

See Original Application.

EMPIRE TOWNSHIP
APPLICATION FOR SITE PLAN REVIEW & SPECIAL LAND USE PERMITS

1. APPLICANT

Name OLEN LAKE MANOR LLC, ROB & SUE RIFE.
Address 16515 Orange Ave
City Orland Park State IL Zip Code 60467

1a. OWNER(S) OF RECORD

Complete this section only if the Owner of Record is not the Applicant.

The following individual(s) is/are the owner of record of the subject parcel (or firm or corporation having a legal or equitable interest in the land):

Name SEE ABOVE
Address _____
City _____ State _____ Zip Code _____

1b. OFFICIAL REPRESENTATIVE

The following individual may act on behalf of the Applicant:

Name SARAH BOURGEOIS ARCHITECTS
Address 921 W. 11th
City Traverse City State Mi Zip Code 49684

2. DEVELOPER

Complete this section only if the Developer is not the Applicant.

The following individual(s) or firm is the project developer:

Name N/A

Address _____

City _____ State _____ Zip Code _____

3. PROOF OF PROPERTY OWNERSHIP

Please attach a full legal description of the subject property. A copy of the deed or land contract is acceptable.

Are there any options on the property, or liens against it? If yes, please explain. If space provided is not sufficient, please attach a separate sheet.

Attached

4. PARCEL INFORMATION

Property Tax Identification Number of the subject parcel: 45 - 006 - 009 - 004 030 - 00

Official address of the subject parcel (if known): 7345 W. GLENMERE

Parcel size (in acres): 5 A/C

5. CURRENT LAND USE

Please list the current land uses, zoning classifications, and existing structures on:

The subject parcel:

Current Land Use: Commercial / Restaurant

Current Zoning Classification: Residential

Existing Structures: Manor, 3 cabins

The parcel(s) directly north of the subject parcel:

Current Land Use: Residential

Current Zoning Classification: R-1 Residential

Existing Structures: Cottage / House

5. CURRENT LAND USE (CONT'D.)

The parcel(s) directly south of the subject parcel:

Current Land Use: Residential

Current Zoning Classification: R-1 Residential

Existing Structures: Cottage / House

The parcel(s) directly west of the subject parcel:

Current Land Use: Residential

Current Zoning Classification: Residential

Existing Structures: Cottage / House / Lake front

The parcel(s) directly east of the subject parcel:

Current Land Use: National Park

Current Zoning Classification: National Park

Existing Structures: N/A

6. PROJECT DESCRIPTION

Please provide a Site Plan, description of the proposed project, including (if applicable) the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by the EMPIRE Township Zoning Ordinance.

See attached map dated 4.22.2024

7. PROJECT SCHEDULE

Please provide a statement detailing project phases and completion schedule.

See attached
dmp.

8. PROJECT IMPACTS

By the time of official site plan review, please provide written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands. Statements may be required from the following officials or agencies:

County and Local Agencies

- Leelanau County Road Commission
- Leelanau County Health Department (septic/well permits)
- Leelanau County Drain Commissioner (drains).
- Solon - EMPIRE Fire Department (water lines, hydrants, emergency vehicle access)
- Leelanau County Sheriff's Department
- Leelanau County Inspections Department (building code, soil erosion and sedimentation control permits).
- Local School District
- Leelanau County Soil Conservation Service

State Agencies

- Michigan Department of Transportation (driveway permits, access onto property along state trunklines).
- Michigan Department of Natural Resources (floodplains, inland lakes and streams permits, wetlands permits, solid waste disposal permits, hazardous waste disposal permits, air discharge permits)
- Michigan Department of Commerce (if applicable)
- Condominium approvals (if applicable)
- Plat approvals (if applicable)
- Mobile home park approvals (if applicable)
- Michigan State Police/Fire Marshall (for flammable materials storage, if applicable)

Federal Agencies

- US Army Corps of Engineers (Permits for activities in certain wetlands, floodplains and navigable watercourses along the Great Lakes and connecting waters).

9. ZONING COMPLIANCE - PROVIDE SECTIONS APPLICABLE & SUPPORTING DOCS.

10. FEE

A non-refundable fee of seven-hundred fifty dollars (\$750.00) must accompany this completed application in order to begin processing.

Make checks payable to the **EMPIRE Township Treasurer.**

11. SIGNATURE(S)

Applicant(s)

Date

Owner of Record

Date

Official
Representative

Date

Signed on Original Application

[Signature]
As Support for
Owner's Rep. 4.18.2023

Return this completed application to:

EMPIRE Township Zoning Administrator Post Office Box 226 Lake Leelanau, MI 49653

If you have questions or need assistance completing this application, please contact Mr. Tim Cypher, EMPIRE Township Zoning Administrator, at (231) 360-2557 during business hours.

