

Treasurer's Report reflects bank account balances

Treasurer's Report

APRIL 2024

LIQUIDITY PORTAL INVESTMENTS

	<u>RUNNING BALANCE</u>	<u>OPENING VALUE</u>	<u>DIVIDEND AMOUNT</u>
#101 General Fund	\$ 119,013.73	\$ 1,605,071.29	\$ 6,819.33
#203 Metro Authority	\$ 45,487.84		
#206 Fire Fund	\$ 126,801.13	\$ 1,197,589.99	\$ 5,255.36
#590 Sewer CD Mat May 2018	\$ 141,861.88	\$ 975,792.15	\$ 4,171.71
#591 Timberlee H20	\$ 141,553.32	\$ 274,585.48	\$ 1,195.88
#592 Greilickville H20	\$ 59,987.30	\$ 71,860.45	\$ 308.44
#594 Marina	\$ 152,950.12	\$ 2,274,938.84	\$ 9,646.96
#701 Trust & Agency	\$ 3,009.09		
#703 Current Tax	\$ 1,876.67		
#816 GSAD Receivable	\$ 21,275.62		
#820 Maintenance E.R. Rds	\$ 11,670.00		
#821 Maintenance S.B. Rds	\$ 3,614.45		
#861 Bayview Estates Lights	\$ 2,454.92		
#207 Police	\$ 0.00		
#815 E. Timberwoods	\$ 0.00		
#817 SBlue & Old Orch	\$ 0.00		
#818 Old Orchard	\$ 0.00		
TOTAL	\$ 831,556.07	\$ 6,399,838.20	\$ 27,397.68

INVESTMENT ACCOUNTS CD'S

	<u>PURCHASED AMOUNT</u>	<u>CURRENT VALUE</u>
#101 Goldman Sachs	\$200,000.00	\$ 199,422.00
#590 Ally Bank	\$250,000.00	\$ 249,415.00
#590 Morgan Stanley	\$150,000.00	\$ 149,404.50
TOTAL	\$600,000.00	\$ 598,241.50
GRAND TOTAL	\$ 7,857,033.45	

Chris Mikowski
Chris Mikowski, Treasurer

Connie M. Preston, Clerk

To: Elmwood Township Board
From: Sarah Clarren, Planner/Zoning Administrator
RE: April 2024 Planning and Zoning Report

PERMITS:	4/2024	4/2023	YTD 2024	YTD 2023
Single Family Dwelling	1	1	8	1
Attached SFD	0	0	0	0
Accessory Building	2	1	3	2
AG Building	0	2	1	3
Residential Addition	0	0	0	1
Deck	0	1	4	5
Sign	0	0	0	0
Commercial	0	1	3	2
B&B	0	0	0	0
Misc.	1	2	2	2
Total Permits	4	8	24	16
Fees Collected	\$250	\$690.93	\$3,530	\$1,240.93

Zoning Board of Appeals:

May 1, 2024, Regular Meeting. Cases #2024-01 and #2024-02. Requests by Daniel and Silvia Ortega regarding property at 10195 S West-Bay Shore Dr, Parcel #45-004-016-014-00. Case #2024-01 is for a 12’ front yard setback variance to construct front entry and Case #2024-02 is for a 9’ side setback variance to alter existing nonconforming garage to replace roof trusses and construct storage space above existing garage.

Planning Commission:

April 19, Regular Meeting. 1) Public Hearing and Deliberations. SPR/SUP 2024-02 – Request by John Gallagher III regarding property at 8525 E Lincoln Rd (Parcel 004-030-001-00) for Bay View Distillery Tasting Room (Use: Tasting Room) – *approved with conditions*, SPR 2024-03 (no public hearing required). Request by TART Trails Inc. regarding property at 0 S Lake Leelanau Dr (004-140-001-00) for TART Trailhead Parking Improvements – *approved with conditions*, 3) Comprehensive Plan Selection Committee – *Rick Bechtold appointed to Committee*, 4) Discussion on Zoning Ordinance a) Article 10 Nonconformities – *Commission requested Attorney review for opinion* b) Section 5.4 – permitted uses with no requirements specific to use – *Commission will review and be ready for further discussion at future meeting*.

May 21, Regular Meeting. Agenda not yet set; no new business, so this meeting *may* be cancelled.

Office Updates:

STRs. 93 licenses for 2024 have been issued. 11 applications are on waitlist.

Conferences. Clarren attended the MTA Conference at Grand Traverse Resort April 22-24, will be attending the May 8 Agritourism summit at the Hagerty Center, and depending on work load, hopeful to attend MI Healthy Climate Conference May 16-17.

Parks. Working with Committee on obtaining cost estimates for work including accessible equipment and equipment for younger visitors. Hopeful for a recommendation to be presented to the Board at your next meeting. Also working with Wade Trim to develop a cost estimate to develop an actionable plan for Cherry Bend Park to include pickleball courts, examination of parking, and creation of a trail connector. Hopeful for a cost estimate at the Board’s next meeting.

Comprehensive (Master) Plan. Township received two proposals. Selection Committee is meeting on 5/6 to interview firms. Hopeful to provide a recommendation to the Board at their May meeting.

Elmwood Township Fire and Rescue Department

Fire Department Monthly Report – APRIL 2024

From: Keith Tampa, Fire Chief
 To: The Township Board of Trustees, Charter Township of Elmwood

Total Calls for the Month: **43**

Incident Type Breakdown per the National Fire Incident Reporting System (NFIRS)

- **Fire Incidents:** 2
 - 2 Structure fire
 - **Overpressure Rupture, Explosion, Overheat (no fire):** 0
 - **Rescue & EMS Incidents:** 29
 - 27 EMS calls
 - 2 Motor vehicle accident with no injuries
 - **Hazard Condition (No Fire):** 0
 - **Service Calls:** 2
 - 2 Lift assists
 - **Good Intent Call:** 5
 - 4 Dispatched and cancelled enroute – Auto/Mut. Aid
 - 1 No incident found on arrival at dispatched address
 - **False Alarm/False Calls** 5
 - 1 Smoke detector activation due to malfunction
 - 1 Medical alarm activation, unintentional
 - 2 Smoke alarm activation, no fire - unintentional
 - 1 Alarm system activation, no fire
 - **Severe Weather** 0
-
- **No EFD Resource (Non-NFIRS category)** 1
This category represents the number of requests for service that EFD was unable to provide assistance. Calls may have been unfulfilled or covered by mutual aid.
 - **Overlapping Incident(s) (Non-NFIRS category)** 3

Mutual Aid – Given / Received

<u>Type of Aid</u>	<u>Incidents</u>	<u>Departments</u>
Received	-	-
Given	-	-
Requested EFD (Cancelled)	4	Cedar Area FD, Suttons Bay FD (2), Glen Lake FD

Response Times (averages)

<u>Type</u>	<u>Times (hh:mm:ss)</u>	<u>Notes</u>
•	<i>Data corrupted. Times and responses not reconciling correctly.</i>	

General Updates

ADMINISTRATION / OPERATIONS

- **General Run Information.**
 - April's call volume of 43 calls was similar to last year (April 2023 = 44 calls). False alarm/False calls substituted for 2023's Hazardous Condition calls.
 - All 3 overlapping calls had an EFD response. EFD was unable to fulfill a mutual aid request due to having to maintain minimal staffing requirements.
- **General Operations.**
 - **Reporting Software / Records Management Systems (RMS).**
 - Onboarding and training to be completed in May with a "Go Live" date of June 1.
 - Termination of Service letter sent to ImageTrend and acknowledged.

- Center for Medicare and Medicaid Services (CMS).
 - Worked with AccuMed to submit our reauthorization.
- **Personnel**
 - New Full-Time Employee. Our newest Firefighter/EMT, Hunter Rose, is moving through his orientation and doing very well. He is expected to start working shifts the second week of May.
 - New Applicant. Currently processing an application for a Part-Time EMT.

APPARATUS AND EQUIPMENT

- Ambulance 191.
 - Annual oil change completed by Fox Motors.
- Semi-Annual Preventative Maintenance.
 - Both engines and the tanker have completed their spring preventative maintenance. PM's conducted by Stoop's.
- Water Rescue Dry Suit.
 - Sent to NRS for repair.
- Intake Valves.
 - Added new intake valves to the passenger side of the engines.

FACILITIES AND GROUNDS

- Door Locks.
 - New keyless locks have been installed on the fire station office doors to improve security and access control. Locks for the Truck Bay are on back order.
- Showers.
 - Men's showers are completed. Work expected to begin on the women's shower the beginning of May.

PUBLIC EDUCATION AND RELATIONS

- Plan Reviews. Completed and submitted to Planner:
 - Gallagher Distillery Tasting Room
 - TART Fouch Road Trailhead Renovation.
- Home Safety Surveys.
 - Lt. VanderRoest has begun implementing this program At Cedar Creek Commons to support fire prevention and hazard reduction.

TRAININGS

- New Hire Orientation and Job Performance Requirements (JPRs)
- Driving Competency
- Developing and Managing Policies and Procedures - Lexipol
- Hydrant Operations
- Nozzle (smooth bore) and Hose Line Operation
- Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS)

MEETINGS ATTENDED

- Elmwood Township Board Regular Meeting
- Elmwood Twp Public Safety Committee Meeting
- EFD Department Meeting
- MDOT M-22 Reconstruction Public Input Meeting
- Swim GT Bay Safety & Coordination Meeting.
- National Cherry Festival Air Show Meeting.
- EFD Officers' Meeting

**CHARTER TOWNSHIP OF ELMWOOD
REGULAR BOARD MEETING
APRIL 8, 2024
IN THE TOWNSHIP HALL**

Call to Order

Supervisor Shaw called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Supervisor Shaw led the Pledge of Allegiance.

Roll Call

Present: Jeff Shaw, Chris Mikowski, Terry Lautner, Dave Darga, Kyle Trevas, Jordan Gallagher, and Connie Preston

Excused: None

Declaration of Conflict of Interest

None

Public Comment:

None

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire Report

Committee Reports:

Minutes:

3-11-24
3-27-24 (special)

Post Audit Invoices 3-1-24 through 3-31-24

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPROVE THE CONSENT CALENDAR AS PRESENTED. The motion passed unanimously by voice vote.

Agenda approval

Supervisor Shaw requested the addition of the Brewery Creek change order.

MOTION BY TRUSTEE TREVAS, SECONDED BY CLERK PRESTON TO APPROVE THE AGENDA AS MODIFIED. Motion passed unanimously by a voice vote.

Supervisor Remarks

Supervisor Shaw reviewed his written report.

Trustee Remarks

Trustee Trevas asked if there was a hawk crossing signal included at the crossing for our park and marina. Supervisor Shaw confirmed there was.

Engineer's Report

Garth Bogart of Wade-Trim reported that they are working on getting the trail survey on the schedule. The marina bids came in within the expected range and the low bidder was the only one who included money-saving alternates. They suggested an alternate sheet pile that could save \$25,000 to \$30,000.

Other Officer Remarks

None

Communications from the Clerk

Clerk Preston included the first quarter revenue and expenditure report and also reported that the Little League license for the park has expired and will be reviewed by the Parks and Recreation Committee.

Old Business

None

New Business

Schedule Road Maintenance Districts Public Hearings

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE TREVAS TO SCHEDULE THE ROAD MAINTENANCE DISTRICTS PUBLIC HEARINGS ON THE ANNUAL ADJUSTMENTS TO THE SPECIAL ASSESSMENT ROLL FOR MAY 13, 2024. The motion passed unanimously by a voice vote.

Appoint Selection Committee for Comprehensive (Master) Plan Contract

Township Planner Sarah Clarren has requested that the Board appoint one of their members to be on a selection committee to review the Master Plan RFP's. MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE TREVAS TO APPOINT CLERK PRESTON TO THE COMMITTEE WITH TRUSTEE DAVE DARGA AS AN ALTERNATE. The motion passed unanimously by a voice vote.

Cell Tower Request

The request was to allow a company to lease a 75' x 75' area to construct a wireless communication facility somewhere on our Brewery Creek property. There was consensus to have Supervisor Shaw look further into the matter.

Personnel Committee Recommendation/Harbormaster

Clerk Preston reported that the Personnel Committee was not quite ready to make a recommendation for the harbormaster but had great applicants.

Schedule Special Meeting

Supervisor Shaw would like to schedule a special meeting to consider the award for the marina contract and to hire a harbormaster.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE TREVAS TO SCHEDULE A SPECIAL MEETING FOR APRIL 18, 2024 AT 4:00 P.M. The motion passed unanimously by a voice vote.

Brewery Creek Parking

Engineer Garth Bogart explained that it was always a possibility that there would be a need for additional removal and replacement of pavement. The re-paving would cost the Township \$7640.00. The removal of the original pavement would be covered by the blight grant. There would also be the possibility to improve the grading to send water to the retention ponds. MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE GALLAGHER TO APPROVE THE \$7640.00 FOR ADDITIONAL PAVEMENT REMOVAL AND RE-SURFACING. The motion passed unanimously by a voice vote.

Payment of Invoices

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE TREVAS TO PAY THE INVOICES IN THE AMOUNT OF \$228,412.11. Motion passed unanimously by voice vote.

Extended Public Comment

None

Adjournment

Supervisor Shaw adjourned the meeting at 6:30 p.m.

DRAFT

Check Register Report

Date: 05/07/2024

Time: 8:00 am

Page: 1

ELMWOOD TOWNSHIP

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
38626	04/22/2024	Printed			B171	BRITTEN INC.	STORAGE CONTAINER	2,000.00
38627	04/25/2024	Printed			A127	AT&T MOBILITY	ACCT#287303700094	242.00
38628	04/25/2024	Printed			B111	BLUECROSS BLUESHIELD OF MI	GROU 007015150	373.68
38629	04/25/2024	Printed			C029	CHARTER COMMUNICATIONS	ACCT#005047601	332.14
38630	04/25/2024	Printed			C010	CHERRYLAND ELECTRIC COOP	ACCT#9902700	106.55
38631	04/25/2024	Printed			C040	CONSUMERS ENERGY	ACCT#1000 2967 1540	2,287.98
38632	04/25/2024	Printed			M020	DTE ENERGY	ACCT#9100 218 4472 5	1,129.21
38633	04/25/2024	Printed			G046	GRAYBAR FINANCIAL SERVICES	CONTRACT#100-8704031-001	457.10
38634	04/25/2024	Printed			G425	GUARDIAN	GROUP 00 357534	229.39
38635	04/25/2024	Printed			M208	MICHIGAN BROADBAND SERVICES	acct#0371011752	434.45
38636	04/25/2024	Printed			P043	PRIORITY HEALTH	GROUP 790105	2,452.54
38637	04/25/2024	Printed			S097	SPECTRUM VOIP	CST#2319460921	35.88
38638	04/25/2024	Printed			V023	VSP	CLIENT ID 30031936	151.86
38644	04/29/2024	Printed			T023	CLEM THOMPSON	Petty Cash	400.00
38650	05/06/2024	Printed			00107	AMZIE TROYER	CONTAINER DELIVERY	400.00

Total Checks: 15

Checks Total (excluding void checks):

11,032.78

Total Payments: 15

Bank Total (excluding void checks):

11,032.78

Check Register Report

Date: 05/07/2024

Time: 8:00 am

Page: 2

ELMWOOD TOWNSHIP

BANK: ONLINE PAYMENTS

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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ONLINE PAYMENTS Checks

500037	04/25/2024	Printed			S146	SUPERFLEET MASTERCARD PROGRAM	acct FB627	1,107.49
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Total Checks: 1	Checks Total (excluding void checks):	1,107.49
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Total Payments: 1	Bank Total (excluding void checks):	1,107.49
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Total Payments: 16	Grand Total (excluding void checks):	12,140.27
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Supervisor's Report

5/13/24

1. As instructed by the Board, the Personnel Committee interviewed candidates and hired Dan Jenuwine as our new harbormaster. He has been the owner of multiple businesses and will be a great asset to the Marina and Elmwood Township.
2. As instructed by the Board, the Personnel Committee interviewed and candidates and hired Ian Ferguson as our new Groundcrew/Facilities manager. His resume is included in your packet.
3. The maintenance and upkeep of Greilickville Harbor Park will now be under the supervision of the Elmwood Marina Harbormaster. The proximity of the park to the Marina and the availability of staff makes it more efficient.
4. Chris, Connie and I have met with the new Harbormaster to discuss changes and improvements that can be made to make the Marina more efficient and professional. I encourage you to talk to Dan about improvements and changes that will be taking place.
5. The selection committee interviewed Beckett and Raeder and Wade Trim regarding the new Comprehensive/Master Plan proposals. You'll see the committee has recommended Beckett and Raeder.
6. On Friday, 5/3/24 Chris and I and Marina staff participated in training for Dockwa. It's going to be a huge improvement at the Marina.
7. On 4/26/24 the Elmwood Township Public Safety Committee met again to discuss moving the Elmwood Fire and Rescue Department to ALS. The Committee will be bringing information to the Board in the near future.
8. On 4/25/24 I met with representatives running the new county electronics recycling program to discuss the logistics of their upcoming events – 5/24/24 and 7/12/24.
9. I attended the MTA convention at the Grand Traverse Resort 4/22/24 – 4/24/24. I have found over the past few years that the connections I make are probably more valuable than the classes I attend.



BUDGET PROPOSAL

5057 Sawyer Woods Drive
Traverse City, MI 49685
231-922-8626
www.toplineelectric.us

Commercial • Industrial • Residential • Outdoor Utility • Automation • Low Voltage Systems • Technology

Proposal Submitted to: **GTC DPW**

ATTN: **Kent Nothstine**

Date: **4/19/2024**

Provide all labor, equipment and materials to perform the following work:

Elmwood Township Pump Station #1

Price Includes:

Electrical:

Demo both existing panels and pull in new wire from main disconnect to new control panel.

Controls:

The complete build and installation of a 48x36x10 698A listed duplex pumping station panel to house all controls above ground outside of the drywell so no entry is required. The existing panel contains obsolete components that will be updated to the newest Allen Bradley components, breakers, PLC and VFD's. System will operate with an Allen Bradley Micro 850 PLC with a submersible level transducer and relay logic for the backup float control. There will be an Allen Bradley panel view on the door of the cabinet to view station levels with the ability to change level setpoints, as well as the breaker operators, selector switches, indicating lights for pump running, pump fault high and low levels and seal fail (if available). A new level transducer, floats and hanger will be installed in the wetwell. Seal failure and temperature monitoring. Installation of (1) new cellular modem, firewall and antenna at the site to facilitate a connection back to the DPW garage and add the site to the SCADA. Installation of local Sensaphone for redundant alarming.

Panel Functionality:

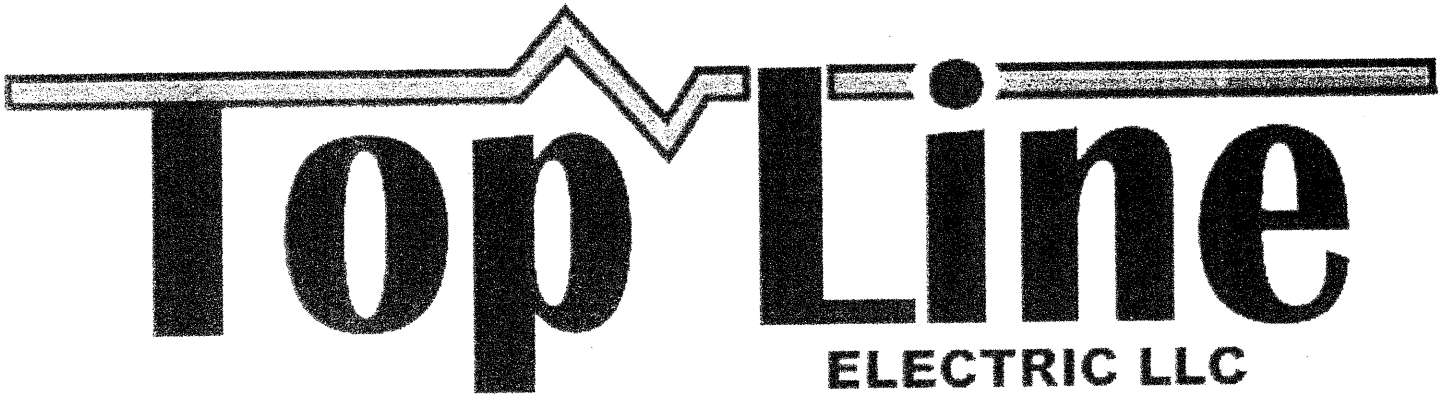
Control panel shall operate on a submersible liquid level transducer with float fail over backup relay logic. In the event of a transducer failure the station will automatically transfer to float control and an alarm will be generated for transducer failure to alert operators that the transducer has failed. In either case the station will be duplex alternating with lag pump control in the event of high flow conditions. Both pumps will also have hand off auto control. All alarms generated within the PLC and sent to the SCADA for alarm callout with an automatic backup alarm dialer local to the station.

General alarms:

- Pump failure
- Overtemp./ Seal failure (where possible)
- Power failure
- PLC/ float fail over
- High Level
- Low Level
- Lag Pump on
- Flowmeter Failure alarms (where available).

SCADA:

The station will be on the SCADA, with all required information put into its own separate trend file.



Total for Proposal: \$50,938.00

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory
And are hereby accepted.
You are authorized to do the work as specified.

Signature: _____

Date: _____



Name: _____ Stephen King _____

Phone #: _____ 231-590-0005 _____

Email: _____ stevek@toplineelectric.us _____

Note: This proposal may be withdrawn by us if not accepted within
_____ 15 _____ days.

"Pay when Paid" contract clauses will not be considered by
Top Line Electric LLC.

Payment to be made as follows:

Net 10. Any invoices outstanding after 30 days are over due and are subject to a service charge of 1 ½% per month. Should it be necessary to place a past due invoice(s) with an attorney or collection agency, Buyer agrees to pay all reasonable collection costs and attorney fees in addition to all other sums due.

Disclaimer of All Warranties: THERE ARE NO OTHER WARRANTIES EITHER EXPRESS OR IMPLIED PROVIDED. ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDED IMPLIED WARRANTIES OF FITNESS ARE EXPRESSLY EXCLUDED.

Date: 05.08.2024
From: Sara Kopriva, AICP
To: Elmwood Township Board

Project: Ordinance No. 2024- _____, ZO 2017-04-14 Special Event Facilities
Zoning Amendment

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initiative

Potential Motion: Motion to accept the introduction of Ordinance Number 2024- _____
and publish for consideration at the June 10, 2024 regular meeting.

The Planning Commission received an application for amendment to the Zoning Ordinance to add special event facilities to the ordinance from John Gallagher Jr that currently operates Bay View Weddings at Gallagher Farms off Lincoln Rd.

This facility was approved as a special use under the special event facility language that the Township previously removed from the Zoning Ordinance following recommendation from Township legal counsel. Since the use is not currently allowed in the ordinance, the facility (and any others previously approved) is considered a non-conforming use and cannot expand or change the operation. The applicant has made changes to the site (adding a building) and is unable to obtain the required after-the-fact permits since the ordinance does not allow for this expansion.

In an effort to become conforming and allow for changes, the applicant has proposed an amendment to the Zoning Ordinance to add the use back into the ordinance. This use as proposed would be a special use in the Agricultural zoning district and would be an option for development for any properties meeting the requirements of the ordinance. *Language Attached.*

The Planning Commission has spent many months discussing and deliberating this amendment. Following changes to the originally proposed amendment by the applicant and review by the Township Attorney, the Planning Commission has recommended approval of the amendment. *Minutes Attached.*

The Leelanau County Planning Commission has reviewed the amendment and has forwarded staff comments and minutes from their review. *Report and Minutes Attached.*

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph



The Elmwood Township Planning Commission is required, per Section 11.12 of the Zoning Ordinance, to consider criteria for all zoning amendment. Their findings of the criteria are included below. The Township Board is not required to use the criteria in their decision, but it does aid in consistent review of amendments to the ordinance. Following each criteria is a summary of the decision of the Planning Commission (Yes, No, N/A) for quick reference. Please refer to the complete finding for each criteria for more detailed explanation of the Planning Commission decision.

SECTION 11.12 ZONING ORDINANCE AMENDMENTS

D. The following guidelines shall be used by the Planning Commission, and may be used by the Township Board in consideration of amendments to the Zoning Ordinance:

1. Text Amendment.

a. The proposed text amendment would clarify the intent of the Ordinance. YES

The Commission finds that the proposed amendment clarifies the general intent of the zoning ordinance and the districts in which the use is allowed. The Intent section of the A-R zoning district as stated in the Ordinance is "1. The A-R zoning district encourages continued agricultural pursuits and recognizes the historic importance of agriculture to the region and the need for productive and unique farmland to sustain the food production needs of the region and the nation. 2. The A-R zoning district encourages an open and rural character for the majority of Elmwood Township. 3. Without unduly limiting private property rights, the A-R zoning district preserves scenic vistas, retains contiguous greenways for natural habitat, limits impacts to the natural environment, and to the extent possible and practical protects significant woodlands, sloped areas, wetlands, and other sensitive lands in the zoning district. 4. Lastly, the use restrictions and dimensional requirements of this zoning district directly or indirectly discourage and limit a sprawling land use pattern and encourage responsible development practices.

b. The proposed text amendment would correct an error in the Ordinance. N/A

The Planning Commission finds that this amendment adds a use and regulations to the Ordinance it does not correct an error in the Ordinance.

c. The proposed text amendment would address changes to State legislation, recent case law or opinions from the Attorney General of the State of Michigan. N/A

The Planning Commission finds that the proposed text amendment does not address any changes to legislation or case law. This is a voluntary amendment that the Township received an application for consideration.

- d. The proposed text amendment would promote compliance with changes in other county, state or federal regulations. N/A**

The Planning Commission finds that the proposed amendment is not intended to promote compliance with changes in regulations. There have been no changes to county, state, or federal regulations regarding this use.

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initiative

- e. The proposed text amendment would be consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan, or if conditions have changed significantly since the Master Plan was adopted, consistent with recent development trends in the area. YES**

The Planning Commission finds that the proposed amendment is consistent with the goals and policies of the Master Plan. This amendment is intend to conserve agricultural lands and protect existing farms from the cost of development (MP pg 9), complies with the Planning and Growth Management goal and objectives (MP pg 23), protects natural resources goals, objectives, and strategies (MP pg 24), and advances the commercial land use goals and objectives (MP pg 27).

- f. In the event the amendment will add a use to a district, that use shall be consistent with the character of the range of uses provided within the district. NO**

The Planning Commission finds that the proposed amendment adds a use to the district and this new use is not consistent with other uses allowed by right and special use in Section 5.4 Land Use and Zoning District Table of the Elmwood Township Zoning Ordinance.

- g. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts. NO**

The Planning Commission finds that the proposed amendment does create incompatible land uses as the uses are not similar to the uses listed in Section 5.4 Land Use and Zoning District Table of the Elmwood Township Zoning Ordinance.

- h. The proposed text amendment is supported by the findings of reports, studies, or**

other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items. NO

The Planning Commission finds that they have not received reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items pertaining the request.

- i. As applicable, the proposed text amendment shall be consistent with the Township's ability to provide adequate public facilities and services. YES**

The Planning Commission finds that the regulations that are provided in the amendment create a use that is consistent with the Township's ability to provide adequate public facilities and services including fire, water, sewer, and medical services.

- j. The proposed text amendment shall be consistent with the Township's desire to protect the public health, safety, and welfare of the community. YES**

The Planning Commission finds that the proposed text amendment is consistent with the Township's desire to protect the public health, safety and welfare of the community as the amendment provides additional regulations to ensure that this use continues to protect the public health, safety and welfare of the community.

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initiative

CHARTER TOWNSHIP OF ELMWOOD
 Leelanau County, Michigan

Ordinance No. 2024-_____
 ZO 2017-04-17

AN ORDINANCE TO AMEND THE TOWNSHIP ZONING ORDINANCE, IN ACCORDANCE WITH THE PROVISIONS OF THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED [MCL 125.3101 ET SEQ.], TO AMEND SECTION 2.2 DEFINITIONS TO ADD DEFINITIONS FOR ‘ACTIVE FARM OPERATION,’ ‘FESTIVAL,’ AND ‘SPECIAL EVENT FACILITIES;’ AMEND SECTION 5.4 TO ALLOW FOR SPECIAL EVENT FACILITIES WITHIN THE AGRICULTURAL-RURAL ZONING DISTRICT, WITH A SPECIAL USE PERMIT AND TO RENUMBER THE SUBSEQUENT USES WITHIN THE LAND USE AND ZONING DISTRICT TABLE; AMEND SECTION 6.1.3 TO ADD MINIMUM REQUIRED PARKING SPACES FOR SPECIAL EVENT FACILITIES; AMEND SECTION 9.8.H TO INCLUDE STANDARDS AND REGULATIONS SPECIFIC TO SPECIAL EVENT FACILITIES.

The Charter Township of Elmwood Ordains:

Section 1: Amendment.

1. Amend Section 2.2., specifically to add the following definitions:

Active Farm Operation: A farm operation within which any of the following are occurring: (1) for crops such as fruits, vegetables, hay, corn, soybeans, wheat, etc. where the crops are grown, harvested, and historically commercially marketed; (2) for dairy farms, the cows are raised, regularly milked, and the milk has historically been commercially sold; (3) for beef cattle farms, the cows are raised, and historically either commercially sold or slaughtered, and (4) for other types of specialty farms, such as deer, elk, or pheasant farms, the animals are raised and historically been commercially harvested by private hunting or other means.

Festival: A recreational, social, educational, or cultural activity, generally open to the public or a designated part of the public.

Special Event Facilities: An establishment which is rented by individuals or groups by paying a fee or other compensation to accommodate private functions, typically involving family and close friends of the individual renting the facility, including, but not limited to, banquets, weddings, anniversaries, and other similar celebrations involving more than 50 people.

2. Amend Section 5.4 to add a new number 74 as shown below and to renumber subsequent uses.

Commercial Related Uses	A-R	R-1	R-2	R-3	MHP	MC	NC	GC	LI	SC	RR
74. Special Event Facility	SUP										

P=Zoning Administrator approval, Psp=Site Plan Review with Planning Commission approval, SUP=Special Use Permit

3. Amend Section 6.1.3, specifically to add minimum required parking spaces for Special Event Facilities to the existing table as follows:

USE	MINIMUM NUMBER OF SPACES REQUIRED
Special Event Facility	1 space for every 3 people allowed by occupancy permit

4. Amend Section 9.8.H to add requirements for Special Event Facilities as follows:
SECTION 9.8 ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES
H. Special Event Facilities

1. This section is intended to allow special event facilities as a part of active farm operations in the Township in order to promote the following:
 - a. Preservation of agricultural uses and the agricultural sector in the Township and in the region.
 - b. Retention of large tracts of land for land preservation and to sustain current-day and future farming opportunities.
 - c. Allow for business opportunities to make agricultural pursuits economically viable.
 - d. Protecting adjacent property owners from any potential nuisance factors related to these special events.

2. All special event facilities are subject to the following requirements as applicable:
 - a. The property shall be an active farm operation as defined by this ordinance during the use of the property for special events.
 - b. The minimum lot size shall be 40 acres.
 - c. All structures and activities related to the special event facility, including parking, shall be located 200 feet from all property lines.
 - d. The special event facility, including structures used for the special event, parking, and area designated for guests or space to be used for the special event facility, shall not exceed 7.5% of the area used for the active farm operation of the parcel.
 - e. No guest lodging shall be permitted on site.
 - f. Applicable requirements pursuant to Article 6 of this Zoning Ordinance shall be met, with the exception that parking, maneuvering lanes, and driveways may be gravel and shall be maintained to control dust. Parking and maneuvering lanes may be grass so long as the grass is maintained from wear.
 - g. All parking areas, dumpsters, and loading areas shall be screened from view of an abutting parcel containing a residential use by either a greenbelt, obscuring fence, or masonry wall.
 - h. No sounds shall be heard that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of any reasonable person of normal sensitivities on any property that is not described in the zoning permit at any time during the special event.
 - i. Music or entertainment shall not be the primary purpose for the special event.
 - j. The duration of the special event shall not last longer than 12 hours and occur on one day. The Planning Commission may reduce the duration of the special event based on the location of the property, adjoining land uses, terrain features, noise dissemination, and the avoidance of adverse impact on other lands. Hours of operation

shall not exceed the following:

- i. Sunday through Thursday: 9:00 am to 10:00 pm
 - ii. Friday, Saturday, and federal holidays: 9:00 am to 11:00 pm
 - iii. Tear down shall not occur after 1 hour following the above hours of operation nor begin more than 1 hour prior to the above hours of operation
 - iv. All guest shall be off the site within 1 hour of the end of the special event
- k. The Planning Commission shall determine the maximum number of special events after consideration of its location, whether this is a reasonable likelihood of an adverse impact on neighbors, traffic, access, and nearby land uses as well as the standards in Section 9.3. At no time shall the Planning Commission allow more than the following special events:
- i. Maximum of 52 special events in a calendar year
 - ii. Maximum of 2 special events in a week unless there is a federal holiday in the week, then up to 3 special events may be held in that week. For this section of the Ordinance, a week shall be a calendar week, Sunday to Saturday.
- l. A management plan meeting the following shall be provided:
- i. General description of the special event facility including operational calendar.
 - ii. Specific details on where the special events will be conducted (building, tent, outdoors, etc.) and number of guests permitted. Occupancy for outdoor area shall be calculated in the same manner as indoor (building or tent) space is calculated.
 - iii. Information pertaining to provisions for catering facilities, restrooms, and utilities.
 - iv. A traffic management plan approved by the Fire Department to ensure adequate ingress and egress for guests and emergency vehicles.
 - v. Contact information for onsite special event manager, if different from owner.

Section 2: Severability.

If any sections, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The Township Board hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 3: Effective Date.

This Ordinance shall become effective eight (8) days after publication.

Public Hearing: February 20, 2024

Adopted: _____

Effective: _____

**Charter Township of Elmwood
Planning Commission Regular Meeting
Elmwood Township Hall (10090 E. Lincoln Rd)
December 19, 2023 at 6:30 PM**

A. Call to Order: Chairman Bechtold called the meeting to order at 6:30 PM.

B. Pledge of Allegiance: The Chair led the Pledge of Allegiance.

C. Roll Call: Present: Chris Mikowski, Doug Roberts, Kendra Luta, Rick Bechtold, Jeff Aprill, Jonah Kuzma, Nate McDonald

D. Limited Public Comment: None

E. Agenda Modifications/Approval: MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER APRILL TO APPROVE THE AGENDA AS MODIFIED ADDING ITEM J.B- 2024 SCHEDULE. MOTION APPROVED 7-0.

F. Minutes- October 24, 2023: MOTION BY COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE MINUTES OF OCTOBER 24, 2023 AS PRESENTED. MOTION APPROVED UNANIMOUSLY.

Minutes-November 15, 2023: MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER LUTA TO APPROVE THE MINUTES OF NOVEMBER 15, 2023 AS PRESENTED. MOTION APPROVED UNANIMOUSLY.

G. Consent Calendar: MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER ROBERTS TO FILE THE CONSENT CALENDAR AS PRINTED. MOTION PASSED BY A UNANIMOUS VOTE.

H. Declaration of Conflict of Interest: None

I. Old Business: None

J. New Business:

a. Public Hearing and Deliberations. ZO 2017-04-17-a Zoning Ordinance Amendment to amend Section 2.2 Definitions to add definitions for "Active Farm Operation", "Festival", and "Special Event Facilities", amend Section 5.4 to allow for Special Event Facilities within the Agricultural-Rural Zoning District, with a Special Use Permit and to renumber the subsequent uses within the Land Use and Zoning District Table; amend Section 9.8 H to include standards and regulations specific to Special Event Facilities.

Chairman Bechtold read the statement to open the public hearing.

Public hearing opened at 6:37 p.m.

Staff noted the Gallagher's who are the applicant were present even though the Township has essentially taken over the application, with the Gallagher's permission, and in the packet, she did include the additional memo received from the Township Attorney. All of the proposed modifications have been made to satisfaction of the Township Attorney with one further modification being on page 2 of 3, under h2f where it currently reads "requirements pursuant to Article 6 of the Zoning Ordinance...", he recommends they add the word "applicable", so it reads "**applicable** requirements pursuant to Article 6...".

Chairman Bechtold asked if they would need separate motions for each definition or could they be grouped. Sara Kopriva with Beckett and Raeder replied, it could be one motion.

Commissioner Roberts wanted clarification on p. 2 h2jiii, "tear down shall not occur after one hour..." which means essentially from the termination of the event until 1 hour, subsequently that's all the time they have to tear it down. Sara Kopriva clarified, or they have to do it during regular hours, they just can't do it later.

John Gallagher 9300 Breithaupt Rd. talked about the square footage requirements. If you had a 40 -acre parcel which is minimum, and 30 acres=approximately 1,300,000 sq. ft., then the 2.5% would leave you with 30,000 usable feet. They know somebody with a Special Event Center and took a rough look at what their roads would be like. Their roads would be about 10,000 sq. ft., parking would be about 80,000 sq. ft., and the event center itself not including toilets or cook tent which is mandated by law, just looking at the tent puts it well over 100,000 and best- case scenario at 2.5%, those people would only have 30,000 sq. ft to use. That would leave you maybe a 2-track, not a fire approved road or park on a main road and bus people in, it's impossible in his mind to try to do it at 2.5%. He thinks they're trying to identify something that is the environment in which you can't be subjective, we have to take everyone as a separate case, but if he were near a commercial district that had other amenities to help him with his special event center and he was surrounded by commercial, there would be one scenario. Another scenario might be, in the middle of 100 acres surrounded by same ownership, he doesn't know how to incorporate the language, but he thinks it's relative and would make a lot of difference if he was in their seat as to whether they were trying to use it as a commercial venue or if they were trying to preserve a farm. He thinks they are there to preserve farms. He's heard that from the Planning Commission, he's heard it from the Chairman, he just can't get it in text. As for sound, if someone complains about an event being too loud, and what they're talking about is, "annoy, disturb, injures and endangers comfort, repose health, peace or safety of any reasonable person". He asked who's going to define "reasonable person". It also says "normal sensitivities", he has allergies and his hearing is very good, he can hear a hoot owl ½ mile away. Those are so subjective, he asked how do you get your hands around that, let alone the fact, "peace or safety". So, someone complains about noise and the Zoning Administrator warns the event they're being too loud, they get a warning, a couple weeks go by and the same person complains again and the special event gets a fine, then that

person complains again, and the Township shuts the event facility down but they have other events scheduled, so they go to court. He wouldn't want to be the Zoning Administrator who walks into court and the special event says they weren't being too loud and have the court ask the ZA, what evidence they have. They would have the one person who complained, and how do you quantify that. It's an unenforceable situation. With those 2 issues, his recommendation, unless that can be amended to the satisfaction of the Planning Commission or functionality, which he doesn't know if it was already published, and you don't change the intent, if you could or felt that could be proper, if not, it should be denied and have another workshop to discuss those specific issues if not all of them.

