

**CHARTER TOWNSHIP OF ELMWOOD
PLANNING COMMISSION
SPECIAL MEETING**

WEDNESDAY, November 15, 2023 at 6:30 PM

Location: Township Hall (10090 E. Lincoln Road, Traverse City, MI)

**Commission
Members:**

Rick Bechtold, Chair

Jeff Aprill, Vice-
Chair

Jonah Kuzma,
Secretary

Doug Roberts

Kendra Luta

Nathan McDonald

Chris Mikowski

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Limited Public Comment—Only on Agenda Items with no Public Hearing-
- E. Agenda Modifications/Approval
- F. Declaration of Conflict of Interest
- G. Purpose of the Meeting
 - 1. SPR 2023-11. (no public hearing required). Request by Michael Finazzo, regarding property at 13360 S West-Bay Shore Dr for Masonic Building - Personal Service Establishment.
 - 2. Planning Commission Discussion on Amending Zoning Ordinance for Special Event Facilities
- H. Discussion on Zoning Ordinance
- I. Comments from the Chair
- J. Comments from the Planning Commissioners
- K. Comments from Staff
- L. Public Comment
- M. Adjourn

Public Comment Rules:

This is an input option. The Commission will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board.

- Speakers are asked, but not required, to identify themselves by name and address
- Limit comments to 3 minutes for limited public comment and 2 minutes for public comment at the end of the agenda
- Comments shall be addressed to the chair, not individual board members or others in the audience

CHARTER TOWNSHIP OF ELMWOOD
NOTICE OF SPECIAL PLANNING COMMISSION MEETING

PLEASE TAKE NOTE that the Planning Commission of the Charter Township of Elmwood will hold a special meeting on WEDNESDAY, November 15, 2023 at 6:30pm at the Elmwood Township Hall at 10090 E Lincoln Rd, Traverse City, MI 49684.

The purpose of said meeting is:

1. SPR 2023-11. (no public hearing required). Request by Michael Finazzo, regarding property at 13360 S West-Bay Shore Dr for Masonic Building – Personal Service Establishment.
2. Planning Commission Discussion on Amending Zoning Ordinance for Special Event Facilities

The public is invited to attend this Special meeting.

Individuals with disabilities who are planning to attend and require reasonable auxiliary aids should contact the Township Clerk by calling 231-946-0921

Posted: November 8, 2023
 11:00 am
 Elmwood Township Hall
 Connie Preston, Clerk

To: Elmwood Planning Commission
From: Sarah Clarren, Planner / Zoning Administrator
Date: November 7, 2023
Re: Staff Report SPR 2023-11

**ELMWOOD CHARTER TOWNSHIP
PLANNING COMMISSION**

FINDINGS OF FACT, DECISION AND ORDER
SPR 2023-11 Masonic Building Personal Service Establishment

Applicant:	Michael Finazzo 1110 W Hlavka Traverse City, MI 49684	Property Owner:	Masonic Building Association TC 13360 S West-Bay Shore Drive Traverse City, MI 49684
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Hearing Date: N/A, Site Plan Review

Case Number: SPR 2023-11, Masonic Personal Use Establishment

PROPERTY DESCRIPTION

Parcel ID # 004-033-087-00 (13360 S West-Bay Shore Dr, 1.92 acres).

The above referenced parcel is located in the General Commercial (GC) Zoning District. The parcel is located in Section 33 of Elmwood Township.

APPLICATION

The application submitted by Michael Finazzo., on behalf of the Masonic Building Association of Traverse City, for a personal use establishment within the existing Traverse City Masonic Lodge building. As defined by Elmwood Township's Zoning Ordinance, 'Personal Service Establishments are: "An establishment that primarily provides services rather than goods." At this time, the use itself has no special standards or requirements, other than it meets all requirements and standards of Article 8 (Site Plan Review).

SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL

1. Applicant's name, address, and telephone number. ***Provided (Application).***
2. Property owner's name, address, telephone number, and signature. ***Provided (Application).***
3. Proof of property ownership, and whether there are any options or liens on the property. ***Provided (Staff confirmed via deed).***
4. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent. ***Provided.***
5. The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage. ***Provided (application, plan submitted with application)***
6. Seal of the registered engineer, architect, and landscape architect who prepared the plan, as well as their names, addresses, and telephone numbers. ***Provided (survey)***

7. Project title or name of the proposed development. ***Provided (application).***
8. Statement of proposed use of land, project completion schedule, and any proposed development phasing. ***Provided (application)***
9. Statements regarding the project impacts on existing infrastructure, including traffic, schools, existing utilities, and the natural environment on and adjacent to the site. ***Provided (application states "There is no impact.")***
10. Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or open space proposed, and similar information required to evaluate compliance with the Ordinance. ***Provided (Within 'Response' word document).***
11. A vicinity map showing the area and road network surrounding the property. ***Provided (aerial view)***
12. The gross and net acreage of the parcel. ***Provided.***
13. Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels. ***Provided (application).***
14. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations. ***Provided (1992 Gordie Frasier survey; no setback lines shown but no new structures)***
15. Existing topographic elevations at two (2) foot intervals, except at five-foot intervals where slopes exceed 18%. ***Provided (USGS 7.5 Minute Topo)***
16. The location and type of existing soils on the site, and any certifications of borings. ***Provided (USGS Soil Map)***
17. Location and type of significant existing vegetation. ***Provided (Sheet 2 of 2 Kaiser Building shows trees. No other vegetation onsite)***
18. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, wetlands, and sand dunes. ***Provided (FEMA Flood Maps, EGLE Wetlands Viewer)***
19. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope. ***Provided – note, the location of the use is not clearly identified on any plan, but the use is proposed in the room labeled 'Storage' on the interior layout. The revisions to this room are shown on the sketched layout which isn't labeled or dated.***
20. Proposed location of all proposed structures, buildings, equipment, and uses. ***Provided – see note within 8.4.19***
21. Elevation drawings of typical proposed structures and accessory structures. ***N/A***
22. Location of existing public roads, rights-of-way, easements of record, and abutting streets. ***Provided (1972 survey)***
23. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes, including those within 100 feet of the property. ***Provided (aerial / 1972 survey)***

24. Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof. ***Provided (Survey; no location of lighting shown on any plan, but pictures submitted of existing lighting—no new lighting proposed)***
25. Location, size, and characteristics of all loading and unloading areas. ***Provided (Parking shown on survey /sheet showing parking; no detail on material, but it is asphalt. 81 parking spaces in rear of Masonic Building; 'Parking Lot & Drainage Plan' shows spots reserved for proposed use. No required screening, but no changes proposed to existing conditions.)***
26. Location and design of all sidewalks, walkways, bicycle paths, and area for public use. ***N/A***
27. Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, waste water lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable). ***Drainage shown on plan, no other required information provided; no changes proposed.***
28. Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam. ***Location for large Masonic Temple Building not shown on plan; pictures submitted to show location and sheet including 'Kaiser Building – Top View' shows utility location for Kaiser Building.***
29. Proposed location, dimensions, and details of common open spaces, and common facilities such as community buildings or swimming pools, if applicable. ***N/A***
30. Location, size, and specifications of all signs and advertising features, including cross- sections. ***None proposed.***
31. Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used. ***Location and lighting type shown in pictures; no changes proposed to existing conditions.***
32. Location and specifications for all fences, walls, and other screening features, with cross sections shown. ***None proposed.***
33. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. The proposed sizes of landscape materials (not previously existing) must be indicated. All vegetation to be retained on site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate. ***None proposed.***
34. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities. ***Location not shown on any plan. Pictures submitted with statement that "The trash bin is in the Northwest corner of the building."***
35. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state, or federal government authorities. ***N/A***
36. Identification of any significant site amenities or unique natural features, and whether they will be preserved. ***Provided (EGLE Wetlands Map Viewer; FEMA Flood Map)***
37. North arrow, scale, and date of original submittal and last revision. ***Provided (various sheets)***

SECTION 8.5 REVIEW AND APPROVAL (For Site Plan Review)

- B. Standards for Site Plan Approval.** The Planning Commission shall make a finding that the following

standards are met prior to approving a site plan:

1. All required site plan and application information has been provided as specified in this Article.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.1:

- A.
- B.

The Commission finds that Standard 8.5.B.1 has / has not been met.

2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval. Further, all applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met or can be made a condition of site plan approval.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.2:

- A.
- B.

The Commission finds that Standard 8.5.B.2 has / has not been met.

3. Adequate essential facilities and services including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools are available, or the provision of such facilities and services has been assured.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.3:

- A.
- B.

The Commission finds that Standard 8.5.B.3 has / has not been met.

4. Compliance with all non- zoning ordinances adopted by the Township, including, but not limited to the private road ordinance.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.4:

- A.
- B.

The Commission finds that Standard 8.5.B.4 has / has not been met.

5. All buildings and structures shall be designed, constructed, operated, and maintained so as to be harmonious, compatible, and appropriate in appearance with the existing or intended character of the general vicinity.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.5:

- A.
- B.

The Commission finds that Standard 8.5.B.5 has been met.

6. The buildings, structures, and entryway thereto proposed are situated, designed, and screened/buffered so as to minimize any adverse effects upon owners and occupants of adjacent properties and the neighborhood.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.6:

- A.
- B.

The Commission finds that Standard 8.5.B.6 has / has not been met.

7. All buildings and structures are accessible to emergency vehicles.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.7:

- A.
- B.

The Commission finds that Standard 8.5.B.7 has / has not been met.

8. Complete and safe pedestrian, non-motorized and vehicular circulation is provided.

The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.8:

- A.
- B.

The Commission finds that Standard 8.5.B.8 has / has not been met.

9. The percentage of impervious surface has been limited on the site to the extent practicable.
The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.9:

- A.
- B.

The Commission finds that Standard 8.5.B.9 has / has not been met.

10. Efforts have been made to protect the natural environment to the greatest extent possible.
The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.10:

- A.
- B.

The Commission finds that Standard 8.5.B.10 has / has not been met.

11. There exists within the site plan sufficient protection to accommodate storm water runoff on the site location.
The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.11:

- A.
- B.

The Commission finds that Standard 8.5.B.11 has / has not been met.

12. The proposal furthers the goals and objectives of the Master Plan.
The Commission makes the following finding(s) concerning this standard, Standard 8.5.B.12:

- A.
- B.

The Commission finds that Standard 8.5.B.12 has / has not been met.

PROPOSED CONDITIONS OF APPROVAL

CONDITIONS OF APPROVAL

1.

Decision

Option 1

Motion by _____, seconded by _____, that based on the findings of fact previously adopted the Applicant's site plan for a Personal Service Establishment on the property described in the Decision and Order Is hereby APPROVED, subject to the discussed and approved conditions.

Option 2

Motion by _____, seconded by _____, that based on the findings of fact previously adopted the Applicant's site plan for a Personal Service Establishment on the property described in the Decision and Order Is hereby DENIED.

OR

Should the Planning Commission require additional information in order to render a decision:

Motion to adjourn deliberations on this SPR until [insert date, time, and location] in order to receive the following:

[insert requested items]

To: Elmwood Township Site Planning Commission

From: Masonic Building Association (MBA)

Traverse City Free & accepted Masons

Proposal to lease a portion of the Masonic Center 13360 SW Bay Shore Dr.

We are requesting approval for one personal use establishment within the Traverse City Masonic Lodge building. The first tent would be to lease a portion of the Masonic Center to Hounds Lounge Pet Grooming, LLC. (Owner Rachelle Komrowski). The second personal use establishment is preliminary discussion.

The MBA intends to use the revenue from this rental to assist in maintaining and improving the building and grounds. The revenue received from the rentals will assist us in keeping Intune with the surrounding properties.