**THIS APPLICATION MUST BE ENTIRELY COMPLETE IN ORDER TO BE PROCESSED.
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

Parcel No. 005-004-030-00

Leelanau County Property Information (Assessment Year - 2023)

Jurisdiction: EMPIRE 45-05
Owner Name: GLEN LAKE MANOR LLC
Property Address: 7345 W GLENMERE RD
EMPIRE, MI 49630
Mailing Address: 16515 ORANGE AVE
ORLAND PARK, IL 60467

Legal Description

PT SE 1/4 SEC 4 COM S 1/4 COR SD SEC TH S 88 DEG 34'11" E 815.22 FT TH N 00 DEG 56'25" E 1327.02 FT TO POB TH CONT N 00 DEG 56'25" E 639.05 FT TO C/L GLENMERE RD (A/K/A HWY M-22) TH ALG SD C/L N 79 DEG 15'07" E 86.60 FT TH N 00 DEG 56'25" E 107.98 FT TO SHR GLEN LAKE TH ALG SD SHR S 83 DEG 21'45" E 172.37 FT TH S 00 DEG 05'43" W 561.04 FT TH N 88 DEG 36'39" E 150.13 FT TH S 00 DEG 09'39" W 195.10 FT TH N 88 DEG 43'01" W 417.25 FT TO POB (A/K/A PARCEL 1) SEC 4 T28N R14W 5 A M/L 2019 SPLIT INTO 005-004-030-10 WHILE RETAINING PARCEL NUMBER 005-004-030-00 ON ALTERED LEGAL



April 22, 2024

Empire Township Planning Commission
10088 W. Front Street
Empire, Michigan 49630

RE: Glen Lake Manor
Article 13.1 Non-Conforming Uses
Amendment of existing SUP

Dear Commissioners,

This letter is a follow-up from past Planning Commission meetings regarding the reinstatement of the intended existing use of the second and third floor at The Glen Lake Manor and the three existing cottages on the property. The historic "intended" use of the Manor has never been eliminated but suspended because of the health and safety requirements of the building code that applies safety rules for a mixed-use development.

Under the exiting Special Use Permit, The Manor has offered dining, modest events, fundraisers, and gatherings for the past 20 years. Recently the Manor has transferred ownership within the Wright/Rife Family; Rob and Sue (the new owners) want to place the buildings back to their original intended use; therefore, have started the Planning Commission review process for permission to expand the original SUP and making the necessary upgrades to the buildings on the site.

The worst thing for a building is letting it sit and not be used, therefore Rob and Sue want to restore the buildings and put them back to their original uses. A building code review has been prepared and referenced along with a structural analysis of the existing buildings to assist in developing the proposed plan for all floors of the Manor and the cottages. Much work needs to be completed to the existing structural integrity of the buildings, in addition to the installation of a fire rated stair, sprinkler system and elevator, before things can be up and running. There have been many conversations and communications with the building code officials, health department and other powers that be who have helped develop the plans attached to this application.

We ask you to review the included site plan/drawings, notes, and communications, then recommend an approval of "original intended" use of the Manor and its cottages to be allowed in the Residential District as it has always been.

Thank you for your time,



Sarah Bourgeois AIA

April 22, 2024

Glen Lake Manor Construction Timeline

** (Assumed timeline based on 18-24 month construction schedule that includes good weather, skilled labor force and standard lead times for materials)

1st Quarter following Township Approval

- Prepare Construction Bid Documents
- Engage Contractor
- Apply for permits.
- Temporary Parking/Staging area for construction.
 - ** Pending township requirements for the existing SUP for restaurant; the restaurant will be open with upgraded parking/landscaping based on occupant calculations

2nd Quarter following Township Approval

- Installation of new septic system
- Start landscaping (Street side)
- Construction Start
 - The Manor
 - Restoration of Lounge
 - Restoration of dining room
 - Kitchen enhancements
 - Begin 2nd floor construction and repair
 - Build stairwell and elevator shaft
 - Start restoration of cottages

3rd Quarter following Township Approval

- Construction continued

4th Quarter following Township Approval

- Construction continued

5th Quarter following Township Approval

- Construction continued

6th Quarter following Township Approval

- Construction continued

7th Quarter following Township Approval

- Construction completed
- Landscape completed

8th Quarter following Township Approval

- Final inspections
- Final Clean

Expires: 04/30/2025

Issued To: **GLEN LAKE MANOR LLC**
7345 W GLENMERE RD
EMPIRE MI 49630-9464

State of Michigan
Department of Agriculture &
Rural Development
Food and Dairy Division

SFE-1045-263348

**FOOD SERVICE - FIXED
ESTABLISHMENT**

Display for Public View

Responsible Party and Address:

GLEN LAKE MANOR LLC
16515 ORANGE AVE
ORLAND PARK IL 60467-5355



Dr. Tim Boring
Director

Issued by the Michigan Department of Agriculture and Rural Development to operate a Food Service Establishment in accordance with provisions of Act 92, P.A. of 2000, as amended.

This license is not transferrable.

Failure to post in a conspicuous place is a misdemeanor. (See Section 4119)

Notify the Local Health Department before a change of ownership. (See Section 4123)

Direct Inquiries to the Benzie-Leelanau District Health Department

Glen Lake Manor

Preliminary Code Summary

Alterations Level 2-

803.2.1- existing vertical openings- (stairway)

Exception allows 30 minute enclosure requirement between A and R-1

Not required between R-1 and S-2 if sprinklers installed? At a minimum need to be smoke tight

804.1- fire protection

Corridors- fire partition required, can be reduced to 30 minutes with sprinklers

30 minute vertical separation between guest rooms and 30 minute horizontal separations for floors and ceilings

804.2.2- uses included with greater than 30 occ. are required to have sprinklers

805.3- number of exits (refer to MBC)

A-2/ M- two exits required when over 49 occ. or 75' travel distance

R-1- two exits required when over 10 occ or 75' travel distance

805.2.1.2.1- Fire escape

Can be used as second means of exit if exterior stair is not possible due to site conditions combustible or greater than 2 inch nominal wood

805.4- Egress Doorways

Must swing in direction of egress when greater than 50 occ. and must have closers on all exit passageways and exit stairways.