Commissioner Kuzma said, on sound, aren't they looking at the memorandum from Young, Graham, and Wendling that said that's the verbiage that seemed appropriate. Sara Kopriva said, yes, that's the verbiage they've used in court to go with because you either have to do that or decibels and with decibels you run into its own trouble because you have meters and testing and things like that. The courts have held up the "reasonable person" standard for that enforcement.

Chairman Bechtold talked about the investigative piece using John Gallagher's example. A citizen calls to complain, wouldn't it be prudent on behalf of the enforcement agent to get as many specifics from the complainant as possible and would the Township move ahead with enforcement on just the information of it being too loud. Sara Kopriva said if someone called her, she would say get video or proof. Staff said evidence is incredibly important.

Chairman Bechtold thought the collection of evidence would be key. As far as square footage, when they came up with the 40 acres, they wanted enough real estate that there could be room for parking and setup versus somebody buying a barn on a 2-1/2 acre lot and having people park on the right of way of a county road or neighbors' yards. He asked Sara Kopriva and Staff if in that calculation would you include the road because if it's going to be an event venue on a piece of agricultural property, you want the road in and out of there safe enough for the attendees to get there and for emergency vehicles to get in and out if needed. Staff said that's a good point. She was reviewing the language again and when she saw access, it almost penalizes somebody if they place the facility in the middle of the parcel, which would theoretically allow for more buffering and less impact to the surrounding area.

Commissioner Aprill thought they started with a larger parcel so the 2.5% made sense. He said a 40- acre parcel isn't that big. If they're truly interested in saving farm land, they need to relook at it and look at specific parcels. He thinks they're missing some key parts and it's premature to send it through.

Sara Kopriva said last month when they left it, they were still talking about the acreage size and that 2.5% and what was included or not included and what felt good in protecting the neighbors in that calculation. The 2.5% comes over from the old Ordinance, but it didn't

have that active farm land component as a part of that, so it was 2.5% of the total acreage of the property, so it is more restrictive in this draft than it was prior, including the drive.

Commissioner McDonald said the other thing they looked at in the Township were the number of properties that have the capabilities of having a special event on their 40-acres.

Commissioner Aprill said one of the requirements is "shall not exceed 2.5% of the area used for the active farm operation." If you had 40-acres and only 20-acres was farmable which is quite common, then it's even smaller.

Commissioner Luta said she feels like they're trying to do all of it and for something like this it's just really difficult and that 2.5% has always been her kicker of if you want to do this and help people then make it successful and set them up to be successful with it, but they're in this in between part where if you increase the acreage, then you're limiting them out of people who have access to be able to do it and if they increase the percentage, then they're taking away from the ag component that they want to keep in it. Commissioner Aprill agreed.

Commissioner Kuzma wondered if contiguous was included. Staff clarified, when permitting a use in the Township, the use is just on that one parcel, not adjoining parcels.

Commissioner McDonald said they talked about if someone has neighboring parcels, then they could combine them.

Commissioner Aprill said it's a tough one and he agrees with Commissioner Luta, if they're going to do this, they need to figure out how they can do it to make it help somebody, but they need to look at a 40-acre parcel and see what it is and see what they've got with that.

John Gallagher said it helps save a farm if you can help supplement a farm.

Chairman Bechtold said one of the key components for him was the operative word, farming, where it's zoned agricultural.

Commissioner Mikowski noted at the last meeting she had made a comment that this is an up-and-coming thing so she went ahead and looked up 4 different Townships in the area and what their Ordinance's are. Two of them don't have special events in their Ordinance, but Bingham and Suttons Bay do. They do not have requirements for the 2.5%. One is 40-acres and the other is 25-acres, but they use the words commercial farm and in their definition of commercial farm; a farm which has produced agricultural or horticultural products worth \$2500 or more annually for at least 3 of the past 5 years. She also made a map of some of the special events; most of them are wineries, golf course, or farm, but there are 18 in a small area. So, if a special event is up and coming, you have 2 Townships that don't have them, 2 Townships that do and have been successful at it, she doesn't understand why they have to have the 2.5% in there. She understands the acreage

minimum, but they already require a setback so if you take that into consideration, plus access if they keep that in there, then the spot where it would actually be, you're talking less than ½-acre. She discussed active farm vs. commercial farm with Staff but because they had it in the Ordinance prior and had all the requirements for the figures of how much they did, they didn't want to get back into that.

Chairman Bechtold added with that in their earlier discussion was making sure the farming entity was registered with a farm services administration, but the Attorney felt that might be a problem with others who were farming but weren't registered.

Sara Kopriva thought the dollar amount goes back to the old Ordinance and could cause some trouble. She wondered if they went the other way, instead of 2.5%, have a certain number of square feet devoted to the use or a certain percentage of the property needed to be agricultural production.

Chairman Bechtold asked what would be a reasonable amount of land for what's in production.

Sara Kopriva noted this would be an accessory to ag use instead of the use standing on its own.

Commissioner Aprill said the tough thing is if you look at a square 40, he just did some calculations, it's 1320 ft. on the side provided you don't count the road right of ways or easement, so that leaves 920 ft. in the middle of the square 40 and the tough thing would be to get an event center in the middle of that because it may be the best piece of ground, and to actively farm a 200' wide strip around that 920' in the middle would be difficult. There are a lot of requirements they have that in a real world may not work at all.

Chairman Bechtold said he's been approaching this from the standpoint of the crops that are on this piece of property are to support the whole overall agricultural operation of the farm versus having just enough sod turned to meet the minimal requirements of the Ordinance to have the event center. He's seeing a connection to the overall farm operation. Commissioner Aprill said the issue he has is usually the first 200' of a farm if there's a farmstead is where the barn is. It's cumbersome to try to make it work on any particular piece. He thinks they need to spend time with it if they're going with 40-acres. They don't have a lot of requests for it, but he's not sure they want a lot of requests for it either. If they're going to put it in the Ordinance, let's make it work for somebody.

Commissioner McDonald said he also thinks they need to work on some of those other concerns John Gallagher pointed out about reasonable, and do they need definitions on those items.

Chairman Bechtold said what he's hearing is they are at a point where they need more information.

Public comment opened at 7:23 p.m. No public comment was given.

Public comment closed at 7:25 p.m.

Chairman Bechtold asked the Commissioners if they felt more information was needed. Commissioners Roberts and McDonald agreed they needed more information with clear definitions. Commissioner Kuzma didn't agree that they needed to talk more unless they want to be more restrictive or less restrictive. They have something in front of them they just don't agree with the amount 2.5%, maybe they have issues with sound, he brought up contiguous but Staff clarified that. In general, do they want these, he thinks that's where some people are at.

Chairman Bechtold said some of the points they questioned were the access.

Chairman Kuzma asked if they could change the percentage to a higher number or remove it.

Commissioner Roberts asked what if they increased the acreage.

Commissioner Mikowski said if you increase the acreage there aren't any parcels large enough. Staff didn't recommend increasing the parcel size, but said if they wanted to increase the percentage that may serve the same purpose.

Commissioner Aprill said they didn't have a map that shows the 40-acre parcels.

Commissioner Mikowski noted some of the acreage have multiple parcels but you can only use each parcel as its own.

Sara Kopriva offered to create a map to show parcels that are 40-acres and above. But, as they discussed, they'll have to make sure they don't create an Ordinance for something that doesn't exist.

Commissioner Aprill said they need to assess 40-acres and decide if that is an adequate size.

Sara Kopriva noted in the old Ordinance if a building existed, it was given relief from that setback, so if that's something they're thinking about is an existing building, maybe allowing closer setbacks under certain standards and requirements versus someone building new which would need more restrictive setbacks. The balance is between this commercial use, these special events, and the compatibility with the neighborhood and neighboring properties. The Planning Commission and Township need to decide what the balance is between allowing agricultural properties to put these events on and neighboring properties and the impact on the neighboring properties.

Chairman Bechtold asked if he called for a motion to close the public hearing and get into deliberations, and in some cases, they substantially change the text do they have to convene another public hearing with the revised text that would emanate out of their deliberations.

Sara Kopriva replied, they could revise the text, but they're looking for more research and information for the next meeting, so she's not sure they'd want to continue a public hearing at the next meeting. It would be nice to continue it so they don't have to republish it, but she's not sure they'll be ready for additional public input at the next meeting.

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER ROBERTS TO CLOSE THE PUBLIC HEARING AT 7:34 PM. MOTION APPROVED UNANIMOUSLY.

The Commissioners went through the amended text and deliberated.

Sara Kopriva will create a topographic map with calculations of 40-acre+ sized parcels and percentage calculations of 2.5%, 5%, 10%, 15%, and 20% to bring back to the next meeting.

b. Meeting schedule for 2024: The meeting time for 2024 was changed to 6:30 p.m. The November 2024 meeting will be November 12th and the December 2024 meeting will be held December 10th.

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO APPROVE THE MEETING DATES AND TIME FOR CALENDAR YEAR 2024. MOTION PASSED UNANIMOUSLY.

K. Discussion on Zoning Ordinance: None

L. Comments from the Chair: Chairman Bechtold thanked the Commissioners for their preparation, thorough discussion and good questions. He also thanked the applicant for providing them with thoughtful comments, and wished everybody a Merry Christmas and a Happy New Year.

M. Comments from Planning Commissioners: Commissioner Aprill said he's not sure what they're waiting for, but would seriously like to look at their Zoning Ordinance in the Resort/Commercial district and tighten that up.

N. Comments from Staff: Staff said hopefully at the next meeting they'll have an introduction for requirements on density.

O. Public Comment: Sue Jones-letter submitted, Jack Kelly

P. Adjourn: MOTION BY COMMISSIONER MCDONALD, SECOND BY COMMISSIONER KUZMA TO ADJOURN MEETING AT 8:19 PM. MOTION PASSED UNANIMOUSLY.

**Charter Township of Elmwood
Planning Commission Regular Meeting
Elmwood Township Hall (10090 E. Lincoln Rd)
January 16, 2024 at 6:30 PM**

A. Call to Order: Chairman Bechtold called the meeting to order at 6:30 PM.

B. Pledge of Allegiance: The Chair led the Pledge of Allegiance.

C. Roll Call: Present: Chris Mikowski, Doug Roberts, Kendra Luta, Rick Bechtold, Jeff Aprill, Jonah Kuzma. **Excused:** Nate McDonald

D. Limited Public Comment: Rose Gallagher

E. Agenda Modifications/Approval: Staff noted last week after the packet was mailed out, she received a written extension request for West Shore Marina that was incomplete. They revised the extension request and submitted that this afternoon. They're not planning on being there tonight, but are requesting to be added to the agenda. Their permit will expire before the next meeting.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER APRILL TO ADD THE EXTENSION REQUEST FROM WEST SHORE PARTNERS AS J(F) TO THE AGENDA. MOTION PASSED 6-0.

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE AGENDA WITH MODIFICATION. MOTION APPROVED UNANIMOUSLY.

F. Minutes-December 19, 2023.

MOTION BY COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER LUTA TO APPROVE THE MINUTES OF DECEMBER 19, 2023. MOTION PASSED BY A UNANIMOUS VOTE.

G. Consent Calendar:

MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE CONSENT CALENDAR AS PRESENTED. MOTION APPROVED UNANIMOUSLY.

H. Declaration of Conflict of Interest: None

I. Old Business: None

J. New Business:

a. Site Plan Review SPR 2024-01-Request by Elmwood Township, regarding property at 13051 S. West-Bay Shore Dr., parcel 004-033-082-00 for Phase III a-c of the Elmwood Township Marina project.

Commissioner Aprill asked if the old bath house was being removed. Harbormaster Pete Moon, replied yes, as well as the bath house, the garage, the old office, and storage area.

Commissioner Aprill asked when that work would take place. Moon responded, they don't have a start date yet as it hasn't gone out to bid. Commissioner Aprill asked if they would tear it down next fall and start. Moon replied, that would be the goal—get the demolition done late season and get the ground work done hopefully before the snow flies.

Chair Bechtold asked if he anticipated the 2025 M-22 revamping impacting the project or the right-of-way. Moon noted the shoulder is quite broad and said that the biggest challenge will be if the two projects are going on simultaneously. There's no way around what's going to happen, it's going to be a challenge for traffic. The good news is that the Brewery Creek renovation is underway which gives them a head start on construction which should be finished in the spring. That will give them room for overflow parking across the street. The Commissioners discussed the plans further.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER ROBERTS TO APPROVE PHASE III OF THE ELMWOOD TOWNSHIP MARINA PROJECT BASED ON COMPLIANCE WITH ADOPTED TOWNSHIP PLANS, PROVIDED ALL OUTSIDE AGENCY PERMITS ARE OBTAINED. MOTION APPROVED UNANIMOUSLY.

b. Continued Discussion. ZO 2017-04-17- a Zoning Ordinance Amendment to amend Section 2.2 Definitions to add definitions for "Active Farm Operation," "Festival," and "Special Event Facilities," amend Section 5.4 to allow for Special Event Facilities within the Agricultural-Rural Zoning district, with a Special Use Permit and to renumber the subsequent uses within the Land Use and Zoning District Table; amend Section 9.8 H to include standards and regulations specific to Special Event Facilities.

The Chair noted that as requested, Sara Kopriva from Beckett and Raeder, prepared a graph with the parcels that are 40 acres and over.

Kopriva stated anything 40 acres or more show the slope. At the last meeting they had talked a little about topography in the Township and what that looked like in the parcels and what impact that might have. She showed that on the graph and gave an overview.

The Commissioners discussed sound, percent of acreage allowed for a special event facility based on the amount of acreage being used for active farming and removing access as part of the calculation. Ultimately the Commission agreed that by including access in the

calculation, it would penalize a property owner if the facility is located in further in the lot, which allows for more buffering; access was removed from the calculation.

The Commission reviewed the prepared calculations showing different scenarios of the size of the facility based on the size of active farm operation. Kopriva asked if the Commissioners were comfortable with 5%. The Commissioner's discussed the percentage further and determined that 7.5% of the acreage being used for active farm operation would be a better balance.

The Commissioner's further discussed the requirement of sound; Staff indicated that the requirement was provided by the township attorney; it's been indicated that such language is in noise ordinances and is defensible.

Staff indicated that the Commission should incorporate a parking requirement for the use; they relayed that 1 parking space per 3 people is used for other uses that are relatively similar. The Commission agreed.

Kopriva said the next step would be to hold another public hearing since changes have been made to the proposed text amendment.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO SCHEDULE A PUBLIC HEARING FOR ZO 2017-04-17 A ZONING ORDINANCE AMENDMENT TO AMEND SECTION 2.2 BASED ON MODIFICATIONS. MOTION APPROVED UNANIMOUSLY.

c. Introduction ZO 2017-04-00-a Zoning Ordinance Amendment to amend Section 2.2 to add a definition for Dwelling, Multi and Lot Area, Gross and to modify the existing definitions for Parcel, Lot Area and Net Lot Area; create Section 3.14 to include development requirements for Multi-Dwelling developments; add Note "I" to Section 5.6 to reference residential density requirements to Section 3.14; modify Section 7.1.2 so residential base density is determined using net acreage; modify Section 7.2.2 so residential density is based off of net lot area; modify Section 8.4.12 to have Site Plan Review applicants submit the gross lot area and net lot area.

Staff said the Commission has talked about this in the past and talked about having residential density based off net lot area. Their attorney originally did not believe they presented a clear enough argument, but has recently agreed there is a valid planning purpose for it. The intent is to ensure that lots are being developed in-line with the underlying zoning. Staff gave the example of a 100acre parcel theoretically zoned A-R, putting [permitted] uses aside; if 90 acres were wetlands and undevelopable, should 100 dwelling units be allowed in the developable 10acres or should you calculate your development rights off of what you can actually develop.

**Charter Township of Elmwood
Planning Commission Regular Meeting
Elmwood Township Hall (10090 E. Lincoln Rd)
February 20, 2024 at 6:30 PM**

- A. Call to Order:** Chairman Bechtold called the meeting to order at 6:30 PM.
- B. Pledge of Allegiance:** The Chair led the Pledge of Allegiance.
- C. Roll Call: Present:** Chris Mikowski, Kendra Luta, Rick Bechtold, Jeff Aprill, Jonah Kuzma
Excused: Nate McDonald, Doug Roberts
- D. Limited Public Comment:** None
- E. Agenda Modifications/Approval:** MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE AGENDA AS PRINTED. MOTION APPROVED 5-0.
- F. Minutes-January 16, 2024:** MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE MINUTES OF JANUARY 16 2024. MOTION PASSED BY A UNANIMOUS VOTE.
- G. Consent Calendar:** MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER APRILL TO APPROVE THE CONSENT CALENDAR AS PRESENTED. MOTION APPROVED UNANIMOUSLY.
- H. Declaration of Conflict of Interest:** None
- I. Old Business:** None

J. New Business: (2:19:48)

a. Public Hearing and Deliberations. ZO 2017-04-17-a Zoning Ordinance Amendment to amend Section 2.2 Definitions to add definitions for "Active Farm Operation", "Festival", and "Special Event Facilities"; amend Section 5.4 to allow for special Event Facilities within the Agricultural-Rural Zoning District, with a Special Use Permit and to renumber the subsequent uses within the Land Use and Zoning district Table; amend Section 9.8 H to include standards and regulations specific to Special Event Facilities.

The Chair read the statement to open a public hearing. Public hearing opened at 6:36 p.m. The applicant was not present to comment.

Public comment opened at 6:39 p.m. No public comment was given. Public comment closed at 6:40 p.m.

The Chair noted they have the document in front of them that has the proposed text changes and asked the Commissioners if they had questions regarding the changes. Staff commented that she printed out 2 pages from the original application, the text has changed significantly since that date. When the Gallagher's originally submitted the text amendment, Staff was working with them and the language was revamped, so some of the responses to what's in our Zoning Ordinance and reasons why text amendments should be considered; some of that language may have changed, but it's been almost a year, so she wanted to provide what the Gallagher's had provided regarding their text amendment.

Their consultant could not be there that evening, but had prepared draft Findings of Fact which Staff passed around.

The Chair closed the public hearing at 6:41 p.m.

The Commissioners went through deliberations and discussed the sections for amendment. The Chair asked the Commissioners to review section 1.4 because they had spent quite a bit of time and discussion on it at the last meeting. As previously discussed, the minimum lot size was changed to 40 acres. Also, in 2(d) the special event facility including structures used for the special event, parking area designated for guests or space to be used for special event facility shall not exceed 7.5% of the area used for active farm operation on this parcel.

Commissioner Aprill noted under (g) the only thing he had a problem with in that section is where it says "greenbelt"; he knows the definition of a "greenbelt" in the Ordinance which mentions shrubs around a creek or water body, and he knows in the past they talked about a greenbelt just being grass between a road and a building, and he thinks for clarification they should probably have something more than "greenbelt". The Chair said the way he read it was if the greenbelt wasn't possible, the owner could put up an obscuring fence or masonry wall. Staff said the intent was "shall be screened from view."

The Chair said under (h) there was discussion because the applicant brought up concerns about that, but counsel said this was the language they were strongly recommending they include in this, therefore it appears as counsel suggests.

Commissioner Kuzma said it looks like the text, as written, checks all the boxes they discussed.

The Commissioners proceeded with the Beckett and Raeder document reviewing Section 11.12.D to determine if the guidelines have been met. There was consensus among the Commissioners that (a)-(e) were met, but had lengthy discussion on (f)-(g). Staff noted, not all guidelines need to be met. The Planning Commission is not voting to add this to the Ordinance, they're sending it to the County and then the Township Board who ultimately makes the determination on whether or not to approve the amendment. The Planning Commission should review the guidelines in recommending approval or recommending

denial of the text to the Township Board. The Commission went through the guidelines one by one and found the following:

Guideline (a): The proposed text amendment would clarify the intent of the Ordinance.

A majority (4-1) of the Commission finds that the proposed amendment clarifies the general intent of the zoning ordinance and the districts in which the use is allowed. The Intent section of the A-R zoning district as stated in the Ordinance is "1. The A-R zoning district encourages continued agricultural pursuits and recognizes the historic importance of agriculture to the region and the need for productive and unique farmland to sustain the food production needs of the region and the nation. 2. The A-R zoning district encourages an open and rural character for the majority of Elmwood Township. 3. Without unduly limiting private property rights, the A-R zoning district preserves scenic vistas, retains contiguous greenways for natural habitat, limits impacts to the natural environment, and to the extent possible and practical protects significant woodlands, sloped areas, wetlands, and other sensitive lands in the zoning district. 4. Lastly, the use restrictions and dimensional requirements of this zoning district directly or indirectly discourage and limit a sprawling land use pattern and encourage responsible development practices.

Guideline (b): The proposed text amendment would correct an error in the Ordinance.

The Commission unanimously finds that This amendment adds a use and regulations to the Ordinance it does not correct an error in the Ordinance.

Guideline (c): The proposed text amendment would address changes to State legislation, recent case law or opinions from the Attorney General of the State of Michigan.

The Commission unanimously finds that the proposed text amendment does not address any changes to legislation or case law. This is a voluntary amendment that the Township received an application for consideration.

Guideline (d): The proposed text amendment would promote compliance with changes in other county, state or federal regulations.

The Commission unanimously finds that the proposed amendment is not intended to promote compliance with changes in regulations. There have been no changes to county, state, or federal regulations regarding this use.

Guideline (e): The proposed text amendment would be consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan, or if conditions have changed significantly since the Master Plan was adopted, consistent with recent development trends in the area.

The Commission unanimously finds that the proposed amendment is consistent with the goals and policies of the Master Plan. This amendment is intend to conserve agricultural lands and protect existing farms from the cost of development (MP pg 9), complies with the Planning and Growth Management goal and objectives (MP pg 23), protects natural resources goals, objectives, and strategies (MP pg 24), and advances the commercial land use goals and objectives (MP pg 27).

*Guideline (f): In the event the amendment will add a use to a district, that use shall be consistent with the character of the range of uses provided within the district.
A majority of the Commission (3-2) finds that the proposed amendment adds a use to the district and this new use is not consistent with other uses allowed by right and special use in Section 5.4 Land Use and Zoning District Table of the Elmwood Township Zoning Ordinance.*

*Guideline (g): The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts.
The Commission unanimously finds that the proposed amendment does create incompatible land uses as the uses are not similar to the uses listed in Section 5.4 Land Use and Zoning District Table of the Elmwood Township Zoning Ordinance.*

*Guideline (h): The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items.
The Commission unanimously finds that they have not received reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items pertaining the request.*

*Guideline (i): As applicable, the proposed text amendment shall be consistent with the Township's ability to provide adequate public facilities and services.
The Commission unanimously finds that the regulations that are provided in the amendment create a use that is consistent with the Township's ability to provide adequate public facilities and services including fire, water, sewer, and medical services.*

*Guideline (j): The proposed text amendment shall be consistent with the Township's desire to protect the public health, safety, and welfare of the community.
A majority of the Commission (4-1) finds that the proposed text amendment is consistent with the Township's desire to protect the public health, safety and welfare of the community as the amendment provides additional regulations to ensure that this use continues to protect the public health, safety and welfare of the community.*

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER MIKOWSKI TO RECOMMEND APPROVAL OF ZO 2017-04-17, TEXT AMENDMENT TO THE TOWNSHIP BOARD AND FORWARD ON TO THE COUNTY. MOTION APPROVED UNANIMOUSLY.

b. Introduction, continued. Planning Commission Discussion on ZO 2017-04-22-a Zoning Ordinance Amendment to amend Section 2.2 to add a definition for Dwelling, Multi and Lot Area, Gross and to modify the existing definitions for Parcel, Lot Area and Net Lot Area; create Section 3.14 to include development requirements for Multi-Dwelling developments; add Note "I" to Section 5.6 to reference residential density requirements to Section 3.14; modify Section 7.1.2 so residential base

A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, APRIL 23, 2024, AT THE LEELANAU COUNTY GOVERNMENT CENTER.

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER

Meeting was called to order at 5:30 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI.

ROLL CALL

Members Present: S. Yoder, B. Fenlon, M. Black, R. Miller, T. Nixon, T. MacDonald, C. Brown, C. Noonan, M. Lautner, F. Criqui

Members Absent: R. Brush
(prior notice)

Staff Present: G. Myer, Planning Director, J. Herman, Senior Planner

Public Present: None

CONSIDERATION OF AGENDA

Motion by Noonan, seconded by Fenlon, to approve the agenda as presented. Motion carried 10-0.

CONFLICT OF INTEREST- None.

PUBLIC COMMENT – None.

STAFF COMMENTS

Myer announced Herman as the Senior Planner for the Planning Department and said that they will now be looking for a Planning Secretary. Myer said that staff will work on the Annual Report and the CIP for review at the next month's meeting.

CONSIDERATION OF FEBRUARY 27, 2024 MEETING MINUTES

Motion by Lautner, seconded by Nixon, to approve the minutes as presented. Motion carried 10-0.

OLD BUSINESS – None.

NEW BUSINESS

PC06-2024-04 -Elmwood Twp. -Text Amendment- Definitions

Myer reviewed the staff report saying that the request was received on March 20, 2024 which was a day after the March LCPC meeting was cancelled due to lack of no new business. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan.

The township held a public hearing on December 19, 2023, after much deliberation, the public hearing was closed and more information was requested by the commission. Discussion continued at the January 16, 2024 Planning Commission meeting and a second Public Hearing was scheduled due to changes made to the proposed amendment. The second Public Hearing was held on February 20, 2024, and a motion was then passed to forward the proposed amendment to Leelanau County for review.

Myer stated that the proposed amendment will add Active Farm Operation, Festival, and Special Event Facilities definitions to Article 2, Definitions. The proposed amendment will also amend Article 5- Use Restrictions, SECTION 5.4 LAND USE AND ZONING DISTRICT to add Special Event Facility. Amend Article 6- Site Development, SECTION 6.1.3 Spaces Required, to add minimum required parking spaces for Special Event Facilities. The proposed amendment will also amend Article 9- Special Land Uses, SECTION 9.8., ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES, H., to add requirements for Special Event Facilities.

Myer stated that in October of 2019, the County Planning Commission reviewed a proposed amendment to remove Special Event and Special Event Facility. (PC12-19-04) It was noted in this prior Staff Report that the township had talked about special events quite a bit in the past 5 years and based on recommendation from the township attorney, changes needed to be made. The township attorney recommended removing the language from the ordinance while they worked on the changes.

Lautner questioned if these special events could only be held on agricultural land or could they be held on non-agricultural land? MacDonald said it is a reasonable effort to provide new business opportunities while protecting the adjacent properties.

Nixon said Section 2. h. is a difficult concept to wrestle with to control the sounds of special events. He suggested Elmwood Township include the term "plainly audible". He also noted confusion in Section J and the subsections that follow regarding the duration of the event hours exceeding the 12-hour limit. It was unclear if that included set-up or if it was a misperception.

Miller commented on the Active Farm Operation definition, why commercially sold cows? If they were giving them away, could they not have cows? Miller continued questioning whether other livestock such as bison, goats, hogs, and the use of guns on the property for part (4) of the definition turning into a hunting camp.

Fenlon had similar comments as Nixon. He added that this could be a full-time job for someone to track all of the special events. Who will police this? There should be contact information available if there is a violation. Miller questioned Section L that a management plan meeting shall be provided, but to whom? Fenlon asked about a timeline before holding an event so the township could have time to review the event plans.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to Elmwood Township. Motion carried 10-0.

PC07-2024-04 -Elmwood Twp. -Text Amendment- Multi-Dwelling Requirements

Myer reviewed the staff report saying that the request was received on April 15, 2024 and the last day for review is May 15, 2024. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. The proposed text is compatible with other language in the zoning ordinance and does not conflict with the General Plan.

A public hearing was held on March 19, 2024, at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add Dwelling, Multi. to Article 2, Definitions, Section 2.2. The proposed amendment will also amend definitions; Parcel, Lot, Lot Area Gross and Lot Area Net. The proposed amendment will also amend Article 3, SECTION 3.14 RESERVED and Article 5-Use Restrictions, SECTION 5.6 TABLE OF DIMINSIONAL REQUIREMENTS to add 'Note I: Density'. Amend Article 7-Land Development Options, SECTION 7.1.2 General Requirements C. and Article 7-Land Development options, SECTION 7.2.2 Application And Review Procedures E., 1. d. Myer concluded, stating that the proposed amendment will also amend Article 8-Site Plan Review, SECTION 8.4. REQUIREMENTS FOR SITE PLAN APPROVAL, 12.

MacDonald questioned the term 'sustainable units' on Section 3.14. Nixon suggested they change "dwelling units" to "housing units" or "domicile" in the Dwelling Definition. Black expressed concern that trying to crowd as many dwelling units possible on a parcel will create problems. The house size and number of occupancy was also concerning. Miller questioned if the dwellings will be attached or detached? Brown noted that they do not address parking for these dwellings.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

PC08-2024-04 -Elmwood Twp. -Text Amendment – Alcohol Requirements

Myer reviewed the staff report saying that the request was received on April 15, 2024 and the last day for review is May 15, 2024. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. The contents in the proposed text amendment does not conflict with the General Plan.

A public hearing was held on March 19, 2024 at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add the following definitions in Article 2, Definitions, SECTION 2.2 DEFINITIONS:

- Alcohol
- Beer
- Brewer
- Brewery
- Distiller
- Micro Brewer
- Small Distiller
- Small Wine Maker
- Spirits
- Tasting Room
- Wine Maker

And amend the following definitions:

- Distillery
- Wine
- Winery

And delete the following definitions:

- Distillery Tasting Room
- Wine, Brandy
- Wine Drink, Mixed
- Wine-Related Beverages
- Wine Tasting Room

Myer continued, saying that the proposed amendment will amend Article 5-Use Restrictions, SECTION 5.4 LAND USE AND ZONING DISTRICT TABLE. Will also delete #5 and #6 from Section 5.5 SPECIAL REQUIREMENTS FOR SPECIFIC USES, K. This section will also be amended to create a new 5.5N. The proposed amendment will also amend Article 6-Site Development, SECTION 6.1.3 Spaced Required and Article 9-Special Land Uses, SECTION 9.8 ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES, J. Wine Tasting Room. In conclusion, Myer stated that the proposed amendment will remove requirements for Distillery Tasting Rooms from Section 9.8.L., Distillery Tasting Room.

Lautner questioned the deletion of #5 and #6 from Section 5.5. SPECIAL REQUIREMENTS FOR SPECIFIC USES, K. and stated that those are allowed under Right to Farm as a product that is raised or grown there.

Miller did not understand the definition for 'Distillery' and suggested they revise it so it is not defective. He also said that the wording of "5 spaces plus 1 per employee on largest shift" is awkwardly written and suggested the language read "number of spaces equal to the number of employees on largest shift."

Motion by Fenlon, seconded by Nixon, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

REPORTS

Housing Action Committee

Lautner had no update since they will not meet until May 13.

Parks & Recreation Committee

Noonan said they will meet on May 1. He will be bringing up that there is an individual who is interested in paving his property but has a shared easement with Old Settlers Park.

COMMUNICATIONS

Myer handed out a flyer with all of the collections, dates and locations for Household Hazardous Waste, Scrap Tire, Mattress Recycling and Electronic Waste Collections for the year. Myer also handed out a photo of Trudy Galla who received her Fellowship Award at the APA Planning Conference in Minneapolis.

PUBLIC COMMENT- None.

STAFF COMMENTS- None.

COMMISSIONER & CHAIRPERSON COMMENTS

Lautner and Criqui congratulated Herman on her promotion and kudos to Myer on the packet. Lautner

encouraged members to visit the baseball diamond area in Empire that has a paved loop with gym equipment in stations. Noonan said it is popular and gave members directions to get there. Brown said the Leelanau County Road Commission has completed the bridge work in Cedar and are seeking upcoming projects. Yoder said that Solon Township has hired Christina Deeren as Interim Township Zoning Administrator.

ADJOURN

Meeting adjourned by consensus at 6:30 p.m.

DRAFT

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION 8 OF 2024

RESOLUTION ADJUSTING THE ANNUAL SPECIAL ASSESSMENT ROLL FOR
EAST TIMBERWOODS DRIVE, S. FOX VALLEY LANE, AND S COTTONWOOD DRIVE ROAD
MAINTENANCE SPECIAL ASSESSMENT DISTRICT

At a regular meeting of the Board of the Charter Township of Elmwood held in the Elmwood Township Hall, 10090 E. Lincoln Rd., Traverse City, on May 13, 2024 there were

PRESENT:
ABSENT:

The following resolution was offered by _____, and seconded by _____.

RESOLUTION

Recitals

WHEREAS, the Township Board of the Charter Township of Elmwood established a special assessment district on September 9, 2013 for the purpose of assessing the costs of maintenance and snow removal on East Timberwoods Drive, S. Fox Valley Lane, and S. Cottonwood Dr. by a private contractor.

WHEREAS, the special assessment roll has been re-evaluated as ordered by Resolution 6 of 2013.

NOW THEREFORE BE IT RESOLVED as follows:

That this Township Board does hereby approve the estimate of costs for an agreement with private contractors for maintenance and snow removal on E. Timberwoods Drive, S. Fox Valley Lane, and S. Cottonwood Drive in the amount of \$9,000.00

The assessments in the special assessment roll shall be placed on the July 2024 property tax statement. The Township Treasurer may send a statement of the current assessment amount due to each taxpayer responsible for payment of the special assessment, permitting payment of the special assessment if elected by the taxpayer, in advance of the assessment being placed on the tax bills as provided by Act 188, Public Acts of Michigan, 1954 as amended.

The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with her warrant attached, commanding the Treasurer to collect such assessments in accordance with the direction of the Township Board and said Public Act 188.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YES:
NO:

RESOLUTION DECLARED ADOPTED

Jeff Shaw, Supervisor

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on May 13, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: May 14, 2024

Connie Preston, Clerk

4/25/2024

parcel no		house	Plowing Assess Maint. Asses	Snowplowing	Maintenance	Total Collecti
				3,000.00	\$6,000	\$9,000
004-113-014-16	Brock Steven		0	1	0.00	\$75.95
004-113-014-26	Brock Steven		0	1	0.00	\$75.95
004-113-014-51	Brock Steven		0	1	0.00	\$75.95
004-113-014-60	Jones Fame		0	1	0.00	\$75.95
004-113-014-65	Groves Michael		0	1	0.00	\$75.95
004-113-027-10	Bergstrom Gary		0	1	0.00	\$75.95
004-124-002-10	Dancz Joseph & Nancy		0	1	0.00	\$75.95
004-124-002-20	Wolf Family Trust		1	1	67.80	\$143.75
004-124-002-30	Castro, Guadalupe	1	1	1	67.80	\$143.75
004-124-002-50	Keefe Mary Jo Mish		0	1	0.00	\$75.95
004-124-003-01	Allgaier Leonhard New Parcel		1	1	67.80	\$143.75
004-124-003-06	Dorsch Jeff & Katherine	1	1	1	67.80	\$143.75
004-124-003-07	Parker Richard		1	1	67.80	\$143.75
004-124-003-10	Benson, Carla	1	1	1	67.80	\$143.75
004-124-003-11	Haile Bonnie	1	1	1	67.80	\$143.75
004-124-003-12	Green Charles		1	1	67.80	\$143.75
004-124-003-13	Swartz Joshua		0	1	0.00	\$75.95
004-124-003-14	Swartz Joshua	1	1	1	67.80	\$143.75
004-124-003-16	Lombardi Anthony & Melin	1	1	1	67.80	\$143.75
004-124-003-19	Benson, Carla		0	1	0.00	\$75.95
004-124-003-21	Jean Stephen & Victoria	1	1	1	67.80	\$143.75
004-124-003-22	Fineout Babcock Trust	1	1	1	67.80	\$143.75
004-124-003-23	Haring Raymond & Voight	1	1	1	67.80	\$143.75
004-124-003-24	Belanger Justin	1	1	1	67.80	\$143.75
004-124-003-25	Bogart Jessica M	1	1	1	67.80	\$143.75
004-124-003-27	Reames Kathryn	1	1	1	67.80	\$143.75
004-124-003-30	Buchbinder William & Che	1	1	1	67.80	\$143.75
004-124-003-31	Orth Paul & Jackie Trust	1	1	1	67.80	\$143.75
004-124-003-32	Bowden Ansel & Caitlin	1	1	1	67.80	\$143.75
004-124-003-38	Allgaier Leonard & Krista		0	1	0.00	\$75.95
004-124-003-39	Flees Todd EST c/o Shaw	1	1	1	67.80	\$143.75

004-124-003-40	Buchbinder William & Cheri	0	1	0.00	\$75.95
004-124-003-41	Orth Paul & Jackie Trust	0	1	0.00	\$75.95
004-124-003-42	Gilger Michael & Megan	0	1	0.00	\$75.95
004-124-003-45	Buchbinder William & Cheri combined	0	0	0.00	\$0.00
004-124-003-51	Koon Jada	0.75	1	50.85	\$126.80
004-124-003-52	Thiebaut, Christopher & Randi	0.75	1	50.85	\$126.80
004-124-003-55	Hornkohl, Greg & Robin	1	1	67.80	\$143.75
004-124-005-00	Wamke Lenore	1	1	67.80	\$143.75
004-240-032-00	Stephan David Jerry Kathi	1	1	67.80	\$143.75
004-240-039-00	King Michael	1	1	67.80	\$143.75
004-240-041-00	Pike Dennis	0.75	1	50.85	\$126.80
004-310-001-00	Kazemi, Mohammad	0.75	1	50.85	\$126.80
004-310-002-00	Cole Douglas	0.75	1	50.85	\$126.80
004-310-003-00	Anderson, Ginny	0.75	1	50.85	\$126.80
004-310-004-00	Digiovanni Michael	0.75	1	50.85	\$126.80
004-310-005-00	Thomas Gregory	0.75	1	50.85	\$126.80
004-310-006-00	Kennedy David	0.75	1	50.85	\$126.80
004-310-007-00	Mf6 Propertyies LLC	0.75	1	50.85	\$126.80
004-310-008-00	Rickelmann Hillary	0.75	1	50.85	\$126.80
004-310-009-00	152 LLC	0.75	1	50.85	\$126.80
004-310-010-00	Lee Kevin & Lynn	0.75	1	50.85	\$126.80
004-310-011-00	Diclemte Perry Trust	0.75	1	50.85	\$126.80
004-310-012-00	LWCCottonwood LLC	0.75	1	50.85	\$126.80
004-310-013-00	Novy Robert	0.75	1	50.85	\$126.80
004-310-014-00	Diclemte Gino & Lucian:	0.75	1	50.85	\$126.80
004-310-015-00	Demmon Floyd & Susan T	0.75	1	50.85	\$126.80
004-310-016-00	Dsea Associates	0.75	1	50.85	\$126.80
004-310-017-00	Diclemte John & Jeanni	0.75	1	50.85	\$126.80
004-310-018-00	Ali-Khodja Judith & Samy	0.75	1	50.85	\$126.80
004-310-019-00	Potter Nancy & Miller Blair	0.75	1	50.85	\$126.80
004-310-020-00	Niemi Ann	0.75	1	50.85	\$126.80
004-310-021-00	Fay Shari	0.75	1	50.85	\$126.80
004-310-022-00	Thomas Theodore	0.75	1	50.85	\$126.80
004-310-023-00	Siladke Nathan	0.75	1	50.85	\$126.80
004-310-024-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-001-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-002-00		0	1	0.00	\$75.95

004-700-003-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-004-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-005-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-006-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-007-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-009-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-010-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-011-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-012-00	Pine Groves LLC	0	1	0.00	\$75.95
004-700-013-00	Pine Groves LLC	0	1	0.00	\$75.95
004-124-003-50	Olds Kevin & Melissa	0.75	1	50.85	\$126.80
004-124-003-53	Van Fossen Thomas	0	1	0.00	\$75.95
		45	79	3,000.00	\$9,000.00
		44.25			\$6,000.00

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION 9 OF 2024

RESOLUTION ADJUSTING THE ANNUAL SPECIAL ASSESSMENT ROLL FOR
S. BLUE RIDGE LANE, E. OLD ORCHARD ROAD, AND S. ORCHARD WAY ROAD
MAINTENANCE SPECIAL ASSESSMENT DISTRICT

At a regular meeting of the Board of the Charter Township of Elmwood held at the Elmwood Township Hall, 10090 E. Lincoln Rd., Traverse City on May 13, 2024 there were

PRESENT:

EXCUSED:

The following resolution was offered by _____ and seconded by _____.