The groomer rental would utilize approximately 180 square feet, we intend to locate the groomer in the West side of the building (please drawings). The groomer's space would be located so as not to be visible to M22. It will have its' own entry doorway. There is ample parking (exceeding zoning requirements) for customers to drop off and pick up their pets. The hours of operation would be from 8:30am to 4:30pm Monday through Friday.

All remodeling for the groomer space will be conducted by licensed contractor Greg Roper and will meet all building codes.

No signage is expected currently.

Please see attached documents for further details.

Respectfully,

Michael Finazzo

Michael Finazzo

MBA Treasurer



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

Site Plan Review

Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) A site plan with all required information
- 3) Escrow Policy with escrow amount as determined by Planner (any and all unused escrow funds will be returned per the escrow agreement)
- 4) Payment of an application fee (\$775)

Applications are to be submitted 30 days prior to the Planning Commission meeting. Regular meetings are the 3rd Tuesday of each month.

CASE NUMBER _____

Charter Township of Elmwood
Application for Site Plan Review

Applicant

Michael Finazzo

Name

1110 W Hlavka Rd

Street Address
Traverse City

MI

49664

City

State

Zip

269-207-1953

Phone Number

windwardes@gmail.com

Email Address

Owner (if different)

Masonic Building Association Traverse City

Name

13360 S W Bay shore Dr

Street Address
Traverse City

MI

49684

City

State

Zip

none

Phone Number

none

Email Address

Engineer

Name

Street Address

City

State

Zip

Phone Number

Email Address

Surveyor

Name

Street Address

City

State

Zip

Phone Number

Email Address

Contact Person (All communications from the Township will be sent to this individual regarding the submitted application) ☒ Applicant ☒ Owner ☐ Engineer ☐ Surveyor

Property Information:

Property Address: 13360 S W Bay Shore Dr Traverse City, MI 49684

Parcel Number: 45-004-033 - 087 - 00 Current Master Plan Designation

Zoning District: General Commerical Current Use of Property: Masonic Lodge

Adjacent Property Zoning AND Use(s): North: GC, office

East: West Bay Shore Grand traverse Bay
South: Shore Shore Development
West: vacant land

Other Remarks: _____

As required by Section 8.5 of the Zoning Ordinance, all applications for site plan approval shall be reviewed against the standards and requirements of this Ordinance. Only when satisfied that the application meets all standards and requirements shall the Planning Commission approve, or approve with conditions, an application for site plan approval to ensure the health, safety, and welfare of the residents of Elmwood Township.

The Planning Commission must make a finding that specific standards are met prior to approving a site plan. To aid their determination, please detail (with additional pages as necessary) how the proposed project meets the following standards:

<u>Site Plan Review Standard</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. All required site plan and application information has been provided as specified in this Article.	Yes	
2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval.		
3. Adequate essential facilities and services including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools are available, or the provision of such facilities and services has been assured.	NA	
4. All applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met.		
5. Compliance with all non-zoning ordinances adopted by the Township, including, but not limited to the private road ordinance.		
6. All buildings and structures shall be designed, constructed, operated, and maintained so as to be harmonious,		

compatible, and appropriate in appearance with the existing or intended character of the general vicinity.	Yes	
7. The buildings, structures, and entryway thereto proposed are situated, designed, and screened/buffered so as to minimize any adverse effects upon owners and occupants of adjacent properties and the neighborhood.	Yes	
8. All buildings and structures are accessible to emergency vehicles.	Yes	
9. Complete and safe pedestrian, non-motorized and vehicular circulation is provided.	Yes	
10. The percentage of impervious surface has been limited on the site to the extent practicable.	Yes, no change to existing	
11. Efforts have been made to protect the natural environment to the greatest extent possible.	yes	
12. There exists within the site plan sufficient protection to accommodate storm water runoff on the site location.	yes	
13. The proposal furthers the goals and objectives of the Master Plan.		

SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL

The Ordinance requires specific information be included in each application for Site Plan Approval. Please use the following table to ensure that you have included the required information either on your plan (which must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less) or included elsewhere in your application. Please use additional pages, as necessary.

Site Plan Review Requirement	Applicant Review	Office Use Only
1. Applicant's name, address, and telephone number.	Michael Finazzo 11110 W Hlavka Rd Maple City, MI C:269-207-1953	
2. Property owner's name, address, telephone number, and signature.	Sonic Building Association Traverse	
3. Proof of property ownership, and whether there are any options or liens on the property.	Refer to attached	
4. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.	Attached	
5. The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage.	13360 S W Bay Shore Dr. Traverse City, MI 49684 Legal description note in 1977 survey.	
6. Seal of the registered engineer, architect, and landscape architect who prepared the plan, as well as their names, addresses, and telephone numbers.	Refer to 1977/92 survey	
7. Project title or name of the proposed development.	Building Rental	
8. Statement of proposed use of land, project completion schedule, and any proposed development phasing.	Refer to attached letter	
9. Statements regarding the project impacts on existing infrastructure, including traffic, schools, existing utilities, and the natural environment on and adjacent to the site.	There is no impact	
10. Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or	1 office space approximately 180 SF	

open space proposed, and similar information required to evaluate compliance with the Ordinance.	see ariel view	
11. A vicinity map showing the area and road network surrounding the property.	refer to 1977/92 survey	
12. The gross and net acreage of the parcel.	Refer to Survey	
13. Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels.	general Commerical	
14. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations.	refer to 1977/92 survey	
15. Existing topographic elevations at two (2) foot intervals, except at five-foot intervals where slopes exceed 18%.	No external changes to exsisting gr	
16. The location and type of existing soils on the site, and any certifications of borings.	Not appicable as no changes to ma	
17. Location and type of significant existing vegetation.	No changes to exsisting vegetation	
18. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, wetlands, and sand dunes.	refer to 1977 survey. drainage in parking lot	
19. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope.	Not new construction	
20. Proposed location of all proposed structures, buildings, equipment, and uses.	refer to 1977/92 survey	
21. Elevation drawings of typical proposed structures and accessory structures.	exsisting sturcture. refer to propped location of office space. Building hight 17 feet.	
22. Location of existing public roads, rights-of-way, easements of record, and abutting streets.	refer attached overhead view	
23. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes, including those within 100 feet of the property.	no change to existing drives, curb cut and access	

24. Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof.	Building is barrier free with designated handicap parking	
25. Location, size, and characteristics of all loading and unloading areas.	South & west side of building, refer	
26. Location and design of all sidewalks, walkways, bicycle paths, and area for public use.	There are no sidewalks on M22 at th	
27. Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, waste water lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable).	Refer to 1977/92 survey	
28. Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam.	Location of utilities have existed for several years. There is no change location of these utilities	
29. Proposed location, dimensions, and details of common open spaces, and common facilities such as community buildings or swimming pools, if applicable.	Not Applicable	
30. Location, size, and specifications of all signs and advertising features, including cross-sections.	The sign usage located in the front	
31. Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used.	Refer attached photos of lighting	
32. Location and specifications for all fences, walls, and other screening features, with cross sections shown.	NA	
33. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. The proposed sizes of landscape materials (not previously existing) must be indicated. All vegetation to be retained on	No Change to existing landscaping	

site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate.		
34. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities.	Refer to attached photo	
35. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state, or federal government authorities.	here are no hazardous materials, chemicals stored on the property	
36. Identification of any significant site amenities or unique natural features, and whether they will be preserved.	No change to existing property	
37. North arrow, scale, and date of original submittal and last revision.		



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Benzie-Leelanau District Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator. Comment letters shall be provided to the Zoning Administrator prior to application being placed on the Planning Commission agenda for consideration.

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature

09/26/2023

Date

Applicant Signature

09/26/2023

Date

OFFICE USE ONLY:

Case Number: _____ Fee: _____ Paid: _____

PC Decision: _____ Date: _____

Charter Township of Elmwood Escrow Policy

Accordingly, the procedure for the handling and processing of escrow deposits henceforth shall be as follows:

- A. In connection with any application for a special land use, site plan approval, zoning amendment, cluster residential development review, site condominium review, planned unit development review, appeal, interpretation, variance, or other application as required by this Ordinance, the Township may require the applicant to pay in advance into an escrow fund established to cover the reasonable costs of reviewing the application. These costs may include staff costs or consultant fees covering planning, engineering, environmental analysis, wetland delineation, legal review, and other professional and technical services required for a proper and thorough review of the application. No application shall be reviewed further or considered complete, and no permit shall be issued, until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township shall account for the expenditure of all escrow funds, and the Township Clerk shall refund any unexpended funds within sixty (60) days of final action.
- B. Should the escrow fund ever dip below fifty (50%) of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk.
- C. The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and/or after a final decision on the application has been made. However, the applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Required: _____

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Name: _____ Phone Number: _____

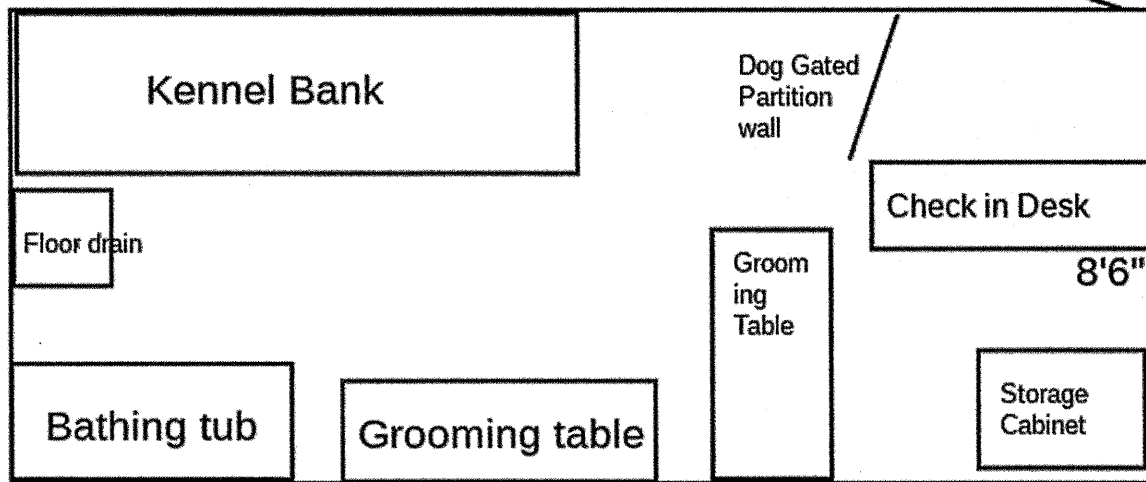
Address: _____



Approximate location of commercial door with
glass entrance

Parking lot with handicapped spaces and handicap access to new door already existing

3-0 commercial glass door with metal frame



20'

Please review my reply to the issues you identified.

There are also numerous required Site Plan Review elements that were not submitted. These include:

8.4.4 - A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.

Please see attached file

8.4.5 – The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage. ***Provide me with a copy of the deed; I cannot pull it from the Assessors file. I'd also recommend including the 2022 survey, which again, I cannot pull from the Assessors file.***

Lot # 004-033-087-00, deed provided in digital format. Dimensions are on 2023 survey also provided as digital, titled survey after arbitration review.

8.4.10 - Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or open space proposed, and similar information required to evaluate compliance with the Ordinance. ***Provided but not accurate; application states 180sq ft; no other information is provided. Your narrative suggests two areas are proposed for the use, but no information is provided on employees (guestimate should suffice) and the size of the second space.***

1 office, 1 employee. Refer to the digital drawing from the contractor detailing buildout. As previously noted, the location is on the West side of the building utilizing a portion of the current storage area. We are removing the request for the 2 additional offices as there are no current plans and cannot provide information. Disregard request for 2 additional offices.



Vehicle parking for groomer and c;ients, directly in front of the office. Including one handicap parking space.