First floor exit discharge doors require panic hardware

805.5-Openings in corridors

Existing doors can be used if tight fitting to resist smoke, otherwise 20 minute doors and must have closers

805.6- Dead end corridors

R occupancy existing dead end corridor allowed to be 70' if sprinklered

805.9

Code compliant handrails on one side and guardrails on all openings required

806 accessibility (Ref. 410)

Must comply with MBC Chapter 11

810 plumbing-

When occupant load of a story increases by 20%, plumbing fixtures quantities shall comply with MPC.

Plumbing fixture calculations

First floor- fixture count is more than adequate. Current quantity can accommodate load of potentially 300.

Service sink? In kitchen?

Second floor- R-1 (transient) required to have (1) each per sleeping unit of water closet, toilet, bathtub/shower

11 private sleeping rooms would require 11 total of each fixture when bridal and manager suites are served separate

1 service sink also required for R-1

Is manager suite considered R-2 (non transient)? required to have (1) each per sleeping unit of water closet, toilet, bathtub/shower and additionally (1) kitchen sink and clothes washer and dryer

ADA requires any public bathroom (multiple fixtures) to have (1) of each fixture to be accessible

If attached to private rooms, only 1 of the 11 standard needs to be accessible.

Bridal suite mentioned as ADA- would recommend

Not sure if Managers suite (apartment) needs to be ADA, possibly if considered separate use (R-2) from guest suites.

OCCUPANT LOAD CALCULATIONS

LOCATION	BUILDING USE	ALLOWANCE PER OCCUPANT	AREA/ ALLOWANCE	*OCCUPANT LOAD (CALCULATED)	**OCCUPANT LOAD (ADJUSTED)
FIRST	LOUNGE/ BEVERAGE CENTER	15 NET	633 SQ. FT./ 15	42	20
	DINING ROOM/ EVENTS	15 NET	969 SQ. FT./ 15	65	50
	OFFICE/ ENTRY/ CHECK-IN	100 GROSS	262 SQ. FT./ 100	3	3
	DINING PORCH	15 NET	617 SQ. FT./ 15	41	20
	KITCHEN	200 GROSS	508 SQ. FT./ 200	3	3
	MARKET	60 GROSS	424 SQ. FT./ 60	7	7
	FIRST FLOOR TOTAL			161	103
SECOND	RESIDENTIAL	200 GROSS	3,452 SQ. FT./ 200	17	20
	STORAGE, 2ND FLOOR	300 GROSS	452 SQ. FT./ 300	1	1
	SECOND FLOOR TOTAL			18	21
ATTIC	STORAGE, ATTIC	300 GROSS	1,936 SQ. FT./ 300	6	1
SITE	COTTAGES	4 OCC. PER	3 COTTAGES x 4	12	12
	TOTAL			197	137

* CALCULATED OCCUPANT LOAD IS CALCULATED BASED ON AREA ALLOWANCES FROM TABLE 1004.1.2, 2015 MICHIGAN BUILDING CODE

** ADJUSTED OCCUPANT LOAD IS DETERMINED BASED ON AVAILABLE SEATING AND REASONABLE USE OF THE SPACES IDENTIFIED

Glen Lake Manor

Leelanau County Department of Building Safety Meeting Notes

1/5/2023

Attendees:

Christie Halverson- Sarah Bourgeois Architects
Amber Webber- Leelanau County Building Official
Charles Sessoms- Leelanau County Building Inspector
Curt McNitt- Leelanau County Plumbing Inspector

Agenda-

- General Discussion about owner's intent for the Manor
- Specific review about intent for second floor use and toilet room requirements
- Second floor ADA requirements

Conclusions:

- Manager's Suite is required to have its own bathroom. All elements of the manager's suite must be accessible (bathroom, kitchenette, access, doorways). Manager's suite is required to have a washer and dryer hookup. Washer and Dryer are not required to be installed.
- All other sleeping rooms are required to have a toilet, sink and shower. These fixtures can be located separately and in any configuration, as long as the count is met (i.e., 8 sleeping rooms- 8 toilets, 8 sinks and 8 showers are required).
- 1 of each fixture must be accessible- Suggested by county and SBA is to provide private accessible bathroom for the Bridal Suite. The remaining fixtures can be standard.
- Verify existing or install new service sink somewhere within the building.



Structural Analysis Report **The Glen Lake Manor Structural Review**

Project: Glen Lake Manor Renovation Project
7345 Glenmere Road
Empire, Michigan

Client: Robert & Susan Rife
16515 Orange Avenue
Orland Park, Illinois 06467

Provide By: TRISON ENGINEERING GROUP, INC.
112 W. Fourteenth Street
Traverse City, Michigan 49684
(231) 932-9177 Phone
(231) 932-0179 Fax

Trison Job # G22074

December 29, 2022

Prepared By:

James A. Edmondson, P.E

1. Scope

The structural analysis was performed by Trison Engineering Group, Inc. as requested by Robert & Susan Rife for the existing roof & floor structure at the building address listed above. The analysis considered required floor and snow loading per applicable building codes, and the structural properties of the wood members sections based on field measurements performed by Trison Engineering. This structural analysis was to determine the allowable floor and roof load capacity of the building structure, as part of the Building Renovation project that is currently underway.