RESOLUTION
Recitals

WHEREAS, the Township Board of the Charter Township of Elmwood established a special assessment district on September 9, 2013 for the purpose of assessing the costs of maintenance, snow removal, and street lighting on S. Blue Ridge Lane, E. Old Orchard Road, and S. Orchard Way by private contractors.

WHEREAS, the special assessment roll has been re-evaluated as ordered by Resolution 6 of 2013.

NOW THEREFORE BE IT RESOLVED as follows:

That this Township Board does hereby approve the estimate of costs for maintenance, snow removal and streetlighting on S. Blue Ridge Lane, E. Old Orchard Road, and S. Orchard Way in the amount of \$10,020.00

The assessments in the special assessment roll shall be placed on the July 2024 property tax statement. The Township Treasurer may send a statement of the current assessment amount due to each taxpayer responsible for payment of the special assessment, permitting payment of the special assessment if elected by the taxpayer, in advance of the assessment being placed on the tax bills as provided by Act 188, Public Acts of Michigan, 1954 as amended.

The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with her warrant attached, commanding the Treasurer to collect such assessments in accordance with the direction of the Township Board and said Public Act 188.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YES:

NO:

RESOLUTION DECLARED ADOPTED

Jeff Shaw, Supervisor
Charter Township of Elmwood

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on May 13, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: May 14, 2023

Connie Preston, Clerk

4/25/2024 BI Ridge, BLUERIDGE/SOEO ORCHARD
 MAINTENANCE ROLL

parcel no	owner	vacant	hol	assessment
004-113-027-45	Janik	1		60
004-113-027-40	Janik	1		60
004-240-015-00	Janik		1	124
004-240-013-00	Oconnor		1	124
004-240-012-00	Oconnor	1		60
004-240-011-00	Lipka		1	124
004-240-009-00	Gorton		1	124
004-240-008-00	Knight		1	124
004-240-007-00	Moore		1	124
004-113-027-68	Smith		1	124
004-113-027-67	Collins-Lynch, Caroline		1	124
004-113-027-66	Millward, Nikki & Chris		1	124
004-113-027-65	Swift, Carolyn J		1	124
004-113-027-78	Strong		1	124
004-113-027-77	Bloomquist		1	124
004-113-027-76	Carps, Bryan Thoma	1		60
004-113.027-75	Dorsch		1	124
004-240-006-00	Habich		1	124
004-240-005-00	Miller		1	124
004-240-003-00	Bergstrom		1	124
004-240-001-00	Ludwig Benjamin		1	124
004-763-010-00	Thomas		1	124
004-763-011-00	Buckley		1	124
004-763-012-00	Tabacsko		1	124
004-763-013-00	Carolan		1	124
004-763-014-00	Thiry		1	124
004-763-015-00	Vaccarelli		1	124
004-763-016-00	Dohm, Thomas B		1	124
004-763-017-00	Larson, Patricia		1	124
004-763-018-00	Maier, Jeffrey		1	124
004-763-019-00	Strong, Patti & Paul		1	124
004-763-020-00	Stevens		1	124
004-763-021-00	Zutter, Tanya		1	124
004-763-022-00	Faust Robert&Suann		1	124
004-763-023-00	Johnson Bridget Trust		1	124
004-763-024-00	Swirduk, Daniel & Margaret		1	124
004-763-025-00	Sutton Kathryn		1	124
004-763-026-00	Diver Gretchen & Diver		1	124
004-763-027-00	Habersberger, Donald & Patricia		1	124
004-763-028-00	Burns Kevin & Sue		1	124
004-763-029-00	Williams Kelsey		1	124
004-763-030-00	Pavelek Robert		1	124
004-763-031-00	Bedrow		1	124

004-763-032-00	Huss		1	124
004-763-033-00	Seefelt		1	124
004-763-034-00	Chappele Carol A		1	124
004-763-035-00	Witte, Hannah		1	124
004-763-036-00	Sheren Stacy		1	124
004-763-037-00	Armbruster Cynthia		1	124
004-763-038-00	Betzler, Bethany		1	124
004-763-039-00	Kuffer, Michelle		1	124
004-763-040-00	Hayes, Brian & Hynes, Drew		1	124
004-124-002-40	Dansbury	1		60
004-113-023-00	Simon		1	124
004-113-027-35	Weber		1	124
004-240-016-00	Culbertson, Sara	1		60
004-240-017-00	Arney, Jane		1	124
004-240-018-00	Lint		1	124
004-240-019-00	Hart		1	124
004-240-020-00	Collier		1	124
004-240-021-00	Alfiero, Silveri		1	124
004-240-022-00	Oren Jeffrey C		1	124
004-240-023-00	Wigton, Samuel & Annemarie		1	124
004-240-024-00	Saunders		1	124
004-240-025-00	Preckel		1	124
004-240-026-00	Roman	1		60
004-240-027-00	Siegrist-Swanson Susan		1	124
004-240-028-00	John Morgan		1	124
004-240-029-00	Drow, Edward		1	124
004-240-030-00	Mease, Philip & ann		1	124
004-240-031-00	Stremlow, Kristine		1	124
004-240-033-00	Land Bank	1		60
004-240-034-00	Burton		1	124
004-240-035-00	Burns Kevin		1	124
004-240-036-00	Rhodes	1		60
004-240-037-00	Mateusiak, Wes		1	124
004-240-038-00	Grezeszak, Paula	1		60
004-240-040-00	Grezeszak, Paula		1	124
004-240-042-00	Brown, Allison & Anthony		1	124
004-240-043-00	Groesser		1	124
004-240-044-00	Wigton, Samuel & Annemarie		1	124
004-240-045-00	Light Susan		1	124
004-240-046-00	Boudot		1	124
004-240-047-00	Parker Philip J		1	124
004-240-048-00	Gallup	1		60
004-240-049-00	Thompson		1	124
004-240-050-00	Dryden	1		60
		12	75	10,020

TO: Elmwood Charter Township Board
FROM: Steve Christensen, Leelanau County Drain Commissioner
DATE: March 7, 2024
SUBJECT: Proposed Resolution Approving Relinquishment of the Brewery Creek Drain to Elmwood Charter Township

The Brewery Creek Drain (“Drain”) is a county drain established pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended (“Drain Code”), and located in Elmwood Charter Township (“Township”). The majority of lands within the Brewery Creek Drain Drainage District are owned by the Township, and as these lands are exempt under the Drain Code for the costs of any maintenance or improvement to the Drain, any maintenance or improvement is not feasible as the cost would be borne only by a few parcels within the Brewery Creek Drain Drainage District. Accordingly, I have authorized the relinquishment of the Drain to the Township, and I am requesting the Township Board agree to accept jurisdiction and control of the Drain.

Section 395 of the Drain Code sets forth the requirements and procedures for transferring jurisdiction of all or a part of a county drain to a municipality. Specifically, the following requirements contained in Section 395 must be met:

- The drain to be relinquished and the area that the part of the drain services is wholly located within the boundaries of the municipality that is to accept jurisdiction and control of the drain;
- The municipality approves the relinquishment of the drain;
- The relinquishment is approved by a majority of the members of the county board of commissioners; and
- The Drainage District has no outstanding indebtedness or contract liability.

The Leelanau County Drain Commissioner is confirming that the Drain is wholly located in Elmwood Charter Township and that there is no outstanding indebtedness or contract liability.

Enclosed for consideration is the proposed resolution for the Township Board to approve the relinquishment of the Brewery Creek Drain.

CHARTER TOWNSHIP OF ELMWOOD
Resolution 10 of 2024
RESOLUTION APPROVING THE RELINQUISHMENT OF JURISDICTION AND CONTROL OVER BREWERY CREEK DRAIN

At a regular meeting of the Elmwood Charter Township Board, held in Leelanau County, State of Michigan on the ____ day of _____, 2024, at _____ a.m./p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____.

WHEREAS, the Brewery Creek Drain is a county drain pursuant to Public Act 40 of 1956, as amended (“Drain Code”), and wholly located within Elmwood Charter Township; and

WHEREAS, Section 395 of the Drain Code authorizes a Drain Commissioner to relinquish an existing drain to a county, township, city, village or authority in which all or the part of the drain and the area the drain or part of the drain services in wholly located, as long as there is no outstanding indebtedness or contract liability of the drainage district; and

WHEREAS, pursuant to Section 395 of the Drain Code, the Drain Commissioner has determined that the Drain should be relinquished to Elmwood Charter Township; and

WHEREAS, there is no outstanding indebtedness or contract liability of the Brewery Creek Drain Drainage District; and

WHEREAS, pursuant to Section 395(1)(c)(ii) of the Drain Code, for the relinquishment to become effective, the governing body of the township that is to accept jurisdiction and control of the drain must approve the relinquishment.

NOW, THEREFORE BE IT RESOLVED THAT, the Township Board does approve the relinquishment of the Brewery Creek Drain from the Leelanau County Drain Commissioner to Elmwood Charter Township and does accept jurisdiction and control of the Brewery Creek Drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Leelanau County Drain Commissioner a copy of this Resolution for its approval of the relinquishment the Brewery Creek Drain.

ELMWOOD CHARTER TOWNSHIP

Dated: _____

By: Jeff Shaw
Its: Supervisor

Yeas:

Nays:

Abstain:

Absent:

Resolution No.

I, the undersigned, being duly qualified and acting Clerk of Elmwood Charter Township, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board for Elmwood Charter Township at a regular meeting held on the ____ day of _____, 2024, and that notice of said meeting was given in accordance with the Open Meetings Act.

Connie Preston, Clerk
Elmwood Township

Date

LEELANAU COUNTY DRAIN COMMISSIONER

**ORDER TO RELINQUISH JURISDICTION AND CONTROL OVER BREWERY
CREEK DRAIN TO ELMWOOD CHARTER TOWNSHIP**

WHEREAS, the Brewery Creek Drain is county drain pursuant to Public Act 40 of 1956, as amended ("Drain Code"), and wholly located within Elmwood Charter Township; and

WHEREAS, Section 395 of the Drain Code authorizes a Drain Commissioner to relinquish an existing drain to a county, township, city, village or authority in which all or the part of the drain and the area the drain or part of the drain services in wholly located, as long as there is no outstanding indebtedness or contract liability of the drainage district; and

WHEREAS, pursuant to Section 395 of the Drain Code, the Drain Commissioner has determined that the Drain should be relinquished to Elmwood Charter Township; and

WHEREAS, there is no outstanding indebtedness or contract liability of the Brewery Creek Drain Drainage District; and

WHEREAS, pursuant to Section 395(1)(c)(i) of the Drain Code, for the relinquishment to become effective, a majority of the members of the county board of commissioners must approve the relinquishment; and

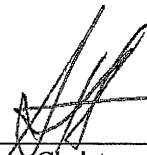
WHEREAS, pursuant to Section 395(1)(c)(ii) of the Drain Code, for the relinquishment to become effective, the governing body of the township that is to accept jurisdiction and control of the drain must approve the relinquishment.

NOW, THEREFORE BE IT ORDERED THAT, the Leelanau County Drain Commissioner does authorize the relinquishment of the Brewery Creek Drain to Elmwood Charter Township.

BE IT FURTHER ORDERED that the relinquishment of the Brewery Creek Drain shall not become effective until approved by resolution of the governing body of Elmwood Charter Township and the Leelanau County Board of Commissioners.

BE IT FURTHER ORDERED that upon relinquishment, the Drain Commissioner shall take all steps necessary to effectuate the same, including assigning all drain easements and/or rights-of-way, including drainage structures and related appurtenances to Elmwood Charter Township, executing all necessary contracts with the Elmwood Charter Township, and all other steps proscribed in Section 395 of the Drain Code.

Dated: 3/11/24



Steve Christensen
Leelanau County Drain Commissioner

January 8, 2024

Supervisor and Township Board
Elmwood Charter Township
10090 E. Lincoln Road
Traverse City, MI 49684-8487

We are pleased to confirm our understanding of the services we are to provide Elmwood Charter Township for the fiscal year ending December 31, 2023, and for two subsequent years.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, and the disclosures, which collectively comprise the basic financial statements of Elmwood Charter Township as of and for the year ending December 31, 2023, and optionally for two subsequent years. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Elmwood Charter Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Elmwood Charter Township's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

Management's Discussion and Analysis.
Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Elmwood Charter Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, either in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

Certified Public Accountants

Combining and Individual Fund Financial Statements and Schedules
State Audit Division Auditing Procedures Report – Form L 3174.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Elmwood Charter Township's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Elmwood Charter Township in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and complete ness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions , and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretation underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Tobin & Co., P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Tobin & Co., P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately February 1, 2024 and to issue our reports no later than May 15, 2024. Lynn Bennett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, will not exceed \$10,500.00 for the year ended 12/31/2023, \$11,000.00 for the year ended 12/31/2024, and \$11,500.00 for the year ended 12/31/2025. Out-of-pocket costs will not exceed \$200.00. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. At your request, we will prepare the State Form F-65, and our fee for preparing it will be \$350.00.

We will issue a written report upon completion of our audit of Elmwood Township's financial statements. Our report will be addressed to management and those charged with governance of Elmwood Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to

complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Elmwood Charter Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Tobin & Co., P.C.

Tobin & Co., P.C.

RESPONSE:

This letter correctly sets forth the understanding of Elmwood Charter Township.

By: _____

Date: _____

Elmwood Township Fire and Rescue Department

MEMORANDUM

To: Township Board of Trustees, Charter Township of Elmwood
From: Keith Tampa, Fire Chief
Date: May 7, 2024
Re: **BUDGET AMENDMENT TO ENSURE ADEQUATE FUNDING OF ATV REPLACEMENT**

I am seeking a budget amendment from the Township Board to support ensure full funding is available to replace the department's Polaris Ranger response ATV/Side-by-Side (SXS).

BACKGROUND

The fire department's 2024 budget included additional funding under Equipment Replacement to replace its 2000 Polaris Ranger (SXS). The SXS has been used frequently on brush, grass, and wildland fires. It has also served to transport patients and personnel from difficult or remote areas. Overall, it has served as a beneficial tool in our response fleet. Its replacement is driven by time, maintenance, vehicle safety improvements and design.

EFD staff have been researching its replacement based on our needs and have spoken with area fire departments and ATV/SXS vendors on what works, ideas for improvement, and what issues need to be considered. Pricing has varied heavily depending on the vendor and skid unit.

ASSESSMENT

EFD's original budget added \$40,000 to the Equipment Replacement. A current and lowest quote was \$45,575. The overage will impact our ability to move forward with other replacements planned under this account. In addition, we are considering a service contract that would add another \$1730 to the quote.

The funds that have set aside but need to be increased to ensure full funding.

A recent grant attempt was unsuccessful, and with SXS skid units taking approximately 4 – 6 weeks for delivery, it would desirable to have this project completed and personnel trained prior to the late summer/fall fire season.

REQUEST

I am requesting a budget amendment to move \$8,000 from the fire fund to the 2024 Fire Budget – Equipment Replacement, to ensure full funding of the replacement of the department's SXS.

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION #10 OF 2024
BUDGET AMENDMENT RESOLUTION

At a regular meeting of the Board of the Charter Township of Elmwood, held in the Township Hall located at 10090 E. Lincoln Rd. Traverse City Michigan, on the 13th day of May, 2024 there were

PRESENT:

EXCUSED:

The following resolution was offered by _____ and seconded by _____.

WHEREAS, a budget was adopted on December 11, 2023 to govern the receipts and expenditures of various Township funds for the next fiscal year of the Township, and

WHEREAS, as a result of unanticipated cost, it is necessary to modify the aforesaid budget and NOW THEREFORE BE IT RESOLVED, that the aforesaid budget be modified as follows:

Increase the following line item:

Increase line 206-000-978, equipment replacement, by \$8000.00 to a total of \$68,000.00
Funds to come from the fund balance of the fire fund.

Upon a roll call vote, the following voted:

YES:

NO:

RESOLUTION DECLARED ADOPTED

Jeff Shaw, Supervisor

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on May 13, 2024 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: May 14, 2024

Connie Preston, Clerk

To: Elmwood Township Board
 From: Sarah Clarren, Planner/Zoning Administrator
 Date: May 7, 2024
 RE: Cherry Bend Park Playground Maintenance and Improvements

I am waiting on a revised quote from Penchura (our consultant for our existing equipment) for equipment at Cherry Bend Park. However, as summer is right around the corner, I was hopeful the Board would be agreeable to move forward in purchasing some replacement equipment as well as some preventative maintenance equipment from our current vendor. As this equipment is over \$1,000, it is my understanding that it must go before the Board.

Description	Qty	Price	Total
4'x6'x2" DynaCushion	8	\$247	\$1,976
Freight		\$1,100	\$1,100
Handle assy for Air Dancer	2	\$380	\$760
Molded Bucket Seat w/Harness & ProGuard Chains for 8' Beam Height	1	\$1,100	\$1,100
Freight		\$390	\$390
		Subtotal	\$5,326



Dyna Cushions are mats that go under swings to prevent the loss of chips while swinging.



Air Dancer handles on our current play equipment have been removed as one was broken and cannot be fixed in house. I recommend purchasing two.

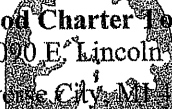


The Molded Bucket Seat would be new equipment, but it would be more inclusive than existing equipment.

If the Board is agreeable with pursuing the above equipment from our current vendor, please feel free to use the prepared motion.

Motion to purchase maintenance equipment for Cherry Bend Park for an amount not to exceed \$5,500.

Planning/ Zoning Department
planner@elmwoodmi.gov

**Elmwood Charter Township**
10020 E. Lincoln Rd.
Traverse City, MI 49684

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

To: Elmwood Township Board
From: Sarah Clarren
Date: May 3, 2024
RE: INTRODUCTION to **ZO 2017-04-22** – Multi Dwelling Development Regulations

Recommended Motion: Motion to accept introduction and publish **ZO 2017-04-22** for consideration at the June 10, 2024 Township Board meeting.

Enclosed you will find information pertaining to the Township (staff/Planning Commission) initiated text amendment regarding Multi Dwelling Development regulations. These enclosed documents include the following:

- 1) Text Amendment ZO 2017-04-22
- 2) Memo Containing Planning Commission's findings
- 3) Table provided to Planning Commission for discussion/clarification on what could occur on a parcel based on NET lot area and if a development takes advantage of Cluster Development regulations/requirements that are currently in the Zoning Ordinance.
- 4) Excerpt of 3/19/2024 Planning Commission Minutes
- 5) Excerpt of 4/23/2024 LCPC Minutes
- 6) LCPC Staff Report (excludes appendices)

Text Description.

ZO 2017-04-22 – Text Amendment Request – , a Zoning Ordinance Amendment to amend Section 2.2 to add a definition for Dwelling, Multi and to modify the existing definitions for Parcel, Lot, lot Area and Net Lot Area; amend Section 3.14 to reintroduce development requirements for Multi-Dwelling developments; add Note 'I' to Section 5.6 to reference residential density requirements to Section 3.14; modify Section 7.1.2 so residential base density is determined using net acreage; modify Section 7.2.2 so residential density is based off of net lot area; modify Section 8.4.12 to have Site Plan Review applicants submit the gross lot area and net lot area.

Action by Township Planning Commission.

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO ACCEPT THE FINDINGS OF FACT AS MODIFIED. MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO RECOMMEND APPROVAL OF ZO 2017-04-22 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION APPROVED UNANIMOUSLY.

Action by County Planning Commission.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

Action by the Township Board.

The Planning Enabling Act, after the legislative body (the Board) receives a zoning ordinance amendment, they "...may hold a public hearing if it considers it necessary or if otherwise required." You may also refer any proposed amendments back to the Commission for consideration and comment. You also may consider and vote upon the adoption of a zoning ordinance, with or without amendments. A zoning ordinance and any amendments shall be approved by a majority vote of the members of the legislative body.

CHARTER TOWNSHIP OF ELMWOOD
Leelanau County, Michigan

Ordinance No. _____
ZO 2017-04-22

AN ORDINANCE TO AMEND THE TOWNSHIP ZONING ORDINANCE, IN ACCORANCE WITH THE PROVISIONS OF THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED [MCL 125.3101 ET SEQ.], TO AMEND SECTION 2.2 TO ADD A DEFINITION FOR DWELLING, MULTI AND TO MODIFY THE EXISTING DEFINITIONS FOR PARCEL, LOT, LOT AREA AND NET LOT AREA; AMEND SECTION 3.14 TO REINTRODUCE DEVELOPMENT REQUIREMENTS FOR MULTI-DWELLING DEVELOPMENTS; ADD NOTE 'I' TO SECTION 5.6 TO REFERENCE RESIDENTIAL DENSITY REQUIREMENTS TO SECTION 3.14; MODIFY SECTION 7.1.2 SO RESIDENTIAL BASE DENSITY IS DETERMINED USING NET ACREAGE; MODIFY SECTION 7.2.2 SO RESIDENTIAL DENSITY IS BASED OFF OF NET LOT AREA; MODIFY SECTION 8.4.12 TO HAVE SITE PLAN REVIEW APPLICANTS SUBMIT THE GROSS LOT AREA AND NET LOT AREA.

The Charter Township of Elmwood Ordains:

Section 1: Amendment

1. Amend Section 2.2, specifically to add the following definitions:

Dwelling, Multi. A building or buildings on a single lot with at least two dwelling units, including any attached dwelling, as defined in this Ordinance.

2. Amend Section 2.2, specifically to modify the below definitions to read as follows:

Parcel. See Lot.

Lot. A parcel of land having frontage along a road or right-of-way on which a principal use or uses and its accessory uses are located, or intended to be located, together with any open spaces required by this Ordinance. A site condominium lot shall also be considered a lot for purposes of compliance with the regulations of this Ordinance.

Lot Area, Gross. The total horizontal area within the boundary lines of a lot not including right-of-way easements.

Lot Area, Net: The lot area excluding unbuildable areas of the lot. Examples for unbuildable areas include existing and proposed ingress and egress easements, wetlands, and bodies of water. (Amendment ZO 2017-04-09, Ordinance #2021-1, Effective January 29, 2021)

3. Amend Section 3.14, specifically so it reads as follows:

SECTION 3.14 MULTI-DWELLING REQUIREMENTS

- A. Intent. The intent of this Section is to recognize the growing need for housing within the Township, while at the same time encouraging sustainable multi-dwelling developments so these developments do not overburden the lots on which they are located and do not impose unreasonably adverse impacts on the surrounding lots. Further, this Section seeks to ensure that any multi-dwelling development of lots remains consistent with underlying zoning requirements.
- B. Multi-dwelling Development Requirements. All multi-dwelling developments that are permitted in any zoning district shall comply with the following requirements:
1. Every dwelling unit within a multi-dwelling development shall have a minimum width of twenty-four (24) feet and a minimum living area of seven hundred twenty (720) square feet.
 2. The minimum net lot area for a multi-dwelling development shall be 12,500 sq ft.
 3. Except as provided in subsection 6 below, the maximum number of dwelling units permitted (density) within a multi-dwelling development shall be determined by dividing the net lot area of the lot on which the multi-dwelling development will be located by the minimum lot size of the zoning district in which the multi-dwelling development will be located. When the density calculation results in a whole number, plus any fraction, then the calculation shall be rounded up to permit one additional dwelling unit. In addition, when a density calculation results in any fraction less than a whole number, then the developer shall be allowed to construct one (1) dwelling unit on the lot. Finally, in the case of a multi-dwelling development in the General Commercial (GC), Neighborhood Commercial (NC), Light Industrial (LI), and Shoreline Commercial (SC) Zoning Districts, 6,250 sq ft may be utilized instead of the minimum lot area when calculating the number of dwelling units.
 4. If the density of a multi-dwelling development exceeds one dwelling unit per acre, then the development shall have shared utility systems (septic and well) or connect into public utility systems (sewer and water).
 5. The Planning Commission may consider density bonuses within Planned Developments as allowed and defined within Section 7.1.2 of this Ordinance.
 6. In no instance shall density be permitted to exceed twelve (12) dwelling units per acre.

4. Amend Section 5.6, Table of Dimensional Requirements to create a new 'Note I' under

footnotes. This 'Note I' will read as follows:

Note I: *Density.* The maximum number of dwelling units permitted on a lot in any zoning district referenced in this table shall comply with Section 3.14 of this Ordinance.

5. Amend Section 7.1.2.C to read as follows:

SECTION 7.1.2 General Requirements

C. **Residential Base Density:** The maximum base residential density and number of permitted Dwelling units shall be determined by dividing the total net lot area by the minimum lot size of the underlying zoning district.

6. Amend Section 7.2.2 to read as follows:

SECTION 7.2.2 Application And Review Procedures

E.1.d. A residential density calculation indicating the total number of dwelling units divided by the net lot area, and a more detailed residential density calculation that divides the number of a specific unit type by the net lot area associated with that specific unit type.

7. Amend Section 8.4.12 (Requirements for Site Plan Approval) to read as follows:

12. The gross lot area and net lot area.

Section 2: Severability.

If any sections, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The Township Board hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 3: Effective Date.

This Ordinance shall become effective eight (8) days following publication.

Public Hearing: _____

Adopted: _____

Effective: _____

To: Leelanau County Planning Commission
Elmwood Township Board

From: Sarah Clarren, Planner/Zoning Administrator

Date: April 15, 2024

RE: Planning Commission Findings Pursuant to Section 11.12 of the Zoning Ordinance for
ZO 2017-04-22 Amendment

Section 11.12 of the Elmwood Township Zoning Ordinance requires the Planning Commission to consider criteria for all zoning amendments. Below is the criteria with draft findings for and against (where applicable) the proposed amendment. Unlike standards for special land uses, this criteria is not an all or nothing for approval. There will be criteria that will not apply and criteria that may weigh heavier than others.

On March 19, 2024, the Planning Commission held a public hearing on the proposed text amendment ZO 2017-04-22. After the hearing was closed and deliberations ended, the following two motions were made:

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO ACCEPT THE FINDINGS OF FACT AS MODIFIED. MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO RECOMMEND APPROVAL OF ZO 2017-04-22 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION APPROVED UNANIMOUSLY.

The following are the findings of fact as modified by the Planning Commission on March 19, 2024.

1. Text Amendment.

a. The proposed text amendment would clarify the intent of the Ordinance.

The Commission unanimously (4-0) finds that “The intent of the Zoning Ordinance as a whole is the promotion of public health, safety, and welfare. The proposed text amendment creates a new Section of in the Zoning Ordinance and includes the following language in its Intent: “The intent of this Section is to recognize the growing need for housing within the Township, while at the same time encouraging sustainable multi-dwelling developments so these developments do not overburden the lots on which they are located and do not impose unreasonably adverse impacts on the surrounding lots. Further, this Section seeks to ensure that any multi-dwelling development of lots remains consistent with underlying zoning requirements.””

b. The proposed text amendment would correct an error in the Ordinance.

The Commission unanimously (4-0) finds that “In 2017, the Township’s Zoning Ordinance contained density calculations. The Commission acknowledges that the Ordinance was

lawfully changed, but seeks to reintroduce density calculations to ensure multi dwelling developments are developed in a sustainable manner, do not overburden the lot being developed, nor adversely impact the surrounding lots.

Further, Section 5.5.G.3 of the Zoning Ordinance states “In the R-3 zoning district, the total number of units shall not exceed the net density permitted in the zoning district.” However, the Ordinance does not set a maximum net density permitted in the R-3 (or any) zoning district. The proposed text will correct this error.”

c. The proposed text amendment would address changes to State legislation, recent case law or opinions from the Attorney General of the State of Michigan.

The Commission unanimously (4-0) finds that “The proposed text amendment does not address any changes to legislation or case law.”

d. The proposed text amendment would promote compliance with changes in other county, state or federal regulations.

The Commission unanimously (4-0) finds that “The proposed amendment is not intended to promote compliance with changes in regulations as there have been no changes to county, state, or federal regulations applicable to the text amendment.

However, it is worth noting that other local governments are adopting regulations to ensure that density is based on developable land. These include, but are not limited to:

- Muskegon. “Density: The number of dwelling units situated on or to be developed on a net acre (or smaller unit) of land, which shall be calculated by taking the total gross acreage and subtracting surface water, undevelopable lands (e.g., wetlands) and the area in rights-of-way for streets and roads (see Figure 2-6).” (<https://muskegon-mi.gov/documents/pdf/2456.pdf>)
- Emmet County. They do not define density, but they set limitations regarding “Net Density in Units per Acre.” They even go further in Section 22.00.3.A.1 which states “New Lots to be Buildable. All newly created lots shall have buildable area. The net buildable area of a lot shall be a contiguous piece of land excluding land subject to flooding six (6) months of the year, poor drainage, steep slopes, rock outcrops and land encumbered by easements preventing the use of the land.” (https://www.emmetcounty.org/wp-content/uploads/2021/12/PZ_2021-updated-county-zoning-ordinance.pdf)
- Lodi Township. “Density. The number of dwelling units per acre of land, based on the net lot area.” Their Ordinance bases dwelling units on net lot area. Their Ordinance, in its entirety, is available (https://loditownshipmi.org/wp-content/uploads/2020/01/2020_loditwp_zoning_ord_2019_rev_01_2020.pdf) and the amendment specific to net lot area / density is: <https://loditownshipmi.org/wp-content/uploads/2019/11/2019-006.signed.pdf>.
- Rochester Hills. In one zoning district, “...land which is within a floodplain, watercourse, floodway, drainage course and/or wetlands, as defined and/or delineated as such by the U.S. Army Corps of Engineers, City Consultants, and/or official City maps adopted pursuant to this ordinance and the City floodplains, watercourse and wetland protective ordinances, and subaqueous land as is not otherwise delineated shall

be counted for density computations on the basis of only 50 percent of such land. In no event shall the development upon the remaining part of any parcel exceed an average density of 167 percent of the average density allowed in the schedule of regulations per remaining acre.”

(<https://cms9files.revize.com/rochesterhillsmi/PED/Ordinances/ZoningOrdinance.pdf>)

- **Grand Haven Charter Township.** Section 2.08 of their Ordinance includes a note stating that “Net Lot Area,” as defined in Chapter 2, shall be used to determine compliance with lot area requirements. No new parcel shall be created unless the parcel has adequate usable lot area, such that the parcel can be built upon in compliance with Zoning Ordinance standards.” However, they differ from other municipalities and their definition of net lot area does not include restrictions on wetlands; their definition is “Net Lot Area. The total horizontal area within the lot lines but excludes any public or private easement for right-of-way purposes (e.g., for a public street, private street or any other easement for access purposes)” This aligns with Elmwood’s current definition of lot area. (https://ght.org/wp-content/uploads/2023/10/GHT-Zoning-Ordinance_08252023-compressed.pdf)”

- e. The proposed text amendment would be consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan, or if conditions have changed significantly since the Master Plan was adopted, consistent with recent development trends in the area.**

The Commission unanimously (4-0) finds that “The proposed text amendment is consistent with the goals and policies of the Elmwood Township Master Plan as it “Encourage[s] and guide[s] the development of housing at densities that relate to natural and manmade features” (p.26). It reintroduces development density (p. 32-33) and encourages shared utility systems (p. 35).”

- f. In the event the amendment will add a use to a district, that use shall be consistent with the character of the range of uses provided within the district.**

The Commission unanimously (4-0) finds that “The proposed text does not add a use to any zoning district.”

- g. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts.**

The Commission unanimously (4-0) finds that “The proposed amendment does not create incompatible land uses as it does not add a use to the zoning ordinance. Instead, it seeks to include regulations intended to promote sustainable development and to ensure lots (and surrounding areas) are not overburdened and to ensure development of the parcels stays consistent with the respective zoning district.”

- h. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items.**

The Commission unanimously (4-0) finds that “The Commission has not received reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items pertaining the request.”

“The Commission finds that statements made under findings for guideline d are also applicable to this standard.”

i. As applicable, the proposed text amendment shall be consistent with the Township’s ability to provide adequate public facilities and services.

The Commission unanimously (4-0) finds that “The regulations that are provided in the amendment create a use that is consistent with the Township’s ability to provide adequate public facilities and services including fire, water, sewer, and medical services.”

j. The proposed text amendment shall be consistent with the Township’s desire to protect the public health, safety, and welfare of the community.

The Commission unanimously (4-0) finds that “The proposed text amendment is consistent with the Township’s desire to protect the public health, safety and welfare of the community. The amendment provides regulations to ensure that uses that are currently already allowed within the Ordinance are developed in such a way to protect the public health, safety and welfare of the community.”

Residential Density for Mutlti Dwelling Developments in Each Zoning District

Net Lot Area	A-R		R-1		R-2		R-3		GC		NC		NC		SC		RR	
	43,560		12,500		12,500		6,250		12,500		20,000		40,000		12,500		217,800	
	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***	(Base) Density	100% Density Bonus***
0.14 acre = 6250 SF	0.14	NA	NA	NA	0.50	NA	1.00	NA	0.50	NA	0.31	NA	0.16	NA	0.50	NA	0.03	NA
0.29 acre = 12500 SF	0.29	NA	1.00	NA	1.00	NA	2.00	NA	1.00	NA	0.63	NA	0.31	NA	1.00	NA	0.06	NA
1 acre = 43560 SF	1.00	NA	3.48	NA	3.48	NA	6.97	NA	3.48	NA	2.18	NA	1.09	NA	3.48	NA	0.20	NA
5 acres = 217800 SF	5.00	NA	17.42	NA	17.42	NA	34.85	NA	17.42	NA	10.89	NA	5.45	NA	17.42	NA	1.00	NA
10 acres = 435600 SF	10.00	20.00	34.85	69.70	34.85	69.70	69.70	139.39	34.85	69.70	21.78	43.56	10.89	21.78	34.85	69.70	2.00	4.00
15 acres = 653400 SF	15.00	30.00	52.27	104.54	52.27	104.54	104.54	209.09	52.27	104.54	32.67	65.34	16.34	32.67	52.27	104.54	3.00	6.00
20 acres = 871200 SF	20.00	40.00	69.70	139.39	69.70	139.39	139.39	278.78	69.70	139.39	43.56	87.12	21.78	43.56	69.70	139.39	4.00	8.00
50 acres = 2178000 SF	50.00	100.00	174.24	348.48	174.24	348.48	348.48	696.96	174.24	348.48	108.90	217.80	54.45	108.90	174.24	348.48	10.00	20.00
100 acres = 4356000 SF	100.00	200.00	348.48	696.96	348.48	696.96	696.96	1,393.92	348.48	696.96	217.80	435.60	108.90	217.80	348.48	696.96	20.00	40.00

*** As currently drafted, GC, NC, SC and LI all may utilize 6,250 instead of their respective minimum lot area.**

*** When the residential (base) density calculation results in a whole number, plus any fraction, then the calculation shall be rounded up to permit one additional dwelling unit. In addition, when a density calculation results in any fraction less than a whole number, then the developer shall be allowed to construct one (1) dwelling unit on the lot.*

****Article 7.1 of the Ordinance has standards/requirements for Cluster Developments. There are 7 instances where a development can obtain a density bonus if certain specified elements are incorporated in the development (open space, walking trails, recreation areas, innovative design features, etc.). Note that The base density and bonus density together cannot be more than twice the base density*

NOTE: The text also indicates that in no instance shall density be permitted to exceed 12 dwelling units per acre. The table above does not take that into consideration

NOTE: Section 7.1.2.A of our current Zoning Ordinance indicates that the minimum site requirements for a development is 10 acres

The Commissioners went the rest of the report and determined that the required elements have been provided.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO SCHEDULE A PUBLIC HEARING FOR SPR/SUP 2024-02 AT THE NEXT REGULARLY SCHEDULED MEETING. MOTION APPROVED UNANIMOUSLY.

c. Public Hearing and Deliberations-Planning Commission Discussion on ZO 2017-04-22- a Zoning Ordinance Amendment to amend Section 2.2, to add a definition for Dwelling, Multi and Lot Area, Gross and to modify the existing definitions for Parcel, Lot Area and Net Lot Area; create Section 3.14 to include development requirements for Multi-Dwelling developments; add Note "I" to Section 5.6 to reference residential density requirements for Section 3.14; modify Section 7.1.2 so residential base density is determined using net acreage; modify Section 7.2.2 so residential density is based off of net lot area; modify Section 8.4.12 to have Sit Plan Review applicants submit the gross lot area and net lot area.

The Chair read the statement to open the public hearings for items Jc & Jd.

The public hearing opened at 7:17 p.m.

Public comment opened at 7:19 p.m. No comment given. Public comment closed at 7:19 p.m.

The Commissioners reviewed the text amendment.