8.4.19 - Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope. ***No information provided on where use will be located.***

As the request indicated there is no new building being constructed. We are requesting to build out existing space within the building. Please refer to the floor plan drawings. See the storage area

located on the West side of the building. The proposed build out is on the Southwest portion of the building. Contractor floor plan drawing is included in digital format.

The Masonic building height is 17' other dimensions are the previously delivered drawings.

8.4.20 - Proposed location of all proposed structures, buildings, equipment, and uses. **No information provided on where use will be located.**

There are no additional buildings being requested, only an internal build out. The floor plan as previously noted show's location of interior build out.

8.4.27 - Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, wastewater lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable). **Drainage shown on plan, no other required information provided.**

Please refer to digital photos. All utilities are located on the North side of the building and enter the building from such locations. There have not been any changes to the utilities for several decades.



utilities on North of building



utilities on North of building

8.4.28 - Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam. **Not provided.**

All utilities are located on the North side of the building and enter the building from such locations.

8.4.31 - Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used. **Not provided. Application suggests see attached photos, but nothing attached.**



lighting on West wall



lighting in parking lot

8.4.34 - Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities. ***Not provided. Application suggests see attached photos, but nothing attached.***

The trash bin is in the Northwest corner of the building.

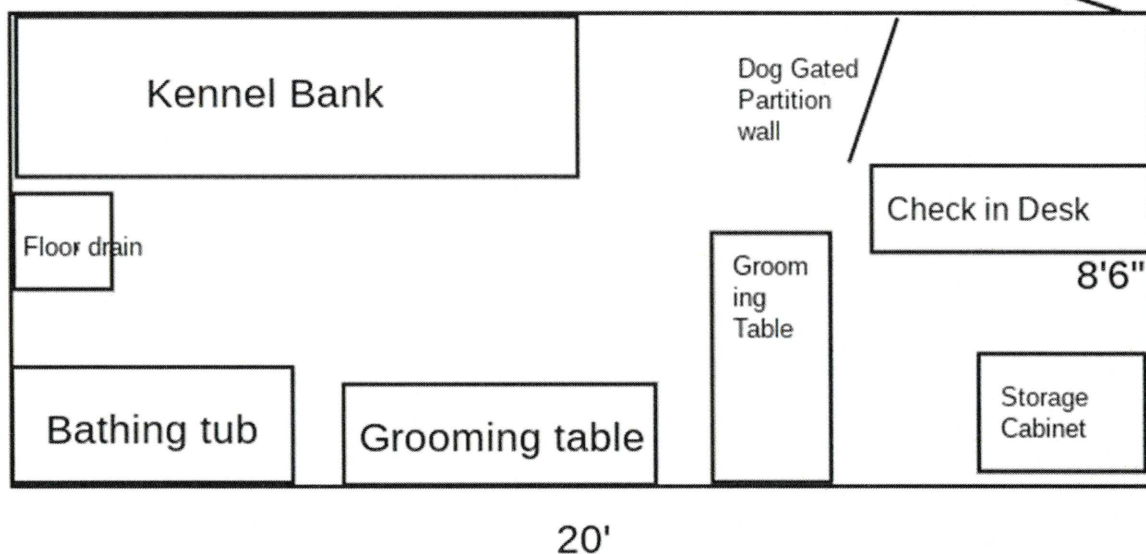


Dumpster on North of building, not visible to properties on the north, south and M 22

Contractor's build out plan. On the West side of building
using the southwest portion of the storage area.

Parking lot with handicapped
spaces and handicap access to
new door already existing

3-0 commercial
glass door with
metal frame



Additional information is provided as attachment to this email.

Please feel free to contact me if you have further questions or issues regarding our proposal.

Regards, Mike Finazzo

Sarah Clarren

From: Sarah Clarren
Sent: Monday, October 23, 2023 2:42 PM
To: Michael Finazzo
Subject: RE: Application

Mike,

Glad to hear it!

Well, I have finished my review and numerous elements are missing. Most importantly, you do not note where the proposed use will be located-- at minimum, highlight the room(s) you are seeking approval for. Also, you should show what parking will be utilized by the use. I know we talked about it when we met, but this should be shown on a plan.

There are also numerous required Site Plan Review elements that were not submitted. These include:

8.4.4 - A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.

8.4.5 – The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage. ***Provide me with a copy of the deed; I cannot pull it from the Assessors file. I'd also recommend including the 2022 survey, which again, I cannot pull from the Assessors file.***

8.4.10 - Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or open space proposed, and similar information required to evaluate compliance with the Ordinance. ***Provided but not accurate; application states 180sq ft; no other information is provided. Your narrative suggests two areas are proposed for the use, but no information is provided on employees (guestimate should suffice) and the size of the second space.***

8.4.19 - Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope. ***No information provided on where use will be located.***

8.4.20 - Proposed location of all proposed structures, buildings, equipment, and uses. ***No information provided on where use will be located.***

8.4.27 - Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, waste water lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable). ***Drainage shown on plan, no other required information provided.***

8.4.28 - Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam. ***Not provided.***

8.4.31 - Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used. ***Not provided. Application suggests see attached photos, but nothing attached.***

8.4.34 - Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities. ***Not provided. Application suggests see attached photos, but nothing attached.***

At your earliest convenience, please provide me with the missing information and I will complete a second review.

Best,

Sarah

Sarah Clarren
Planner / Zoning Administrator
Elmwood Township
(231)946-0921

Township Office Hours
Monday - Friday
9:00 am - 5:00 pm

This email message and any attached file is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.

If you received this communication in error, please notify the sender of this message and delete all copies of the original message.

From: Michael Finazzo <windwardes@gmail.com>
Sent: Monday, October 23, 2023 10:17 AM
To: Sarah Clarren <planner@elmwoodmi.gov>
Subject: Application

Good Morning Sarah,
Greek Isles are beautiful!

I am just checking to see if there is any information needed for the application. I have a board meeting tonight and hoped to provide an update on status.

Thank you,
Mike Finazzo

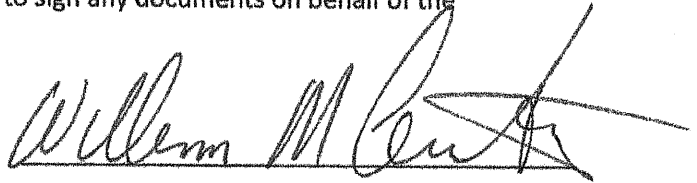
RESOLUTION ADOPTED BY THE BOARD OF DIRECTORS
OF THE
MASONIC BUILDING ASSOCIATION OF TRAVERSE CITY

The Board of Directors of the Masonic Building Association of Traverse City, on August 28, 2023, hereby adopts the following resolutions:

1. RESOLVED, that the Board of Directors authorizes its Board Member Michael Finazzo to act on behalf of the corporation for the purpose of obtaining and necessary for Masonic Center 13360 S W Bay Shore Dr. Traverse City, Michigan and to sign any documents on behalf of the corporation necessary for that purpose.

Dated: _____

9/12/23



William Gustavson

President

STATE OF MICHIGAN)

) ss.

LEELANAU COUNTY)

Subscribed and sworn to before me by William Gustavson on Sept. 12, 2023



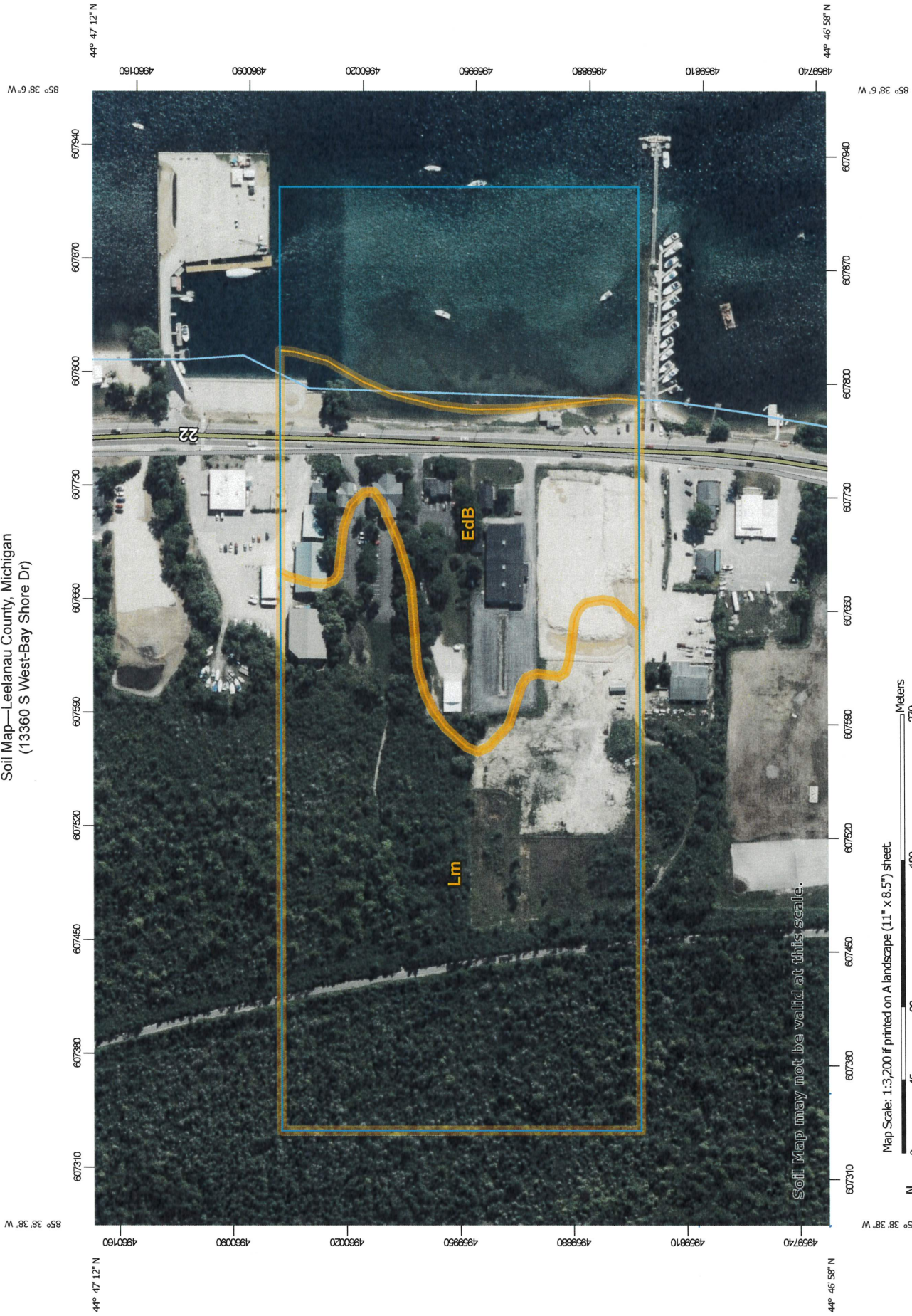
Wilson D Brott, Notary Public

Grand Traverse County, Michigan































































My Commission expires: 08/25/2024

Acting in Leelanau County, Michigan

Soil Map—Leelanau County, Michigan
(13360 S West-Bay Shore Dr)



MAP LEGEND

Area of Interest (AOI)		Area of Interest (AOI)		Spoil Area	
Soils		Soil Map Unit Polygons		Stony Spot	
		Soil Map Unit Lines		Very Stony Spot	
		Soil Map Unit Points		Wet Spot	
Special Point Features		Blowout		Other	
		Borrow Pit		Special Line Features	
		Clay Spot		Streams and Canals	
		Closed Depression		Water Features	
		Gravel Pit		Transportation	
		Gravelly Spot		Rails	
		Landfill		Interstate Highways	
		Lava Flow		US Routes	
		Marsh or swamp		Major Roads	
		Mine or Quarry		Local Roads	
		Miscellaneous Water		Background	
		Perennial Water		Aerial Photography	
		Rock Outcrop			
		Saline Spot			
		Sandy Spot			
		Severely Eroded Spot			
		Sinkhole			
		Slide or Slip			
		Sodic Spot			