2. Analysis Criteria

The structural analysis was performed using the following design criteria:

Codes: 2015 Michigan Building Code
ASCE 7 Minimum Design Loads for Buildings & Other Structure

Floor Live Loading: $w_{LL} = 40\text{psf}$ (Private Rooms & connecting Corridors)
 $w_{LL} = 100\text{psf}$ (Public Rooms & connecting Corridors)
 $w_{LL} = 30\text{psf}$ (Habitable Attics & Sleeping Areas)

Snow Loading: $p_g = 60\text{psf}$ (Ground Snow Load – Empire, MI)
 $p_r = 46.2\text{psf}$ (Minimum Roof Snow Load)
 $p_s = 21.3\text{psf}$ (Sloped Roof Snow Load – Slippery Surface)
 $p_{drift} = 53.4\text{psf} / 10'$ (Drifted Roof Snow Load – Porch Roof)

3. Assumptions

There were no original building drawings available for the structure. Therefore, our structural analysis was based on the information acquired from the site visits Trison Engineering made on 08/05/2022, 10/20/22, 11/09/22 and the following:

- Building was built in the early 1900's.
- Existing layout and roof framing members are listed in the Structural Drawings (*attached*).
- Existing roof dead load, including sheathing and metal roof loading, was estimated approximately 15psf.
- Existing floor dead load, including sheathing and flooring loading, was estimated approximately 15psf for the 2nd floor and 17psf for the main floor level.
- Because of the age of the building and the quality of the lumber at that time. All existing framing lumber & timbers is assumed to be Doug-Fir "select structural" grade material.

- Existing floor and roof sheathing between the framing members is assumed to be capable of support required loading between framing members
- Existing wall construction (wood and masonry) is assumed to be capable to support the existing framing members.
- All prior structural modifications, are assumed to be properly installed and fully effective.

4. Conclusions

Main Building

Roof Framing

Based on the available information and the assumptions made, our structural review indicates that the existing roof system is approximately 20% overstressed when the current building code required snow loading is applied. However, because a portion of the roof framing is supported by the attic floor framing, if the attic floor framing is reinforced the roof framing would be capable of supporting the required loading.

Attic Floor

Our structural review indicates that the existing attic floor framing system, 2x6 floor joists @ 36" o.c., is approximately 38% overstressed when the current building code required snow loading is applied to the roof framing AND a 30psf floor live load is applied to the attic floor. However, it appears that if the attic floor framing is reinforced the roof framing AND the attic floor framing would be capable of supporting the required loading.

2nd Level Floor Framing

Our structural review indicates that the existing 2nd level floor framing system, 2x6 floor joists @ 36" o.c., is approximately 45% overstressed in the corridor areas and more than 300% overstressed in the room areas, when the current building code required loading is applied to the floor framing. Our calculations found similar overstressed results for the 2nd level beams in the dining room and fireplace room. Most, if not all of the 2nd level floor framing will need to be replaced or reinforced to meet the current building code loading requirements.

Porch Roof Framing

Our structural review indicates that the existing porch roof framing system, double 2x10 roof joists @ 16" o.c., are adequate to support the required snow and snow drift loading. The beams supporting the porch roof joists are assumed to be a minimum of triple 2x10's. As long as the beams are that size or larger; the beams are also adequate to support the required loading.

Main Level Floor Framing

Due to accessibility issues, our review of the main level floor framing was limited to what was visible from crawlspace access located in the office area of the main floor. In this area, there appears to be quite a bit of reinforcing that has occurred in the recent past. In the area near the crawlspace access the presence of newer 2x8 floor joists, LVL & glulam beams, wood posts and concrete footings seems to indicate that the floor was likely reinforced during the construction of the kitchen addition to meet the required building code loading at that time. There are a number of main level floor framing areas that were not accessible during our non-destructive investigation that will need to be reviewed when construction begins during the remodeling phase and the destructive investigation measures can be employed. These areas include the north west corner of the building (shops / market area), the north east corner of the building (fireplace area) and the area near the stairs to the second floor.

Foundation

Due to accessibility issues, our review of the foundation of the building was limited to visual review that we conducted around the perimeter of the building.

Along the north side of the building there are a series of cracks in the porch foundation walls. Except for the cracks in the foundation wall under the northeast porch column, these cracks don't appear to be a major structural issue. A majority of these foundation wall cracks can be patched and/or repaired. The foundation under the northeast porch column will need a more extensive repair and/or will need to be re-supported. We should also note that there are some cracks in the concrete slab of the porch that can be patched or replaced.

Along the east end of the north foundation wall, a portion of the foundation wall is cracked and has shifted. It appears that the foundation in this area has failed and will need to be repaired or replaced. We should note that the fireplace and chimney appear to be in good condition.

Along the east side of the building, the foundation wall is cracked in a number of places and will need to be repaired or replaced.

The building foundation in the southeast corner, is covered by plywood skirting, but we believe this is also an area where the foundation wall will need to be repaired or replaced.

At this point it difficult to make a determination on the condition of the south foundation wall from the east corner to the new kitchen addition, due to the limited amount of the wall that is visible. There is a large portion of this south foundation wall that is hidden by a concrete porch slab. We are told that this porch slab is positioned over some buried tanks. This porch slab is cracked, broken and has settled. The slab will need to be removed. The buried tanks will

need to be examined. I believe the tanks will likely need to be filled in or removed, however relationship of the tanks and the building foundation wall will need to be determined as well as the condition of the foundation wall prior to making a recommendation on the tanks & foundation wall in this area.

The foundation under the new kitchen area is believed to be in good condition and not in need of repairs or modifications at this time.

The foundation along the west side of the building as well as the west end of the south side of the building up to the new kitchen addition is not visible due to the elevated grade and the wood siding extending down to the grade.