Staff handed out draft findings. She said as the Commission knows, section 11.12 of the Ordinance which talks about how the PC renders their decision on whether or not to recommend approval or recommend to not approve text amendment to the Township Board, the Commission has to review it on guidelines. She that moving forward with all text amendments, it would be good to have formal findings drafted and prepared as they do for SPR/SUP.

Staff noted it might be helpful if the Commission went through the guidelines one by one. The Commission did, unanimously agreeing that all guidelines have been met. During discussion, the Chair suggested that findings for guideline d are also relevant for guideline h; the Commission agree to add the following sentence to the draft findings for guideline h: "The Commission finds that statements made under findings for guideline d are also applicable to this standard."

MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER KUZMA TO ACCEPT THE FINDINGS OF FACT AS MODIFIED. MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO RECOMMEND APPROVAL OF ZO 2017-04-22 TO THE TOWNSHIP BOARD AND TO FORWARD

ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION APPROVED UNANIMOUSLY.

d. Public Hearing and Deliberations-Planning Commission Discussion on ZO 2017-04-23-a Zoning Ordinance Amendment to amend Section 2.2 to add definitions for Alcohol, Beer, Brewer, Brewery, Distiller, Micro Brewer, Small Distiller, Small Wine Maker, Spirits, Tasting Room, Wine Maker, revise definitions for Distillery, Wine, Winery, and eliminate definitions for Distillery Tasting Room Wine, Brandy, Wine Drin, Mixed, Wine Related Beverages, and Tasting Room. Add "Distillery and/or Brewery" and "Tasting Room" as permitted uses under Site Plan Review or special Use Permit in certain zoning districts, allow Winery as a use within the General Commercial and Light Industrial districts under Site Plan Review, renumber uses; amend Section 5.5 K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5 K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5 N to contain requirements for Wineries, Distilleries, and Breweries; amend Section 6.1.3 to list parking requirements for Wineries, Distilleries, and Breweries; amend Section 9.8 J to contain requirements for Tasting Rooms for Wineries, Distilleries, and Breweries; eliminate Section 9.8 L Distillery Tasting Room and its requirements and reserve Section 9.8L for future use.

Public comment opened at 7:33 p.m. No comment given. Public comment closed at 7:33 p.m.

Staff noted the Commission has seen this text a few times before; the only modification since their last meeting was the addition of one word, it reads "monthly" sale of food for one of the proposed requirements.

The Commissioners went through draft Findings of Fact.

The Chair asked about if the proposed language was specific about harvestable crops being in the AG district [not others]. Staff said that the way the text amendment was drafted, is it stated in the intent, and then one of the conditions for production facilities calls out conditions that would be specific to facilities within the AR zoning district. She noted that the text also shifts use requirements to the production facility versus the tasting room.

Under guideline "g", options 1 or 2, Commissioner Mikowski asked for clarification. Staff stated she wanted to give options for all members of the Commission. The Commission as a whole will need to make a Finding on whether or not they believe the amendment creates incompatible uses or does not create incompatible uses. In other words, with the proposed text, are those uses compatible with other uses in the zoning districts. Commissioner Mikowski said yes.

The Chair said with the proposed changes for breweries, wineries, distilleries in AG, they've increased the area of land they have to have and they've also put in the stipulation they have to have producible, harvestable crops they'll be putting into their product.

The township held a public hearing on December 19, 2023, after much deliberation, the public hearing was closed and more information was requested by the commission. Discussion continued at the January 16, 2024 Planning Commission meeting and a second Public Hearing was scheduled due to changes made to the proposed amendment. The second Public Hearing was held on February 20, 2024, and a motion was then passed to forward the proposed amendment to Leelanau County for review.

Myer stated that the proposed amendment will add Active Farm Operation, Festival, and Special Event Facilities definitions to Article 2, Definitions. The proposed amendment will also amend Article 5- Use Restrictions, SECTION 5.4 LAND USE AND ZONING DISTRICT to add Special Event Facility. Amend Article 6- Site Development, SECTION 6.1.3 Spaces Required, to add minimum required parking spaces for Special Event Facilities. The proposed amendment will also amend Article 9- Special Land Uses, SECTION 9.8., ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES, H., to add requirements for Special Event Facilities.

Myer stated that in October of 2019, the County Planning Commission reviewed a proposed amendment to remove Special Event and Special Event Facility. (PC12-19-04) It was noted in this prior Staff Report that the township had talked about special events quite a bit in the past 5 years and based on recommendation from the township attorney, changes needed to be made. The township attorney recommended removing the language from the ordinance while they worked on the changes.

Lautner questioned if these special events could only be held on agricultural land or could they be held on non-agricultural land? MacDonald said it is a reasonable effort to provide new business opportunities while protecting the adjacent properties.

Nixon said Section 2. h. is a difficult concept to wrestle with to control the sounds of special events. He suggested Elmwood Township include the term "plainly audible". He also noted confusion in Section J and the subsections that follow regarding the duration of the event hours exceeding the 12-hour limit. It was unclear if that included set-up or if it was a misperception.

Miller commented on the Active Farm Operation definition, why commercially sold cows? If they were giving them away, could they not have cows? Miller continued questioning whether other livestock such as bison, goats, hogs, and the use of guns on the property for part (4) of the definition turning into a hunting camp.

Fenlon had similar comments as Nixon. He added that this could be a full-time job for someone to track all of the special events. Who will police this? There should be contact information available if there is a violation. Miller questioned Section L that a management plan meeting shall be provided, but to whom? Fenlon asked about a timeline before holding an event so the township could have time to review the event plans.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to Elmwood Township. Motion carried 10-0.

PC07-2024-04 -Elmwood Twp. -Text Amendment- Multi-Dwelling Requirements

Myer reviewed the staff report saying that the request was received on April 15, 2024 and the last day for review is May 15, 2024. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. The proposed text is compatible with other language in the zoning ordinance and does not conflict with the General Plan.

A public hearing was held on March 19, 2024, at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add Dwelling, Multi. to Article 2, Definitions, Section 2.2. The proposed amendment will also amend definitions; Parcel, Lot, Lot Area Gross and Lot Area Net. The proposed amendment will also amend Article 3, SECTION 3.14 RESERVED and Article 5-Use Restrictions, SECTION 5.6 TABLE OF DIMINSIONAL REQUIREMENTS to add 'Note I: Density'. Amend Article 7-Land Development Options, SECTION 7.1.2 General Requirements C. and Article 7-Land Development options, SECTION 7.2.2 Application And Review Procedures E., 1. d. Myer concluded, stating that the proposed amendment will also amend Article 8-Site Plan Review, SECTION 8.4. REQUIREMENTS FOR SITE PLAN APPROVAL, 12.

MacDonald questioned the term 'sustainable units' on Section 3.14. Nixon suggested they change "dwelling units" to "housing units" or "domicile" in the Dwelling Definition. Black expressed concern that trying to crowd as many dwelling units possible on a parcel will create problems. The house size and number of occupancy was also concerning. Miller questioned if the dwellings will be attached or detached? Brown noted that they do not address parking for these dwellings.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

PC08-2024-04 -Elmwood Twp. -Text Amendment – Alcohol Requirements

Myer reviewed the staff report saying that the request was received on April 15, 2024 and the last day for review is May 15, 2024. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. The contents in the proposed text amendment does not conflict with the General Plan.

A public hearing was held on March 19, 2024 at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add the following definitions in Article 2, Definitions, SECTION 2.2 DEFINITIONS:

- Alcohol
- Beer
- Brewer
- Brewery
- Distiller
- Micro Brewer
- Small Distiller
- Small Wine Maker
- Spirits
- Tasting Room
- Wine Maker

And amend the following definitions:

- Distillery
- Wine
- Winery

TEXT AMENDMENT REVIEW
PC07-2024-04 Elmwood Township
Text Amendment – Multi-Dwelling Requirements

Reviewing Entity: Leelanau County Planning Commission
Date of Review: April 23, 2024

General Information

Date Request Received: April 15, 2024

Last Day of Review Period: May 15, 2024 (30 days in which to review and comment on the application and provide comments to the township. After the 30-day period, the township can proceed with or without comments from reviewing agencies).

Applicant: Elmwood Township Planning Commission
Rick Bechtold, Chairman

Section 2: Proposal

See Appendix for a copy of the proposed text amendments.

Section 3: Other Planning Input

Township Plan: The Elmwood Township Master Plan (2018) does not specifically address this amendment.

Leelanau General Plan: The Leelanau General Plan (2020) does not specifically address the amendment.

Township Planning Commission:

A public hearing was held on March 19, 2024, and no public comment was received. Following the public hearing, the planning commission unanimously passed the following motion:

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO RECOMMEND APPROVAL OF ZO 2017-04-22 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION APPROVED UNANIMOUSLY.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance?

Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?

No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?

No

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.

No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.

No

NEW BUSINESS ITEM 2

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.

No

Current Zoning District: For Current text, Link to the Township Zoning Ordinance at:
<https://www.leelanau.gov/elmwoodtwpord.asp>

Section 5: Staff Comments

The proposed amendment will **add** the following definition to **Article 2, Definitions, Section 2.2:**

Dwelling, Multi. A building or buildings on a single lot with at least two dwelling units, including any attached dwelling, as defined in this Ordinance.

The proposed amendment will also modify definitions for **Parcel, Lot, and Lot Area.**

The **current** ordinance reads as follows:

Parcel. A tract of land having a single tax identification number on which a principal building or structure and or use, and or accessory structures or uses, may be located.

Lot. A parcel of land having frontage along a road or right-of-way approved by the Township on which one (1) principal use and its accessory uses are located, or intended to be located, together with any open spaces required by this Ordinance. A site condominium lot shall also be considered a lot for purposes of compliance with the regulations of this Ordinance.

Lot Area. The total horizontal area within the boundary lines of a parcel not including right-of-way easements.

The proposed amendment will **amend** these definitions to read as follows:

Parcel. See Lot.

Lot. A parcel of land having frontage along a road or right-of-way on which a principal use or uses and its accessory uses are located, or intended to be located, together with any open spaces required by this Ordinance. A site condominium lot shall also be considered a lot for purposes of compliance with the regulations of this Ordinance.

Lot Area, Gross. The total horizontal area within the boundary lines of a lot not including right-of-way easements.

Lot Area, Net: The lot area excluding unbuildable areas of the lot. Examples for unbuildable areas include existing and proposed ingress and egress easements, wetlands, and bodies of water. (Amendment ZO 2017-04-09, Ordinance #2021-1, Effective January 29, 2021)

The proposed amendment will **amend** **Article 3, SECTION 3.14 RESERVED** to read as follows:

SECTION 3.14 MULTI-DWELLING REQUIREMENTS

Intent. The intent of this Section is to recognize the growing need for housing within the Township, while at the same time encouraging sustainable multi-dwelling developments so

NEW BUSINESS ITEM 2

these developments do not overburden the lots on which they are located and do not impose unreasonably adverse impacts on the surrounding lots. Further, this Section seeks to ensure that any multi-dwelling development of lots remains consistent with underlying zoning requirements.

- B. Multi-dwelling Development Requirements. All multi-dwelling developments that are permitted in any zoning district shall comply with the following requirements:
1. Every dwelling unit within a multi-dwelling development shall have a minimum width of twenty-four (24) feet and a minimum living area of seven hundred twenty (720) square feet.
 2. The minimum net lot area for a multi-dwelling development shall be 12,500 sq ft.
 3. Except as provided in subsection 6 below, the maximum number of dwelling units permitted (density) within a multi-dwelling development shall be determined by dividing the net lot area of the lot on which the multi-dwelling development will be located by the minimum lot size of the zoning district in which the multi-dwelling development will be located. When the density calculation results in a whole number, plus any fraction, then the calculation shall be rounded up to permit one additional dwelling unit. In addition, when a density calculation results in any fraction less than a whole number, then the developer shall be allowed to construct one (1) dwelling unit on the lot. Finally, in the case of a multi-dwelling development in the General Commercial (GC), Neighborhood Commercial (NC), Light Industrial (LI), and Shoreline Commercial (SC) Zoning Districts, 6,250 sq ft may be utilized instead of the minimum lot area when calculating the number of dwelling units.
 4. If the density of a multi-dwelling development exceeds one dwelling unit per acre, then the development shall have shared utility systems (septic and well) or connect into public utility systems (sewer and water).
 5. The Planning Commission may consider density bonuses within Planned Developments as allowed and defined within Section 7.1.2 of this Ordinance.
 6. In no instance shall density be permitted to exceed twelve (12) dwelling units per acre.

The proposed amendment will amend **Article 5-Use Restrictions, SECTION 5.6 TABLE OF DIMENSIONAL REQUIREMENTS** to add a new 'Note I' under footnotes, which will read as follows:

Note I: Density. The maximum number of dwelling units permitted on a lot in any zoning district referenced in this table shall comply with Section 3.14 of this Ordinance.

The current **Article 7-Land Development Options, SECTION 7.1.2 General Requirements C.**, reads follows:

C. Residential Base Density: The maximum base residential density and number of permitted dwelling units shall be determined by dividing the total gross acreage by the minimum lot size of the underlying zoning district.

And will be **amended** to read as follows:

C. Residential Base Density: The maximum base residential density and number of permitted Dwelling units shall be determined by dividing the total net lot area by the minimum lot size of the underlying zoning district.

The current **Article 7-Land Development Options, SECTION 7.2.2 Application And Review Procedures E.,1.d** reads as follows:

d. A residential density calculation indicating the total number of dwelling units divided by gross site area, and a more detailed residential density calculation that divides the number of a specific unit type by the gross site area associated with that specific unit type.

And will be **amended** to read as follows:

d. A residential density calculation indicating the total number of dwelling units divided by the net lot area, and a more detailed residential density calculation that divides the number of a specific unit type by the net lot area associated with that specific unit type.

The current **Article 8-Site Plan Review, SECION 8.4. REQUIREMENTS FOR SITE PLAN APPROVAL, 12.,** reads follows:

12. The gross and net acreage of the parcel

And will be **amended** to read as follows:

12. The gross lot area and net lot area.

To: Elmwood Township Board
From: Sarah Clarren
Date: May 3, 2024
RE: INTRODUCTION to **ZO 2017-04-23** – Aligning and Reforming Alcohol Regulations.

Recommended Motion: Motion to accept introduction and publish **ZO 2017-04-23** for consideration at the June 10, 2024 Township Board meeting.

Enclosed you will find information pertaining to the Township (staff/Planning Commission) initiated text amendment regarding aligning and reforming alcohol regulations within Elmwood Township. These enclosed documents include the following:

- 1) Text Amendment ZO 2017-04-23
- 2) Redlined version of ZO 2017-04-23 showing modifications from current Zoning Ordinance
- 3) Memo Containing Planning Commission's findings
- 4) Excerpt of 3/19/2024 Planning Commission Minutes
- 5) Excerpt of 4/23/2024 LCPC Minutes
- 6) LCPC Staff Report (excludes appendices)

Text Description.

ZO 2017-04-23 – Text amendment request – a Zoning Ordinance Amendment to amend Section 2.2 to add definitions for Alcohol, Beer, Brewer, Brewery, Distiller, Micro Brewer, Small Distiller, Small Wine Maker, Spirits, Tasting Room, Wine Maker, revise definitions for Distillery, Wine, Winery, and eliminate definitions for Distillery Tasting Room, Wine, Brandy, Wine Drink, Mixed, Wine Related Beverages, and Wine Tasting Room; amend Section 5.4 to eliminate Distillery Tasting Rooms, Microbreweries/ Distilleries, and Wine Tasting Room, Add 'Distillery and/or Brewery' and 'Tasting Room' as permitted uses under Site Plan Review or Special Use Permit in certain zoning districts, allow Winery as a use within the General Commercial and Light Industrial districts under Site Plan Review, renumber uses; amend Section 5.5.K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5.N to contain requirements for Wineries, Distilleries, and Breweries; amend Section 6.1.3 to list parking requirements for Wineries, Distilleries, and Breweries; amend Section 9.8.J to contain requirements for Tasting Rooms for Wineries, Distilleries, and Breweries; eliminate Section 9.8.L Distillery Tasting Room and its requirements and reserve Section 9.8.L for future use.

Action by Township Planning Commission.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO APPROVE FINDINGS OF FACT AS MODIFIED. MOTION APPROVED BY A UNANIMOUS VOTE.

MOTION BY COMMISSIONER MIKOWSKI, SECONDED BY COMMISSIONER KUZMA TO RECOMMEND APPROVAL OF ZO 2017-04-23 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION PASSED UNANIMOUSLY.

Action by County Planning Commission.

Motion by Fenlon, seconded by Nixon, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

Action by the Township Board.

The Planning Enabling Act, after the legislative body (the Board) receives a zoning ordinance amendment, they "...may hold a public hearing if it considers it necessary or if otherwise required." You may also refer any proposed amendments back to the Commission for consideration and comment. You also may consider and vote upon the adoption of a zoning ordinance, with or without amendments. A zoning ordinance and any amendments shall be approved by a majority vote of the members of the legislative body.

CHARTER TOWNSHIP OF ELMWOOD
Leelanau County, Michigan

Ordinance No. _____
ZO 2017-04-23

AN ORDINANCE TO AMEND THE TOWNSHIP ZONING ORDINANCE, IN ACCORANCE WITH THE PROVISIONS OF THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED [MCL 125.3101 ET SEQ.], TO AMEND SECTION 2.2 TO ADD DEFINITIONS FOR ALCOHOL, BEER, BREWER, BREWERY, DISTILLER, MICRO BREWER, SMALL DISTILLER, SMALL WINE MAKER, SPIRITS, TASTING ROOM, WINE MAKER, REVISE DEFINITIONS FOR DISTILLERY, WINE, WINERY, AND ELIMINATE DEFINITIONS FOR DISTILLERY TASTING ROOM, WINE, BRANDY, WINE DRINK, MIXED, WINE RELATED BEVERAGES, AND WINE TASTING ROOM; AMEND SECTION 5.4 TO ELIMINATE DISTILLERY TASTING ROOMS, MICROBREWRIES/DISTILLERIES, AND WINE TASTING ROOM, ADD 'DISTILLERY AND/OR BREWERY' AND 'TASTING ROOM' AS PERMITTED USES UNDER SITE PLAN REVIEW OR SPECIAL USE PERMIT IN CERTAIN ZONING DISTRICTS, ALLOW WINERY AS A USE WITHIN THE GENERAL COMMERCIAL AND LIGHT INDUSTRIAL DISTRICTS UNDER SITE PLAN REVIEW, RENUMBER USES; AMEND SECTION 5.5.K TO ELIMINATE TWO REQUIREMENTS FOR TEMPORARY PRODUCE STANDS AND RENUMBER SUBSEQUENT REQUIREMENTS; ADD SECTION 5.5.N TO CONTAIN REQUIREMENTS FOR WINERIES, DISTILLERIES, AND BREWERIES; AMEND SECTION 6.1.3 TO LIST PARKING REQUIREMENTS FOR WINERIES, DISTILLERIES, AND BREWERIES; AMEND SECTION 9.8.J TO CONTAIN REQUIREMENTS FOR TASTING ROOMS FOR WINERIES, DISTILLERIES, AND BREWERIES; ELIMINATE SECTION 9.8.L DISTILLERY TASTING ROOM AND ITS REQUIREMENTS AND RESERVE SECTION 9.8.L FOR FUTURE USE.

The Charter Township of Elmwood Ordains:

Section 1: Amendment.

1. Amend Section 2.2, specifically to add the following definitions:

Alcohol. The product of distillation of fermented liquid, whether or not rectified or diluted with water, but does not mean ethyl or industrial alcohol, diluted or not, that has been denatured or otherwise rendered unfit for beverage purposes.

Beer. A beverage obtained by alcoholic fermentation of an infusion or decoction of barley, malt, hops, sugar, or other cereal in potable water.

Brewer. A person located in this state that is licensed by the Michigan Liquor Control Commission to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the person.

Brewery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by brewers and/or micro brewers to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the brewer or micro brewer.

Distiller. A person licensed by the Michigan Liquor Control Commission to manufacture and sell spirits or alcohol, or both, of any kind.

Micro Brewer. A brewer that manufactures in total less than 60,000 barrels of beer per year and that may sell the beer manufactured to consumers at the licensed brewery premises for consumption on or off the licensed brewery premises and to retailers. In determining the 60,000-barrel threshold, all brands and labels of a brewer, whether manufactured in this state or outside this state, must be combined and all breweries for the manufacturing of beer that are owned or controlled by the same person must be treated as a single facility.

Small Distiller. A manufacturer of spirits annually manufacturing in this state not more than 60,000 gallons of spirits, of all brands combined.

Small Wine Maker. A wine maker manufacturing or bottling not more than 50,000 gallons of wine in 1 calendar year. A small wine maker is not required to bottle wine it manufactures.

Spirits. A beverage that contains alcohol obtained by distillation, mixed with potable water or other substances, or both, in solution, and includes wine containing an alcoholic content of more than 21% by volume, except sacramental wine and mixed spirit drink.

Tasting Room. A location on or off the manufacturing premises of a brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller where the brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller may provide samples of or sell at retail for consumption on or off the premises, or both, the beer, wine, or spirits it manufactures. A small wine maker, however, may only sell wine it bottled.

Wine Maker. A person licensed by the Michigan Liquor Control Commission to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.

2. Amend Section 2.2, specifically to modify the below definitions to read as follows:

Distillery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by distillers and/or small distillers to manufacture spirits or alcohol and to sell the spirits and/or alcohol manufactured by the distiller or small distiller.

Wine. A product manufactured by the normal alcoholic fermentation of the juice of sound, ripe grapes, or any other fruit with the usual cellar treatment, and containing not

more than 21% of alcohol by volume, including cider made from apples or pears, or both, that contains at least ½ of 1% of alcohol by volume, or mead, or honey wine made from honey, fermented fruit juices other than grapes, and mixed wine drinks.

Winery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by wine makers and/or small wine makers to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.

3. Amend Section 2.2, specifically to eliminate the following definitions:

Distillery Tasting Room. A Michigan licensed room used in conjunction, as an accessory use, with a distillery where a spirit is produced on-site, may be consumed or purchased.

(Amendment ZO 2017-04-03, Ordinance #2018-04, Effective November 9, 2018)

Wine, Brandy. An alcoholic liquor as defined in Federal Standards of Identity for Distilled Spirits, 27 CFR 5.22 (d) 1980.

Wine Drink, Mixed. A drink or similar product containing less than seven percent (7%) alcohol by volume, consisting of wine and sparkling or carbonated or water and/or containing one (1) or more of the following: non-alcoholic beverages; flavorings; fruit juices; coloring materials; fruit adjuncts; sugar; preservatives; and carbon dioxide .

Wine-Related Beverages. Fortified wines, wine brandy, other mixed wine drinks, and drinks related to or inclusive of wines.

Wine Tasting Room. A Michigan licensed room used in conjunction with a winery where the tasting of wine, fruit wines, and non-alcoholic fruit juices takes place at a charge or at no charge to the individual, and the retail sales of winery and cheese products, incidental wine-related non food items, products by the bottle, container, or case for off-premises consumption, and wine-related packaged food items are allowed as provided herein.

4. Amend Section 5.4 to eliminate Use #49 (Distillery Tasting Rooms), Use #60 (Microbreweries/Distilleries regulated by Michigan Liquor Control Commission) Use #78 (Wine Tasting Room); create new Use #49 (Distillery and/or Brewery), Use #74 (Tasting Room); change permitting process for Use #79 (Winery); renumber the table as needed. Uses #49, #74, and #79 will read as follows:

Applicable to Multiple Districts	A-R	R-1	R-2	R-3	MH P	M C	NC	G C	LI	SC	R R
49. Distillery and/or Brewery	SUP						Psp	Psp	Psp		
74. Tasting Room	SUP						Psp	Psp	Psp		

5. Amend Section 5.5.K containing requirements for 'Temporary produce stands,' specifically to eliminate existing requirements 5 and 6 and then renumber subsequent requirements. The requirements that will be eliminated are:

- ~~5. Additional agricultural products may be sold at the produce stand provided it is grown or produced (e.g., honey, syrup, etc) in Elmwood Township.~~
- ~~6. Sale of craft items is limited to those produced on the property.~~

6. Amend Section 5.5 to create 5.5.N to contain requirements for Wineries, Distilleries, and Breweries. This new Section 5.5.N will read as follows:

N. Winery, Distillery, Brewery

1. **Intent.** It is the intent of this ordinance to allow construction of Breweries, Distilleries, and Wineries for beer, wine, spirits and other alcoholic beverages regulated by the Michigan Liquor Control Code of 1998, being Public Act 58 of 1998 [MCL 436.1101 et seq] (the "Code") on lands where the ingredients for such products are raised or grown. Such facilities are permitted with or without tasting rooms (See Section 9.8.J).

The growing of wine fruit and production of wine, the growing of the ingredients for making beer and the growing of crops to be used in distilling spirits are recognized as an integral component of the rural and agricultural ambiance of the agricultural areas within Elmwood Township if regulated appropriately. The growing of these crops do not require Planning Commission review, but without site plan review, production facilities could industrialize the agricultural district. It is, therefore, the intent of this section to maintain the viability of growing agricultural products by providing for the value added processing and direct sales of such beverages and other end products of such processing.

2. **Conditions.** Wineries, Distilleries, and Breweries may be permitted in accordance with Article 8 (Site Plan Review) and subject to the following conditions:
- a. Every winery, brewery, and distillery, is subject to the development review requirements as provided in Article 8 (Site Plan Review) of this ordinance.
 - b. Monthly retail sales of the beverages produced on the site are permitted along with retail sales of related products (i.e. branding merchandise for the facility). However, no tasting is permitted unless a permit for a Tasting Room is obtained onsite.
 - c. To ensure that production facilities within the A-R Zoning District do not industrialize the district, the following standards shall be met:
 - i. The parcel must be at least ten (10) acres.
 - ii. The winery, distillery, or brewery is operated according to generally accepted agricultural management principles and for every winery, distillery, and brewery, the parcel shall have a minimum of five (5) planted acres of mature crop that is used for

the on-site production of alcohol for production facilities selling directly to the consumer. Ten (10) planted acres of mature crop that is used for the on-site production of alcohol for production facilities selling directly to the consumer is required for selling wholesale. For purposes of this section, 'mature crop' shall mean crops that are of an age where they can be harvested and used in the production of alcohol.

- iii. The total land area covered by buildings and structures used for the processing, storage and sales of wine, beer, and spirits may not exceed fifteen percent (15%) of the lot area. In order to encourage the reuse of historic buildings, the Planning Commission may consider a larger land cover percentage, while considering the impact of the use on neighboring properties. If the parcel contains a dwelling, the dwelling and the dwelling's associated accessory structures shall not be incorporated in this calculation. Any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.) shall not be incorporated in this calculation.
- d. All winery, brewery, or distillery structures and/or permitted outdoor tasting areas (if permitted shall be set back at least 100 feet from any lot line as well as any wetlands and/or any water's edge. This setback shall not apply to any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.).

7. Amend Section 6.1.3, specifically to add minimum required parking spaces for Wineries, Distilleries, and Breweries to the existing table as follows:

USE	MINIMUM NUMBER OF SPACES REQUIRED
Winery, Distillery, and/or Brewery	5 spaces plus 1 per employee on largest shift

8. Remove Section 9.8.J (Requirements for Wine Tasting Rooms) and replace with a new Section 9.8.J (Requirements for Tasting Rooms for Wineries, Breweries, and Distilleries) to read as follows:

J. Tasting Rooms for Wineries, Breweries, and Distilleries

The Township would like to encourage agriculturally related uses while preserving neighboring property owners' enjoyment of their land. Tasting Rooms are permitted as accessory uses at permitted Wineries, Breweries and Distilleries or within other zoning districts, as permitted provided that the proposed tasting room complies with the following requirements:

- 1. Every tasting room for a winery, brewery, and distillery within the Agricultural-Rural (A-R) Zoning District is subject to the development

review and requirements for a winery, brewery and distillery as provided in Article 5.5.N of this ordinance.

2. The tasting area may be located inside or outside a building, but at no time shall the tasting area exceed 2,500 sq ft.
3. A tasting room and/or an authorized outdoor tasting area shall not be located closer than 100 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3).
4. If a tasting room is located within 500 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3), then a fence or buffer, meeting the requirements of Section 6.4.4 of this Ordinance, shall be placed along the lot line of that adjacent lot to discourage trespass.
5. The hours of operation shall be between the hours of 10 am and 10 pm unless the Planning Commission determines that different and more restrictive hours are more appropriate to meet the standards of Section 9.3.
6. Amplified sound (including amplified music) shall be contained indoors and shall not produce sound that because of its volume or frequency annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of any reasonable person of normal sensitivities.
7. A Tasting Room is not intended to be a restaurant; restaurants are a use that is permitted in certain zoning districts. Therefore, a tasting room may offer limited food service provided:
 - a. Any retail sales and food service must be clearly accessory to the tasting room. This shall be evidenced by:
 - i. The area for serving food shall seat no more than twenty (20) patrons at one time.
 - ii. Monthly sale of food shall not exceed 10% of gross sales of licensed products. At the request of the Township, the business shall provide supporting documentation to the Township verifying compliance with this section.
 - iii. Food service items shall be limited to appetizers and small plates. Carry-in or carry-out foods are prohibited.
 - b. Any food service shall be licensed to prepare and serve food by the appropriate Health Agency.

9. Remove Section 9.8.L (Requirements for Distillery Tasting Rooms) and replace as follows:

L. RESERVED

Section 2: Severability.

If any sections, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The Township Board hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 3: Effective Date.

This Ordinance shall become effective eight (8) days following publication.

Public Hearing: _____

Adopted: _____

Effective: _____

CHARTER TOWNSHIP OF ELMWOOD
Leelanau County, Michigan

Ordinance No. _____
ZO 2017-04-23

AN ORDINANCE TO AMEND THE TOWNSHIP ZONING ORDINANCE, IN ACCORANCE WITH THE PROVISIONS OF THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED [MCL 125.3101 ET SEQ.], TO AMEND SECTION 2.2 TO ADD DEFINITIONS FOR ALCOHOL, BEER, BREWER, BREWERY, DISTILLER, MICRO BREWER, SMALL DISTILLER, SMALL WINE MAKER, SPIRITS, TASTING ROOM, WINE MAKER, REVISE DEFINITIONS FOR DISTILLERY, WINE, WINERY, AND ELIMINATE DEFINITIONS FOR DISTILLERY TASTING ROOM, WINE, BRANDY, WINE DRINK, MIXED, WINE RELATED BEVERAGES, AND WINE TASTING ROOM; AMEND SECTION 5.4 TO ELIMINATE DISTILLERY TASTING ROOMS, MICROBREWERIES/DISTILLERIES, AND WINE TASTING ROOM, ADD 'DISTILLERY AND/OR BREWERY' AND 'TASTING ROOM' AS PERMITTED USES UNDER SITE PLAN REVIEW OR SPECIAL USE PERMIT IN CERTAIN ZONING DISTRICTS, ALLOW WINERY AS A USE WITHIN THE GENERAL COMMERCIAL AND LIGHT INDUSTRIAL DISTRICTS UNDER SITE PLAN REVIEW, RENUMBER USES; AMEND SECTION 5.5.K TO ELIMINATE TWO REQUIREMENTS FOR TEMPORARY PRODUCE STANDS AND RENUMBER SUBSEQUENT REQUIREMENTS; ADD SECTION 5.5.N TO CONTAIN REQUIREMENTS FOR WINERIES, DISTILLERIES, AND BREWERIES; AMEND SECTION 6.1.3 TO LIST PARKING REQUIREMENTS FOR WINERIES, DISTILLERIES, AND BREWERIES; AMEND SECTION 9.8.J TO CONTAIN REQUIREMENTS FOR TASTING ROOMS FOR WINERIES, DISTILLERIES, AND BREWERIES; ELIMINATE SECTION 9.8.L DISTILLERY TASTING ROOM AND ITS REQUIREMENTS AND RESERVE SECTION 9.8.L FOR FUTURE USE.

The Charter Township of Elmwood Ordains:

Section 1: Amendment.

1. Amend Section 2.2, specifically to add the following definitions:

Alcohol. The product of distillation of fermented liquid, whether or not rectified or diluted with water, but does not mean ethyl or industrial alcohol, diluted or not, that has been denatured or otherwise rendered unfit for beverage purposes.

Beer. A beverage obtained by alcoholic fermentation of an infusion or decoction of barley, malt, hops, sugar, or other cereal in potable water.

Brewer. A person located in this state that is licensed by the Michigan Liquor Control Commission to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the person.

Brewery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by brewers and/or micro brewers to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the brewer or micro brewer.

Distiller. A person licensed by the Michigan Liquor Control Commission to manufacture and sell spirits or alcohol, or both, of any kind.

Micro Brewer. A brewer that manufactures in total less than 60,000 barrels of beer per year and that may sell the beer manufactured to consumers at the licensed brewery premises for consumption on or off the licensed brewery premises and to retailers. In determining the 60,000-barrel threshold, all brands and labels of a brewer, whether manufactured in this state or outside this state, must be combined and all breweries for the manufacturing of beer that are owned or controlled by the same person must be treated as a single facility.

Small Distiller. A manufacturer of spirits annually manufacturing in this state not more than 60,000 gallons of spirits, of all brands combined.

Small Wine Maker. A wine maker manufacturing or bottling not more than 50,000 gallons of wine in 1 calendar year. A small wine maker is not required to bottle wine it manufactures.

Spirits. A beverage that contains alcohol obtained by distillation, mixed with potable water or other substances, or both, in solution, and includes wine containing an alcoholic content of more than 21% by volume, except sacramental wine and mixed spirit drink.

Tasting Room. A location on or off the manufacturing premises of a brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller where the brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller may provide samples of or sell at retail for consumption on or off the premises, or both, the beer, wine, or spirits it manufactures. A small wine maker, however, may only sell wine it bottled.

Wine Maker. A person licensed by the Michigan Liquor Control Commission to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.

2. Amend Section 2.2, specifically to modify the below definitions to read as follows:

Distillery. An establishment licensed by the State of Michigan as a Small Distiller. (Amendment ZO 2017-04-03, Ordinance #2018-04, Effective November 9, 2018) A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by distillers and/or small distillers to manufacture spirits or alcohol and to sell the spirits and/or alcohol manufactured by the distiller or small distiller.

~~**Wine.** A drink made by the normal alcoholic fermentation of the juice of sound, ripe grapes, or any other fruit, and containing not more than 21% of alcohol by volume. A product manufactured by the normal alcoholic fermentation of the juice of sound, ripe grapes, or any other fruit with the usual cellar treatment, and containing not more than 21% of alcohol by volume, including cider made from apples or pears, or both, that contains at least ½ of 1% of alcohol by volume, or mead, or honey wine made from honey, fermented fruit juices other than grapes, and mixed wine drinks.~~

~~**Winery.** A Michigan licensed facility where agricultural fruit production is maintained, and juice is processed into wine, stored in bulk, packaged and sold at retail or wholesale to the public. The site and buildings are used principally for the production of wine and the storage of wine and wine related beverages. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by wine makers and/or small wine makers to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.~~

3. Amend Section 2.2, specifically to eliminate the following definitions:

~~**Distillery Tasting Room.** A Michigan licensed room used in conjunction, as an accessory use, with a distillery where a spirit is produced on-site, may be consumed or purchased.
(Amendment ZO 2017-04-03, Ordinance #2018-04, Effective November 9, 2018)~~

~~**Wine, Brandy.** An alcoholic liquor as defined in Federal Standards of Identity for Distilled Spirits, 27 CFR 5.22 (d) 1980.~~

~~**Wine Drink, Mixed.** A drink or similar product containing less than seven percent (7%) alcohol by volume, consisting of wine and sparkling or carbonated or water and/or containing one (1) or more of the following: non-alcoholic beverages; flavorings; fruit juices; coloring materials; fruit adjuncts; sugar; preservatives; and carbon dioxide.~~

~~**Wine Related Beverages.** Fortified wines, wine brandy, other mixed wine drinks, and drinks related to or inclusive of wines.~~

~~**Wine Tasting Room.** A Michigan licensed room used in conjunction with a winery where the tasting of wine, fruit wines, and non-alcoholic fruit juices takes place at a charge or at no charge to the individual, and the retail sales of winery and cheese products, incidental wine related non-food items, products by the bottle, container, or case for off-premises consumption, and wine related packaged food items are allowed as provided herein.~~

4. Amend Section 5.4 as follows and renumber the table accordingly:

Applicable to Multiple Districts	A-R	R-1	R-2	R-3	MH P	M C	NC	G C	LI	SC	R R
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49. Distillery Tasting Rooms**	SUP						P _s	P _s	P _s
49. Distillery and/or Brewery	SUP					P _{sp}	P _s	P _s	P
60. Microbreweries/Distilleries regulated by Michigan Liquor Control Commission	P _{sp} **						P _s	P _s	P _s
*74. Tasting Room	SUP					P _{sp}	P _s	P _s	
78. Wine Tasting Room	SUP					P _{sp}	P _s		P _s
79. Winery	P _{sp}						P _s	P _s	

5. Amend Section 5.5.K containing requirements for ‘Temporary produce stands,’ specifically to eliminate existing requirements 5 and 6 and then renumber subsequent requirements. The requirements that will be eliminated are:

- ~~5. Additional agricultural products may be sold at the produce stand provided it is grown or produced (e.g., honey, syrup, etc) in Elmwood Township.~~
- ~~6. Sale of craft items is limited to those produced on the property.~~

6. Amend Section 5.5 to create 5.5.N to contain requirements for Wineries, Distilleries, and Breweries. This new Section 5.5.N will read as follows:

N. Winery, Distillery, Brewery

1. **Intent.** It is the intent of this ordinance to allow construction of Breweries, Distilleries, and Wineries for beer, wine, spirits and other alcoholic beverages regulated by the Michigan Liquor Control Code of 1998, being Public Act 58 of 1998 [MCL 436.1101 et seq] (the “Code”) on lands where the ingredients for such products are raised or grown. Such facilities are permitted with or without tasting rooms (See Section 9.8.J).

The growing of wine fruit and production of wine, the growing of the ingredients for making beer and the growing of crops to be used in distilling spirits are recognized as an integral component of the rural and agricultural ambiance of the agricultural areas within Elmwood Township if regulated appropriately. The growing of these crops do not require Planning Commission review, but without site plan review, production facilities could industrialize the agricultural district. It is, therefore, the intent of this section to maintain the viability of growing agricultural products by providing for the value added processing and direct sales of such beverages and other end products of such processing.