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Leelanau County, Michigan
Survey Area Data: Version 17, Aug 25, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 2, 2020—Nov 12, 2020

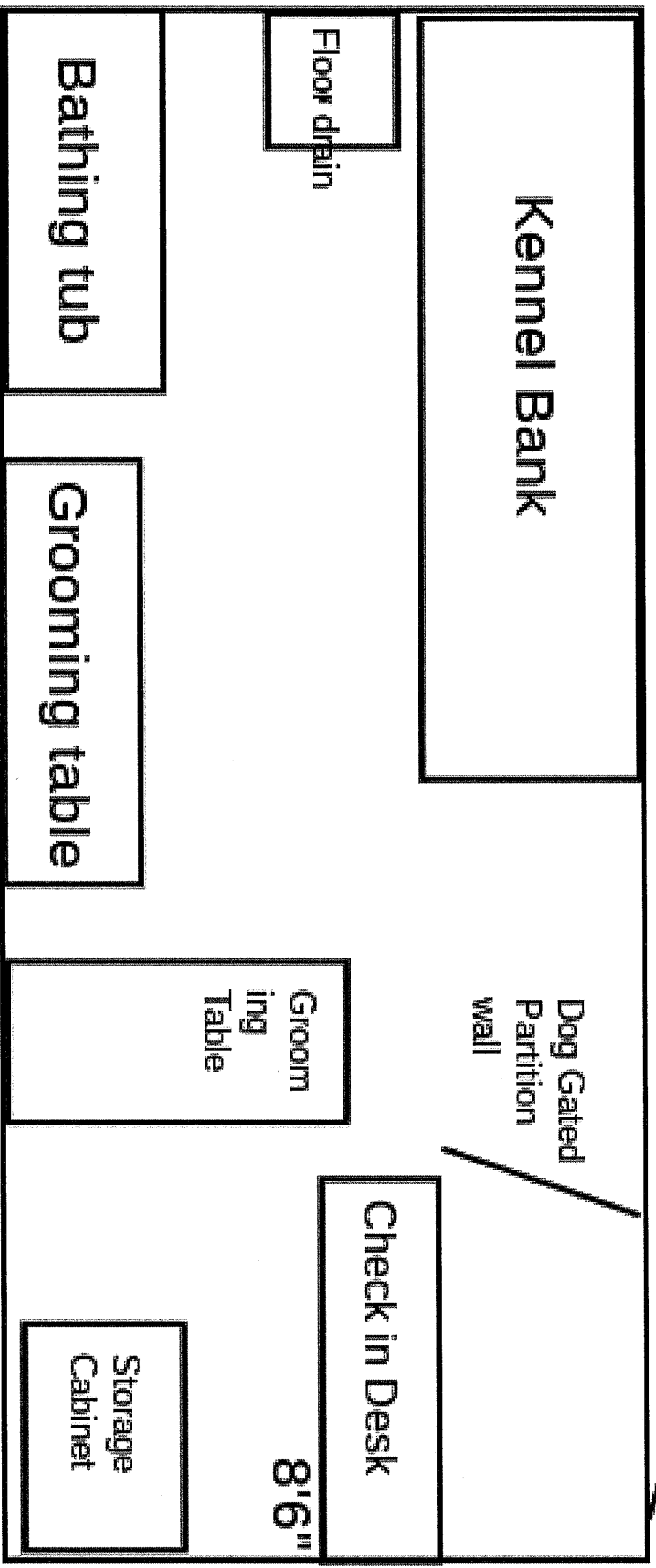
The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
EdB	Eastport sand, 0 to 6 percent slopes	8.0	25.1%
Lm	Lupton-Markey mucks	16.9	53.0%
Totals for Area of Interest		32.0	100.0%

Parking lot with handicapped spaces and handicap access to new door already existing

3-0 commercial glass door with metal frame

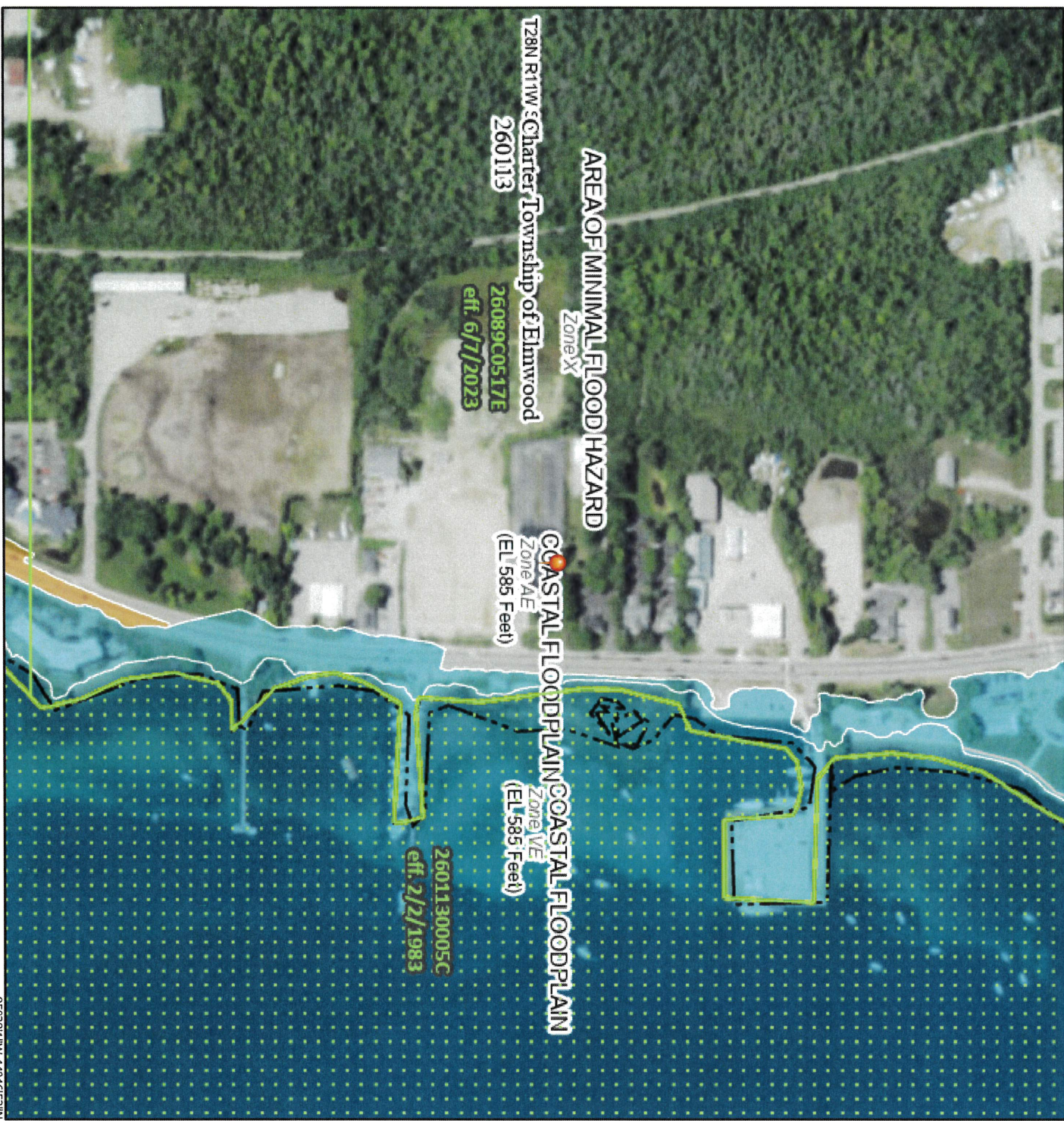


20'

National Flood Hazard Layer FIRMette




85°38'38"W 44°47'17"N



Legend

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)
Zone A, V, A99
With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD


0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile (Zone X)


Future Conditions 1% Annual Chance Flood Hazard Zone X


Area with Reduced Flood Risk due to Levee, See Notes, Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS


NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone X

GENERAL STRUCTURES


Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall


OTHER FEATURES

20.2 Cross Sections with 1% Annual Chance Water Surface Elevation

17.5 Coastal Transect

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

MAP PANELS

Digital Data Available

No Digital Data Available

Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **10/23/2023 at 1:57 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRMP panel number, and FIRMP effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Excerpt from "USGS 7.5-Minute Topo"



Map View Search Tools Share
 Search Quick Zoom Details Buffer
 Measure Select

Place Search

Click on Map Location to view it on the map.

Click on Clear to start a new search.

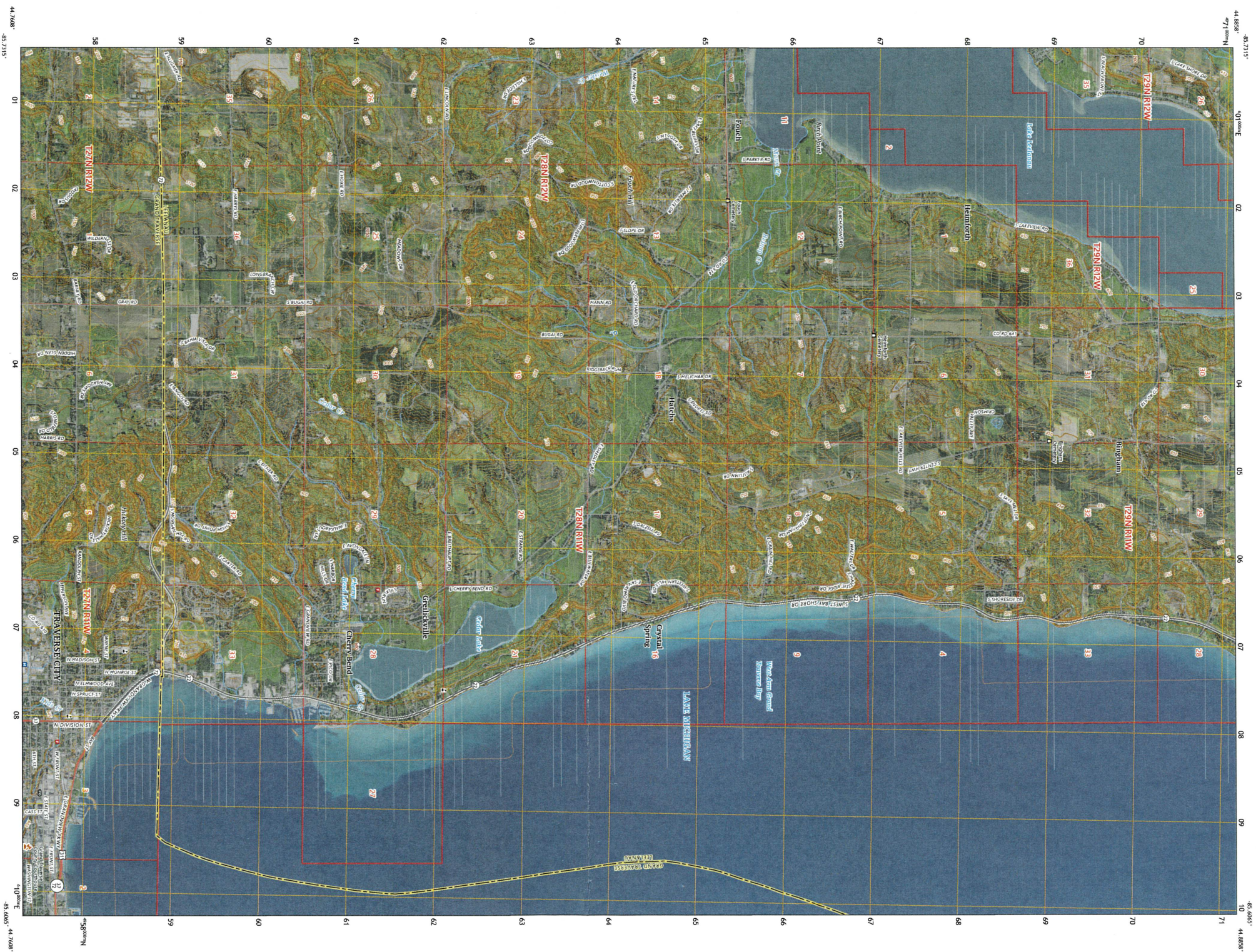
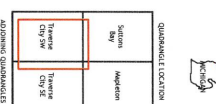
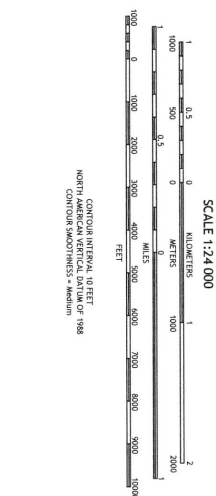
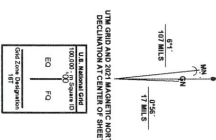
1 Results Found:

Place: 13360 S West Bay Shore Dr, Traverse City, MI 49684










Map Location

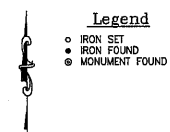
Clear



[illegible]

ROAD CLASSIFICATION

	Expressway
	Secondary Hwy
	Ramp
	Interstate Route
	US Route
	Local Connector
	Local Road
	AWD
	State Route



MASONIC TEMPLE SKETCH

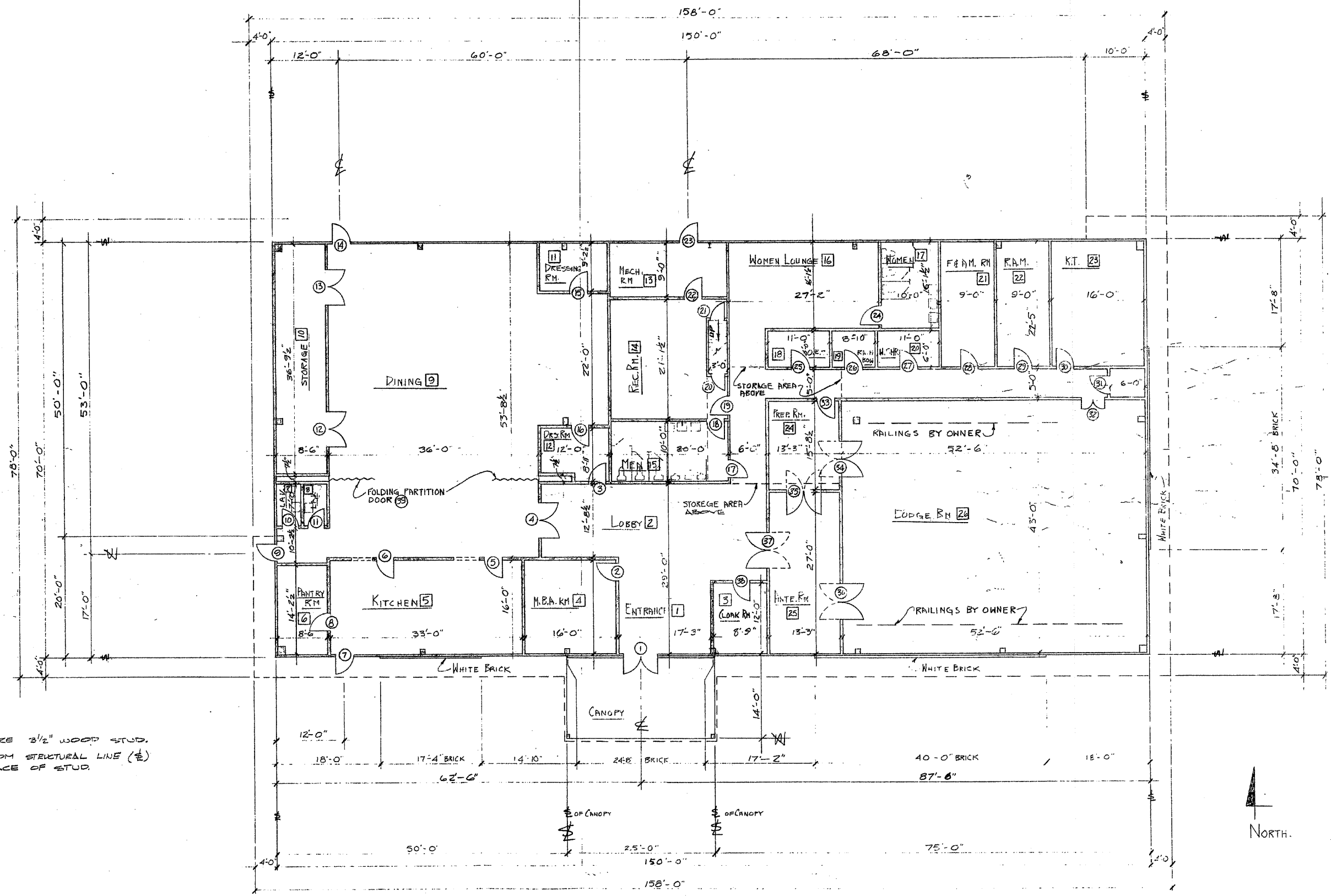
1 OF 1



**Bob Mitchell &
Associates
P.C.**

SURVEYING / ENGINEERING

X



NOTE:

1. ALL INTERIOR WALLS ARE 3 1/2" WOOD STUD.
2. ALL DIMENSIONS ARE FROM STRUCTURAL LINE (1/2") TO 1/2" OF OPENING OR FACE OF STUD.

FLOOR PLAN

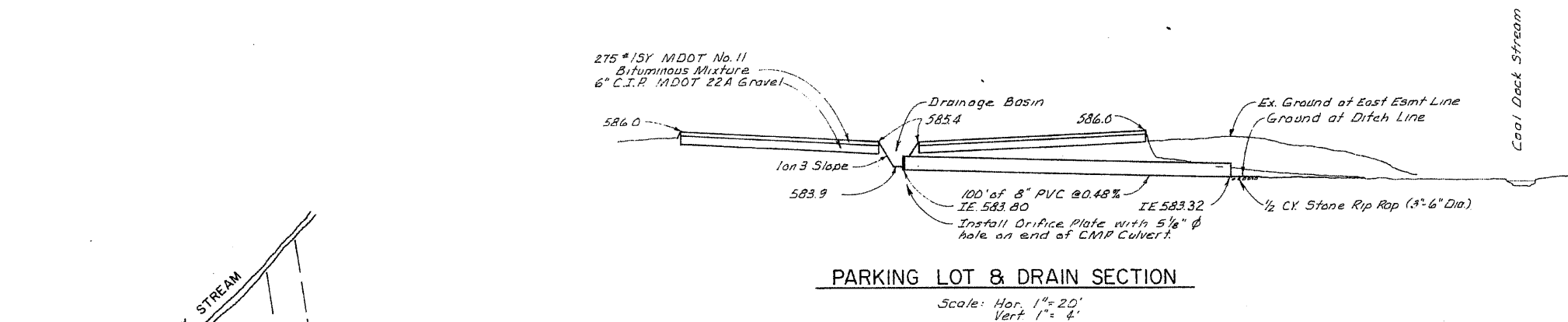
SCALE 1/8" = 1'-0"

Peninsula Construction & Supply, Inc.
DESIGN BUILDERS **BUTLER**

PHONE (616) 947-7951

808 HASTINGS STREET • TRAVERSE CITY, MICH

REVISIONS				DRAWN	JOB NAME	JOB NO.
DATE		DATE				
				CHUCK SMITH	MASONIC TEMPLE	16-5
				SCALE 1/8" = 1'-0"	LOCATION 1332 WEST BRIDGE ST.	DATE 10-22-74
				APP'D	TRAVERSE CITY, MICH. 49601	SHEET NO. 1 OF 1
						A-2

