basic Information		
1. Applicant's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
2. Property owner's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of property ownership	<input type="checkbox"/>	<input type="checkbox"/>
4. Whether there are any options or liens on the property	<input type="checkbox"/>	<input type="checkbox"/>
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	<input type="checkbox"/>	<input type="checkbox"/>
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	<input type="checkbox"/>	<input type="checkbox"/>
7. A vicinity map showing the area and road network surrounding the property	<input type="checkbox"/>	<input type="checkbox"/>
8. Name, address and phone number of the preparer of the site plan	<input type="checkbox"/>	<input type="checkbox"/>
9. Project title or name of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	<input type="checkbox"/>	<input type="checkbox"/>
11. Land uses and zoning classification on the subject parcel and adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number	<input type="checkbox"/>	<input type="checkbox"/>
B. Site Plan Information		
1. North arrow, scale, and date of original submittal and last revision	<input type="checkbox"/>	<input type="checkbox"/>
2. Boundary dimensions of natural features	<input type="checkbox"/>	<input type="checkbox"/>
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed alterations to topography and other natural features	<input type="checkbox"/>	<input type="checkbox"/>
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%	<input type="checkbox"/>	<input type="checkbox"/>
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	<input type="checkbox"/>	<input type="checkbox"/>
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures	<input type="checkbox"/>	<input type="checkbox"/>
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities	<input type="checkbox"/>	<input type="checkbox"/>
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<input type="checkbox"/> *	<input type="checkbox"/>
10. Existing and proposed driveways, including parking areas	<input type="checkbox"/>	<input type="checkbox"/>
11. Neighboring driveways and other vehicular circulation features adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/>
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks	<input type="checkbox"/>	<input type="checkbox"/>
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/>
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes	<input type="checkbox"/>	<input type="checkbox"/>
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal	<input type="checkbox"/>	<input type="checkbox"/>
17. Location of water supply lines and/or wells	<input type="checkbox"/>	<input type="checkbox"/>
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	<input type="checkbox"/>	<input type="checkbox"/>
19. Location, specifications, and access to a water supply in the event of a fire emergency	<input type="checkbox"/>	<input type="checkbox"/>
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems	<input type="checkbox"/>	<input type="checkbox"/>
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam	<input type="checkbox"/>	<input type="checkbox"/>
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections	<input type="checkbox"/>	<input type="checkbox"/>
23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used	<input type="checkbox"/>	<input type="checkbox"/>
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown	<input type="checkbox"/>	<input type="checkbox"/>
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)	<input type="checkbox"/>	<input type="checkbox"/>
27. Changes or modifications required for any applicable regulatory agencies' approvals	<input type="checkbox"/>	<input type="checkbox"/>



Copper Ridge PUD
 SCALE: 1" = 60'
 SURFACE PARKING = 1,162 SPACES
 UNDERGROUND PARKING = 180 SPACES

1 Sheet	Project Name & Location Copper Ridge PUD Garfield Township, Grand Traverse County, Michigan	Date 04/24/2008	 THREE WEST 4020 Copper View, Suite 129 Traverse City, MI 49684 231.929.2955
	Client Munson Medical Center	Drawn KLE	
		Scale As Noted	



Sign



example of
side profile



2

6 SQFT

THIRLBY CLINIC MAIN ENTRANCE