2. **Conditions.** Wineries, Distilleries, and Breweries may be permitted in accordance with Article 8 (Site Plan Review) and subject to the following conditions:

- a. Every winery, brewery, and distillery, is subject to the development review requirements as provided in Article 8 (Site Plan Review) of this ordinance.
- b. Retail sales of the beverages produced on the site are permitted along with retail sales of related products (i.e. branding merchandise for the facility). However, no tasting is permitted unless a permit for a Tasting Room is obtained onsite.
- c. To ensure that production facilities within the A-R Zoning District do not industrialize the district, the following standards shall be met:
 - i. The parcel must be at least ten (10) acres.
 - ii. The winery, distillery, or brewery is operated according to generally accepted agricultural management principles and for every winery, distillery, and brewery, the parcel shall have a minimum of five (5) planted acres of mature crop that is used for the on-site production of alcohol for production facilities selling directly to the consumer. Ten (10) planted acres of mature crop that is used for the on-site production of alcohol for production facilities selling directly to the consumer is required for selling wholesale. For purposes of this section, 'mature crop' shall mean crops that are of an age where they can be harvested and used in the production of alcohol.
 - iii. The total land area covered by buildings and structures used for the processing, storage and sales of wine, beer, and spirits may not exceed fifteen percent (15%) of the lot area. In order to encourage the reuse of historic buildings, the Planning Commission may consider a larger land cover percentage, while considering the impact of the use on neighboring properties. If the parcel contains a dwelling, the dwelling and the dwelling's associated accessory structures shall not be incorporated in this calculation. Any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.) shall not be incorporated in this calculation.
- a.d. All winery, brewery, or distillery structures and/or permitted outdoor tasting areas (if permitted shall be set back at least 100 feet from any lot line as well as any wetlands and/or any water's edge. This setback shall not apply to any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.).

7. Amend Section 6.1.3, specifically to add minimum required parking spaces for Wineries, Distilleries, and Breweries to the existing table as follows:

USE	MINIMUM NUMBER OF SPACES REQUIRED
<u>Winery, Distillery, and/or Brewery</u>	<u>5 spaces plus 1 per employee on largest shift</u>

8. Remove Section 9.8.J (Requirements for Wine Tasting Rooms) and replace with a new Section 9.8.J (Requirements for Tasting Rooms for Wineries, Breweries, and Distilleries) to read as follows:

J. Wine Tasting Rooms for Wineries, Breweries, and Distilleries

The Township would like to encourage agriculturally related uses while preserving neighboring property owners' enjoyment of their land. Tasting Rooms are permitted as accessory uses at permitted Wineries, Breweries and Distilleries or within other zoning districts, as permitted, as a primary use Wine tasting rooms are permitted at wineries provided that the proposed wine tasting room complies with the following requirements:

- ~~1. The winery is licensed or will be licensed prior to occupancy by the appropriate Federal, State, and Local agencies.~~
- ~~2. The parcel shall have a minimum of 10 acres.~~
- ~~3. The winery is operated according to generally accepted agricultural management principles and the parcel shall have a minimum of five (5) planted acres of fruit that is used for the on-site production of wine.~~
- ~~4. The total footprint covered by buildings and structures used for any purpose, including wine tasting rooms shall not exceed two and one-half (2.5) percent of the lot area.~~
1. Every tasting room for a winery, brewery, and distillery within the Agricultural-Rural (A-R) Zoning District is subject to the development review and requirements for a winery, brewery and distillery as provided in Article 5.5.N of this ordinance.
2. The tasting area may be located inside or outside a building, but at no time shall the tasting area exceed 2,500 sq ft.
- ~~5. Setbacks shall be:~~
3. A tasting room and/or an authorized outdoor tasting area shall not be located closer than 100 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3). For any wine tasting room that adjoins a parcel where there is a residence, all winetasting room structures and facilities shall be located at least 100 feet from the property line that adjoins a residence oned parcel, and speakers and sound amplifiers shall be located at least 250 feet from the property line that adjoins a residence.
- ~~6. Amplified sound (including amplified music) shall not exceed reasonable volumes, so as to avoid disturbance to any neighboring residents.~~

~~2.— If a tasting room is located within 500 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3), then a fence or buffer, meeting the requirements of Section 6.4.4 of this Ordinance, shall be placed along the lot line of that adjacent lot to discourage trespass.~~

~~For any wine tasting room that adjoins a parcel where there is a residence, if the residence is within 500 feet of any wine tasting room structure, there shall be a fence or buffer (pursuant to Section 6.4.4) along the property boundary line that adjoins the residence to discourage trespass.~~

~~4. — The maximum size of wine tasting room shall be 2000 sq ft.~~

~~7.4. The hours of operation shall be between the hours of 10 am and 10 pm unless the Planning Commission determines that different and more restrictive hours are more appropriate to meet the standards of Section 9.3.~~

~~5. Amplified sound (including amplified music) shall be contained indoors and shall not produce sound that because of its volume or frequency annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of any reasonable person of normal sensitivities, shall not exceed reasonable volumes, so as to avoid disturbance to any neighboring residents~~

~~8. — Lighting shall comply with Section 6.5.~~

~~9. — 50% of the retail space and gross sales of a wine tasting room must be from product produced and grown on site as described in the Department of Agricultural Generally Accepted Agricultural Practices for Farm Markets.~~

~~— On site parking shall be designed and constructed according to Article 6.~~

~~6. A Tasting Room is not intended to be a restaurant; restaurants are a use that is permitted in certain zoning districts. Therefore, a tasting room may offer limited food service provided:~~

- ~~a. a. — Any retail sales and food service must be clearly accessory to the tasting room. This shall be evidenced by:~~
 - ~~i. The area for serving food shall seat no more than twenty (20) patrons at one time.~~
 - ~~ii. Monthly sale of food shall not exceed 10% of gross sales of licensed products. At the request of the Township, the business shall provide supporting documentation to the Township verifying compliance with this section.~~
 - ~~iii. Food service items shall be limited to appetizers and small plates. Carry-in or carry-out foods are prohibited.~~
- ~~b. Any food service shall be licensed to prepare and serve food by the appropriate Health Agency.~~

9. Remove Section 9.8.L (Requirements for Distillery Tasting Rooms) and replace as follows:

L. RESERVED

~~L. — Distillery Tasting Room (Amendment ZO 2017-04-03, Ordinance #2018-04, Effective November 9, 2018)~~

~~The Township would like to encourage agriculturally related uses while preserving neighboring property owners' enjoyment of their land. Tasting rooms are permitted at distilleries provided that the proposed distillery tasting room complies with the following requirements:~~

- ~~1. — The distillery is licensed or will be licensed prior to occupancy by the appropriate Federal, State, and Local agencies.~~
- ~~b. — The parcel shall have a minimum of 20 acres.~~
- ~~e. — The distillery is operated according to generally accepted agricultural management principles and the parcel shall have a minimum of five (5) planted acres of crop that is used for the on-site production of spirits unless the Planning Commission determines that a different minimum is more appropriate to meet the standards of Section 9.3 for the reuse of existing commercial structures.~~
- ~~d. — Tasting rooms shall not exceed two and one-half (2.5) percent of the lot area.~~
- ~~e. — Setbacks shall be:
 - ~~i. — For any tasting room that adjoins a parcel where there is a residence, all tasting room structures and facilities shall be located at least 100 feet from the property line that adjoins a residence, and speakers and sound amplifiers shall be located at least 250 feet from the property line that adjoins a residence.~~
 - ~~ii. — For any tasting room that adjoins a parcel where there is a residence, if the residence is within 500 feet of any tasting room structure, there shall be a fence along the property boundary line that adjoins the residence to discourage trespass.~~~~
- ~~f. — The maximum size of tasting room shall be 2000 sq ft.~~
- ~~g. — The hours of operation shall be between the hours of 10 am and 10 pm unless the Planning Commission determines that different hours are more appropriate to meet the standards of Section 9.3.~~

- ~~h. Retail sales and food service must be clearly accessory to production of the spirit being processed on-site. The tasting room may offer food service provided:~~
 - ~~a. The area for serving food shall seat no more than twenty (20) patrons at one time.~~
 - ~~b. Sale of food shall not exceed 10% of gross sales of licensed products. At the request of the Township, the business shall provide supporting documentation to the Township verifying compliance with this section. This section does not limit the Township's ability to make documentation request in any other sections of the Zoning Ordinance.~~
 - ~~c. Food service items shall be limited to appetizers and small plates. Carry-out foods are prohibited.~~
 - ~~d. Distillery shall be licensed to prepare and serve food by the appropriate Health Agency.~~
- ~~9. Amplified sound (including amplified music) shall be contained indoors and shall not exceed reasonable volumes, so as to avoid disturbance to any neighboring residents.~~
- ~~10. Lighting shall comply with Section 6.5.~~
- ~~11. Any alcoholic beverages consumed or sold on-site must be produced on-site.~~
- ~~12. On-site parking shall be designed and constructed according to Article 6.~~

Section 2: Severability.

If any sections, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The Township Board hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 3: Effective Date.

This Ordinance shall become effective eight (8) days following publication.

Public Hearing: _____

Adopted: _____

Effective: _____

To: Leelanau County Planning Commission
Elmwood Township Board

From: Sarah Clarren, Planner/Zoning Administrator

Date: April 15, 2024

RE: Planning Commission Findings Pursuant to Section 11.12 of the Zoning Ordinance for
ZO 2017-04-23 Amendment

Section 11.12 of the Elmwood Township Zoning Ordinance requires the Planning Commission to consider criteria for all zoning amendments. Below is the criteria with draft findings for and against (where applicable) the proposed amendment. Unlike standards for special land uses, this criteria is not an all or nothing for approval. There will be criteria that will not apply and criteria that may weigh heavier than others.

On March 19, 2024, the Planning Commission held a public hearing on the proposed text amendment ZO 2017-04-23. After the hearing was closed and deliberations ended, the following two motions were made:

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO APPROVE FINDINGS OF FACT AS MODIFIED. MOTION APPROVED BY A UNANIMOUS VOTE.

MOTION BY COMMISSIONER MIKOWSKI, SECONDED BY COMMISSIONER KUZMA TO RECOMMEND APPROVAL OF ZO 2017-04-23 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION PASSED UNANIMOUSLY.

The following are the findings of fact as modified by the Planning Commission on March 19, 2024.

1. Text Amendment.

a. The proposed text amendment would clarify the intent of the Ordinance.

The Commission unanimously (4-0) finds that “The intent of the Zoning Ordinance as a whole is the promotion of public health, safety, and welfare. The proposed text amendment includes regulations intended to maintain the viability of growing agricultural products by providing for the value added processing and direct sales of such beverages and other end products of such processing while streamlining regulations to ensure that production facilities do not industrialize the agricultural district and adversely impact the community.”

b. The proposed text amendment would correct an error in the Ordinance.

The Commission unanimously (4-0) finds that “The proposed text aligns Township definitions with State definitions. It also corrects an error as Microbreweries are currently an allowed use, but there is not a definition, nor requirements other than meeting the

standard requirements in Article 8. The proposed amendment also shifts use requirements to the production facility vs the Tasting Room.”

c. The proposed text amendment would address changes to State legislation, recent case law or opinions from the Attorney General of the State of Michigan.

The Commission unanimously (4-0) finds that “The proposed text amendment does not address any changes to legislation or case law.”

d. The proposed text amendment would promote compliance with changes in other county, state or federal regulations.

The Commission unanimously (4-0) finds that “The proposed amendment is not intended to promote compliance with *changes* in regulations as there have been no changes to county, state, or federal regulations applicable to the text amendment. However, the proposed amendment will align definitions with State definitions. Further, regulations in the current Zoning Ordinance which may violate the Commerce Clause are proposed to be removed. The Township Attorney has reviewed the proposed amendment.”

e. The proposed text amendment would be consistent with the goals, policies, and future land use map of the Elmwood Township Master Plan, or if conditions have changed significantly since the Master Plan was adopted, consistent with recent development trends in the area.

The Commission unanimously (4-0) finds that “The proposed text amendment is consistent with the goals and policies of the Elmwood Township Master Plan as it is intended to “Encourage the retention of important farmlands, orchards, vineyards, forest lands, open space areas, and woodlands” through continuing to allow value added agriculture.”

f. In the event the amendment will add a use to a district, that use shall be consistent with the character of the range of uses provided within the district.

The Commission unanimously (4-0) finds that “The Zoning Ordinance currently allows for Microbreweries, Distilleries, Distillery Tasting Rooms, and Winery Tasting Rooms.

The proposed text combines all Tasting Rooms into one ‘use’ with the same requirements. Currently, Wine Tasting Rooms are allowed in the NC Zoning District under SPR, but Distillery Tasting Rooms are not. The proposed text would eliminate Wine Tasting Rooms and Distillery Tasting Rooms and add ‘Tasting Rooms’ as a permitted use, including within the NC District under SPR. As a Wine Tasting Room is currently an allowed use within the NC District, allowing Tasting Rooms as a permitted use would be consistent. Distillery and Breweries would be permitted within the NC Zoning District under SPR. There is a wide range of uses within the NC district, including uses such as ‘Light Fabrication,’ ‘Mini-Warehousing,’ ‘Showrooms, offices, and workshops of building tradesmen,’ ‘Retail Sales,’ and ‘Restaurants.’”

g. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts.

The Commission unanimously (4-0) finds that “The proposed amendment does not create incompatible land uses as the uses are similar to the uses listed in Section 5.4 Land Use and Zoning District Table of the Elmwood Township Zoning Ordinance.”

- h. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items.**

The Commission unanimously (4-0) finds that “The Commission has not received reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items pertaining the request.”

- i. As applicable, the proposed text amendment shall be consistent with the Township’s ability to provide adequate public facilities and services.**

The Commission unanimously (4-0) finds that “The regulations that are provided in the amendment create a use that is consistent with the Township’s ability to provide adequate public facilities and services including fire, water, sewer, and medical services.”

- j. The proposed text amendment shall be consistent with the Township’s desire to protect the public health, safety, and welfare of the community.**

The Commission unanimously (4-0) finds that “The proposed text amendment is consistent with the Township’s desire to protect the public health, safety and welfare of the community. The amendment provides regulations to ensure that uses that are currently already allowed within the Ordinance are developed in such a way to protect the public health, safety and welfare of the community.”

TEXT AMENDMENT REVIEW
PC08-2024-04 Elmwood Township
Text Amendment – Alcohol Requirements

Reviewing Entity: Leelanau County Planning Commission
Date of Review: April 23, 2024

General Information

Date Request Received: April 15, 2024

Last Day of Review Period: May 15, 2024 (30 days in which to review and comment on the application and provide comments to the township. After the 30-day period, the township can proceed with or without comments from reviewing agencies).

Applicant: Elmwood Township Planning Commission
Rick Bechtold, Chairman

Section 2: Proposal

See Appendix for a copy of the proposed text amendments.

Section 3: Other Planning Input

Township Plan: The Elmwood Township Master Plan (2018) does not specifically address this amendment.

Leelanau General Plan: The Leelanau General Plan (2020) does not specifically address the amendment.

Township Planning Commission:

A public hearing was held on March 19, 2024, and no public comment was received. Following the public hearing, the planning commission unanimously passed the following motion:

MOTION BY COMMISSIONER MIKOWSKI, SECONDED BY COMMISSIONER KUZMA TO RECOMMEND APPROVAL OF ZO 2017-04-23 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION PASSED UNANIMOUSLY.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance?

Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?

No.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?

No

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.

No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.

No

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.

No

Current Zoning District: For Current text, Link to the Township Zoning Ordinance at:
<https://www.leelanau.gov/elmwoodtwpord.asp>

Section 5: Staff Comments

The proposed amendment will **add** the following definitions in **Article 2, Definitions, SECTION 2.2**
DEFINITIONS:

Alcohol. The product of distillation of fermented liquid, whether or not rectified or diluted with water, but does not mean ethyl or industrial alcohol, diluted or not, that has been denatured or otherwise rendered unfit for beverage purposes.

Beer. A beverage obtained by alcoholic fermentation of an infusion or decoction of barley, malt, hops, sugar, or other cereal in potable water.

Brewer. A person located in this state that is licensed by the Michigan Liquor Control Commission to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the person.

Brewery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by brewers and/or micro brewers to manufacture beer and sell at retail and to licensed wholesalers the beer manufactured by the brewer or micro brewer.

Distiller. A person licensed by the Michigan Liquor Control Commission to manufacture and sell spirits or alcohol, or both, of any kind.

Micro Brewer. A brewer that manufactures in total less than 60,000 barrels of beer per year and that may sell the beer manufactured to consumers at the licensed brewery premises for consumption on or off the licensed brewery premises and to retailers. In determining the 60,000-barrel threshold, all brands and labels of a brewer, whether manufactured in this state or outside this state, must be combined and all breweries for the manufacturing of beer that are owned or controlled by the same person must be treated as a single facility.

Small Distiller. A manufacturer of spirits annually manufacturing in this state not more than 60,000 gallons of spirits, of all brands combined.

Small Wine Maker. A wine maker manufacturing or bottling not more than 50,000 gallons of wine in 1 calendar year. A small wine maker is not required to bottle wine it manufactures.

Spirits. A beverage that contains alcohol obtained by distillation, mixed with potable water or other substances, or both, in solution, and includes wine containing an alcoholic content of more than 21% by volume, except sacramental wine and mixed spirit drink.

Tasting Room. A location on or off the manufacturing premises of a brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller where the brewer, micro brewer, wine maker, small wine maker, distiller, or small distiller may provide samples of or sell at retail for consumption on or off the premises, or both, the beer, wine, or spirits it manufactures. A small wine maker, however, may only sell wine it bottled.

NEW BUSINESS ITEM 3

Wine Maker. A person licensed by the Michigan Liquor Control Commission to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.

And **amend** the following definitions to read as follows:

Distillery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by distillers and/or small distillers to manufacture spirits or alcohol and to sell the spirits and/or alcohol manufactured by the distiller or small distiller.

Wine. A product manufactured by the normal alcoholic fermentation of the juice of sound, ripe grapes, or any other fruit with the usual cellar treatment, and containing not more than 21% of alcohol by volume, including cider made from apples or pears, or both, that contains at least $\frac{1}{2}$ of 1% of alcohol by volume, or mead, or honey wine made from honey, fermented fruit juices other than grapes, and mixed wine drinks.

Winery. A facility licensed by the Michigan Liquor Control Commission where agriculture products are grown and/or maintained and used by wine makers and/or small wine makers to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and to sell that wine to a retailer.

And **delete** the following definitions:

Distillery Tasting Room. A Michigan licensed room used in conjunction, as an accessory use, with a distillery where a spirit is produced on-site, may be consumed or purchased.

(Amendment ZO 2017-04-03, Ordinance #2018-04, Effective November 9, 2018)

Wine, Brandy. An alcoholic liquor as defined in Federal Standards of Identity for Distilled Spirits, 27 CFR 5.22 (d) 1980.

Wine Drink, Mixed. A drink or similar product containing less than seven percent (7%) alcohol by volume, consisting of wine and sparkling or carbonated or water and/or containing one (1) or more of the following: non-alcoholic beverages; flavorings; fruit juices; coloring materials; fruit adjuncts; sugar; preservatives; and carbon dioxide .

Wine-Related Beverages. Fortified wines, wine brandy, other mixed wine drinks, and drinks related to or inclusive of wines.

Wine Tasting Room. A Michigan licensed room used in conjunction with a winery where the tasting of wine, fruit wines, and non-alcoholic fruit juices takes place at a charge or at no charge to the individual, and the retail sales of winery and cheese products, incidental wine-related non food items, products by the bottle, container, or case for off-premises consumption, and wine-related packaged food items are allowed as provided

The proposed amendment will **amend Article 5-Use Restrictions, SECTION 5.4 LAND USE AND ZONING DISTRICT TABLE**, to eliminate Microbreweries/Distilleries regulated by Michigan Liquor Control Commission) Use #78 (Wine Tasting Room); create new Use #49 (Distillery and/or Brewery), Use #74 (Tasting Room); change permitting process for Use #79 (Winery); And will read as follows:

Applicable to Multiple Districts	A-R	R-1	R-2	R-3	MH P	M C	NC	G C	LI	SC	R R
49. Distillery and/or Brewery	SUP						Psp	Psp	Psp		
74. Tasting Room	SUP						Psp	Psp	Psp		
79. Winery	Psp							Psp	Psp		

The proposed amendment will also delete #5 and #6, from **Section 5.5. SPECIAL REQUIREMENTS FOR SPECIFIC USES, K.**

5. Additional agricultural products may be sold at the produce stand provided it is grown or produced (e.g., honey, syrup, etc) in Elmwood Township.

6. Sale of craft items is limited to those produced on the property.

This section will also be amended to create a new **5.5.N**, which will read as follows:

N. Winery, Distillery, Brewery

1. **Intent.** It is the intent of this ordinance to allow construction of Breweries, Distilleries, and Wineries for beer, wine, spirits and other alcoholic beverages regulated by the Michigan Liquor Control Code of 1998, being Public Act 58 of 1998 [MCL 436.1101 et seq] (the "Code") on lands where the ingredients for such products are raised or grown. Such facilities are permitted with or without tasting rooms (See Section 9.8.J).

The growing of wine fruit and production of wine, the growing of the ingredients for making beer and the growing of crops to be used in distilling spirits are recognized as an integral component of the rural and agricultural ambiance of the agricultural areas within Elmwood Township if regulated appropriately. The growing of these crops do not require Planning Commission review, but without site plan review, production facilities could industrialize the agricultural district. It is, therefore, the intent of this section to maintain the viability of growing agricultural products by providing for the value added processing and direct sales of such beverages and other end products of such processing.

2. **Conditions.** Wineries, Distilleries, and Breweries may be permitted in accordance with Article 8 (Site Plan Review) and subject to the following conditions:

- a. Every winery, brewery, and distillery, is subject to the development review requirements as provided in Article 8 (Site Plan Review) of this ordinance.
- b. Monthly retail sales of the beverages produced on the site are permitted along with retail sales of related products (i.e. branding merchandise for the facility). However, no tasting is permitted unless a permit for a Tasting Room is obtained onsite.
- c. To ensure that production facilities within the A-R Zoning District do not industrialize the district, the following standards shall be met:
 - i. The parcel must be at least ten (10) acres.

NEW BUSINESS ITEM 3

- ii. The winery, distillery, or brewery is operated according to generally accepted agricultural management principles and for every winery, distillery, and brewery, the parcel shall have a minimum of five (5) planted acres of mature crop that is used for the on-site production of alcohol for production facilities selling directly to the consumer. Ten (10) planted acres of mature crop that is used for the on-site production of alcohol for production facilities selling directly to the consumer is required for selling wholesale. For purposes of this section, 'mature crop' shall mean crops that are of an age where they can be harvested and used in the production of alcohol.
- iii. The total land area covered by buildings and structures used for the processing, storage and sales of wine, beer, and spirits may not exceed fifteen percent (15%) of the lot area. In order to encourage the reuse of historic buildings, the Planning Commission may consider a larger land cover percentage, while considering the impact of the use on neighboring properties. If the parcel contains a dwelling, the dwelling and the dwelling's associated accessory structures shall not be incorporated in this calculation. Any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.) shall not be incorporated in this calculation.
- d. All winery, brewery, or distillery structures and/or permitted outdoor tasting areas (if permitted shall be set back at least 100 feet from any lot line as well as any wetlands and/or any water's edge. This setback shall not apply to any building or structure used for agricultural use (i.e. silos, animal husbandry, storage of traditional agricultural machinery (i.e. tractors, plows, etc.).

The proposed amendment will also **amend** Article 6-Site Development, **SECTION 6.1.3 Spaced Required** table as follows:

USE	MINIMUM NUMBER OF SPACES REQUIRED
Winery, Distillery, and/or Brewery	5 spaces plus 1 per employee on largest shift

The proposed amendment will also **amend** Article 9-Special Land Uses, **SECTION 9.8 ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES, J. Wine Tasting Room**, to read as follows:

J. Tasting Rooms for Wineries, Breweries, and Distilleries

The Township would like to encourage agriculturally related uses while preserving neighboring property owners' enjoyment of their land. Tasting Rooms are permitted as accessory uses at permitted Wineries, Breweries and Distilleries or within other zoning districts, as permitted provided that the proposed tasting room complies with the following requirements:

- 1. Every tasting room for a winery, brewery, and distillery within the Agricultural-Rural (A-R) Zoning District is subject to the development review and requirements for a winery, brewery and distillery as provided in Article 5.5.N of this ordinance.

NEW BUSINESS ITEM 3

2. The tasting area may be located inside or outside a building, but at no time shall the tasting area exceed 2,500 sq ft.
3. A tasting room and/or an authorized outdoor tasting area shall not be located closer than 100 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3).
4. If a tasting room is located within 500 feet from any lot line of a lot containing a dwelling or from any lot that is zoned residential (R-1, R-2, or R-3), then a fence or buffer, meeting the requirements of Section 6.4.4 of this Ordinance, shall be placed along the lot line of that adjacent lot to discourage trespass.
5. The hours of operation shall be between the hours of 10 am and 10 pm unless the Planning Commission determines that different and more restrictive hours are more appropriate to meet the standards of Section 9.3.
6. Amplified sound (including amplified music) shall be contained indoors and shall not produce sound that because of its volume or frequency annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of any reasonable person of normal sensitivities.
7. A Tasting Room is not intended to be a restaurant; restaurants are a use that is permitted in certain zoning districts. Therefore, a tasting room may offer limited food service provided:
 - a. Any retail sales and food service must be clearly accessory to the tasting room. This shall be evidenced by:
 - i. The area for serving food shall seat no more than twenty (20) patrons at one time.
 - ii. Monthly sale of food shall not exceed 10% of gross sales of licensed products. At the request of the Township, the business shall provide supporting documentation to the Township verifying compliance with this section.
 - iii. Food service items shall be limited to appetizers and small plates. Carry-in or carry-out foods are prohibited.
 - b. Any food service shall be licensed to prepare and serve food by the appropriate Health Agency.

And remove requirements for Distillery Tasting Rooms from **Section 9.8.L, Distillery Tasting Room**, and replace as follows:

L. RESERVED

ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION APPROVED UNANIMOUSLY.

d. Public Hearing and Deliberations-Planning Commission Discussion on ZO 2017-04-23-a Zoning Ordinance Amendment to amend Section 2.2 to add definitions for Alcohol, Beer, Brewer, Brewery, Distiller, Micro Brewer, Small Distiller, Small Wine Maker, Spirits, Tasting Room, Wine Maker, revise definitions for Distillery, Wine, Winery, and eliminate definitions for Distillery Tasting Room Wine, Brandy, Wine Drin, Mixed, Wine Related Beverages, and Tasting Room. Add "Distillery and/or Brewery" and "Tasting Room" as permitted uses under Site Plan Review or special Use Permit in certain zoning districts, allow Winery as a use within the General Commercial and Light Industrial districts under Site Plan Review, renumber uses; amend Section 5.5 K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5 K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5 N to contain requirements for Wineries, Distilleries, and Breweries; amend Section 6.1.3 to list parking requirements for Wineries, Distilleries, and Breweries; amend Section 9.8 J to contain requirements for Tasting Rooms for Wineries, Distilleries, and Breweries; eliminate Section 9.8 L Distillery Tasting Room and its requirements and reserve Section 9.8L for future use.

Public comment opened at 7:33 p.m. No comment given. Public comment closed at 7:33 p.m.

Staff noted the Commission has seen this text a few times before; the only modification since their last meeting was the addition of one word, it reads "monthly" sale of food for one of the proposed requirements.

The Commissioners went through draft Findings of Fact.

The Chair asked about if the proposed language was specific about harvestable crops being in the AG district [not others]. Staff said that the way the text amendment was drafted, is it stated in the intent, and then one of the conditions for production facilities calls out conditions that would be specific to facilities within the AR zoning district. She noted that the text also shifts use requirements to the production facility versus the tasting room.

Under guideline "g", options 1 or 2, Commissioner Mikowski asked for clarification. Staff stated she wanted to give options for all members of the Commission. The Commission as a whole will need to make a Finding on whether or not they believe the amendment creates incompatible uses or does not create incompatible uses. In other words, with the proposed text, are those uses compatible with other uses in the zoning districts. Commissioner Mikowski said yes.

The Chair said with the proposed changes for breweries, wineries, distilleries in AG, they've increased the area of land they have to have and they've also put in the stipulation they have to have producible, harvestable crops they'll be putting into their product.

Staff added that the text also sets requirements for microbreweries as under the current Ordinance, as long as it meets the state's definition, it's approved under site plan review. Commissioner Kuzma said they put in the most restrictive, palatable wording and conditions for those sites.

The Chair asked what if somebody has either a crop failure or through really poor agricultural practices, the subsequent crops they have growing, don't grow. Staff replied, if they were to destroy their entire crop, she would say that's clear cut, they have no intention of complying with that requirement of the use and they would be in violation and would not be able to, if conditioned appropriately, be able to continue to operate their production facility.

The Chair asked what if there was a late season frost and a lot of orchard was lost, if it's effecting other agricultural production, would that be singled out for not having fruit growing on their parcel. Staff answered, she would look at it as the text says, 5 planted acres of mature crops, 10 acres for wholesale, at the time of permitting for purposes of this section, mature crops shall mean crops that are of an age where they can be harvested and used in the production of alcohol. If there was a failed crop and they were replanted within a certain time frame, she would imagine that would be in compliance. Before enforcement, she'd get the attorney involved. They are imposing reasonable conditions to ensure people continue to comply with what the PC is approving. The Chair clarified with Commissioner Mikowski that she was saying yes to the first option. She replied with confirmation. All Commissioners agreed with option 1 for guideline g, making no other modifications to the draft findings.

MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER MIKOWSKI TO APPROVE FINDINGS OF FACT AS MODIFIED. MOTION APPROVED BY A UNANIMOUS VOTE.

MOTION BY COMMISSIONER MIKOWSKI, SECONDED BY COMMISSIONER KUZMA TO RECOMMEND APPROVAL OF ZO 2017-04-23 TO THE TOWNSHIP BOARD AND TO FORWARD ON TO THE COUNTY AS IT MEETS SECTION 11.12 OF THE ZONING ORDINANCE. MOTION PASSED UNANIMOUSLY.

K. Discussion on Zoning Ordinance: Staff said at their next meeting, if they don't have a lot going on, she'll print out a table of all the uses that are allowed in the Ordinance but have no requirements other than it obtains a land use permit or Article 8 or Article 9 to see if the Commission wants to create standards for any of those uses.

L. Comments from the Chair: Commissioner Bechtold noted in the Ticker there was a mention of a meeting on Agri-tourism and he found it interesting that they're featuring Jacob's Corn Maze, 9 Bean Rows, Farm Club, Leelanau Cheese, and Tandem Cider, so a couple in Elmwood Township and he's sensing this is another focus on potential value-added activities that occur on AG land. He doesn't know what that means for their future, but it's going to be interesting to see what the off shoot will be. He thanked the Commissioners for their diligence in reviewing the materials and the good discussion.

A public hearing was held on March 19, 2024, at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add Dwelling, Multi. to Article 2, Definitions, Section 2.2. The proposed amendment will also amend definitions; Parcel, Lot, Lot Area Gross and Lot Area Net. The proposed amendment will also amend Article 3, SECTION 3.14 RESERVED and Article 5-Use Restrictions, SECTION 5.6 TABLE OF DIMINSIONAL REQUIREMENTS to add 'Note I: Density'. Amend Article 7-Land Development Options, SECTION 7.1.2 General Requirements C. and Article 7-Land Development options, SECTION 7.2.2 Application And Review Procedures E., 1. d. Myer concluded, stating that the proposed amendment will also amend Article 8-Site Plan Review, SECTION 8.4. REQUIREMENTS FOR SITE PLAN APPROVAL, 12.

MacDonald questioned the term 'sustainable units' on Section 3.14. Nixon suggested they change "dwelling units" to "housing units" or "domicile" in the Dwelling Definition. Black expressed concern that trying to crowd as many dwelling units possible on a parcel will create problems. The house size and number of occupancy was also concerning. Miller questioned if the dwellings will be attached or detached? Brown noted that they do not address parking for these dwellings.

Motion by Noonan, seconded by Miller, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

PC08-2024-04 -Elmwood Twp. -Text Amendment – Alcohol Requirements

Myer reviewed the staff report saying that the request was received on April 15, 2024 and the last day for review is May 15, 2024. The Elmwood Township Master Plan does not specifically address this amendment and neither does the Leelanau General Plan. The contents in the proposed text amendment does not conflict with the General Plan.

A public hearing was held on March 19, 2024 at which time no public comment was received and a motion was passed to forward the proposed amendment to Leelanau County for review. Myer stated that the proposed amendment will add the following definitions in Article 2, Definitions, SECTION 2.2

DEFINITIONS:

- Alcohol
- Beer
- Brewer
- Brewery
- Distiller
- Micro Brewer
- Small Distiller
- Small Wine Maker
- Spirits
- Tasting Room
- Wine Maker

And amend the following definitions:

- Distillery
- Wine
- Winery

And delete the following definitions:

- Distillery Tasting Room
- Wine, Brandy
- Wine Drink, Mixed
- Wine-Related Beverages
- Wine Tasting Room

Myer continued, saying that the proposed amendment will amend Article 5-Use Restrictions, SECTION 5.4 LAND USE AND ZONING DISTRICT TABLE. Will also delete #5 and #6 from Section 5.5 SPECIAL REQUIREMENTS FOR SPECIFIC USES, K. This section will also be amended to create a new 5.5N. The proposed amendment will also amend Article 6-Site Development, SECTION 6.1.3 Spaced Required and Article 9-Special Land Uses, SECTION 9.8 ADDITIONAL REQUIREMENTS FOR CERTAIN SPECIAL LAND USES, J. Wine Tasting Room. In conclusion, Myer stated that the proposed amendment will remove requirements for Distillery Tasting Rooms from Section 9.8.L., Distillery Tasting Room.

Lautner questioned the deletion of #5 and #6 from Section 5.5. SPECIAL REQUIREMENTS FOR SPECIFIC USES, K. and stated that those are allowed under Right to Farm as a product that is raised or grown there.

Miller did not understand the definition for 'Distillery' and suggested they revise it so it is not defective. He also said that the wording of "5 spaces plus 1 per employee on largest shift" is awkwardly written and suggested the language read "number of spaces equal to the number of employees on largest shift."

Motion by Fenlon, seconded by Nixon, to forward the staff report and all comments to the Elmwood Township. Motion carried 10-0.

REPORTS

Housing Action Committee

Lautner had no update since they will not meet until May 13.

Parks & Recreation Committee

Noonan said they will meet on May 1. He will be bringing up that there is an individual who is interested in paving his property but has a shared easement with Old Settlers Park.

COMMUNICATIONS

Myer handed out a flyer with all of the collections, dates and locations for Household Hazardous Waste, Scrap Tire, Mattress Recycling and Electronic Waste Collections for the year. Myer also handed out a photo of Trudy Galla who received her Fellowship Award at the APA Planning Conference in Minneapolis.

PUBLIC COMMENT- None.

STAFF COMMENTS- None.

COMMISSIONER & CHAIRPERSON COMMENTS

Lautner and Criqui congratulated Herman on her promotion and kudos to Myer on the packet. Lautner

To: Elmwood Township Board

From: Sarah Clarren, Planner/Zoning Administrator

Date: May 6, 2024

RE: Comprehensive Plan Consultant Recommendation

The Township received two proposals from Wade Trim and Beckett & Raders in response to our Request for Proposals for our Comprehensive (Master) Plan.

The Selection Committee consisting of Jeff Shaw (appointed by the Township Board), Rick Bechtold (appointed by the Planning Commission), and myself (staff) interviewed both firms on May 6th. The Committee was incredibly impressed with both firms. After discussion, the Committee unanimously voted to recommend that the Board select Beckett & Raeder as the consultant for the Township's Comprehensive Plan. If the Board agrees, the following motion may be utilized.

Motion to approve Beckett & Raeder as consultant for the Township's Comprehensive Plan, contingent on contract negotiations.

Charter Township of Elmwood Community Comprehensive Plan

Proposal for Professional Services

April 18, 2024



Downtown Negaunee | Negaunee Township, Michigan



innovative

Cover Letter	3
<i>i.</i> Business Introduction	5-14
<i>ii.</i> Work Plan	15-17
<i>iii.</i> Project Schedule / Timeline	18-19
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<i>v.</i> Experience & References	26-30
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<i>vii.</i> Proposed Fees	33-36

April 18, 2024

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

Regarding: Elmwood Charter Township Comprehensive Plan

i
initiative

Ms. Clarren,

I am pleased to submit for your consideration a proposal for professional planning services to prepare a Comprehensive Plan (Master Plan) for Elmwood Charter Township. We feel our team at Beckett & Raeder, Inc. (BRI) is expertly equipped with the planning skills, resources, and experience needed to successfully serve the Township. Our emphasis on visual storytelling creates compelling plans that are accessible and provide a clear roadmap for the future.

Over the last ten years, our team has won more Daniel Burnham Awards for a Comprehensive Plan from the Michigan Chapter of the American Planning Association than all other planning firms in the state combined, and it's because we take great pride in crafting unique documents that speak directly to the communities they serve.

Being local and a previous employee of Elmwood Township, allows us to provide a competitive fee where we can devote more time to community engagement and developing the plan instead of travel time. I am aware of the current strengths and concerns within the community but also know that public engagement is critical to generating a plan for the community.

We prepared a scope of work that complies with the requirements of PA 33 of 2008, the Michigan Planning Enabling Act (MPEA), and meets your plan objectives for clear direction on how to develop in the short- and long-term, using data and community input. If you have any questions, please feel free to contact me at 231.492.0702 or skopriva@bria2.com.