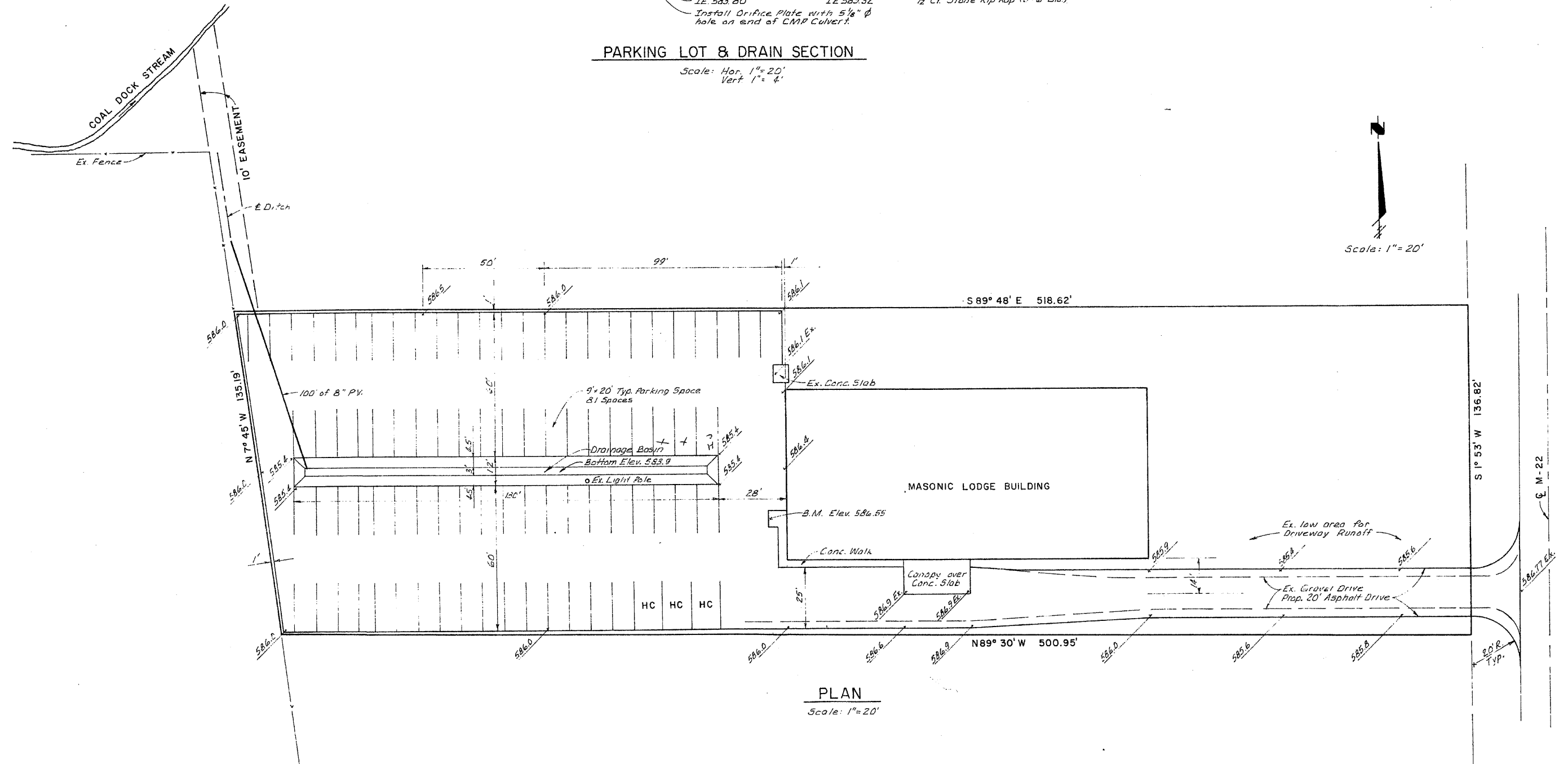


NOTES-

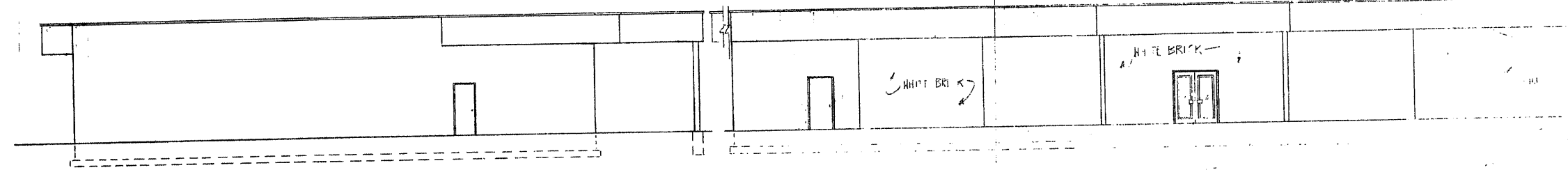
1. Remove all organic soils from pavement area and backfill with clean sand.
2. Salvage and reuse existing gravel. Compact all disturbed subgrade to 95% of maximum density.
3. Elevations shown in parking lot are top of bituminous surface unless otherwise noted.
4. Place 3" of topsoil and seed and mulch (or sod) drainage basin and ditch and other exposed soil surfaces.
5. Drainage basin is designed for a 10 year storm with a maximum discharge rate of 0.80 cfs (Runoff rate from unimproved site). Volume of basin = 1924 cf.
6. PVC Pipe - ASTM 3034, SDR 35

PARKING LOT & DRAIN SECTION

Scale: Hor. $1'' = 20'$
Vert. $1'' = 4'$

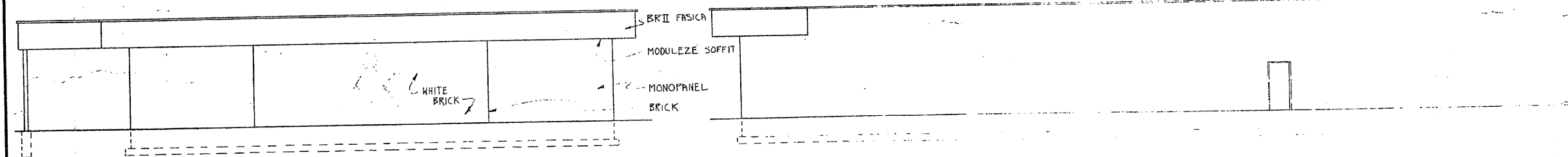


Half - Scale



WEST ELEVATION

SOUTH ELEVATION



EAST ELEVATION

NORTH ELEVATION

Peninsula Construction & Supply, Inc.

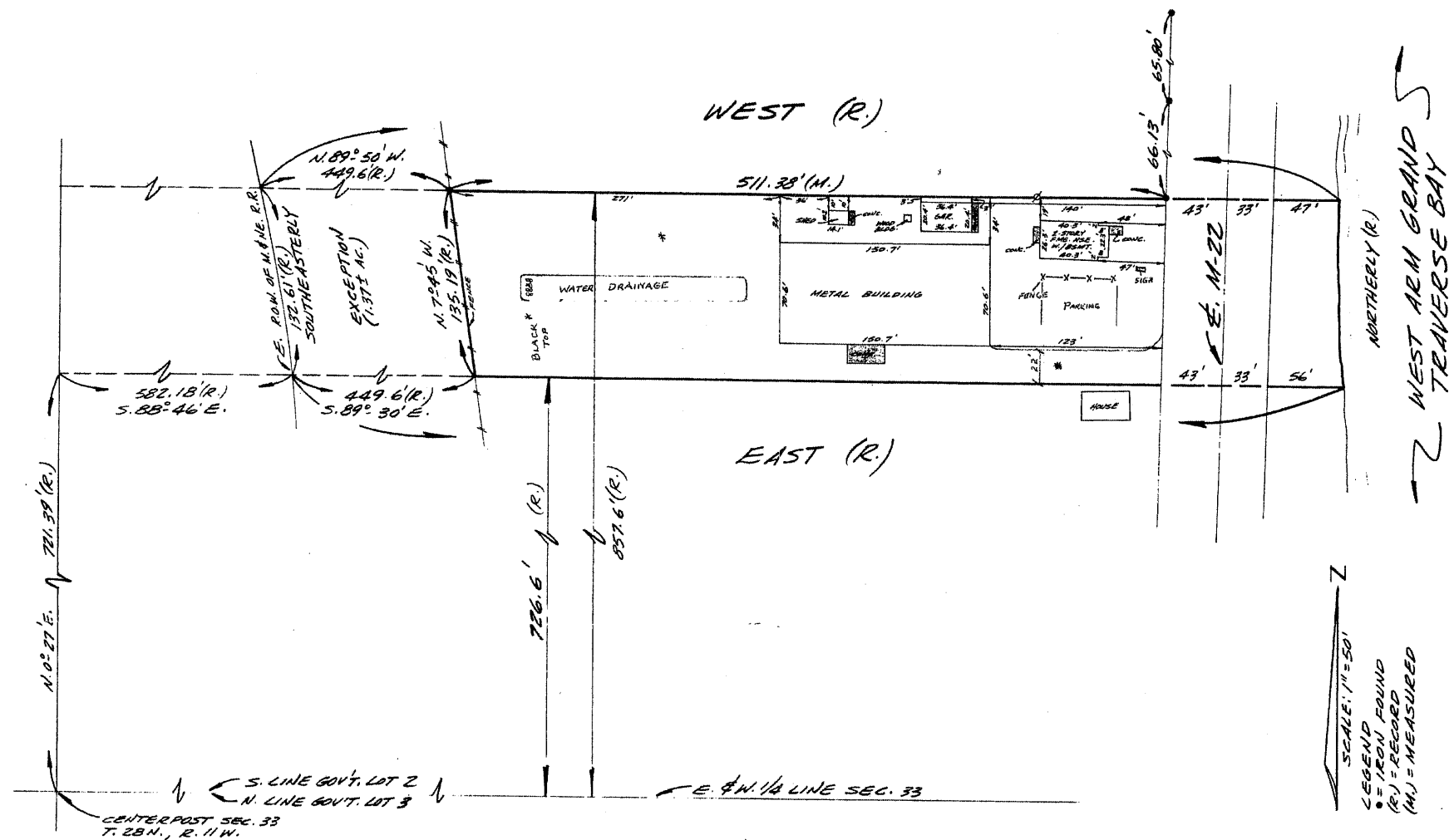
DESIGN BUILDERS



808 HASTINGS STREET • TRAVERSE CITY, MICH.

PHONE (616) 947-7951

REVISIONS				DRAWN		DATE	
DATE		DATE		SCALE		ELEVATION	
DATE		DATE		APPRO			



MORTGAGE REPORT FOR
(DESCRIPTION AS FURNISHED)

All that part of Government Lot 2, Section 33, Town 28 North, Range 11 West, Elmhurst Township, Leelanau County, Michigan, described as: Beginning at a point on the East right-of-way line of the Manistee and Northeastern Railroad which is 726.6 feet North of the East-West One-Quarter line of said Section 33; thence East parallel to the East-West quarter line to the shore of Grand Traverse Bay; thence Northerly along said shore to a point 857.6 feet North of the said East-West quarter line; thence West parallel to the said East-West quarter line to the East right-of-way line of said Manistee and Northeastern Railroad; thence Southerly along said East line to the point of beginning; and containing 3.14 acres, more or less. EXCEPT a parcel containing 1.37 acres, more or less, off the West end conveyed to the Sinclair Refining Company, described as: Commencing at the center of said Section 33; thence North 0°-27' East 721.39 feet; thence South 88°-46' East 582.18 feet to the East right-of-way of Manistee & Northeastern Railroad for the point of beginning; thence South 89°-30' East 449.6 feet; thence North 7°-45' West 135.19 feet; thence North 89°-50' West 449.6 feet to the said East right-of-way line; thence Southeasterly along right-of-way 132.61 feet to the point of beginning.

I HEREBY CERTIFY THAT ON THE ABOVE-DESCRIBED PARCEL OF LAND, THE EXISTING STRUCTURES ARE AS SHOWN, THE APPARENT UTILITIES ARE AS SHOWN AND THAT THERE ARE NO ENCROACHMENTS.

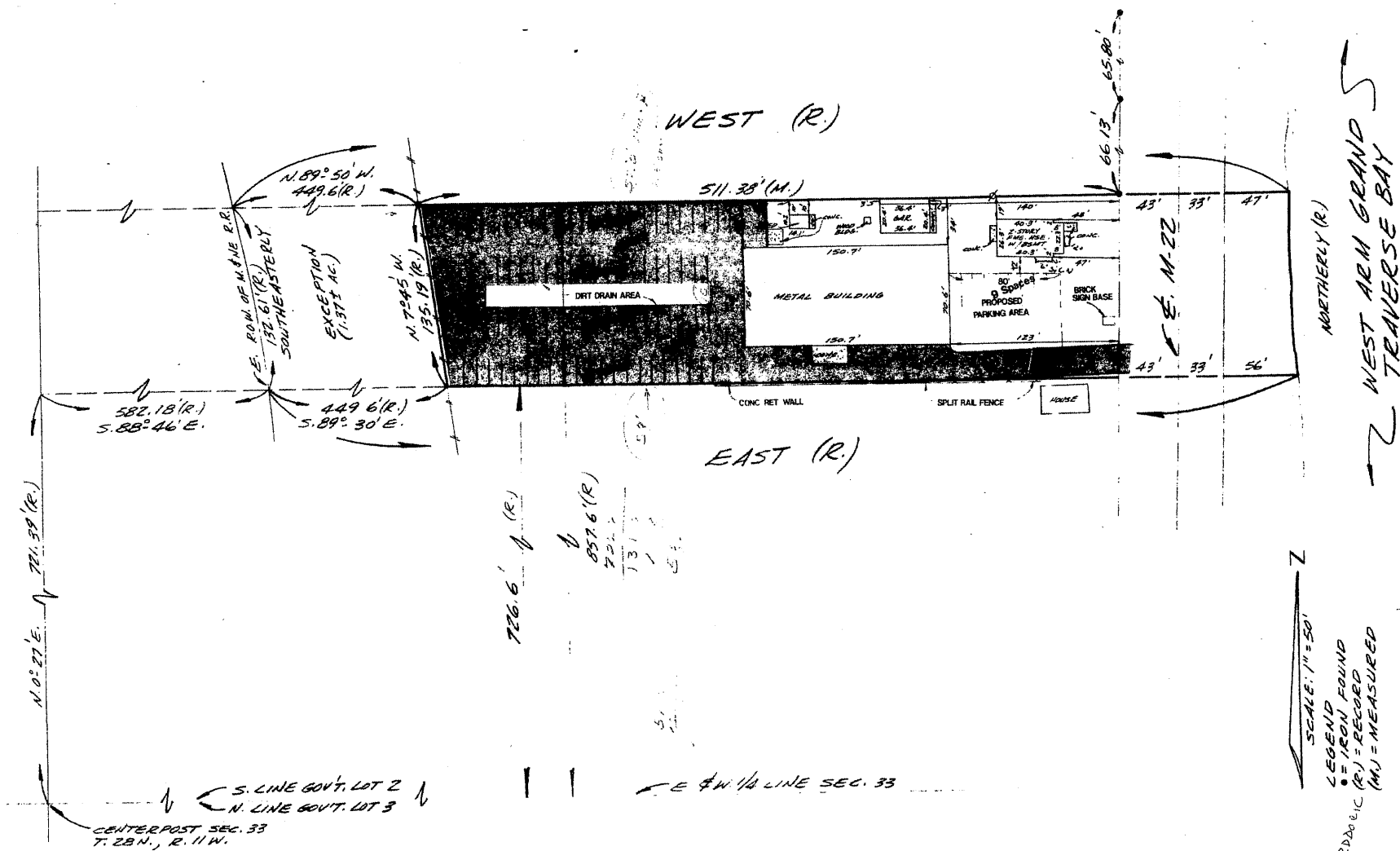
NOTE: This survey is for mortgage purposes only and should not be used to establish the property lines for the construction of improvements or the erection of fences.