Additional Notes & Recommendation

We are aware that the building was constructed many years ago and other than some noticeable sagging of the framing members, it does not appear to have experienced any failures of the roof and floor framing members. There are a couple of possible reasons for the framing not failing under the previous experienced loading conditions. Those possible factors include:

-Load redistribution

This occurs when there is load transferred to other members in the system when one member or area is loaded.

-Factors of safety in the design

We design in the "elastic stress range" of a structural member. There is some additional capacity in the member as the stress in the member increases through the elastic range and into the "plastic stress range" and then to failure. These are the factors of safety that are built into the design.

-The timber / lumber may be of a better grade than we are assuming

Any combination of these factors may be the reason that there hasn't been a major issue with the framing to this point. However, we cannot necessarily "design for" or "rely on" these factors continuing.

We should also note that the Michigan Rehabilitation Code does allow for a 5% increase in the load carrying capability of a structural element for which an alteration causes an increase in the loading. However, it also states that...*any existing gravity load-carrying structural element for which an alteration causes an increase in design gravity load of more than 5 percent shall be strengthened, supplemented, replaced or otherwise altered as needed to carry the increased gravity load required by the International Building Code for new structures.*

Therefore, it is our recommendation that if the planned renovations for the building are undertaken, the framing should be reinforced to sufficiently support the required loading.

7333 Glenmere – Outbuilding

In reviewing the foundation and framing of this two-story building, it is believed that the wood superstructure is in adequate condition to support the required loading. A majority of the framing is not visible, but the condition of what is visible of the superstructure appears to be in adequate condition. A potential problem that we may uncover is the condition of the framing that is in contact with the foundation. The foundation under this building has failed in a number of locations and will need to be repaired or replaced. Special attention will also need to be paid to the wall and floor framing that is in contact with the foundation and verify that it is not damaged or rotten. It is also recommended that the ground around the building be adjusted to keep the grade below the wood wall framing and to direct any water away from the building.

7339 Glenmere – Outbuilding

In reviewing the foundation and framing of this one-story building, it is believed that the wood superstructure of the house is in adequate condition to support the required loading. While a majority of the wall and floor framing is not visible, but what is visible appears to be in adequate condition. We should note that the roof framing appears to have been recently repaired or replaced and is in good condition. As with the other outbuilding, a potential problem that may be uncovered is the condition of the framing that is in contact with the foundation. Special attention will need to be paid to the wall and floor framing that is in contact with the foundation and verify that it is not damaged or rotten. The foundation under this building, that is visible has a number of cracks, but looks as though it can be repaired. We do recommend that the existing covered front porch / deck be removed and replaced, as the foundation and framing does not appear to be structurally adequate. We also recommended that the ground around the building be adjusted to keep the grade below the wood wall framing and to direct any water away from the building.

5. Scope and Limitations

The engineering services rendered by Trison Engineering Group, Inc. in connection with this structural analysis are limited to a review of the visible roof and floor framing of structure.

The information and conclusions contained in this report were determined by application of the current engineering standards and analysis procedures and formulae, and Trison Engineering Group, Inc. assumes no obligation to revise any of the information or conclusions contained in this report in the event such

engineering and analysis procedures and formulae are hereafter modified or revised.

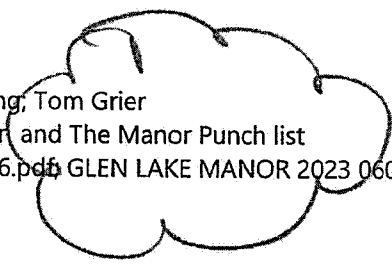
Trison Engineering Group, Inc. makes no warranties, expressed or implied in connection with this report and disclaims any liability arising from original design, material, fabrication and erection deficiencies or the "as-built" condition of this structure. Trison Engineering Group, Inc. will not be responsible whatsoever for or on account of consequential or incidental damages sustained by any person, firm, or organization as a result of any data or conclusions contained in this report.

Structural Drawings

<u>Sheet</u>	<u>Contents</u>
S1.0	Foundation Plan Drawing
S1.1	Main Level Framing Plan
S1.2	Second Floor Framing Plan
S1.3	Attic Floor Framing Plan
S1.4	Roof Framing Plan & Sections

Sarah Bourgeois

From: Sarah Bourgeois
Sent: Tuesday, June 6, 2023 6:33 PM
To: Tim; susanrife0504@gmail.com
Cc: r.rife22@gmail.com; Kent Gerberding; Tom Grier
Subject: RE: Resubmittal of Glen Lake Manor and The Manor Punch list
Attachments: GlenLakeManorResubmit 2023 0606.pdf; GLEN LAKE MANOR 2023 0606 PC.pdf



Tim,
Please see below and the attached drawings/email correspondences for answers to the questions asked by the Planning Commission and the Township Attorney.
Sarah

Sarah Bourgeois AIA

Sarah Bourgeois Architects
921 W. Eleventh Street
Suite 2W
Traverse City, Michigan 49684
231-947-2700
sarah@sbourgeois.com

From: Tim <tim@allpermits.com>
Sent: Monday, May 15, 2023 7:58 PM
To: Sarah Bourgeois <Sarah@sbourgeois.com>
Cc: r.rife22@gmail.com; susanrife0504@gmail.com
Subject: The Manor Punch list

10.9.2023 Present

Sarah,
Per our previous phone conversations, I thought it would be appropriate for me to memorialize items still needed for a complete application. The list is as follows:

- OK 1. Other regulatory agency review letters and status regarding your most recent submittal to the township dated 4/18/2023. (See ZO Section 6.4)
See Attached
- 2. Comments from the applicant relating to the site plan review approval standards. (See ZO Section 6.7)
See Attached
- OK 3. Your architect cited in her letter dated April 18, 2023 that "we ask you to review the included site plan and notes and recommend an approval of the non-conforming "intended suspended" use of the Manor and its cottages to be allowed in the Residential District as it has always been." Additionally, I wrote in an email to you on May 10th, that our attorney had supplied an email to the PC on the non-conforming status of The Manor on April 16, 2023 and May 10, 2023 . He states the following "Glen Lake Manor The Glen Lake Manor property has historically been used for some or all of the uses currently proposed by the applicant. Given that the business has not been operated continuously since it was constructed, there is a chance that some of the historic uses of the property may have been discontinued before they became legal nonconforming uses. In reviewing an application that would permit these uses, the planning commission should consider the factors in Section 13.3.

d
The question is whether ZO Section 13.3 (non-conforming) standards are met. ? Your architect stated it was "intended suspended". Our legal counsel has currently that position too however, he based his thoughts on an incomplete record that we would like to find out if you can provide additional information. Those are:

- A. Have the utilities been disconnected to the second floor ? Yes, plumbing and plumbing fixtures removed, and electricity turned off (light fixtures remain) for the future construction by prior owner, Nancy Wright. .
- B. Whether any signs have been removed or fallen into disrepair regarding the 2nd floor use ? Construction/renovation was not finished in the lounge area where access to the second floor is proposed. No public access to the second floor until construction is completed.
- C. Whether any fixtures within and outside the building have been removed ? Yes, plumbing fixtures were removed on the second floor for the future construction/renovation by the former owner.
- D. Has the U.S. Mail delivery been terminated or forwarded for the second floor use ? Main floor delivery the distributed. (see attached comments)
- E. Whether any license associated with the use expired or has the second floor lost its certificate of occupancy designation ? Restaurant has new license issued. C of O never issued for second floor.

These items are critical for our legal counsel to finish his review. Presently he is of the opinion that it is more likely than not that the owner intended to discontinue the use of the lodging on the subject parcel. Section 13.3 states in part "Where, at the effective date of adoption or amendment of this Ordinance Year of Zoning and/or Amendments? , any building, structure or land, the use of which has been permitted as a nonconforming use or nonconforming structure pursuant to the provisions of this Article is no longer intended by its owner to continue as a nonconforming use or nonconforming structure, the use of the land or the structure shall be discontinued.

Finally, zoning ordinance passage Section 13.3 states "Action to determine if a nonconforming use was intended to be discontinued by the owner may be delayed if any of the following is ongoing:

- A. Ownership or possession of the property is the subject of a pending Probate Court proceeding; Please confirm the status of the probate matter. The Manor Property has been transferred to new owners. The estate of Nancy Wright is still open in Leelanau County.

Let me know if you have questions.

Thanks in advance,

Tim

Timothy A Cypher
Cypher Group Inc.
Centerville, Empire, Kasson, Glen Arbor, Leland & Solon Zoning/Planning Office
231-360-2557
tim@allpermits.com

Sarah Bourgeois

To:
Subject:

Susan Rife
RE: The Manor Punch list

See Below

Sarah Bourgeois AIA

Sarah Bourgeois Architects
921 W. Eleventh Street
Suite 2W
Traverse City, Michigan 49684
231-947-2700
sarah@sbourgeois.com

Utilities & Mail.
History!

From: Susan Rife <susanrife0504@gmail.com>
Sent: Tuesday, May 16, 2023 4:25 PM
To: Sarah Bourgeois <Sarah@sbourgeois.com>
Subject: Re: The Manor Punch list

Sarah the utilities to second floor were removed when Nancy did demo back in 2003-2004 all plumbing and electrical was shut down to that part of the building for the new construction which never occurred (plumbing fixtures removed, electrical fixtures still in place). She intended to live upstairs and rent apartment (rooms) out as well. The bathroom fixtures were removed but new have not yet been installed. I thought that is why we are asking zoning for ok. The upstairs is currently for storage and supplies for restaurant and it's not currently open to the public. It has always been 15 sleeping rooms just not in use since my moms death in 2002. It was built as a logging Inn in 1906. as Cold Springs Inn till 1915 then Ockers Inn till 1953 when sold to the Wrights who operated Glen Lake Manor renting rooms and cottages and running a restaurant . June Wright passed in 2002 leaving it to Nancy who closed and renovated it to The Manor on Glen Lake Restaurant opening in 2005 after renovations to dining room and kitchen only. She had planned to restore upstairs to apartments but never finished. She went through zoning for approval then. She had some demo to the plumbing and electrical fixtures only. The rooms remained. No walls were removed. All the furnishing remain , less the old mattresses and carpets.

There has been no signage for rooms to let as the buildout and access to the second floor was cut short by Nancy's death in 2020. Susan Wright Rife took ownership in 2020 thru probate which is still ongoing in Leelanau county and has been attempting to seek zoning approval since 2021. We added a new roof on the main building and all cottages, redecorated the dining room, porch and kitchen. Updated the first cabin and have C of O for it to stay in while the remainder of property is restored.

We reside out of state so mail needed to be temporarily forwarded so bills could be paid and transition of ownership and legal documents were received. Mail and package delivery has resumed to the business. To my knowledge , there was never any specific mail regarding just the second floor? The current sign is still hanging and the snowplow destroyed our mailbox so our delivery is on hold until we can add a replacement. I hope this answers some of there questions. Sue.