Sincerely,

Sara Kopriva, AICP
Principal

Beckett & Raeder, Inc.
535 West William
Suite 101
West Arbor, MI 48103

734.663.2622 ph
734.663.5759 fx

www.bria2.com

Windsor Office
1713 Howard Street
Windsor, MI 49770

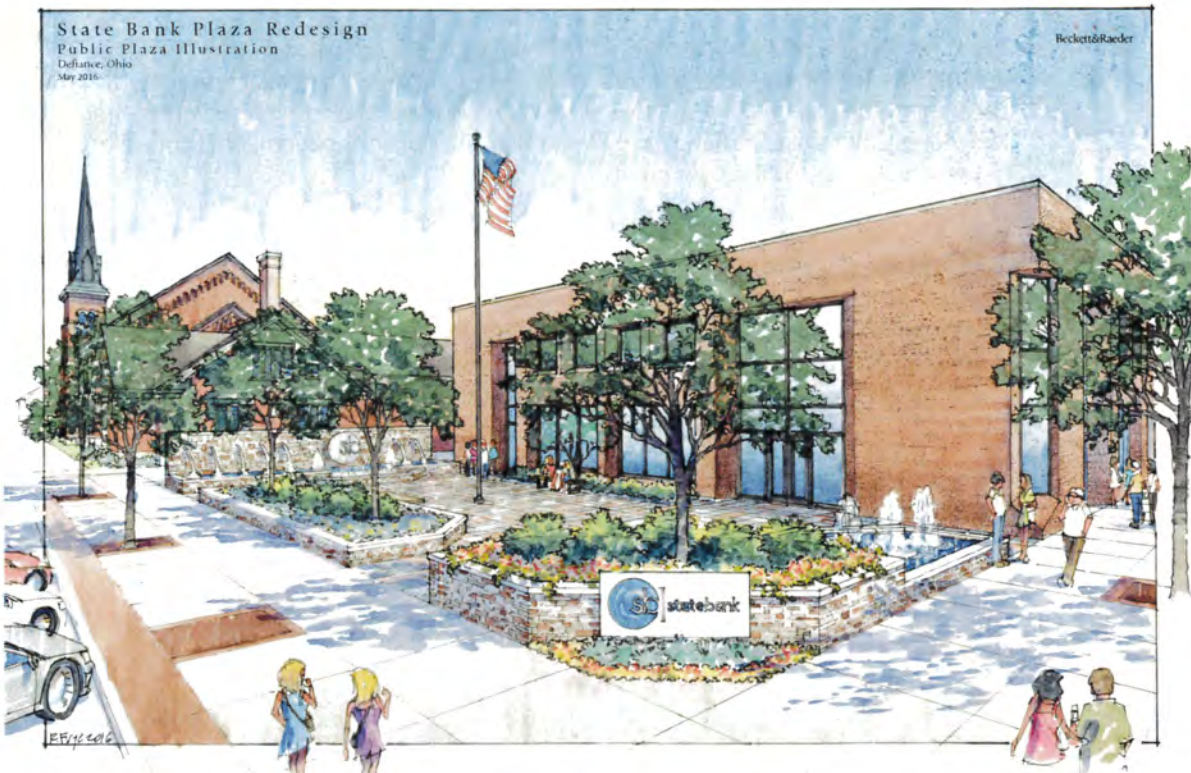
231.347.2528 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
15211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph





imagine

Business Introduction

Business Introduction



Seminole and Henry Corridor Redevelopment | Norton Shores, Michigan

Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey, Traverse City, and Grand Rapids, Michigan. The firm includes landscape architects, planners, civil engineers, LEED accredited professionals, and support staff maintaining registrations in the States of Michigan, Ohio, Indiana, and Illinois and certification at the national level.

HISTORY

Beckett & Raeder, Inc. was established as a Michigan corporation in 1966 with its corporate office in Ann Arbor, Michigan. BRI is also licensed to operate in the State of Ohio.

SERVICES

Major areas of practice and scope of services include sustainable design, land use programming and analysis, master planning, campus planning, placemaking, site planning and civil engineering, site development, municipal engineering, storm water management, downtown revitalization and redevelopment, community planning and urban design, economic development, public/private development services, and environmental services.

PARTNERS, PRINCIPALS, AND/OR OFFICERS

Deborah Cooper, President & Partner
John Iacoangeli, Executive V.P., Treasurer & Partner
Christy Summers, Secretary & Partner
Brian Barrick, Partner
Kristofer Enlow, Partner
Christopher DeGood, Partner
John Beckett, Partner Emeritus
Tim Knutsen, Principal
Sara Kopriva, Principal
61 BECKETT & RAEDER, INC.

PHILOSOPHY

All commissions accepted by the firm are accomplished under the direct supervision of one of the firm's seven Partners. Principals, Senior Associates, Associates, Project Landscape Architects, Planners, and Engineers are assigned to projects in accordance with their individual expertise and the requirements of the project. In keeping with the philosophy of the office, the project team is involved in all aspects of the work through its entire duration. The firm routinely engages other consultants, as the work plan requires.

LOCATIONS

Ann Arbor
535 W. William,
Suite 101
Ann Arbor, MI 48103
Tel: 734.663.2622
Fax: 734.663.6759

Traverse City
148 E. Front St.
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Fax: 231.347.2524

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Grand Rapids, MI 49546
Tel: 616.585.1295

www.bria2.com

CONTACT:
Sara Kopriva, AICP
Principal
231.492.0702 | skopriva@bria2.com



Michigan Recreation and Park Association (mParks), Outstanding Park Design Award, 2018, Petoskey Downtown Greenway, South Segment | Petoskey, Michigan

INFRASTRUCTURE

Storm Water Management
Water Distribution Systems
Sanitary Sewer Systems
Capacity Analysis
Capital Improvement Program
Wellhead Design & Protection
Pavement Evaluation
Streets and Roads
Onsite Sewage Treatment
Utility Marking
Parking

COMMUNITY PLANNING & ZONING

Comprehensive Master Plans
Brownfield Redevelopment
Zoning Ordinance /Codes
Specialized Zoning Ordinance

Provisions Development
Standards and Guidelines Site
Plan Review
Strategic Planning
Expert Witness Zoning Testimony
Community Development
Greenway Planning
New Urbanism

ENVIRONMENTAL SERVICES

Site Evaluation & Analysis
Low Impact, Conservation Design
Wetland Delineation
Constructed Wetland Design &
Installation
Wetland Restoration
Storm Water Management

ANALYSIS & EVALUATION

Site Analysis
Feasibility Studies
Site Selection Studies
Buildout Analysis
Market Analysis
Demographics
Natural Features Interpretive
Studies

PROJECT CONSTRUCTION

Construction Administration
Field Inspection
Storm Water Operator
Bridge Inspection
Specification Writing
Project Cost Estimating
Construction Drawings

Our Services



2016 Honor Award, Michigan Chapter, Landscape Architectural Sustainability Marshbank Park | West Bloomfield Township, Michigan

DOWNTOWN & ECONOMIC DEVELOPMENT

- Brownfield Redevelopment
- Grant Writing
- Downtown Management
- Downtown Master Plans
- Special Finance Districts
- Adaptive Reuse Studies
- Retail Market Analysis
- Strategic Planning/Visioning Workshops
- Physical Design Plans
- Streetscape Design & Implementation
- Wayfinding & Signage
- Tax Increment Financing & Development Plans
- DDA Creation

SITE DESIGN

- Planting Design
- Irrigation Design
- Grading Plans
- Utility Plans
- Pavement Design
- Lighting Design
- Site Design Guidelines
- Park Design
- URBAN DESIGN
- Corridor Design & Planning
- Streetscape Design
- Waterfront Design

FACILITY DESIGN

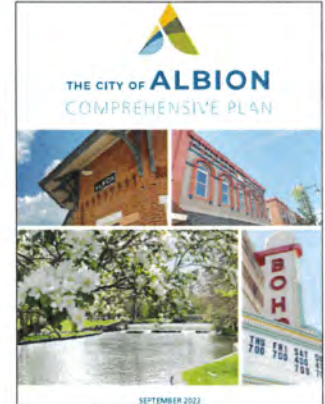
- Marina Design
- Playground Design
- Athletic Facility Design
- K-12 Site Development

- Subdivision Design
- Campgrounds
- Parks Design
- Higher Education

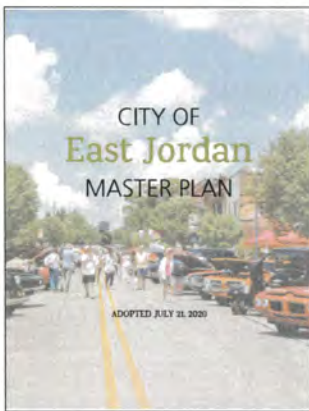
MASTER PLANNING

- Campus Planning
- Traditional Neighborhood & Small Town Design
- Community Master Planning
- Watershed Planning
- Recreation Master Planning
- Park Master Planning
- Rural Land Planning Services
- Land Use Planning

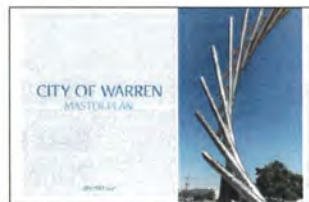
MAP Daniel Burnham Award for a Comprehensive Plan



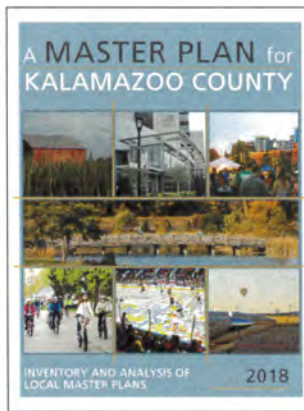
City of Albion Comprehensive Plan
Albion, MI | 2023



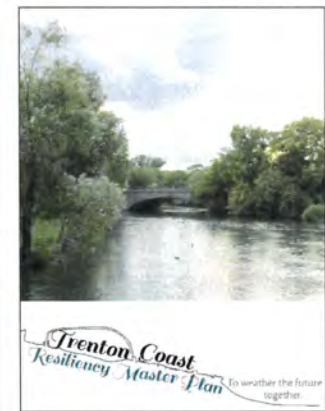
City of East Jordan Master Plan
East Jordan, MI | 2022



City of Warren Master Plan
Warren, MI | 2021



Kalamazoo County Master Plan
Kalamazoo, MI | 2019



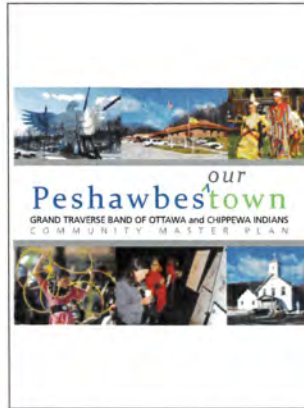
Trenton Resiliency Master Plan
Trenton, MI | 2017



Jackson Community Master Plan
Jackson, MI | 2016



Acme Township Master Plan
Acme, MI | 2015



Peshawbestown Master Plan
Grand Traverse Band of Ottawa & Chippewa Indians | 2013



Onekama Community Master Plan
Onekama, MI | 2010

Other Michigan Association of Planning Awards



Design charrette for City of East Jordan Master Plan | City of East Jordan, Michigan

PLANNING EXCELLENCE AWARDS

Economic Development & Planning, 2021

Comstock Center Place Plan for Redevelopment and Prosperity Township of Comstock, MI

Public Outreach, 2021

City of East Jordan Master Plan East Jordan, MI

Public Outreach, 2020

Sturgis Community Master Plan Sturgis, MI

Economic Planning & Development, 2018

Project Rising Tide

URBAN DESIGN AWARDS

Urban Design, 2018

Jackson Downtown Streetscape Jackson, MI

Urban Design, 2017

Jackson Blackman Park Expansion Jackson, MI

HONOR AWARDS

Honor Award

Monroe Coastal Zone Management Plan Monroe, MI

Honor Award

River Raisin Esplanade Monroe, MI

Honor Award

"Michigan Social Erosion and Sedimentation Control Guidebook"
State of Michigan

Honor Award

"Housing for the Elderly Development Process"
Michigan State Development Authority

OTHER AWARDS

Best Practice Award, 2018

Planning for Resiliency in Michigan: A Comprehensive Handbook

Implementation Award, 2016

Bear River Valley Recreation Area Petoskey, MI

Innovation in Economic Planning & Development, 2015

Lakes to Land Regional Initiative: Food and Farm System Assessment

Innovation in Regional Planning, 2014

Lakes to Land Regional Planning Initiative

Onkama Joint Master Plan, 2012

Onkama, MI

Selected Recent Awards



River Raisin Heritage Corridor | Monroe, Michigan

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

**Design Honor Award,
Michigan Chapter, 2023,
Michigan State University
STEM Teaching & Learning Facility
East Lansing, Michigan**

**Merit Award, Michigan
Chapter, 2017, General Design
Chicago Drive Corridor
Grandville, Michigan**

**Merit Award, Michigan Chapter,
2017, Planning & Analysis
Peshawbestown Community
Master Plan
Peshawbestown, Michigan**

**Merit Award, Michigan
Chapter, 2016, Landscape
Architectural Design
Jackson Blackman Park Expansion,
Jackson, Michigan**

**Merit Award, Michigan
Chapter, 2016, Landscape
Architectural Sustainability
Wall Street East Parking Structure,
Ann Arbor, Michigan**

**Honor Award, Michigan
Chapter, 2016, Landscape
Architectural Sustainability
Marshbank Park
West Bloomfield Township,
Michigan**

**Merit Award, Michigan
Chapter, 2015, Landscape
Architectural Design
Munger Graduate Residences,
University of Michigan
Ann Arbor, Michigan**

**Merit Award, Michigan Chapter,
2014, Historic Significance
Petoskey Bayfront Park
Petoskey, Michigan**

**Merit Award, Michigan Chapter,
2013, Planning & Analysis
River Raisin Heritage Corridor
East Master Plan
Monroe, Michigan**

**Merit Award, Michigan
Chapter, 2010
Outdoor Learning Center
Central Michigan University
Mt. Pleasant, Michigan**

AMERICAN INSTITUTE OF ARCHITECTS

**Architectoral Honor Award,
Historic Rehabilitation Category -
Detroit Chapter, 2023
University of Michigan School of
Kinesiology Building
TMP Achitecture, Inc. & Ballinger
Ann Arbor, Michigan**

**Architectoral Honor Award,
Building Category - Detroit
Chapter, 2023**

Michigan State University Billman
Music Pavilion
TMP Achitecture, Inc. & Bora
Architecture & Interiors
East Lansing, Michigan

**Architectoral Honor Award -
Detroit Chapte, 2022
University of Michigan Dance Building
TMP Architecture, Inc. and Ballinger
Ann Arbor, Michigan**

**Building Award for New
Construction, Addition or
Renovation - Huron Valley
Chapter, 2022
Clinton Macomb Public Library,
North Branch
Quinn Evans Architects
Macomb, Michigan**

Selected Recent Awards

MICHIGAN RECREATION & PARK ASSOCIATION

Design Award, Parks 2018
Petoskey Greenway, South Segment
Petoskey, Michigan

Design Award, Outstanding Facility 2017
Silver Lake State Park
Mears, Michigan

Landscape Design Award, 2014
White Lake Bloomer Park
White Lake Charter Township, Michigan

Outstanding Park Design Award, 2013
Argo Cascades
Ann Arbor, Michigan

Design Award, Landscape Design, 2011
Bear River Valley Recreation Area
City of Petoskey, Michigan

Landscape Design Award, 2011
Marshbank Park
West Bloomfield Township, Michigan

Landscape Design Award, 2010
Outdoor Learning Center
Central Michigan University
Mount Pleasant, Michigan

IMAGIN (Improving Michigan's Access to Geographic Information Networks)

Innovation Award, 2018
Acme Township, Michigan

WASHTENAW CONTRACTORS ASSOCIATION

Pyramid Award, 2018
University of Michigan Art & Architecture A. Alfred Taubman Wing
Ann Arbor, Michigan

Pyramid Award
Skyline High School
Ann Arbor, Michigan

EDUCATION DESIGN SHOWCASE

Project of Distinction, 2017
Outstanding Design and Architecture
Lasch Family Golf Center, Michigan State University
East Lansing, Michigan

NATIONAL TRUST FOR HISTORIC PRESERVATION

Richard H. Driehaus National Preservation Honor Award, 2014
McGregor Pool
Wayne State University
Detroit, Michigan

MICHIGAN HISTORIC PRESERVATION NETWORK

Government/Institution Award, 2016
River Raisin Heritage Corridor, East Master Plan
Monroe, Michigan

Cultural Landscape Award, 2014
McGregor Memorial Conference Center Reflecting Pool and Sculpture Garden for Contribution to Historic Preservation in Michigan
Wayne State University
Detroit, Michigan

GREAT LAKES PARK TRAINING INSTITUTE

Great Lakes Park, Facility, & Recreation Program Award, 2013
Marshbank Park
West Bloomfield Township, Michigan

OAKLAND COUNTY

Oak Land Award, 2012
Marshbank Park
West Bloomfield Township, Michigan

PROGRESSIVE ARCHITECTURE AWARDS PROGRAM

Honor Award
"Michigan Soil Erosion & Sedimentation Control Guidebook"
State of Michigan

Honor Award
"Housing for the Elderly Development Process"
Michigan State Development Authority

Professional Affiliations & Organizations



Jackson Streetscape Master Plan | Jackson, Michigan

Beckett & Raeder, Inc. is staffed by registered professional engineers, landscape architects, community planners, and environmental and ecological professionals and has specialized training and maintains professional affiliation with the following:

ACCREDITATIONS

U.S. Green Building Council LEED Accredited Professionals
Form Based Code Institute (FBCI)
Congress for the New Urbanism Accreditation (CNU-A)

CERTIFICATIONS

Michigan Economic Development Association
Certified Economic Development Professional
Certified Stormwater Operator
Housing Development Finance Professional (HDFP)
Project Management Boot Camp
PASER Road Rating
Planning and Zoning Instructor (MAP)
Certificate of Real Estate
Certified Playground Safety Inspector (CPSI)
American Institute of Certified Planners (AICP)
National Charrette Institute Certification (NCI)

REGISTRATIONS

Professional Registered Engineers

- » State of Michigan (PE)
- » State of Ohio (PE)

Professional Landscape Architects

- » State of Michigan (PLA)
- » State of Ohio (PLA)
- » State of Illinois (PLA)
- » State of Indiana (PLA)
- » Council of Landscape Architects Registration Boards

Residential Builder License

- » State of Michigan

SPECIALIZED TRAINING

EPA Brownfield Redevelopment
People, Places and Placemaking
Economics of Place
Neighborhoods, Streets and Connections
Form Planning and Regulation
Collaborative Public Involvement
Applied Placemaking
Complete Streets
Geographic Information Systems
FEMA ICS-100, IS-00029, EFS 15
FEMA ICS-200, IS-00700 (NIMS)
Green Roof Design
Charrette System Training (NCI)

Professional Affiliations & Organizations

MEMBERSHIPS

American Planning Association (APA)	American Society of Landscape Architects (ASLA)	American Society of Civil Engineers (ASCE)	American Public Works Association (APWA)	Congress for the New Urbanism	Detroit Association of Planners
Heritage Ohio (Ohio Main Street)	Improving Michigan's Access to Geographic Information Networks (IMAGIN)	Institute of Transportation Engineers (ITE)	Michigan Association of Physical Plant Administrators (MIAPPA)	Michigan Association of Planning (MAP)	
MAP Planners in Private Practice	Michigan Complete Streets	Michigan Downtown Association (MDA)	Michigan Economic Development Association (MEDA)	Michigan Historic Preservation Network	Michigan Municipal League (MML)
Michigan Recreation and Parks Association	Michigan Rural Network	Michigan Society of Professional Engineers	Michigan School Business Officials (MSBO)	National Complete Streets	National Main Street Center
National Society of Professional Engineers	National Trust for Historic Preservation	Preservation Detroit	Society of Marking Professional Services (SMPS)	Society of College and University Professionals (SCUP)	South Oakland County Municipal Engineers (SOCME)
Southern Michigan Water and Sewer Utilities Association (SMW & SUA)	Toledo Metropolitan Area of Council of Governments (TMACOG)	Urban Land Institute	Urban and Regional Information Systems Association (URISA)		



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Work Plan

Work Plan

PHASE 1: KICKOFF & INTRODUCTIONS

BRI will meet with the Planning Commission to discuss the final work plan and any special considerations in the planning process.

PHASE 2: PUBLIC ENGAGEMENT

2.1: Community Survey

BRI will prepare a community survey to gain input from the public to gather feedback on what issues community members see as the most pressing to address during the project. The survey will be designed to be high level and brief, attempting to gather as much input as possible. BRI will attend one (1) in-person meeting to review draft survey and gather input from the Planning Commission on the survey.

To reach as many individuals as possible survey invitations could go out with the summer tax statements to reach property owners. BRI will provide marketing material for postcard or flyer for the Township to advertise the availability of the survey.

2.2: Community Open House

BRI proposes two (2) open houses to be held at key moments during the project. The first open house will be held during the initial stages of the Master Plan. The open house will cover broad issues and trends and ask for high level feedback on key project topics. The second open house will be held near the end of the process to receive input on the future land use map and action plan.

2.3: Listening Session

During the 63 day public review period, a public listening session will be held to receive input on the draft and comments will be distributed to the Planning Commission at the public hearing. This listening session will provide a less formal venue for the public to provide comment and ask questions on the plan.

PHASE 3: DRAFTING PLAN

BRI proposes a highly graphic Master Plan with minimal text, clear key takeaways, and a strong connection to the community engagement process.

This condensed Master Plan will be more readable and accessible to the community. Each of the sections outlined in task 3 will be concise each, with infographics, charts, and key takeaways prioritized over dense text.

3.1 Previous Planning and Development Efforts

The Township has already accomplished several studies and plans that will have an impact on the direction of the Master Plan. In addition, neighboring plans will be reviewed and summaries, as relevant, will be provided. Each of these plans will be reviewed and summarized in a matrix that indicates areas of compatibility and common themes. This is an important task that reinforces the validity of respective recommendations and input involved in their preparation and adoption.

3.2 Community Profile

Demographic analysis is vital to ensuring that future planning strategies align with the needs of the community. BRI will use census data and other sources to provide a summary of the Township's population and compare Township's demographics to the demographics of other communities in the region.

3.3 Natural Features

The existing natural systems in the township will be inventoried including wetlands, streams, tree canopy, and township parks and recreational assets. This section will discuss strategies for preserving and enhancing the natural systems in the township through regulatory and nonregulatory mechanisms.

3.4 Climate Resiliency

Elmwood Township's location on West Bay is linked to variability of lake level changes induced by weather patterns and Great Lakes water levels. As part of the master plan process, current climate information and water fluctuation modeling data will be used to define a shoreline resiliency strategy for the plan. We will utilize information from EGLE's Coastal Zone Management program to delineated storm scenarios based on high water and storm events to determine potential areas along the shoreline that are at risk. This analysis is used to influence the future land use map and subsequent zoning plan recommendations.

3.5 Housing

Housing is one of the most pressing issues facing communities nationwide. This section will provide an overview of existing housing conditions and how shifting demographics may impact housing needs of the community. BRI will use its internal housing model to evaluate potential housing needs based on population and socioeconomic tapestry data from Esri and other 3rd party proprietors.

3.6 Transportation

This section will include an overview of existing transportation systems in the township and discuss potential street treatments. Suggestions will be rooted in complete streets elements and based on the community feedback. This section will focus equally on motorized and non-motorized systems. M22 and Cherry Bend corridors as well as TART and sidewalk projects, will receive a higher level of detail of due to the community importance.

3.7 Economic Modeling

We will use the IMPLAN model to evaluate the presence and economic output of over 500 base industry sectors to determine growth, emerging, mature, and declining sectors of the township economy. This information is very useful for economic development initiatives and housing assessments.

3.8 Community Facilities

Public facilities and services are essential for the function of all communities. This section will inventory all community facilities in the township.

3.9 Land Use

A Master Plan is a document intended to guide land use, this section will discuss the existing land use pattern, existing zoning, and future land use. Special attention will be made to the agricultural district and potential for an agricultural preservation district.

3.10 Implementation

A Master Plan will include an action list intended to guide the Planning Commission and township on actionable items to accomplish over the next 5 years.

PHASE 4: FINALIZING PLAN

4.1 Planning Commission Meetings

BRI will meet with the Planning Commission to review the draft chapters and incorporate edits. This is anticipated to take place over three (3) in-person meetings.

4.2 Final Draft

BRI will assist township staff in the adoption of the Master Plan. BRI will attend the Planning Commission meeting where the draft plan is presented prior to 63-day public review and give brief presentation on the Master Plan. BRI will also attend the public hearing held at the conclusion of 63-day public review and give a summary of public comment received during the 63-day public review period.

Following adoption, BRI will provide all requested deliverables including pdf and editable versions of the master plan, images, and maps.

iii.

Project Schedule / Timeline

Project Schedule / Timeline

TASKS	MONTHS														
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Task 1.0 Kick Off & Introductions															
1.1 Kick-Off Meeting	●●														
Task 2.0 Public Engagement															
2.1 Community Survey (1 Meeting)		●●	●●												
2.2 Community Open House (2 Meetings)					●●							●●			
2.3 Public Listening Session (1 Meeting)													●●		
Task 3.0 Drafting Plan															
3.1 Previous Planning and Development		●●													
3.2 Community Profile			●●												
3.3 Natural Features, Recreation, & Open Space						●●									
3.4 Climate Resiliency						●●									
3.5 Housing						●●									
3.6 Transportation						●●									
3.7 Economic Modeling						●●									
3.8 Community Facilities							●●								
3.9 Land Use							●●								
3.10 Implementation								●●							
Task 4.0 Finalizing Plan															
4.1 Planning Commission Meetings (3 Meetings)					●●										
4.2 Final Draft (3 Meetings)								●●							
4.3 Final Deliverables									●●						



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iv.

Resumes



**John Iacoangeli, FAICP, PCP, LEED AP, CNU-A, FBCI
 Partner, Planner**

John joined Beckett & Raeder in 1991 and is a Professional Certified Planner and a member of the College of Fellows of the American Institute of Certified Planners. John has over thirty-five years experience working with public and private sector clients on a variety of community and economic development based projects. He has been involved in the preparation and implementation of community master plans and zoning ordinances, downtown and neighborhood revitalization, community development, economic development, historic preservation, and natural resource-based projects for numerous communities throughout the Midwest. His area of specialization is project implementation involving federal and state grants, local municipal financing, special authority financing, and public-private partnerships. He serves as an advisor-consultant to planning commissions and a variety of redevelopment authorities (DDA, CIA, BRA) and is a frequent instructor for the Michigan Association of Planning and the MIPlace program.

EDUCATION

Master of Public Administration,
 Northern Michigan University,
 Marquette, MI

Bachelor of Science, Resource
 Management, University of
 Michigan, Ann Arbor, MI

CERTIFICATIONS

American Institute of Certified
 Planners

Professional Community Planner
 (PCP) State of Michigan

Certificate of Real Estate,
 University of Michigan and
 Michigan Association of Realtors

Congress for New Urbanism
 Accreditation (CNU-A)

Form Based Code Institute
 Certification

LEED Accredited Professional
 (BD+C)

FEMA
 ICS-100, IS-00029, EFS 15.
 ICS-200, IS-00700 (NIMS)

RECOGNITION

College of Fellows, American
 Institute of Certified Planners
 (FAICP)

SELECTED EXPERIENCE

Lakes to Land Regional
 Initiative

Collaborative Master Plan for
 sixteen communities

Benzie and Manistee Counties
*Innovation in Regional Planning
 Award – Michigan Association of
 Planning, 2014*

Acme Township Placemaking &
 Master Plan

Acme Township, MI
*Daniel Burnham Award for a
 Comprehensive Plan – Michigan
 Association of Planning, 2015*

River Raisin Heritage Corridor
 East Master Plan

Monroe County Historical
 Society, National Park Service,
 City of Monroe
 Monroe, MI
*Merit Award – Michigan Chapter
 of American Society of Landscape
 Architects, 2013*

*Honor Award – Michigan Historic
 Preservation Network, 2016*

Peshawbestown Master
 Plan, Grand Traverse Band of
 Chippewa and Ottawa Indians
 Peshawbestown, MI

*Daniel Burnham Award for a
 Comprehensive Plan – Michigan
 Association of Planning, 2012*

City of Marquette Master Plan,
 Historic Waterfront and
 Lower Harbor Master Plan,
 Redevelopment Plan
 Marquette, MI

Lakes to Land Farm and Food
 System Assessment

*Innovation in Economic Planning
 and Development – Michigan
 Association of Planning, 2015*

Project Rising Tide, State of
 Michigan, Michigan Economic
 Development Corporation
 for twenty-one selected
 communities throughout the
 State

*Economic Planning and
 Development Award - Michigan
 Association of Planning, 2018*



Sara A. Kopriva, AICP

Principal, Planner

Sara is an experienced community planner and zoning administrator with a focus on northwest Michigan communities. Her educational background is soundly focused on local government with a Bachelors of Science degree in urban and regional planning and a Masters of Science in Public Administration. Her certification from the American Institute of Certified Planners (AICP) denotes her education, experience, and application of planning principles and best practices. Sara excels in collaborating with planning commissions through the decision-making process. Her involvement as a Township and County Planning Commissioner gives her a unique perspective on the planning process and the roles of the professional planner and the Planning Commission.

EDUCATION

Master of Science in Administration, Concentration in Public Administration, Central Michigan University, Mount Pleasant, MI

Bachelor of Science, Urban and Regional Planning, Michigan State University, East Lansing, MI

CERTIFICATIONS

American Institute of Certified Planners

National Charrette Institute

AFFILIATIONS

Michigan Association of Planning

SELECTED EXPERIENCE

City of Traverse City Master Plan
 Traverse City, MI

Hudson Township Master Plan
 Elmira, MI

Leelanau Township Master Plan
 Northport, MI

Milton Township Master Plan
 Kewadin, MI

Hatton Township Master Plan
 Clare, MI

Calumet Master Plan Update
 Calumet, MI

Leelanau Township Park and Recreation Plan
 Northport, MI

Burt Township Park and Recreation Plan
 Cheboygan, MI

Village of Kalkaska Park and Recreation Plan
 Kalkaska, MI

Acme Township Planning Services
 Williamsburg, MI

Bay Township Planning Services
 Boyne City, MI

East Bay Township Planning Services
 Traverse City, MI

Hayes Township Planning Services
 Charlevoix, MI

Village of Mancelona Planning Services
 Mancelona, MI

Torch Lake Township Planning & Zoning Services
 Eastport, MI

Milton Township Planning & Zoning Services
 Kewadin, MI

Lansing Township Planning Services
 Lansing, MI



Liz Gunden, AICP

Associate, Planner

Liz comes to Beckett & Raeder with a wealth of knowledge in urban and regional planning as well as a background in Graphic Design. She has a diverse skillset and is involved in many projects including, community master plans, park & recreation plans, zoning ordinances, community engagement strategies, downtown development plans, pattern books, data analysis, and report design. She also provides planning services, such as site plan review and analyzing zoning requests, all of which builds from Liz's previous experience of serving as a County Planner. Her combined planning and graphic design skills provide unique products that suitably serve their distinct communities.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Art
 Minors: Graphic Design & Spanish
 Goshen College, Goshen, IN

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association
 Michigan Association of Planning

TEACHING EXPERIENCE

Planning Representation & Communication
 Adjunct Professor, University of Michigan

Architecture, Sustainability, & the City and U.S. Planning Institutions & Law
 Graduate Student Instructor, University of Michigan

SELECTED EXPERIENCE

City of Albion Comprehensive Plan
 Albion, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2023

City of Warren Master Plan
 Warren, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of Sturgis Master Plan
 Sturgis, MI

Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Dearborn Master Land Use Plan
 Dearborn, MI - in progress

City of Dearborn Lonyo Neighborhood Plan
 Dearborn, MI - in progress

City of Rochester Master Plan
 Rochester, MI

Fremont Community Joint Comprehensive & Growth Management Plan

City of Fremont, MI
 Dayton Township, MI
 Sheridan Charter Township, MI

Leelanau Township Master Plan

Leelanau Township, MI - in progress

Negaunee Township Master Plan

Negaunee Township, MI

City of Traverse City Master Plan

Traverse City, MI - in progress

City of Marquette Master Plan
 Marquette, MI - in progress

City of Novi Master Plan
 City of Novi, MI - in progress

Sanilac County Master Plan
 Sanilac County, MI

Readmond Township Master Plan

Readmond Township, MI



Dana Gentry

Project Professional, Planner

Dana is a project planner with a background in teaching, research, and public engagement. She is passionate about community-led planning processes that advocate for equitable community investments and facilitate access to high quality services, institutions, and amenities. For the four years prior to beginning her Master of Urban and Regional Planning at the University of Michigan, Dana taught middle school math in Jacksonville, FL and Memphis, TN. She is invested in reciprocal systems of support between schools and the communities they serve. Dana is experienced in community program evaluation, neighborhood planning, land banking and vacant land redevelopment projects, and mechanisms of recreation programming and funding.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts in Geography and Public Policy, University of North Carolina, Chapel Hill, NC

AFFILIATIONS

Michigan Association of Planning

American Planning Association - Public Schools and Communities Division

TEACHING EXPERIENCE

Introduction to Urban & Environmental Planning;
 Gender & the Law
 Graduate Student Instructor, University of Michigan

Middle School Math
 Jacksonville, FL & Memphis, TN

SELECTED EXPERIENCE

Village of Elk Rapids Master Plan
 Elk Rapids, Michigan - in progress

Ypsilanti Township Parks & Recreation Plan
 Ypsilanti Township, Michigan - in progress

Racial Equity in Southeast Michigan Green Space Access*
 Michigan Environmental Council
 MURP Capstone Project

Public Engagement Fellow*
 Office of the Vice President for Research
 University of Michigan
 Ann Arbor, MI

Content Editor*
 Agora Journal of Urban Planning and Design
 University of Michigan
 Ann Arbor, MI

Global Information Engagement Fellow*
 Heidelberg Project
 Detroit, Michigan

Research Consultation Services*
 Center for Community Progress
 Flint, Michigan

**Work performed outside of Beckett & Raeder, Inc.*



Rowan Brady, AICP

Associate, Planner & Urban Technology

Rowan joined Beckett & Raeder as an Intern in 2018. After finishing his undergraduate degree in the Spring of 2019, Rowan remained at Beckett & Raeder, Inc. while completing his Master’s degree in Urban and Regional Planning at the University of Michigan-Ann Arbor. Rowan is a Geographic Information System (GIS) specialist and contributes data input, analysis, and mapping to many of BRI’s community planning projects.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Environmental Science

Minors: Urban Studies
 University of Michigan, Ann Arbor, MI

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

Michigan Association of Planning

PUBLICATIONS & PRESENTATIONS

Tapping into Economic Potential: The Impact of Microbreweries in Michigan

Outstanding Graduate Student Project – Michigan Association of Planning, 2021

Shoreline Planning - Michigan Association of Planning Conference Presentation, 2021

SELECTED EXPERIENCE

City of Warren Master Plan
 Warren, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of Lincoln Park Master Plan
 Lincoln Park, MI

Clam Lake Township Master Plan
 Clam Lake Township, MI

Banks Township Master Plan
 Banks Township, MI

City of East Jordan Master Plan
 East Jordan, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2021

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2022

Hayes Township Master Plan
 Hayes Township, MI

Lake City Area Master Plan
 Lake City, MI
 Lake Township, MI
 Forest Township, MI

Grand Blanc Township Master Plan
 Grand Blanc Township, MI

City of Sturgis Master Plan
 Sturgis, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Albion Comprehensive Plan
 Albion, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2023

Dexter Township Master Plan
 Dexter Township, MI - in progress

Village of Elberta Master Plan
 Elberta, MI - in progress

Fremont Community Joint Comprehensive & Growth Management Plan
 City of Fremont, MI - in progress



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2.

Experience & References

Acme Township Master Plan

The Acme Township Community Master builds upon several years of active community engagement revolving around the previous amendment to the 1999 Community Master Plan, revised in 2009; community efforts focused on the acquisition and redevelopment of the East Bay shoreline and waterfront as presented in the US-31 Placemaking Plan; and the recently adopted Acme Township Five-Year Parks and Recreation Master Plan. In order to define key community initiatives and strategies, the Acme Township Community Master Plan uses information gleaned from the placemaking plan, a community-wide mail survey conducted by Northwestern Michigan College, and meetings with regional agencies and stakeholders from the agricultural and business communities. Some of the key ideas advanced in the Acme Township Community Master Plan include:

- Focus on Infrastructure Improvement as means of directing planned growth to the existing business district along US-31 and M-72.
- The plan calls for the expansion and connection of local and regional non-motorized trails in response to community input and recommendations embedded in the Parks and Recreation Master Plan.
- There is a long term vision to reconfigure US-31 and M-72 to be safer and more convenient for business patrons, consumers, and residents.
- The plan deliberately focuses commercial and residential development in areas that already have development or vested development rights.
- Water quality is a high priority.
- The acquisition of properties along East Bay has positioned Acme Township to take advantage of recreation-based tourism as part of its economic development strategy.
- The plan supports the continuation and expansion of agricultural operations and the preservation of farmland, defining characteristics of Acme Township.
- The Community Master Plan balances policies and strategies with an eye toward creating a community that is attractive to all age groups.

Link to Plan: <https://acrobat.adobe.com/link/track?uri=urn%3Aaid%3Ascids%3AUS%3A52d6518c-7431-4c39-b645-ef25872a5e61&viewer%21megaVerb=group-discover>



Albion Comprehensive Plan

City of Albion, Michigan

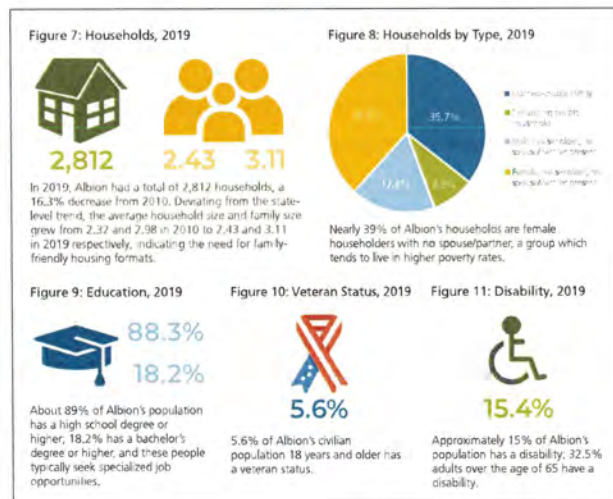
2023 Michigan Association of Planning Daniel Burnham Award for a Comprehensive Plan



Beckett & Raeder, Inc. (BRI) assisted the City of Albion in updating its Comprehensive Plan using a new format – in place of a verbose and lengthy plan, the updated Comprehensive Plan is graphic and visual. The first several chapters outline the existing conditions of the City such as demographics, housing, natural features, etc., describing and showing the facts. The Implementation section is the crux of the Plan that distills the existing conditions and community engagement results into actionable items to achieve the City’s desired future.

One of the key components of this Comprehensive Plan update was a robust, four-pronged community engagement program: 1) an online survey; 2) youth engagement with Albion College students; 3) stakeholder surveys; and 4) a community input session. The combination of these four elements guided the implementation and Future Land Use sections of the Plan.