John A. Gavin
Registered Land Surveyor #21568
June 28, 1977

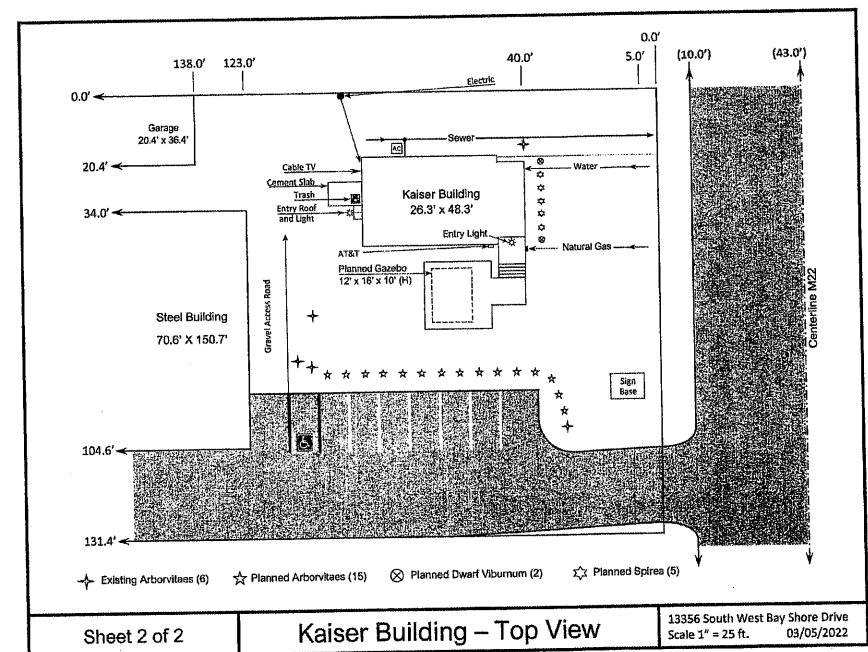
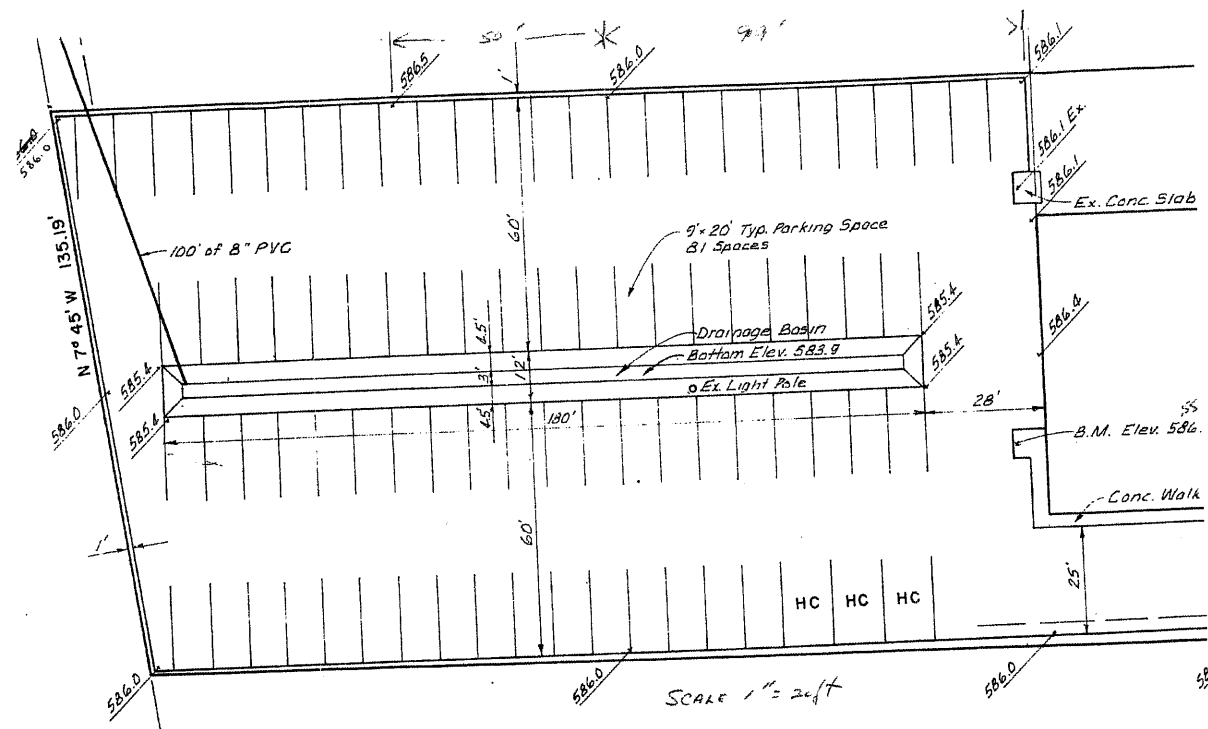
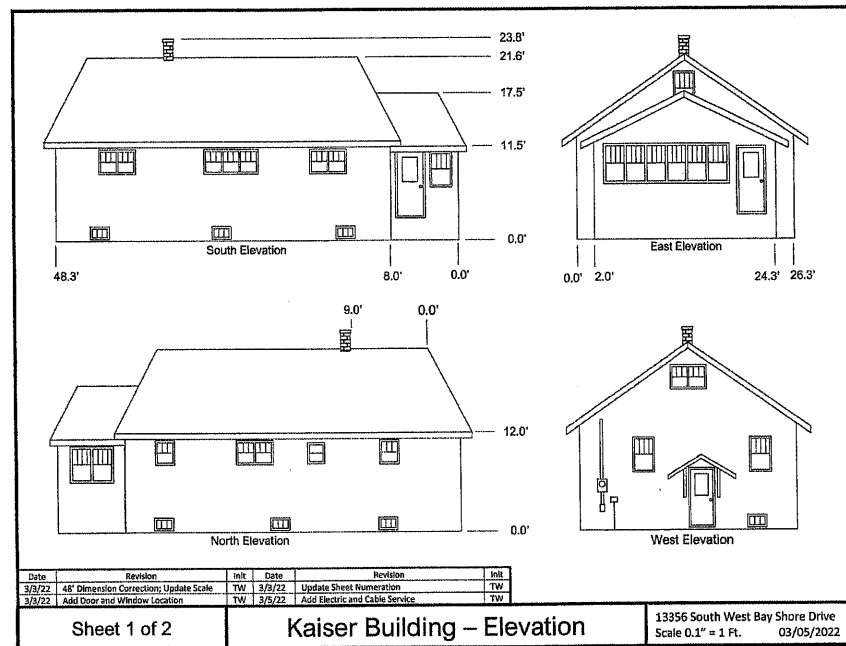
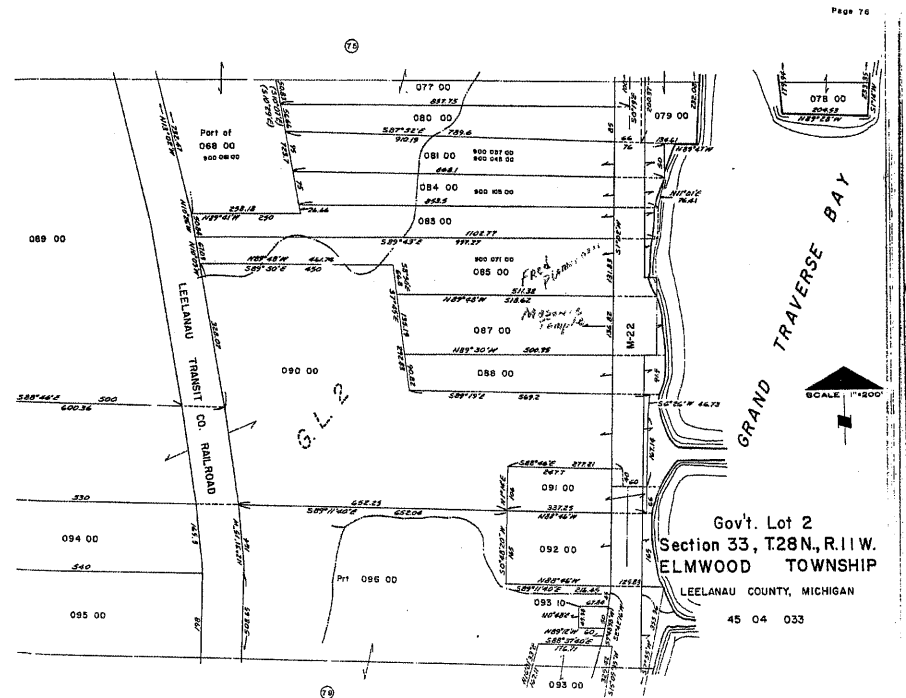


GOURDIE • FRASER & ASSOCIATES INC
124 W. STATE TRAVERSE CITY, MICH. 49664 • 105 E. WASHINGTON MARQUETTE, MICH. 49855
ENGINEERS • LAND PLANNERS • LAND SURVEYORS








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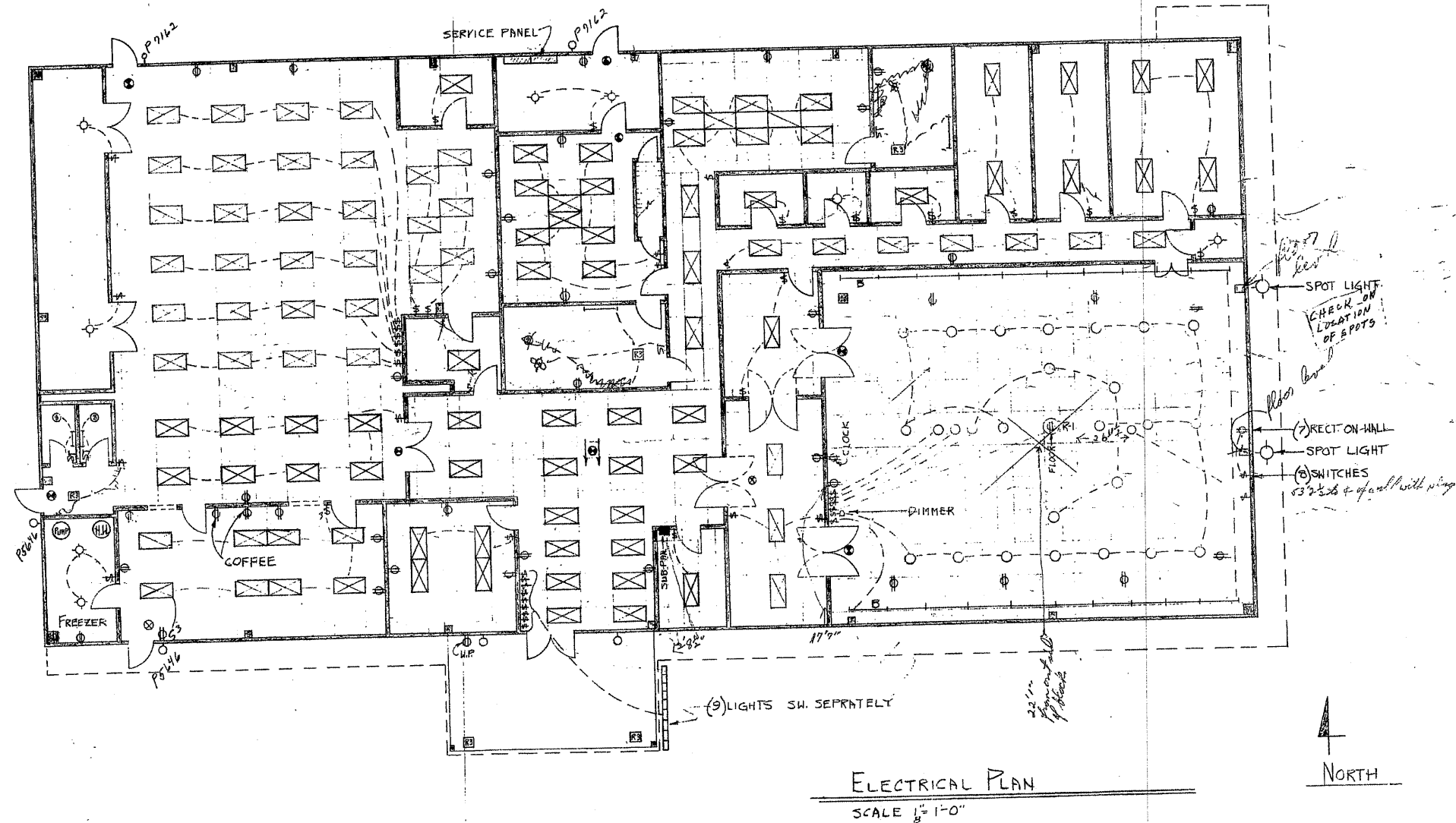