Feel free to share with Tim and Tom. And please ask me directly if anything else needs clarifying . It was an Inn longer than a restaurant. I can provide testimony of folks who stayed there if need be. I sent Tom a timely be too Sue Wright Rife

Leelanau County Department of Building Safety
8527 Government Center Dr. Suite 109
Suttons Bay, MI 49682
Phone: (231) 256-9806 FAX: (231) 256-8333

Certificate of Occupancy

005-004-030-00

Applicants name and address:

GLEN LAKE MANOR LLC
16515 ORANGE AVE
ORLAND PARK IL 60467

Owners name and address:

GLEN LAKE MANOR LLC
7357 W GLENMERE RD
, 49630

This is to certify that this building or structure has been inspected and constructed in accordance with the building permit and found to be in compliance with the permit, the code, and other applicable laws and ordinances.

Issued for: Res. Add/Alter/Repair
Site address: 7357 W GLENMERE RD
Building code in effect: 2015 MI RESIDENTIAL
Building permit number: PB23-0062
Construction Type: VB
Use and occupancy classification: R-3
Occupant Load: 0
Automatic sprinkler system: N
Special stipulations and conditions:

Cottage A

Amber Weber

Digitally signed by
Amber Weber
Date: 2023.05.10
14:21:22 -04'00'

Amber Weber
Building Official

05/05/2023

Date

Certificate Number: OC23-0183

Sarah Bourgeois

From: Amber Weber <aweber@leelanau.gov>
Sent: Friday, April 5, 2024 2:39 PM
To: Christie Halverson
Cc: Sarah Bourgeois; Charlie Sessoms
Subject: RE: Glen Lake Manor, Letter of Response update

Christie,

Our department does not have any issue with the proposed project, but please see below for a few items Charlie would like you to be aware of. Once you have obtained the other required permits, please contact our office to arrange for a pre-construction meeting with our full inspection team.

- Fire alarm is also required.
- Fire extinguishers 1-1500 sq.ft., travel distance is 75'.
- Travel distance is not shown.

Please let me know if you have any other questions. You can also reach Charlie directly at (231) 256-8304.

Have a great weekend,

Amber Weber

Building Official
Leelanau County Department of Building Safety
8527 E Government Center Drive, Suite 109
Suttons Bay, MI 49682
(231) 256-9806

From: Christie Halverson <Christie@sbourgeois.com>
Sent: Tuesday, April 2, 2024 2:21 PM
To: Amber Weber <aweber@leelanau.gov>
Cc: Sarah Bourgeois <Sarah@sbourgeois.com>
Subject: Glen Lake Manor, Letter of Response update

Amber-

Please see attached for updated drawings for the Glen Lake Manor future project. Changes were made per the township's request for more information. Please let us know if there is anything else you would like to see in your review.

Thank you-

Christie Halverson Architect

Sarah Bourgeois Architects

921 W. 11th Street, Suite 2W
Traverse City, MI 49684
Phone: 231-947-2700

Sarah Bourgeois

From: Fitzpatrick, Connor (MDOT) <FitzpatrickC1@michigan.gov>
Sent: Friday, April 5, 2024 8:57 AM
To: Sarah Bourgeois
Cc: Burzynski, Steve (MDOT)
Subject: RE: UPDATED GLEN LAKE MANOR SITE PLAN FOR YOUR APPROVAL

Sarah,

Thank you for sending this over. The response still stands as stated in the email below.
Please apply for a MDOT permit when you are within a one-year window of driveway construction. Let me know if the township needs anything else from us.

Connor Fitzpatrick, PE
Utility & Permits Engineer

MDOT, Traverse City TSC
Mobile : 616.202.8733
2084 US-31 South
Traverse City, MI 49685

From: Sarah Bourgeois <Sarah@sbourgeois.com>
Sent: Friday, April 5, 2024 8:53 AM
To: Fitzpatrick, Connor (MDOT) <FitzpatrickC1@michigan.gov>
Subject: RE: UPDATED GLEN LAKE MANOR SITE PLAN FOR YOUR APPROVAL

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Connor,
Thank you for the response. Attached are the current drawings that we will share/review with Empire Township.
Sarah

Sarah Bourgeois AIA

Sarah Bourgeois Architects
921 W. Eleventh Street
Suite 2W
Traverse City, Michigan 49684
231-947-2700
sarah@sbourgeois.com

From: Fitzpatrick, Connor (MDOT) <FitzpatrickC1@michigan.gov>
Sent: Friday, April 5, 2024 8:50 AM
To: Sarah Bourgeois <Sarah@sbourgeois.com>
Subject: FW: UPDATED GLEN LAKE MANOR SITE PLAN FOR YOUR APPROVAL

From: Fitzpatrick, Connor (MDOT)
Sent: Thursday, May 25, 2023 12:47 PM
To: theglenlakemanor@gmail.com
Cc: Burzynski, Steve (MDOT) <BurzynskiS@michigan.gov>
Subject: RE: UPDATED GLEN LAKE MANOR SITE PLAN FOR YOUR APPROVAL

~~Caitlin,~~

Looking at the preliminary site, two driveways with a separate ingress and egress in the proposed locations would be acceptable. They need to be signed as such. Also, the sidewalk/pavers from the front porch to the shrubs would be okay. They old driveway approach would have to be restored and matched into the existing ditch.

The owner of this property will need to obtain a permit from MDOT to work within the right-of-way. More detailed plan sets with dimensions will be needed. Thank you for providing MDOT the opportunity to comment early in the review process. Please let our office know if you need anything further.