Link to Plan: <https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3A3c7a8531-b46c-40ac-b9b5-c34b329d3222&viewer%21megaVerb=group-discover>



Above Image: Demographic Dashboard
 Center Image: Albion College Youth Engagement

**City of East Jordan
 Community Master Plan**

East Jordan, Michigan

2022 Michigan Association of Planning's Daniel Burnham Award for a Comprehensive Plan

2021 Michigan Association of Planning's Planning Excellence Award for Public Outreach



East Jordan is at a crossroads. With a strong history of manufacturing, the community desires to preserve this rich heritage while building on bright opportunities for redevelopment and reinvestment. Nestled at the south Arm of Lake Charlevoix at the confluence of the Jordan River, East Jordan is optimally located to serve as both a industrial center as well as hub of recreation-based tourism with a bustling year-round economy.

BRI assisted the City in the master planning process. The City chose a collaborative, interactive process for the community engagement portion of the plan.

The City of East Jordan recognizes the importance of having a community-supported vision for growth and investment to guide land use decisions and inform priorities. The City is ready for redevelopment and reinvestment and realizes the potential for transformational change through proper planning, regional coordination, and cooperation between the public and private sector.

Over 400 community members provided insight and guidance on the future of East Jordan through this inclusive 12-month planning process. Hundreds of community members responded to a community survey, high school students and elementary students participated in a series of visioning sessions, business leaders attended a business-after hours master plan open house, dozens of community leaders came out for a two-day design charrette focused on conceptual design ideas.

This master plan process placed a special emphasis on developing realizable visions for three priority redevelopment sites. In addition to focusing on the former EJ Foundry, a legacy redevelopment site which includes a half mile of Lake Charlevoix waterfront, community members also provided guidance on future redevelopment of the city-owned Community Center and former Boat Launch site.

BRI utilized the community feedback to provide schematic design plans for the redevelopment sites.

Link to Plan: <https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3A45ea342f-ecfa-4e22-8848-d388e6d9ee55&viewer%21megaVerb=group-discover>



References



M-115 and M-55 Corridor Redevelopment | Cadillac, Michigan

ACME TOWNSHIP

6042 Acme Rd.
Williamsburg, MI 49690

Amy Jenema
Treasurer
231.938.1350
ajenema@acmetownship.org

CITY OF ALBION

112 W Cass St.
Albion, MI 49224

Ian Arnold
Director of Planning & Building
517-629-7189
iarnold@cityofalbionmi.gov

CITY OF EAST JORDAN

201 Main Street
PO BOX 499
East Jordan, MI 49727

Thomas Cannon
City Administrator
231.536.3381
tcannon@eastjordancity.org

CITY OF TRAVERSE CITY

400 Boardman Ave
Traverse City, MI 49684

Shawn Winter
Planning Director
231.922.4465
swinter@traverssecitymi.gov

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W.
Disclosure

Disclosure



East Jordan Marina | City of East Jordan, Michigan

Beckett & Raeder, Inc. (BRI) discloses that there are no competing interests or potential conflicts of interest in the Township of Elmwood including consultant's work for persons who own land or have development interest in the Township.

vii.

Proposed Fees

Proposed Fees

Task	Expense	Hours	Fee
TASK 1.0 KICK OFF & INTRODUCTIONS			
1.1 Kickoff Meeting		6	\$810
TASK 2.0 PUBLIC ENGAGEMENT			
2.1 Community Survey (1 Meeting)		40	\$4,650
2.2 Community Open House (2 Meetings)	\$300	45	\$5,750
2.3 Public Listening Session (1 Meeting)			
TASK 3.0 DRAFTING PLAN			
3.1 Previous Planning and Development		19	\$2,300
3.2 Community Profile		24	\$2,825
3.3 Natural Features, Recreation, & Open Space		19	\$2,300
3.4 Climate Resiliency		27	\$3,340
3.5 Housing		24	\$2,825
3.6 Transportation		29	\$3,350
3.7 Economic Modeling	\$200	24	\$2,825
3.8 Community Facilities		19	\$2,300
3.9 Land Use		19	\$2,300
3.10 Implementation		24	\$2,825
TASK 4.0 FINALIZING PLAN			
4.1 Planning Commission Meetings (3 Meetings)		15	\$2,250
4.2 Final Draft (3 Meetings)		15	\$2,250
4.3 Final Deliverables	\$200	5	\$525
	Project Subtotals	\$700	354
	Current Client Discount		\$43,425
	Total Project Cost		(\$5,000)
			\$39,125



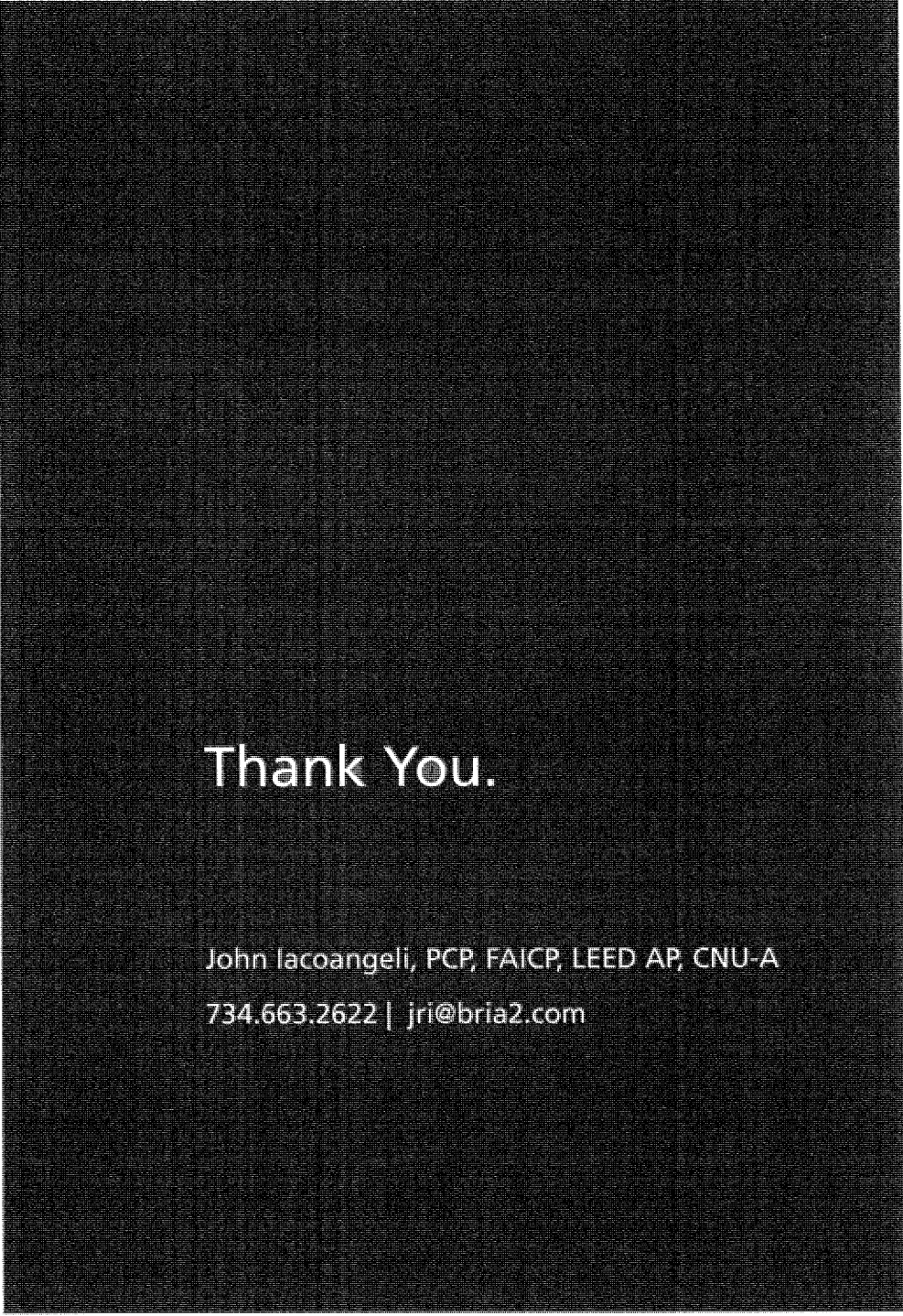
2024 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Partner	\$160.00 Hour
Principal	\$150.00 Hour
Senior Associate	\$140.00 Hour
Senior Project Manager	\$135.00 Hour
Senior Professional Engineer	\$135.00 Hour
Associate	\$130.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$125.00 Hour
Project Manager	\$125.00 Hour
Professional Engineer	\$125.00 Hour
Senior GIS Specialist	\$115.00 Hour
Project Engineer (E.I.T.)	\$105.00 Hour
Senior Project Site Representative	\$105.00 Hour
Project Professional/Landscape Architect/Planner	\$105.00 Hour
GIS Technician	\$ 95.00 Hour
Resident Project Site Representative	\$ 85.00 Hour
Computer Technician /CAD Technician	\$ 85.00 Hour
Clerical	\$ 70.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered



Thank You.

John Iacoangeli, PCP, FAICP, LEED AP, CNU-A

734.663.2622 | jri@bria2.com



Wade Trim, Inc.
10850 E. Traverse Highway, Suite 2260 • Traverse City, MI 49684
231.947.7400 • www.wadetrim.com

April 17, 2024

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

Attention: Sarah Clarren
Township Planner/Zoning Administrator

Re: Professional Planning Services Proposal for the Elmwood Township Comprehensive Plan

Dear Sarah:

We are pleased to submit this Proposal to assist the Charter Township of Elmwood in the drafting of a new Comprehensive Plan. We understand that the Township desires to overhaul its existing Master Plan with a new Comprehensive Plan that is compliant with state requirements and best planning practices. We will focus our efforts to address existing housing challenges, improve community resiliency, improve multimodal/nonmotorized transportation, better connect with neighboring communities, preserve farmland, and identify solutions to improve the Township's commercial corridors. Our goal is to create an award-winning implementable vision that will assist in directing development and investment over the next 20 years.

Our goal is to create both an imaginative and practical result. Our meaningful public engagement leads to plans that are built upon the community's desires for itself while including active steps to limit undesired future activities. We work to avoid the habitual pitfall of many Michigan master plans with lofty goals and expansive actions that are beyond a local community's capacity to implement. We have developed a process that builds in steps that result in an implementable master plan with recommendations tailored to be immediately followed-up with changes to the Township's Zoning Ordinance. We do not want the plan to "sit on a shelf" for the next 25 years with few accomplished milestones. We want our plans to actively assist communities in achieving their visions, and we have honed our process to support these outcomes.

Wade Trim is a Michigan-based firm with more than 700 professionals and support staff. With offices in nine states, our Michigan offices include Bay City, Detroit, Grand Rapids, Gaylord, Flint, Taylor, and Traverse City. Since 1972, Wade Trim's planning team has been developing creative and thoughtful solutions to strengthen communities and improve quality of life. Drawing from our broad technical expertise and national project experience, we apply a holistic approach to solving local challenges. Wade Trim has a successful track record working with communities of all sizes and characteristics throughout Michigan on comprehensive/master planning efforts, ranging from Mackinac Island (pop. 500) to Sterling Heights (pop. 135,000).

We are particularly proud of our work with small towns and waterfront communities who face unique challenges but generally have limited resources, fighting alongside them to protect small-town character, reinvest in their historic downtowns, and improve their quality of life. To better serve our clients and their residents, we have been focusing our efforts to right-size our master plans to the needs and capacities of smaller towns. Our most recent master planning experience (since 2020) includes work with municipalities of similar size and characteristics to Elmwood Township including Weldon Township in Benzie County, Higgins and Richfield townships in Roscommon County,

Chandler Township in Huron County, Millington Township in Tuscola County, and Hayes, Lincoln and Winterfield townships in Clare County.

Arthur F. Mullen, AICP, a Professional Planner with over 27 years of community planning experience, will be serving as the dedicated Project Manager for our Team. Arthur can be reached by phone at 800.482.2864 and by email at amullen@wadetrim.com. We look forward to assisting the Charter Township of Elmwood and presenting our ideas to you in the near future.

Very truly yours,

Wade Trim, Inc.



Arthur F. Mullen, AICP
Professional Planner/Project Manager



Jason T. Smith, AICP
Planning Area Lead/Vice President

AFM:JTS:lkf
AAA 8140-24
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Enclosure: Wade Trim Professional Services Proposal for the Elmwood Township Comprehensive Plan



Elmwood Comprehensive Plan

CHARTER TOWNSHIP OF ELMWOOD

PROFESSIONAL PLANNING SERVICES PROPOSAL
APRIL 18, 2024



Wade Trim Professional Services Proposal For:
Charter Township of Elmwood Comprehensive Plan 2024

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April 18, 2024

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Section 1:

Team Profile and Key Personnel



Wade Trim

Wade Trim is a nationally recognized multidisciplinary planning, design, landscape architecture, engineering, and surveying firm that helps municipalities develop practical and innovative planning and design solutions. Our multi-discipline character and collaborative approach to problem solving provides us with the necessary perspective to develop solutions that are well received by our clients. Established in southeastern Michigan in 1926, our service philosophy centers on building a strong relationship with our clients and performing work locally. We strive to become our client's partner and to develop solutions our clients can stand behind.

Communities endeavor to be unique and vibrant places where people want to work, live, and play. Wade Trim has a proven track record helping clients shape their ideas into built environments drawing on diverse staff expertise to offer comprehensive planning and zoning, landscape architecture, design, and economic development solutions.



Wade Trim has over 700 staff including planners, landscape architects, engineers, surveyors, construction inspectors, and other technical support staff. We have 21 offices in nine states, including seven local offices in Michigan, that enable ease of interaction with our client communities throughout the state.

Our firm provides a variety of civil engineering solutions to our municipal clients that address water and sanitary & storm sewer system design, road and pathway design, surveying, and additional engineering services.

Placecraft

Placecraft was founded by Elise Crafts in 2018 to help communities and organizations make their vision a reality. Elise, a professionally certified planner turned community developer, previously worked in zoning administration, land use planning, and real estate development. Today, Placecraft focuses primarily on plan development, public engagement, and project implementation.

Placecraft combines experience with community engagement, planning, development, and implementation to facilitate planning processes that are community-informed, action-oriented, partnership-driven, and tailored to meet a community's unique constraints and opportunities. The plans facilitated by Placecraft always include: prioritized goals, timeframes, responsible parties, budgets and funding sources, and recommendations for immediate action steps.

Placecraft builds a process on taking small steps towards a big goal. Implementing the short-term and straightforward projects identified in community plans help foster the necessary enthusiasm, relationships, and confidence required for longer-term and more complicated initiatives. Placecraft wants to find and leverage those small wins to build strong support for bold, daring, and impactful ideas.



Wade Trim's Traverse City office

Office Locations

The Project Team will provide planning services to Elmwood Township from the Wade Trim and Placecraft offices located below:

Wade Trim

10850 East Traverse Highway
Suite 2260
Traverse City, MI 49684
231.947.7400

Placecraft

425 Boardman Avenue
Suite C
Traverse City, MI 49684
231.313.7116

Key Personnel

As an established multidisciplinary firm, Wade Trim offers a seasoned team of planning professionals who are supported by design, landscape architecture, and engineering experts with the necessary expertise to deliver the Township's Comprehensive Plan on time and within budget.

Our professional staff stays current with contemporary planning and zoning issues through attendance at webinars, professional seminars and conferences, and through holding membership in professional organizations.

Key Team Members

The following are considered our key team members, who will be the principal representatives of the Project Team to the Township and who will be present at all public meetings.



Arthur Mullen, AICP, will serve as Project Manager. Arthur has a broad set of skills geared to assist communities in improving both economically and urbanistically, and has served as Project Manager on various similar projects.



Elise Crafts will serve as Public Engagement Lead. Elise has experience in zoning administration, land use planning, and real estate development. Her skills include community engagement, partnership development, strategic planning, project management, communication, fundraising, and team building.

Support Team

Arthur and Elise will draw upon the support of additional members of our planning team that have expertise in specific areas including housing, sustainability and resilience, transportation and safe streets for all planning who are listed below:



Chip Smith, AICP, will assist with developing proposals to develop workforce housing including missing middle housing. Chip has assisted several smaller Northern Michigan communities in developing innovative housing options.



Caitlyn Habben, AICP, will provide planning support and quality assurance/quality control. Caitlyn has 7 years of experience in the planning profession with extensive knowledge working with rural communities. She brings experience of updating master plans, but also their practical implementation through work doing day-to-day zoning administration.



Michelle Leppke, AICP, will provide planning and GIS mapping support. Michelle is proficient in ArcGIS and contributes to design projects through her use of Adobe Illustrator, Adobe InDesign, and Sketchup software.



Katie Dennis, PLA, has experience working on developing nonmotorized networks in urban and suburban locations. She will provide guidance on ensuring connectivity and trail planning throughout the comprehensive planning process.

Additional support staff will be brought in, as necessary, to support the Elmwood Township Comprehensive Plan development effort. Presently, Wade Trim employs a team of 13 planners.

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Section 2:

Understanding and Work Plan



Statement of Understanding

The Charter Township of Elmwood, abutting Traverse City's north-western boundary, is seeking a consultant to assist the Township in maintaining its agricultural character while continuing to develop as an important member of the Grand Traverse region. The Township is being impacted by development that is affecting its character and quality of life, including traffic and increased housing expenses. The new Comprehensive Plan should provide an implementable long-range vision that builds connections with the Township's neighbors.

The Township's existing Master Plan dates from the Millennium, and it does not adequately address the current development pressures affecting the community. We recognize the challenges facing the Township, and we have worked with our clients to address the variety of challenging that are confronting Elmwood today.

This Plan update will serve as the primary tool guiding future policy and land use decisions of the Township while steering strategic public investments and private development into key locations within the Township. To support this effort, the new Comprehensive Plan will be drafted in an engaging and graphically appealing format that lends itself to implementation.



By focusing the Comprehensive Plan on steps within the Township's immediate control, we will ensure that it will support the local efforts that are coalescing between appointed and elected officials, residents, and business owners to manage the Township's growth and development.

Project Approach

The Wade Trim Team is proposing a comprehensive approach for the development of the Elmwood Township Comprehensive Plan. Using our previous small town and rural planning experience, we are prepared to deliver a transformational, yet achievable vision. The following is a summary of our unique project approach and key planning principles that will serve as the foundation for our effort.

Meaningful and Intensive Engagement

Public engagement is the foundation of any comprehensive planning effort. Led by a public engagement specialist, our Team will facilitate an engagement process that is designed to be engaging and driven by leaders, staff, citizens, businesses, and other stakeholders. Our process is rooted in empathy, dignity, and respect of the diverse spectrum of stakeholders whose participation in the process is vital. Our approach, utilizing a range of participation processes, is designed to encourage those voices that typically are overlooked to want to and be able to participate in the process. Reaching these groups, and giving them a voice in the process, is intended to create a unified vision that will enable the new group of community leaders to have clear path forward. Our engagement is guided by the Jemez Principles for Democratic Organizing, which are as follows:

- Be inclusive
- Emphasis on bottom-up organizing
- Let people speak for themselves
- Work together in solidarity and mutuality
- Build just relationships amongst ourselves
- Commitment to self-transformation

A comprehensive plan is a visionary document that guides present and future development decisions, but few community members are able to voice their land use and planning vision. Our process creates a framework for them to become familiar with master plan-



Carefully crafted and facilitated exercises challenge citizens to move beyond the "status quo" and work together to envision the future of their community

ning and land use and its impact upon them. With that foundation, the master planning participants are then able to provide meaningful and heartfelt input in the vision for their future. Throughout the process, we focus on building consensus amongst all participants on their preferred outcomes while identifying those undesired possibilities and developing effective strategies to limit and mitigate those impacts/actions. Our approach focuses on local capacity and builds toward an outcome that will be self-fulfilling.

Our robust public engagement includes the establishment of a Steering Committee to guide Plan development. The use of a steering committee allows for a consensus building approach that isn't stifled by parliamentary procedures and allows for voices beyond the year-round electorate to be able to bring their perspectives into the process. We recommend that membership include property and business owners, school board representatives, summer residents and others not involved in the day-to-day operations of the Planning Commission to be involved with the process. We do suggest one to two members of the Planning Commission and a Township Board member serve on the committee. This ad hoc advisory committee will guide the Consultant Team through the Plan development, and we recommend that the public be invited to these meetings and interact with committee members through the process.

The Steering Committee will assist in the scoping and dissemination of the public survey, guide the development of the open house/workshops, and they will recommend to the final version of the draft Plan to the Planning Commission for its consideration. Our public engagement process is more fully detailed in the following scope of work section.

Plan Structure

We proposed to create a two-tiered structure to the implementation section of the plan. This approach is designed with the focus on ensuring plan implantation over the coming years and decades. Most previous Michigan planning efforts focus a majority of their recommendations on lofty goals and visions that are beyond the capacity of local implementation. This has led to many iterations of unimplemented planning documents that have had little success or impact on local land use.

To address this structural issue, we are proposing to separate our recommendation into two categories. The first portion will be devoted to developing land use and planning action items that are within the control and capacity of the Township itself to bring to fruition. Our second section of will identify broader policy goals that are under the control of entities beyond Elmwood's direct control (county, neighboring communities, state, schools, economic development entities). We recognize the importance of developing a broader vision that operates beyond the Township's boundaries, but we find that the localized goals and actions must be first and foremost or they become lost in the broader concepts.

Best Practices for Master Planning

We support the Michigan Economic Development Corporation's Redevelopment Ready Communities (RRC) initiative. Our Team is an approved Technical Assistance provider for the RRC program and is intimately familiar with RRC Best Practices. To ensure a community's master plan meets industry best practices, we ensure that all of our plans meet the RRC recommendations, which include:

- Outlining the community's desired future direction
- Developing goals, policies, and a future land use plan built upon the principles of engagement and sustainability

- Identifying strategies for priority development areas
- Redevelopment recommendations for downtown districts, water's edge, residential areas, and other underutilized sites through place-making and design enhancements
- Addressing land use and infrastructure, including complete streets
- Including both infrastructure and mobility elements with goals to improve resilience of community facilities and a safe and equitable circulation system
- Including a detailed zoning plan with specific recommendations for changes needed to implement key master planning recommendations
- Establishing goals, implementation actions, timelines, and responsible parties and allowing for the tracking of progress
- An accessible Master Plan document featuring straightforward, easy to understand language, attractive graphics, and hyperlinks

Even if a community isn't currently engaged with the MEDC, we strive to ensure that the community's master plan meets these requirements. If the community does want to become involved with the MEDC in the future, its master plan already fully meets their requirements.

Innovative Housing for Resort Communities

The Project Team has extensive experience working with waterfront communities on issues related to supporting the development of workforce housing.

In Northport, we utilized a hybrid zoning approach to create development topologies that would support new housing choices within their Downtown and in the area immediately abutting the Downtown. The zoning language addressed duplexes, row/townhouses, cottage courts, small multi-unit apartment buildings and accessory dwelling units. The Village's zoning will allow for all of these types of housing to be developed on formerly single-family only areas.

Wade Trim worked with the City of Frankfort on housing and development issues for a couple decades, including conducting a five-day master plan charrette that provided the basis for the City's first major master plan revision in 25 years. The 2010 Master Plan provided the basis for a complete overhaul of the City's zoning ordinance and became the centerpiece of the city's economic development strategy. In 2023, Wade Trim again worked with the City to adopt an innovative form-based attainable workforce housing ordinance. The new Article 8 of the zoning ordinance allows different housing types and densities in every zone within the city in exchange for a development agreement or deed restriction guaranteeing the housing is used for year-round workforce housing.

Climate and Sustainability

The most effective comprehensive plans directly address climate and provide actionable sustainability tasks. To support our municipal partners, Wade Trim has drafted climate action plans, master plans, and resilience strategies that identify specific actions to reduce their climate impacts and risks posed by climate change.

Comprehensive planning creates a vision document for the community, and we have assisted several clients in developing master plan recommendations to support resiliency and sustainability. Some of the recommended actions in these plans developed for other clients include requiring increases in green design standards, minimum green infrastructure requirements, emphasis on mobility choices, and safe nonmotorized transportation. Working with our rural clients on limiting the impacts of suburban/exurban sprawl, we focus on preserving rural character and active farmland through the use of agricultural overlay districts, lot split limitations, minimum/maximum lot sizes, clustering of residential, and other land use controls tailored to the existing conditions and local requirements.

We have provided a variety of other sustainability services including the development of electric vehicle charger plans, safe streets action plans, climate action plans, zoning reforms, green infrastructure and stormwater plans, and community vulnerability analyses.

Nonmotorized Transportation Planning

Access to nonmotorized transportation is a key quality of life measurement. It provides equal mobility to all ages and abilities regardless to access to a personal vehicle. Convenient nonmotorized trails creates third places where residents are able to easily exercise, safely commute, and visit/interact with their neighbors riding, running, walking the dog, etc.

Safe and equitable access to nonmotorized transportation creates a multitude of benefits for communities, and Wade Trim focuses our master planning and recreation planning work on ensuring that nonmotorized transportation is incorporated into our long range planning documents.

Our team has a variety of experience in drafting nonmotorized transportation planning documents ranging from Michigan Department of Transportation's Michigan Mobility 2045 Active Transportation Plan; Belle Isle Multimodal Transportation Study; local municipality nonmotorized transportation plans; and Blair Township's 2024 Nonmotorized Transportation Vision Plan.

Each of these documents focus efforts on providing clear and concise implementable steps for community/organization with which we are working. We base our recommendations upon the capacity and limitations of each of our clients.

Scope of Work

Wade Trim proposes to provide the following scope of services for Charter Township of Elmwood Comprehensive Plan, which would be fully compliant with the minimum informational requirements for Master Plans as dictated by the Michigan Planning Enabling Act (PA 33 of 2008):

Task 1: Planning Enabling Act Compliance

The Wade Trim Team will assist Township officials in complying with the statutory requirements for creating a comprehensive plan as set forth in the Michigan Planning Enabling Act (MPEA). Such assistance will include developing and sending "notice of intent to plan" letters to adjacent communities and public utilities of record, sending the draft Comprehensive Plan out for review as specified in the notice of intent, crafting public hearing notices, and assistance

throughout the adoption process. Arthur Mullen will serve as the Project Manager and he will be responsible for scheduling, progress reporting, and project meetings. Wade Trim budgets QA/QC into all of our projects, and quality reviews will occur at all milestones.

Task 2: Public Engagement

This Comprehensive Plan development process must include proactive approach for engaging the citizens and stakeholders of Elmwood Township, challenging them to move from a “status quo” mindset to a proactive one that produces community-driven solutions. In addition to the required public hearing, we propose the following public engagement methods that are geared to help define realistic implementation goals:

1. **Steering Committee** – The Wade Trim Team proposes the establishment of an ad hoc Steering Committee to assist the Planning Commission with master plan development. Freed from the strictures of rigid parliamentary procedures and formal agenda driven meetings, the Steering Committee may be comprised of individuals who are not Township-voting residents but have significant interests in the Township’s future. In addition to municipal representatives, the committee may include property owners, members of the school district, business owners, seasonal residents, government agency representatives, and others that have a vested interest in the Elmwood’s future. This advisory body assists the Consultant Team in preparing for public engagement efforts and preparing the draft Master Plan.
2. **Stakeholder Survey** – The Wade Trim Team will prepare and facilitate a stakeholder survey. Draft questions will target identifying resident concerns regarding housing choice, community character, business development, growth pressure, and quality of life concerns. We will share the draft survey with the Steering Committee and Township prior to finalization. Wade Trim will prepare the draft survey to be mailed to all residents and property owners within the Township. After distribution, the Team will assist the Township in advertising the survey’s availability and

encourage participation. A summary of the results will be shared with the Township, the Steering Committee, and the stakeholders.

3. **Communications** – The Project Team will prepare engaging informal social media post verbiage that encourages action (attending a workshop, completing a survey, communicating with a Steering Committee member) to be shared across various social media platforms. We will also draft press releases designed to be picked up by media outlets with little added effort, ensuring materials are run. The Team will also prepare more traditional Public Hearing notices and other required materials.
4. **Public Visioning & Listening Session** – The Wade Trim Team will prepare and facilitate two public engagement activities focusing on exploring potential solutions relative to expanding housing choice, improving community sustainability, evaluating multimodal/nonmotorized transportation options, and review downtown management strategies for the Greilickville/M-22 corridor and Cherry Creek Road corridors. During the initial public visioning workshop, participants will be asked to respond to development concepts, to map out issues and concerns, review potential plan goals, and to record their future desire for the Township. At the second Listening Session, the Team will develop engagement stations that are designed for attendees to evaluate the Plan’s vision and actions through the use of maps, charts, tables, and renderings. This will help to confirm the Plan’s direction and assist in building community support. We will assist the Township in advertising the availability of the workshops, including the preparation of workshop flyers and social media posts.

At the conclusion of the process, the Team will participate will have a final meeting with the Planning Commission to present the final draft to them. The draft Plan will be finalized and readied for the formal MPEA adoption process. There are many additional options for engaging the public in the planning process including special event comment cards, focus groups, business round-tables, and other specialized activities. We can add more/different approaches if the Township so desires.

Task 3: Existing Conditions and Inventory Analysis

The Consultant Team will review all relevant background materials to analyze the existing land use and development documents. We will revise narratives, charts, and tables, and we will develop new GIS maps to describe the Township's existing characteristics and to draw some general conclusions about the community and its evolution. This baseline analysis will cover:

- Socio-economic profile with data from the 2020 Census and other Census Bureau products (2018-2022 American Community Survey) and Esri
- Natural features
- Existing land use
- Community facilities
- Transportation analysis

This information is key to understanding the community as it is today, its strengths, its constraints, and what is projected to occur in the near future.

Task 4: Vision, Goals and Actions

Based on the findings of the Existing Conditions and Inventory Analysis, and the results of the public engagement activities, the Consultant Team will prepare a Visions, Goals and Actions section. To support the Plan's implementation direction, we propose to focus this work on Goals and Actions needed to accomplish the desired community vision instead of objectives.

The Goals and Actions will outline the Township's vision in narrative form, and all action items will be targeted to land use issues that fall within the control of the Township staff, boards and commissions, and volunteers. To ensure implementation, Wade Trim carefully crafts action items that fall within the community's direct control, accounting for the local staffing, financing, and volunteer abilities/capabilities/constraints. Broader policy goals and actions items will be included in a separate section. We now use this structure so that the directly implementable goals that are within the control of the Township are included within their own section while the policy goals that are beyond the Township's direct control do not take away from the action-orientated focus of the Plan.

Task 5: Future Land Use and Implementation

With the input from the Steering Committee and the public, we will identify the desired future land use pattern of the Township, in terms of land use categories, densities, types of uses, and other characteristics. To further focus the Plan on implementation, the goals and action recommendations for expanding housing choice, improving multimodal/nonmotorized transportation options, aligning with neighboring communities, focusing on improving the Township's commercial districts/corridors will be nested within the revised Future Land Use Map.

Similar to the Goals and Actions section, the Consultant Team will split the Implementation Section into direct implementation actions and policy efforts. The action-orientated portion will include a Zoning Plan while the policy section will include regional best practices including MEDC RRC tools. The Zoning Plan will address concepts for improving the public realm and design and provide appropriate municipal efforts to increase sustainability and resiliency. These implementation concepts will be arranged into a priority listing to assist the Planning Commission and Township Board with implementation. Our action-orientated approach is geared to ensure that the foundation for accomplishing community's vision is in place to shape development over the next 20 years.

Task 7: Master Plan Final Product

The Consultant Team will create a graphically laid out and illustrated master plan that encourages readers to review the entire document. The Team recommends ordering the new Plan with the Vision, Future Land Use and Implementation sections at the front with the analysis portions being included in a graphical appendix. The meat of the Plan shouldn't be buried behind all of the analysis information.

Section 3:

Detailed Schedule & Milestones



Detailed Schedule

Per the RFP, we anticipate beginning work in early June 2024. In total, we estimate an approximately 16 month time frame to reach the point of plan adoption. (Please note that State law outlines a minimum 63-day public review period between the time a complete draft is prepared and the public hearing, which significantly increases the plan development timeframe).

Please see the next page for the table outlining our proposed schedule.



Task	Timeframe
MASTER PLAN SCHEDULE	
Michigan Planning Enabling Act Compliance	Throughout Project
Public Engagement	Throughout Project
<i>Steering Committee Meetings</i>	June '24 - July '25
<i>Stakeholder Survey</i>	July - Aug '24
<i>Communications</i>	Throughout Project
<i>Public Visioning Session</i>	Oct '24
<i>Listening Session</i>	May '25
Existing Conditions Analysis	June - Aug '24
Vision Goals and Actions	Sept-Oct '24
Future Land Use & Implementation	Nov - Jan '25
Draft Master Plan Prepared	Feb - Mar '25
Planning Commission Review	Apr '25
Draft Master Plan distributed for Review	June '25
Public Hearing	Aug '25
Master Plan Adoption	Sept '25
Implementation Begins - Zoning Ordinance Audit	Oct '25

Milestones

The following are key project milestones.

- Notice to Plan Letter distribution
- Steering Committee Meetings (four meetings)
- Stakeholder Survey
- Existing Conditions Analysis
- Vision Goals and Actions
- Future Land Use & Implementation sections
- Draft Master Plan
- Planning Commission Meeting
- 63-Day Review Agency Letter
- Public Hearing
- Master Plan Adoption
- Notice of Adoption
- Zoning Ordinance Audit (added service if selected)

Section 4:

Proposed Table of Contents

The Consultant Team proposes the following table of contents for the Townships' new Comprehensive Plan:



Vision Goals and Actions

This chapter will introduce the future vision for the Township through a concise and realistic Vision Statement, a listed section of Goals divided between direct action goals that are within the Township's direct control and responsibility and broader policy goals that will require partnerships with outside agencies and entities.

Future Land Uses and Future Land Use Map

This chapter will identify the land uses within the Township and their characteristics, densities of the uses within the districts, and the general vision for development anticipated within each area. The Future Land Use Map will recommend locations within the Township where the community envisions these types of developments to occur.

Implementation

This chapter introduces the specific action steps required for the Township to bring the Vision, Goals, and Actions outlined in first two chapters of the Plan to fruition.



This chapter also includes the Zoning Plan that will have specific recommendations for changes to the Township's Zoning Ordinance, necessary for successful Plan implementation. The second component will include Implementation action steps broken out by Immediate, Mid-term, and Long Range Actions

Appendices

Analysis Materials

These materials build the foundation for the recommendations found in the Plan. They include a lengthy demographic analysis of the current year-round and summer residents and the business community. The Township's natural environment will also be analyzed include location of farmland, soils, slopes, waterfront, and additional factors. The existing social and governmental services will also be reviewed including locations of public facilities and services, roadway network including multimodal/nonmotorized facilities.

Public Engagement Materials

Copies of all of the engagement materials including the stakeholder survey responses, boards and materials from the Public Visioning and Listening Sessions, and additional materials will be included.

Adoption Documents

Copies of the Public Hearing notice and Resolution of Adoption will be included.

Section 5: Resumes



The planning professionals on our Project Team have extensive experience in creating and updating master plans that are tailored to meet the specific needs and goals of your community, while integrating the requirements of regulatory agencies, including county, state, and federal agencies. The Project Team has an established track record working with municipalities in developing and updating master plans for communities ranging in size from Mackinac Island (pop. 500) to Sterling Heights (pop. 135,000).

Our most recent master planning experience (since 2020) includes work with municipalities of similar size and characteristics to Elmwood Township including Weldon Township in Benzie County, Higgins and Richfield townships in Roscommon County, Chandler Township in Huron County, Millington Township in Tuscola County, and Hayes, Lincoln and Winterfield townships in Clare County.

Resumes of our project team members are included on the following pages.





Arthur Mullen, AICP
Project Manager

COMPANY



EDUCATION

- || MS, Historic Preservation, Columbia University
- || BA, History, Hamilton College

REGISTRATION

American Institute of Certified Planners (AICP)

Historian and Architectural Historian

QUALIFICATIONS

- || Highly experienced with master planning, parks and recreation plans, and technical site plan reviews for municipal clients over the last 28 years
- || Skills include historic preservation, heritage planning and development, grant writing and management, business attraction and retention, marketing, and media

PROJECT EXPERIENCE

Master Planning Services, Various Locations, MI | Provided recreational planning services for Milford Township, Blair Township, and Algoma Township including identifying community desires and needs for the next five years and opportunities for funding. Planner assisting Weldon Township in revising a joint master plan with adjoining communities to become their independent land use planning document. Prepared survey work for community engagement for residents of Millington Township and assisted in drafting new portions of their master plan including transportation and implementation/action plan sections.

Master Plan and Zoning Ordinance Updates, Weldon Township, MI | Project Manager assisting Weldon Township in revising a joint master plan with adjoining communities to become their independent land use planning document.

Master Plan Update, Millington Township, MI | Prepared survey work for community engagement with residents of Millington Township and assisted in drafting new portions of the Township's master plan, including transportation and implementation/action plan sections.

Master Plan Update, Village of Goodrich, MI | Serves as the Project Manager for the preparation of an update to the Village of Goodrich's existing master plan, including adding two new community profile sections for Housing and Economy. Public engagement included comment cards and surveys.

Non-Motorized Planning, City of Durand, MI | Led effort with the City of Durand to develop a city-wide non-motorized transportation plan that will guide development of bike paths, bike lanes, multi-use paths, and sidewalks within the City and ensuring that this network will connect with adjoining communities and destinations.

Van Born Road Corridor Improvements Framework, MI | Assessed land use and zoning issues that were hindering the redevelopment of the Van Born Road commercial corridor. Developed suggested alternatives in six general planning categories that would create an environment that leverages proposed public sector streetscape investments. The planning concepts would create a conducive environment for significant private sector investment along the corridor.

Current Planning, Various Locations, MI | Planner providing site plan reviews for a number of Wade Trim's clients, including Durand, Gibraltar, and Harrison Township. These site plans include special land use approval reviews as well as providing zoning ordinance language to regulate solar energy farms in Atlas, Gaines, and Summerfield Townships.



Elise Crafts

Public Engagement Lead

COMPANY



ABOUT ELISE

Professional and certified community leader with experience in planning, development, and project management. Happiest with a team, plan, and coffee in hand.

EDUCATION

- MA, Geography, Western Michigan University
- BA, Geography, Sociology, and Writing, Aquinas University

COMMUNITY INVOLVEMENT

- Board Director, Grand Traverse Regional Community Foundation
- Director, Frankfort Area Community Land Trust
- Member, TC Sings Community Choir

QUALIFICATIONS

Professionally certified community planner experienced in designing and implementing community engagement processes to inform actionable plans.

Skilled in public engagement, project management, action planning, meeting facilitation, relationship building, team management, and process management.

PROFESSIONAL EXPERIENCE

Owner and Principal, Placecraft LLC. January 2018 to Present. Leverages experience in zoning, planning, and community development to assist non-profit and municipal clients with planning, implementation, project management, and communications assistance. Facilitates community conversations regarding stakeholders' needs and priorities. Incorporates community feedback into action plans. Coordinates plan implementation and leads teams to deliver collaborative outcomes.

Community Planner, Networks Northwest. February 2016 to January 2018. Provided planning technical assistance in a 10-county region. Assessed data to identify existing conditions and opportunities. Facilitated community conversations regarding stakeholders' needs. Incorporated community feedback into action plans with clearly delineated roles, timelines, and budgets.

Planner, Mansfield Land Use Consultants. August 2015 to February 2016. Coordinated land use approval applications, site plans, and written descriptions and represented private and real estate development clients during the public land use approval process. Researched land use regulations to inform real estate development proposals.

Planning/Zoning Coordinator, Peninsula Township. August 2013 to August 2015. Built relationships with residents, contractors, developers, and others to ensure compliance with zoning regulations. Developed policy recommendations based on master plan goals, existing land use activity, and best practices.



Chip Smith, AICP
Planning and Housing Analysis

COMPANY



EDUCATION

- | MA, Landscape Architecture, University of Michigan
- | BA, History, Macalester College

REGISTRATION

- American Institute of Certified Planners (AICP)
- Michigan Association of Planning
- American Planning Association

QUALIFICATIONS

- | 22 years of experience assisting municipal clients with sustainability, planning, redevelopment, and policy
- | Effectively involves stakeholders in developing community plans and ordinances that reflect the community's vision for the future
- | Serves as Wade Trim's Urban Design Practice Lead and has worked with communities to develop policies designed to create resiliency and accelerate sustainability at the local level
- | Served two terms as an elected member of the Ann Arbor City Council

PROJECT EXPERIENCE

Frankfort Master Plan Update, City of Frankfort, MI. | Project Manager for the Master Plan and development of a vision for a sustainable future that strives to maintain the historic character of the City while allowing for new development that is compatible with the City's character and preserves visual and physical access to the Bay. Also developed a Hybrid Form-Based Zoning Ordinance that codifies the architectural and physical character of the City and streamlines the development process.

2045 Michigan State Long-Range Transportation Plan / Michigan Mobility 2045, Michigan Department of Transportation, Lansing, MI. | Planner who assisted in the development of the Active Transportation section of the 2045 Michigan State Long-Range Transportation Plan / Michigan Mobility 2045 (MM2045). The first phase of the project included identifying gaps, reviewing existing strategies, analyzing peer states, and providing recommendations for the safety research portion of the MM2045. Safety performance measures were required by the FAST Act, with a main objective to decrease the number of severe and fatal crashes on Michigan roadways for all modes and users. The final phase of the project involves evaluations for the first Active Transportation Plan for Michigan, which will be included with the final version of the MM2045. The plan will support connected active transportation facilities and provide details for a safe and connected network, while highlighting opportunities and implementation strategies to promote active transportation planning and design in Michigan. Opportunities are being examined as part of this effort to provide the best recommendations for other critical components to enhance and integrate safety and active transportation into the MM2045.

Flint River Restoration, Genesee County Parks and Recreation, Flint, MI. | Planner who assisted with the Flint Riverfront Restoration Plan. The project included removal of the Hamilton Dam and revitalization of the waterfront in downtown Flint. The public engagement process included a 2-day community workshop and 15 individual and focus group meetings with various stakeholder groups.

Land Use, Recreation, and Non-Motorized Master Plan, City of Sterling Heights, MI. | Planner for the long-range visioning effort for the fourth largest city in Michigan. The Land Use Master Plan included a detailed placemaking effort which identified several specific nodes where redevelopment could transform mundane suburban strips into unique, multi-use districts. The placemaking elements (design guidelines, building placement and massing recommendations, land uses, and parking standards) are vital to creating spaces that are individual to Sterling Heights and convey the community values of the City. The Parks, Recreation, and Non-Motorized Master Plan outlined an ambitious program to strengthen community livability through improved recreational facilities and programs.



Caitlyn Habben, AICP

Planning Support and Quality Assurance/Quality Control

COMPANY



EDUCATION

- | BS, Urban and Regional Planning, Eastern Michigan University

REGISTRATION

American Institute of Certified Planners (AICP)

Michigan Association of Planning

American Planning Association

QUALIFICATIONS

- | 7 years of experience with long range plans, downtown plans, as-needed planning services, and comprehensive zoning ordinance updates
- | Current Co-Chair of the Planners in Private Practice of the Michigan Planning Association
- | Certified Project Manager
- | Focus on local public engagement to provide meaningful information to decision makers based on surveys, public meetings, open houses, etc.

PROJECT EXPERIENCE

As-Needed Planning and Zoning Services, Village of Almont, MI. | Project Manager for providing as-needed planning and zoning services, including regular review of site plans, special land uses, rezonings, text amendments, variances, and miscellaneous zoning questions, and regularly attending planning commission meetings and occasional zoning board of appeals meetings as requested.

As-Needed Planning and Zoning Services, Attica Township, MI. | Project Manager for providing as-needed planning and zoning services, including regular review of site plans, special land uses, rezonings, text amendments, variances, and miscellaneous zoning questions, and regularly attending planning commission meetings and occasional zoning board of appeals meetings as requested.

As-Needed Planning and Zoning Services, Armada Township, MI. | Project Manager for providing a retainer-based planning and zoning assistance including reviews, miscellaneous zoning questions and regularly attending planning commission meetings and occasional zoning board of appeals meetings as requested.

As-Needed Planning and Zoning Services, Imlay Township, MI. | Project Manager for providing as-needed planning and zoning services, including regular review of site plans, special land uses, rezoning, text amendments, and miscellaneous zoning questions, and regularly attending the planning commission meetings and as requested pre-development meetings and zoning board of appeals meetings.

PREVIOUS FIRM WORK EXPERIENCE

Master Plan, Charter Township of Flushing, MI. | Project Manager for assisting the Charter Township of Flushing in conducting a comprehensive update of the master plan.

Master Plan Update, Oregon Township, MI. | Project Manager for assisting Oregon Township in conducting a comprehensive update of the master plan.

Master Plan Update, Vienna Charter Township, MI. | Project Manager for assisting Vienna Charter Township in conducting a comprehensive update of the master plan, including a housing study, evaluation of alternative energy, a non-motorization transportation review, a community survey, focus group interviews, and an open house.



Michelle Leppek, AICP

Planning and GIS Mapping Support

COMPANY



EDUCATION

- MS, GIS, University of Washington
- BS, Urban Planning, Michigan State University
- BS, Horticulture, Sustainable and Organic emphasis, Michigan State University

REGISTRATION

- American Institute of Certified Planners (AICP)
- Michigan Association of Planning
- American Planning Association

QUALIFICATIONS

- Community Planner who assists with data research and analysis, report preparation, and GIS-based mapping
- Proficient in ArcGIS and contributes to design projects through the use of Adobe Illustrator, Adobe InDesign, and Sketchup software
- Experience with the American Community Survey and Census website is helpful to community planning projects

PROJECT EXPERIENCE

Lexington Master Plan Update, Village of Lexington, MI | GIS Support. Wade Trim assisted the Village with updating its master plan and zoning ordinance. As a part of this update, Wade Trim over-saw the preparation of a sub-area plan and a capital improvements plan. After adoption of the Master Plan, Wade Trim has led the development of updates to the Village's Zoning Ordinance.

DDA Strategic Master Plan, Plymouth, MI | Responsible for creating a series of visual aid maps to display the current location and condition of these community assets. Also contributed to the production of surveys used to obtain community input. The Downtown Development Authority (DDA) of Plymouth was seeking to create a plan to identify the existing conditions of its assets in an effort to plan for future needs, new technologies, and a growing community.

Land Use, Recreation, and Non-Motorized Master Plan, City of Sterling Heights, MI | Project Planner using GIS for map creation of non-motorized facilities and park service areas. Participated in data collection and analysis of demographic information and existing conditions, including conducting a city-wide housing structural quality survey.

Fair Housing Study, City of Sterling Heights, MI | Project Planner and GIS analysis in the update of the City of Sterling Heights Analysis of Impediments to Fair Housing (AI). The work consisted of a housing market and policy evaluation, analysis of impediments to fair housing along with identification of actions that need to be taken to overcome the effects of unfair policies.

Michigan Mobility 2045 State Long-Range Transportation Plan, Michigan Department of Transportation, MI | Project Planner involved in data collection, research and mapping assisting the project team in the development of the Active Transportation section of the 2045 Michigan State Long-Range Transportation Plan / Michigan Mobility 2045 (MM2045).

Downtown Development Authority Action Plan, City of Linden, MI | Created design documents to represent potential future developments in the Linden downtown area.



Katie Dennis, PLA
Connectivity and Trail Planning

COMPANY



EDUCATION

- MLA Landscape Architecture, University of Michigan, 2013
- BA Program in the Environment, University of Michigan, 2007

REGISTRATION

- Professional Landscape Architect, Michigan
- American Society of Landscape Architects
- Michigan Chapter of the American Society of Landscape Architects

QUALIFICATIONS

- Landscape architect with experience in site planning and design, visual communication and renderings, and research analysis for public and private sector projects
- Experienced in master planning, land development regulations, grant writing, and public involvement facilitation
- Specializes in sustainable and ecological design
- Proficient in the Adobe Creative Suite, Trimble Sketchup, ArcGIS and ESRI, and AutoCAD software applications

PROJECT EXPERIENCE

Buffalo Ridge Trail, TART Trails, Garfield Township, MI | Project Landscape Architect for one-mile extension of Buffalo Ridge Trail, a vital part of the trail system in and around Traverse City. The preliminary design phase included topographic survey, wetland delineation, trail centerline routing in the field, and stakeholder and public meetings. Working within the context of the land, steep slopes, wetlands, safety concerns regarding the adjacent buffalo field, poor soils, and stream crossings were all considered during trail routing. The final solution provides a sustainable and safe trail for the sensitive site while minimizing disturbance and maximizing user experience.

Campus Landscaping and Grounds Planning Services, Lansing Community College, Lansing, MI | Project Landscape Architect as a subconsultant to ENG contributing to the development of grading and planting design to fit into existing campus aesthetic while providing a new feel for the renovated pedestrian mall.

Flint Riverfront Restoration, City of Flint, MI | Project Landscape Architect for the planning and design of in-river and riverbank improvements on this project that will transform the underutilized riverfront. Responsibilities included native tree and shrub planting design for Phases 1-3 of Chevy Commons, graphical representation of proposed designs, and construction documentation.

Wilson Road Improvements, Michigan State University, East Lansing, MI | Project Landscape Architect for site design and road improvements to accommodate additional traffic around the Facility for Rare Isotope Beams (FRIB) that is currently in construction. Contributed to development of design alternatives for parking layout, conceptual road alignment design and pedestrian circulation.

Parking Lot and Rain Garden Design, Mullett Township, MI | Assisted in site layout and grading design and directed the native plant-focused rain garden design for a proposed parking lot in this northern Michigan community.

Tree Survey for the Nixon Road Corridor, City of Ann Arbor, MI | Conducted tree survey and assessment for 1.25 miles of Nixon Road corridor within the road right-of-way. Land being surveyed included wetlands, agricultural fields, and residential developments. Survey included tagging, measuring, assessing condition, and recording data for 385 deciduous and coniferous trees.

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Section 6:

Experience and References



Wade Trim has provided master planning, zoning, district/corridor planning, landscape architecture, urban streetscape design, and recreation design/planning services for over 40 years. Our professional staff works with the public sector, private sector, and institutional clients. Our staff skills and resources offer clients one-stop solutions for a wide range of complex issues. Our organizational structure provides a large resource base of modern support programs and facilities such as geographic information systems (GIS) and visual simulation software.

Comprehensive Planning

The planning professionals on our Project Team have extensive experience in creating and updating comprehensive/master plans that are tailored to meet the specific needs and goals of your community, while integrating the requirements of regulatory agencies, including county, state, and federal agencies.

Our Planning Team has significant experience working with small towns across the State of Michigan, addressing the unique challenges that most smaller Michigan communities face including suburban growth pressure, small town character preservation, limited staffing and volunteer resources, and outdated policies and ordinances that were often built on big-city urban planning models. Our team has successfully carved out a niche of addressing these needs and building a system that supports master plan implementation.



Just as important as our technical expertise is our ability to coordinate with multiple stakeholders. This participation process begins at the initial stages and continues throughout the project to garner support and buy-in. We use a variety of presentation and workshop techniques including visioning, walking tours, and interviews. Our team members are skilled in presenting information to inform and educate. Our tools to disseminate project information are brochures, newsletters, presentations, signage, printed, and digital communications in easy-to-understand diagrams and illustrations. The range of graphic techniques we use clearly communicates concepts and solutions.

Master Plan Implementation through Zoning

A community's zoning ordinance is typically the most effective tool to assist with implementation of the vision and recommendations of a comprehensive plan. Although the Township's RFP includes only a Comprehensive Plan, the completed Comprehensive Plan for Elmwood Township will very likely include recommendations for revisions to Elmwood's zoning ordinance.

Wade Trim's Planning Team has extensive experience in creating and amending zoning ordinances that are tailored to meet the specific needs and goals of our client communities, while integrating the requirements of regulatory agencies, including county, state, and federal agencies. With considerable experience preparing zoning ordinances that range from new ordinances to comprehensive amendment packages, we aim to manage the desired goals of the community.

We have expertise in the preparation of both traditional Euclidean zoning codes and form-based codes, as well as hybrid codes which are a combination of both types. Our planners realize the need for administrative flexibility in the proper management of an ordinance. Strategies our project team uses have proven to be successful for local governments and private developers, yielding economically responsible development projects that harmoniously blend with the existing fabric of the community.

Project Profiles

Included on the next page are several recent master planning and related project profiles which highlight our relevant work experience. As requested in your RFP, below are links to several master plans (Adobe PDF) that Wade Trim has recently prepared:

Higgins Township Master Plan (2023)

<https://higginstownship.com/wp-content/uploads/2023/05/higgins-twp-mp.pdf>

Weldon Township Master Plan (2020)

https://www.weldontwp.org/PDF/PC/MasterPlan_2020.pdf

Hayes Township Master Plan (2022)

<https://hayestwpcclaremi.gov/wp-content/uploads/2023/03/Hayes-Twp-Master-Plan-Update-Adopted.pdf>

City of Linden Master Plan (2023)

<https://irp.cdn-website.com/0b76c777/files/uploaded/Linden%20Master%20Plan%20AD-PTED%202-13-23.pdf>



Master Plan and Zoning Ordinance | Weldon Township | Benzie Co. Pop. 542

Having recently dissolved its Joint Planning Commission with the neighboring Village of Thompsonville and Colfax Township, Weldon Township required assistance in revising its Master Plan and Zoning Ordinance so that each would correctly reflect the overarching goal of preserving the rural character of the community. At the project's initiation, each document neither correctly reflected the desires of the residents nor provided the tools necessary to ensure that the community's interests would be preserved. At the direction of the team, it was agreed with the Planning Commission to first focus on updating the Master Plan so that it would encapsulate the community's vision. With this policy document in place, its recommendations have then been able to guide the revisions to the Zoning Ordinance. Significant engagement efforts were employed to ensure that the Master Plan supported the rural character of the area, the overarching goal the residents of the Township valued the most highly.



Master Plan Update | City of Mackinac Island | Mackinac Co. Pop. 583

Wade Trim led a Master Plan Update process for Mackinac Island that was ultimately adopted in 2018. The public engagement process was robust, and included stakeholder interviews, an online engagement website, a student survey, a citizen survey, public workshops, and other meetings. Presently (2023), Wade Trim is assisting the City on a new update to its Master Plan. Some of the key issues address in the plan include growth management, housing affordability, employee housing, historic preservation and infrastructure. Beginning with the establishment of 11 foundational planning principles, the updated Master Plan outlines details goals and policies for addressing the key issues and ensuring that growth and redevelopment is consistent with the City's vision.



Master Plan Update | Atlas Township | Genesee Co. Pop. 5,906

Wade Trim has been providing continuing planning and zoning services for Atlas Township, located along M-15 in Genesee County, since 1997. This rural township has witnessed considerable growth pressure, particularly residential growth, in recent years. As of 2024, Wade Trim is assisting the Township in the update of its Master Plan. Critical to the update is the Township's desire to promote a balanced land use pattern in a manner that directs higher intensity commercial and community service uses to the Village of Goodrich while preserving valuable agricultural lands and natural open spaces of the Township. The Future Land Use Plan for Atlas Township is also rooted in a thorough understanding of socioeconomic trends, lifestyle preferences, housing conditions, natural features, and community values as identified throughout the planning process.



Master Plan | Millington Township | Tuscola Co. Pop. 4,354

The need for a Master Plan and Zoning Ordinance Update was spurred by the Township's desire to make changes to their zoning ordinance. With limited capacity and experience to administer and enforce their zoning ordinance, they wanted to make sure that it was "user-friendly." As revealed during the Master Plan development process, citizens were also very sensitive to employing a balanced regulatory approach that respected property rights and did not overly burden developers who wanted to invest in their community, but still achieved community goals such as eliminating blight, protecting natural features and generating quality development. The Master Plan Update formalized these community desires through an overall vision that included goals and objective statements and a future land use development framework. The Master Plan Update also set the stage for needed zoning amendments.



Master Plan, ED & Marketing Strategy | City of Linden | Genesee Co. Pop. 4,142

Begun in 2021, the City of Linden's master planning effort included significant public engagement, including generating nearly 625 comments from residents and stakeholders as part of an online community survey. Key elements of the new Master Plan include a Circulation Plan, which builds upon both local and regional initiatives to transform Linden's streets into safe and efficient routes supporting multiple modes of travel, including vehicular, bicycle and pedestrian. A new Redevelopment Ready Sites element of the Master Plan envisions several underutilized sites on the edge of downtown being transformed into mixed-use spaces. The Economic Development Strategy and Marketing Strategy components of the effort put the City in a strong position to implement the vision of the new Master Plan, with specific economic development resources and branding strategies identified to drive new public and private investments.

References

Below are several references who you may contact to confirm the quality of our services.

Charles Kraus
(Reference for Arthur and Elise)
Weldon Township PC Chair
Master Plan & Zoning Ordinance Update
330.280.0082
charles.kraus@gmail.com

Brian Beauchamp
(Reference for Elise)
TART Trails
Traverse Area Recreation & Transportation Trails
(TART) Three Mile Trail Expansion
231.941.4300
brian@traversetrails.org

James Smith, PC Chair
(Reference for Arthur)
Higgins Township Master Plan & Zoning Ord.
700 S. Fifth St., Roscommon, MI 48653
989.240.4040
smittysacres@charter.net

Section 7: Disclosures



Disclosures

At this time, we are unaware of any competing interests or potential conflicts of interest between Wade Trim or Placecraft staff and Elmwood Township.

Wade Trim serves as the Township's Engineer of Record. As the Engineer of Record, Wade Trim will not pursue or complete any private-sector engineering services in the Township. Wade Trim has provided surveying services to the Township, DTE Energy, and private property owners.



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Section 8: Fee Proposal



Fee Proposal

Wade Trim proposes to complete the above-described scope of work for the development of Elmwood Township's Comprehensive Plan 2024 for a not-to-exceed fee of \$38,125, to be invoiced on a monthly basis for work completed. This fee is inclusive of all project related expenses, including labor, equipment, materials, subconsultant, and expenses.

Included in the Comprehensive Plan tasks is the Wade Trim Team's attendance at one Public Visioning Session, one Listening Session, one Planning Commission meeting, four Steering Committee meetings, and one public hearing. Additional in-person meetings requested by the Township would be billed at a flat rate of \$500 per meeting.



Task	Cost
COMPREHENSIVE PLAN	
Planning Enabling Act Compliance	\$1,615
Public Engagement	\$17,125
<i>Steering Committee Meetings - \$5,030</i>	
<i>Stakeholder Survey - \$1,780 + \$3,000 Mailing</i>	
<i>Communications - \$1,820</i>	
<i>Public Visioning & Listening Sessions - \$5,495</i>	
Existing Conditions and Inventory Analysis	\$8,995
Vision, Goals and Actions	\$4,680
Future Land Use & Implementation	\$5,710
TOTAL: \$38,125	

To ensure implementation, we recommend that at the conclusion of the adoption process to immediately initiate a review of the Township's Zoning Ordinance through an audit. This audit will identify issues with compliance with the Michigan Zoning Enabling Act of 2006; recent Federal and State statutes; recent court cases; fragmented and inconsistent language and references; and issues that do not support or prevent the implementation of the Township's Comprehensive Plan. With the results of the Audit, the Township is then recommended to engage in a through amendment process of the Zoning Ordinance to make changes to support implementation of the Comprehensive Plan recommendations.

We would provide a Zoning Ordinance Audit after the completion of the Comprehensive Plan for a lump sum fee of \$4,250.

Additional work beyond the scope detailed within this RFP response would be negotiated with the Township prior to initiating work. Based up the Township's stated goals, this work may include: multimodal/nonmotorized transportation plan, Zoning Ordinance Audit, comprehensive Zoning Ordinance amendments, agricultural farmland/growth control language, missing middle housing overlay options, or other services.

Below are the hourly rates for the project personnel to be used as the basis for negotiation through July 2025:

- Professional Planner III - \$160/hr
- Professional Landscape Architect II - \$140/hr
- Professional Landscape Architect I - \$120
- Professional Planner II - \$135/hr
- Professional Planner I - \$120/hr
- Planner II - \$90/hr
- Planner I - \$75/hr
- Administrative Support - \$75/hr

This cost estimate is valid through September 30, 2024. Although our hourly rates are subject to change on an annual basis (reviewed each January), our not-to-exceed project amount will not change unless there is a change in the scope of work or project schedule. The Wade Trim Project Manager will notify the Township immediately if there is a change in the scope of work or schedule that would impact the presented fee.



10850 East Traverse Hwy
Suite 2260
Traverse City, MI 49684
800.482.2864
www.wadetrim.com

Florida · Georgia · Michigan · Nebraska · New York
North Carolina · Ohio · Pennsylvania · Texas

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690
Toll Free 888-883-6391
Local 231-421-5008

April 29, 2024

Connie Preston, Clerk
Elmwood Charter Township
10090 Lincoln Road
Traverse City, MI 49684-8487

Dear Connie:

Enclosed you will find a Summary of Coverage's and invoice for **Elmwood Township's** insurance renewal through the **Michigan Township Par Plan**. The renewal date is **06/01/2024**.

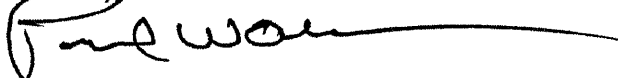
Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, **\$3,000,000** has been provided back to our members from the grant program.

The quoted premium is **\$46,559.00**. **Blanket Property values have been increased from \$7,762,272.00 to \$9,378,498.00 at an additional annual cost of \$1,855.00. The beginning premium was \$39,992.00 with the additions to the policy is \$42,847.00. There has been an over all rate increase of 12%. The increase is driven by a number of factors market conditions, social inflation, substantially increasing reinsurance costs, and increased loss costs.**

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **Elmwood Township's** insurance needs for the past **40 years**. **Your business is appreciated and important.**

Sincerely,



Paul W. Olson
Regional Risk Manager
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690
888-883-6391
polson76@charter.net

Invoice

Date	Invoice #
4/29/2024	4736

Bill To
Connie Preston, Clerk Elmwood Charter Township 10090 Lincoln Road Traverse City, MI 49684-8487

Account #	Policy Number
	M24MTP80722-05

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/1/2024	06/01/2025	Michigan Township Par Plan	Package Plan	46,559.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Total	\$46,559.00
Payments/Credits	\$0.00
Balance Due	\$46,559.00

Fax #
231-421-3509

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive

Williamsburg, MI 49690

May 1, 2024

Connie Preston, Clerk
Elmwood Township
10090 Lincoln Road
Traverse City, MI 49684-8487

Dear Connie:

The following is the insurance breakdown for the Michigan Township's Participating Plans portion of Elmwood Township's 2024-2025 premium.

Fire	\$20,787.00
Board	\$19,436.00
Marina	\$ 2,656.00
Sewer	\$ 2,184.00
Water	\$ 1,496.00
Total	\$46,559.00

Sincerely,



Paul W. Olson
Regional Risk Manager
MUM

AUTOMOBILE CERTIFICATE OF NO FAULT PROTECTION

Entity Name: **ELMWOOD CHARTER TOWNSHIP**

NAME AND ADDRESS OF COMPANY

Entity Number: MI11442
Policy Number: M24MTP80722-05


U.S. Specialty Insurance Company
13403 Northwest Freeway
Houston, TX 77040

Effective date: 06/01/2024
Expiration Date: 06/01/2025

An authorized Michigan insurer, certifies that is has issued a policy complying with Act 294, P.A. 1972, as amended for the described motor vehicle.

NAME OF AGENCY

By


Authorized Representative

HCC Public Risk
MUNICIPAL UNDERWRITERS OF WEST MI, INC.

(888) 883-6391

on this 29 04 2024
Day Month Year

Year Description Vehicle Identification Number

Covers all vehicles owned by the member

Number of Vehicles: 8

Warning: Keep this certificate in your vehicle at all times. If you fail to produce it upon a police officer's request, you will be responsible for a civil infraction.

PENALTY FOR OPERATION WITHOUT INSURANCE

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a Motor Vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without proper insurance or other security is guilty of a misdemeanor.

An owner or registrant convicted of such misdemeanor shall be fined not less than \$200.00 nor more than \$500.00, or imprisoned for not more than 1 year, or both.

THIS FORM MUST BE PRESENTED AS EVIDENCE OF INSURANCE WITH YOUR APPLICATION FOR LICENSE PLATES, EITHER BY MAIL OR AT ANY SECRETARY OF STATE LICENSE PLATE BRANCH OFFICE. A PERSON WHO ISSUES OR SUPPLIES FALSE INFORMATION TO THE SECRETARY OF STATE OR USES AN INVALID CERTIFICATE OF INSURANCE IS GUILTY OF A MISDEMEANOR PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN 1 YEAR, OR A FINE OF NOT MORE THAN \$1,000.00, OR BOTH.

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Elmwood Township 2024-2025

Presented By:
PAUL W. OLSON - RISK MANAGER
Municipal Underwriters of West MI Inc

Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

PAUL W. OLSON
Municipal Underwriters of West Michigan, Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
1-888-883-6391 Michigan Watts
231-421-3509

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

MTPP Risk Control
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3091 - FAX

CLAIMS ADMINISTRATION

HCC Public Risk Claims
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

Municipal Underwriters of West MI Inc.

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 0

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit/includes volunteers
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Sewer Back Up Liability- \$100,000 (Public Act 222)
9. Employee Benefit Liability- \$1,000,000 per Occurrence/\$3,000,000 Aggregate
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired Auto Liability Coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

Municipal Underwriters of West MI Inc.

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 0

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (**\$100,000**) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit. (**\$5,000**) Deductible on Restrictive Use
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non Monetary Damage Coverage \$50,000 Per suit/\$100,000 per policy Deductible \$5,000

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

Municipal Underwriters of West MI Inc.

II. FLEET LIABILITY COVERAGE:	LIMITS
A. Bodily Injury & Property Damage [CSL]	\$ 5,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 5,000,000
D. Uninsured Motorists	\$ 100,000
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$ Included
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 2,294,948.00

- A. Comprehensive \$ 1,000 ACV Deductible, Actual Cash Value
- B. Collision \$ 1,000 Deductible, ACV, Broadened

Fire Trucks and Ambulances written on agreed amount endorsement.

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 265,000.00
Deductible \$ 1,000

Fire Equipment \$100,000
Misc Township Property \$60,000
Generator Fire Hall \$55,000
Playground Equipment \$55,000

Tokio Marine HCC

App Number: 3398260-11

Policy Number: M24MTP80722-05

Program: MTPP

Entity: ELMWOOD CHARTER TOWNSHIP



**TOKIO MARINE
HCC**

List of Vehicle

Total New Cost:2294948

AUTO NO.	NEW COST	COMP. DED.	COLL. DED.	YEAR	DESCRIPTION	VIN NO.	VEHICLE TYPE	AUX RUNNING LIGHTS	ANTI-THEFT DEVICE	FIVE MPH BUMPER	TRACTION CONTROL	ANTI-LOCK	GARAGE ZIP CODE	ISO AUTOMOBILE TERRITORY
002	450000	\$5,000	\$5,000	1994	International Pumper	7050	18-Fire Vehicles-Agreed Value	false	None	false	false	false	49684	26
003	340000	\$2,500	\$2,500	2000	KENWORTH TANKER	7467	18-Fire Vehicles-Agreed Value	false	None	false	false	false	49684	26
004	27510	\$1,000	\$1,000	2002	FORD F-250 4X4 WITH PLOW	1154	2-Trucks, Vans-ACV	false	None	false	false	false	49684	26
005	489000	\$5,000	\$5,000	2006	DASH PUMPER	6090	18-Fire Vehicles-Agreed Value	false	None	false	false	false	49684	26
006	196000	\$1,000	\$1,000	2016	Ford F-450 Ambulance	9124	17-Rescue Units-Agreed Value	false	None	false	false	false	49684	26
007	250000	\$2,500	\$2,500	2018	Ford F-550 Brush Rig	4871	18-Fire Vehicles-Agreed Value	false	None	false	false	false	49684	26
008	495000	\$5,000	\$5,000	2021	Spratan Metro Star	0280	18-Fire Vehicles-Agreed Value	false	None	false	false	false	49684	26
009	47438	\$1,000	\$1,000	2022	GMC Sierra K25	9459	2-Trucks, Vans-ACV	false	None	false	false	false	49684	26

Municipal Underwriters of West MI Inc.

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 9,378,498.00
Deductible	\$ 1,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal Effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Accounts Receivable- \$250,000
5. Flood Coverage- \$100,000, Earthquake Coverage- \$1,000,000
6. Loss of Business Income Coverage - \$500,000 per occurrence
7. Extra Expense Coverage - \$500,000 per occurrence
8. Newly Acquired and Constructed Property - \$1,000,000 180 Days
9. Underground Pipes, Flues or Drains- \$1,000,000
10. Power Surge Coverage - \$25,000 Limit
11. Glass Coverage- 00 Deductible Glass Breakage
12. Tree Removal - \$500 per tree and \$1,500 annual aggregate on covered losses
13. Law and Ordinance Coverage- Actual Sustained Loss
14. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled
15. 1st Party Sewer and Drain Back up- \$25,000
16. Pollutant Clean up and Removal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

Rokio Marine HCC

App Number: 3398260-11

Policy Number: M24MTP80722-05

Program: MTPP

Entity: ELMWOOD CHARTER TOWNSHIP

List of Properties

and Total:9378498

OC.	BLDG	DISTANCE FEET	FAC. LOC.	ADDITIONAL DESCRIPTION	STREET ADDRESS	CITY	STATE	ZIP	COUNTY	POK	BC	BLDG. LIM.	CONT. LIM.	MINE SUB	BUILDING Valuation	YEAR	BF
	1	false	0		10090 LINCOLN TOWNSHIP HALL	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	3-Non-Combustible	\$1,262,030	\$254,041	\$0	RC	1986	100 - Admin Office
	2	false	0		10090 LINCOLN	TRAVERSE CITY	MI	49684	Grand Traverse County	16-DPW/Garages	1-Frame	\$10,000	\$2,140	\$0	RC	1990	403 - S Building
	3	false	0		10090 CHERRY BEND PAVILION/RESTROOM	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$321,300	\$6,686	\$0	RC	1990	615 - F Rooms
	4	false	0		10090 LINCOLN	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$51,477	\$0	\$0	RC	2009	612 - Conce Stand
	5	false	0		10090 LINCOLN	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$14,708	\$0	\$0	RC	2009	620 - I
	6	false	0		10090 LINCOLN	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$14,708	\$0	\$0	RC	2009	620 - I
	7	false	0		10090 LINCOLN RESTROOM	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$270,000	\$8,022	\$0	RC	1980	615 - F Rooms
	1	false	0		10750 CHERRY BEND DPW	TRAVERSE CITY	MI	49684	Grand Traverse County	16-DPW/Garages	2-Joisted Masonry	\$800,000	\$38,202	\$0	RC	1967	401 - C
	1	false	0		13051 WEST BAY SHORE MAINTENCE RESTROOM	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$375,000	\$20,724	\$0	RC	1978	615 - F Rooms
	2	false	0		13051 WEST BAY SHORE NEW RESTROOM PAVIL	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$277,976	\$0	\$0	RC	2010	615 - F Rooms
	3	false	0		13051 WEST BAY SHORE BEACH PAVILION	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$105,014	\$0	\$0	RC	2010	614 - F
	5	false	0		13051 W. BAY SHORE SHOWER BUILDING	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$248,633	\$6,686	\$0	ACV	1980	615 - F Rooms

6	false	0	13051 WEST BAY SHORE MARINA OFFICE	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	2-Joisted Masonry	\$120,000	\$2,674	\$0	RC	1980	609 - F
7	false	0	13051 WEST BAY SHORE MARINA PAVILION	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$73,181	\$0	\$0	RC	1990	614 - F
8	false	0	13501 WEST BAY SHORE NEW HARBOR MASTER	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$1,079,925	\$57,750	\$0	RC	2020	609 - F
9	false	0	13501 WEST BAY SHORE FISH CLEANING STATION	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	3-Non-Combustible	\$254,100	\$0	\$0	RC	2021	615 - F Room:
1	false	0	PUMP HOUSE 13057 WEST BAY	TRAVERSE CITY	MI	49684	Grand Traverse County	18-Pump Houses, Lift Stations	1-Frame	\$60,000	\$6,686	\$0	RC	1980	901 - F Station
1	false	0	10086 LINCOLN NEW FIREHALL	TRAVERSE CITY	MI	49684	Grand Traverse County	15-Fire/Police	2-Joisted Masonry	\$3,516,500	\$120,335	\$0	RC	2003	925 - F

Municipal Underwriters of West MI Inc.

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer	\$25,000
Deputy Treasurer	\$15,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Supervisor	\$ 5,000
BLANKET BOND	\$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

Municipal Underwriters of West MI Inc.

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ 0
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000 \$500 Deductible**
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 9,378,498.00

XIII. CYBER LIABILITY: Included in quote \$500,000

Municipal Underwriters of West MI Inc.

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. CYBER LIABILITY	INCLUDED

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$ 46,559.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**',

Michigan Township Participating Plan

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

PRELIMINARY

Date: 05/08/2024

Time: 4:53 pm

Page: 1

ELMWOOD TOWNSHIP

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
THE ACCUMED GROUP	A026	BILLING SERVICES	0	00/00/0000	1,606.59
				Vendor Total:	1,606.59
ACT FAST PLUMBING	A018	BATHROOM REPAIR	0	00/00/0000	370.00
				Vendor Total:	370.00
BS&A SOFTWARE	B161	ANNUAL SERVICE/SUPPORT FEES	0	00/00/0000	2,168.00
				Vendor Total:	2,168.00
CONSUMERS ENERGY	C040	ACCT#1000 0031 1660	0	00/00/0000	647.59
				Vendor Total:	647.59
EPICENTER GRAPHICS	E084	MARINA MIRROR HANGERS	0	00/00/0000	540.00
				Vendor Total:	540.00
EPS SECURITY	E050	CUST#3014247002	0	00/00/0000	120.00
				Vendor Total:	120.00
ESO SOLUTIONS, INC.	E085	FIRE REPORTING SOFTWARE	0	00/00/0000	7,714.00
				Vendor Total:	7,714.00
GFL ENVIRONMENTAL	M008	ACCT#002119662	0	00/00/0000	370.17
				Vendor Total:	370.17
GRAND TRAVERSE COUNTY DPW	G040	ACCT#4003411	0	00/00/0000	699.67
				Vendor Total:	699.67
GRAND TRAVERSE COUNTY	G200	CUST100040 ELMWOOD GREILICKVIL <i>Timb water Sewer</i>	0	00/00/0000	35,448.29
				Vendor Total:	35,448.29
LEELANAU ENTERPRISE & TRIBUN	L020	ADVERTISER 676	0	00/00/0000	141.29
				Vendor Total:	141.29
DESSA LINSELL	00109	PAVILION REFUND	0	00/00/0000	150.00
				Vendor Total:	150.00
MICHIGAN ASSOC. OF PLANNING	M039	ANNUAL MEMBER DUES	0	00/00/0000	65.00
				Vendor Total:	65.00
NETLINK	M185	EMAIL HOSTING	0	00/00/0000	183.00
				Vendor Total:	183.00
MIKE POBUDA	863	MILEAGE REIMBURSEMENT	0	00/00/0000	12.73
				Vendor Total:	12.73
PRINTING SYSTEMS INC.	P045	ACCT 2495 ELECTION SUPPLIES	0	00/00/0000	177.28
				Vendor Total:	177.28
SMITH & JOHNSON, ATTORNEYS,	S034	CONSENT JUDGEMENT ENFORCEMENT	0	00/00/0000	1,530.63
				Vendor Total:	1,530.63
STEVEN H. SCHWARTZ & ASSOC F	S076	LABOR ATTORNEY	0	00/00/0000	2,031.50
				Vendor Total:	2,031.50
KATHY & DAVID STOUT	00108	SLIP REFUND/SOLD BOAT	0	00/00/0000	4,563.00
				Vendor Total:	4,563.00
CLEM THOMPSON	T023	MILEAGE	0	00/00/0000	62.98
				Vendor Total:	62.98
TRAVERSE CITY LIGHT & POWER	C093	ACCT# 00174230-5	0	00/00/0000	22.33
				Vendor Total:	22.33
UNEMPLOYMENT INSURANCE AGI	U003	EAN 0802114 000	0	00/00/0000	2,229.00
				Vendor Total:	2,229.00
VERIZON WIRELESS	V014	ACCT#682962913-00001	0	00/00/0000	91.46
				Vendor Total:	91.46
WADE TRIM	W107	GENERAL SERVICES	0	00/00/0000	8,935.31
				Vendor Total:	8,935.31
WELLS FARGO VENDOR FINANCIA	W027	CONTRACT450-0093930-000	0	00/00/0000	90.71

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

PRELIMINARY

Date: 05/08/2024

Time: 4:53 pm

Page: 2

ELMWOOD TOWNSHIP

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>90.71</u>
WINDEMULLER	W024	ANNUAL INSPECTION AND REPAIRS	0	00/00/0000	<u>3,336.00</u>
				Vendor Total:	<u>3,336.00</u>
YOUNG, GRAHAM, & WENDLING P	Y002	MISC LEGAL	0	00/00/0000	<u>280.00</u>
				Vendor Total:	<u>280.00</u>
				Grand Total:	<u>73,586.53</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>73,586.53</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>73,586.53</u>
	Total Invoices:	34			