Connor Fitzpatrick, PE
Utility & Permits Engineer
MDOT
Traverse City TSC
Mobile : 616.202.8733
2084 US-31 South
Traverse City, MI 49685

From: Admin Assist <theglenlakemanor@gmail.com>
Sent: Monday, May 15, 2023 6:08 PM
To: Rob Rife <r.rife22@gmail.com>; Wiest, Jeremy (MDOT) <WiestJ@michigan.gov>; Susan Rife <susanrife0504@gmail.com>
Subject: UPDATED GLEN LAKE MANOR SITE PLAN FOR YOUR APPROVAL

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Good afternoon Jeremy,

Attached is the updated Glen Lake Manor Site Plan for your approval.

Please review the site plan and reply with comments and or concerns regarding the site plans.

We are in your service!

Caitlin A. Olmsted Phillips
Ann Arbor Real Estate Associates
326 S. State St. Suite 208
Ann Arbor MI 48103
734 395 4990

Sarah Bourgeois

From: Steve Christensen <schristensen@leelanau.gov>
Sent: Tuesday, March 26, 2024 11:13 AM
To: Sarah Bourgeois
Subject: RE: Glen Lake Manor Letter of Response Drawings Attached

Hi Sarah,

I have no problems with the proposed work.

Be advised that a soil erosion control permit will be needed before any earth change.

Also, the area by M-22 does not let water infiltrate – the ditch installed by the county road holds water for a very long time – so no additional storm water will be allowed to flow toward M-22.

Thanks

Steve

From: Sarah Bourgeois <Sarah@sbourgeois.com>
Sent: Tuesday, March 26, 2024 7:51 AM
To: Steve Christensen <schristensen@leelanau.gov>
Subject: Glen Lake Manor Letter of Response Drawings Attached

Hi Steve (drawings attached this time),

I am in the process of Empire Township Planning Commission review/approval with the owners of the Glen Lake Manor. I wanted to get your response as required by Empire Township regarding the process and acknowledgement of our future project. I understand that there will be a review of the drawings and a Soil Erosion Permit will be required for the project. Thank you for your time and a reply email that I can share with Empire Township.

Sarah

Sarah Bourgeois AIA

Sarah Bourgeois Architects
921 W. Eleventh Street
Suite 2W
Traverse City, Michigan 49684
231-947-2700
sarah@sbourgeois.com

Sarah Bourgeois

From: Jeff Cockfield <jeff@gtengineeringtc.com>
Sent: Monday, March 18, 2024 2:58 PM
To: Sarah Bourgeois
Subject: Fwd: FW: Glen Lake Manor (GLM)
Attachments: GLM-Prelim Septic Design-REV 3-12-24.pdf; Glen Lake Manor BOD-REV 3-12-24.pdf

Jeff A. Cockfield, P.E.

Grand Traverse Engineering, LLC
PO Box 227
Traverse City, MI 49685-0227
jeff@gtengineeringtc.com
231-218-4986

----- Forwarded message -----

From: Clay McNitt <CMcNitt@bldhd.org>
Date: Mon, Mar 18, 2024 at 2:05 PM
Subject: FW: Glen Lake Manor (GLM)
To: Jeff Cockfield <jeff@gtengineeringtc.com>
Cc: Eric Johnston <ejohnston@bldhd.org>, Brett Yonker <byonker@bldhd.org>, Corey Weaver <cweaver@bldhd.org>

Jeff,

I have reviewed the engineered plans in regard to the septic tank sizing, elevation and placement, along with the basis of design. Our department will approve the proposed usage(basis of design) for the Glen Lake Manor located at 7345 W. Glenmere Rd.(45-005-004-030-00), with the requirement that the new septic tanks(as shown on engineered plans), are permitted and installed prior to operation of the Glen Lake Manor as proposed. A septic permit will be required, and two sets of engineered plans shall be submitted when the septic permit is applied for. The existing drainbed may continue to service the Glen Lake Manor(see Butch Strait Report/work).

The water supply(existing well), will be regulated as a Type II well by this department. Please contact this department(Corey Weaver), regarding the Type II water requirements.

If you have any questions regarding this information, please contact this department

Thanks

Clay McNitt

Benzie Leelanau District Health Department

231-633-9535

From: Jeff Cockfield <jeff@gtengineeringtc.com>

Sent: Tuesday, March 12, 2024 2:00 PM

To: Clay McNitt <CMcNitt@bldhd.org>

Subject: Re: Glen Lake Manor (GLM)

Clay,

Attached are revised plans and Basis of Design (BOD) for the Glen Lake Manor septic revisions per our conversation on February 26, 2024.

In summary, I have added proposed septic tanks for each of the existing cottages, which means we do not need Tank #6 (see BOD). Please review and let me know if I missed anything or if you need anything else.

Jeff A. Cockfield, P.E.

Grand Traverse Engineering, LLC

GLEN LAKE MANOR
SEPTIC REVISIONS
SECTION 4, T28N, R14W, EMPIRE TOWNSHIP
LELANAU COUNTY, MICHIGAN

DATE: 01/18/2017
DRAWN BY: JAC
CHECKED BY: JAC
PROJECT NO.: 16-001

GRAND TRAVERSE ENGINEERING, LLC
Civil Engineering
Planning
Surveying
Construction Services

1600 E. 12th St.
Lansing, MI 48206
Phone: 313-281-8885
Fax: 313-281-8885
Email: info@grandtraverse.com