GOURDIE • FRASER & ASSOCIATES INC 124 W. STATE TRAVERSE CITY, MICH. 49664 • 105 E. WASHINGTON MARQUETTE, MICH. 49855 ENGINEERS • LAND PLANNERS • LAND SURVEYORS	
D.L.N. 6-27-77 Rev. 5-29-92	920180



LEGEND

-  — EXIT LIGHT
- ST — SWITCH W/TIMER
-  — 4 TUBE LAY-IN
-  — R1 RECESSED HOUSING-MOE
-  — R-3 RECESSED HOUSING-MOE
-  — 4' SINGLE TUBE FLUORESCENT STRIP
-  — FAN & LIGHT COMBINATION
-  — 2) 200 AMP. (ONE SINGLE ϕ & ONE 30)



Peninsula Construction & Supply, Inc.
DESIGN BUILDERS 

PHONE (616) 947-7951

808 HASTINGS STREET

BASE CITY, MICH.

REL. ITEMS		DRAWN (HUCK SMITH)	JOB NAME	JOB NO. 7
DATE	DATE		MASONIC TEMPLE	DATE 12
			SCALE AS NOTED	LOCATION
DATE		APP'D	1332 WEST BAYSHORE RD TRAVERSE CITY, MICHIGAN	

FINISH SCHEDULE

ROOM NO.	ROOM	FLOOR				WALL				CEILING				NOTES
		CONCRETE	CARPET (BY OWNER)	LINOLEUM (BY OWNER)	UNFINISHED	VINYL DRYWALL	EXT. WALL	EXPOSED BRICK	EXT. WALL	VINYL DRYWALL	2x4 ACCTILE	CEILING HEIGHT		
1	ENTRANCE	X			X		X		X			8'-0"		
2	LOBBY	X			X		X		X					
3	CLOAK RM	X			X		X		X					
4	M.B.A. RM	X			X		X		X					
5	KITCHEN		X		X	X			X					
6	PANTRY		X		X	X			X					
7	LAV.		X		X	X			X					
8	LAV.		X		X				X					
9	DINING		X		X	X			X			12'-0"		
10	STORAGE	X		X	X	X			X			8'-0"		
11	PRESSING RM		X		X	X			X					
12	DRESSING RM		X		X				X					
13	MECHANICAL	X		X	X	X			X					
14	RECREATION		X		X				X					
15	MEN		X		X				X					
16	LADIES LOUNGE		X		X		X		X					
17	WOMEN		X		X	X			X					
18	O.E.S.		X		X				X					
19	RAINBOW ROOM		X		X				X					
20	W. SHRINE		X		X				X					
21	F & A.M. RM		X		X				X					
22	R.A.M. RM		X		X				X					
23	K.T. RM		X		X				X					
24	PREP. RM		X		X				X					
25	ANTE RM		X		X		X		X					
26	LODGE RM		X		X		X		X			12'-0"		
27	STORAGE			X										

DOOR SCHEDULE									
DOOR NO.	DOOR TYPE	DIMENSIONS			HARDWARE				
		WIDTH	HEIGHT	THICKNESS	LOCKSET	PASS SET	PUSH/PULL	TRIAL/SHIELD	KEYING
1	W/KNURLED KNOB	3'-0"	7'-0"	1 3/4"	(3)		X	A	
2	X	3'-0"	6'-8"	1 3/8"			X	B	
3	X	3'-0"	6'-8"	1 3/8"			X	B	
4	X	6'-0"	6'-8"	1 3/8"			X	B	
5	X	3'-0"	6'-8"	1 3/8"			X	B	
6	X	3'-0"	6'-8"	1 3/8"			X	B	
7	X	3'-0"	7'-0"	1 3/4"	(1)		X	B	
8	X	3'-0"	6'-8"	1 3/8"			X	B	
9	X	3'-0"	7'-0"	1 3/4"	(1)		X	B	
10	X	3'-0"	6'-8"	1 3/8"	(2)		X	B	
11	X	3'-0"	6'-8"	1 3/8"	(2)		X	B	
12	X	6'-0"	6'-8"	1 3/8"			X	B	
13	X	6'-0"	6'-8"	1 3/8"			X	B	
14	X	3'-0"	7'-0"	1 3/4"	(1)		X	B	
15	X	3'-0"	6'-8"	1 3/8"			X	B	
16	X	3'-0"	6'-8"	1 3/8"			X	B	
17	X	3'-0"	6'-8"	1 3/8"			X	B	
18	X	3'-0"	6'-8"	1 3/8"			X	B	
19	X	3'-0"	6'-8"	1 3/8"			X	B	
20	X	2'-6"	6'-8"	1 3/8"			X	B	
21	X	2'-6"	6'-8"	1 3/8"			X	B	
22	X	3'-0"	6'-8"	1 3/8"			X	B	
23	X	3'-0"	7'-0"	1 3/4"	(1)		X	B	
24	X	3'-0"	6'-8"	1 3/8"			X	B	
25	X	3'-0"	6'-8"	1 3/8"			X	B	
26	X	3'-0"	6'-8"	1 3/8"			X	B	
27	X	3'-0"	6'-8"	1 3/8"			X	B	
28	X	3'-0"	6'-8"	1 3/8"			X	B	
29	X	3'-0"	6'-8"	1 3/8"			X	B	
30	X	3'-0"	6'-8"	1 3/8"			X	B	
31	X	3'-0"	6'-8"	1 3/8"			X	B	
32	X	4'-0"	6'-8"	1 3/8"			X	B	
33	X	3'-0"	6'-8"	1 3/8"			X	B	
34	X	6'-0"	6'-8"	1 3/8"			X	B	
35	X	6'-0"	6'-8"	1 3/8"			X	B	
36	X	6'-0"	6'-8"	1 3/8"			X	B	
37	X	6'-0"	6'-8"	1 3/8"			X	B	
38	X	3'-0"	6'-8"	1 3/8"			X	B	
39	X	36'-0"	12'-0"						

Peninsula Construction & Supply, Inc.
DESIGN BUILDERS **BUTLER**

PHONE (616) 947-7951

808 HASTINGS STREET • TRAVERSE CITY, MICH

HARDWARE DESCRIPTION

- (1) KEY-IN KNOB LOCKSET
- (2) REST ROOM LOCKSET
- (3) CYLINDER LOCK-DEAD BOLT

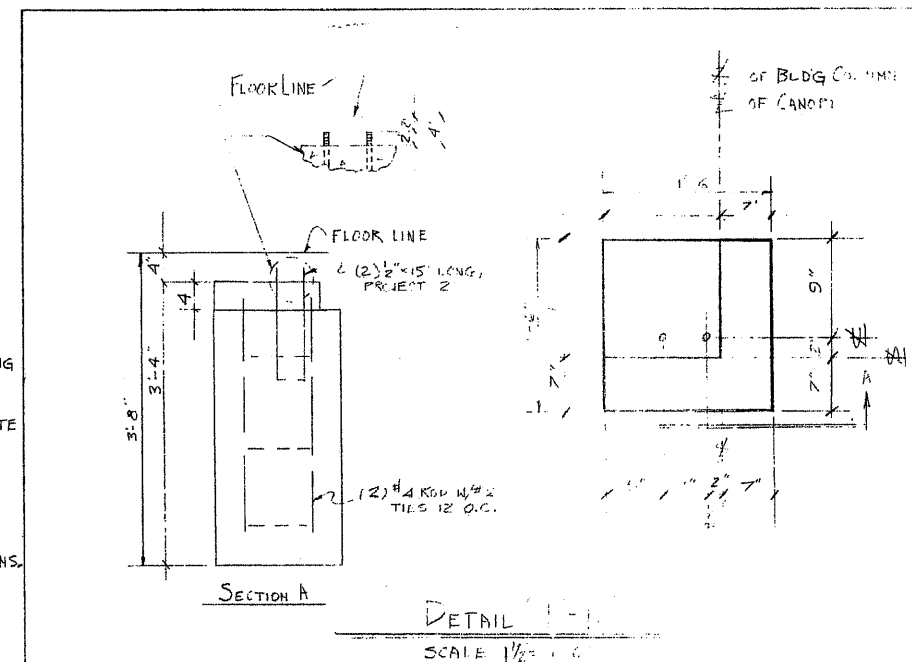
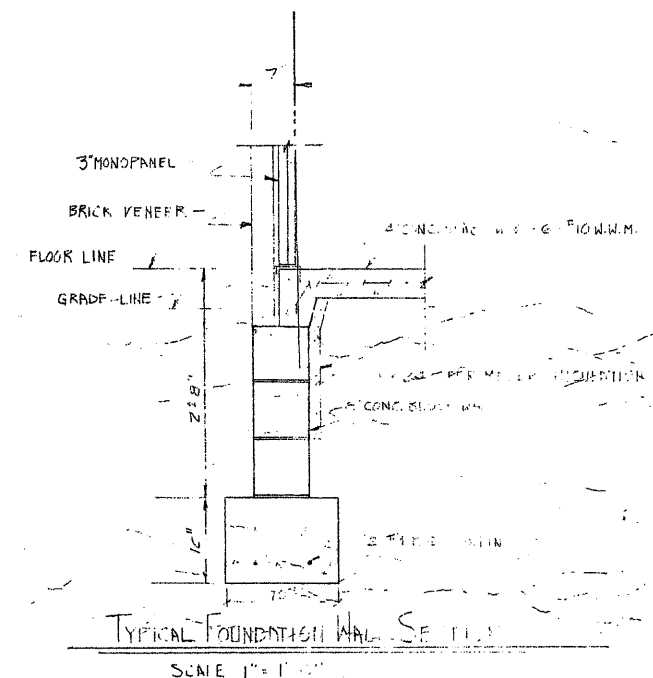
NOTES:

BUILDING DESCRIPTION

- (1) THE STRUCTURE IS TO BE A BUTLER "LANDMARK BLD'G" AS MANUFACTURED BY BUTLER MFG. CO., ST. LOUIS, MO.
- (2) ROOF: BUTLER MR-24 STANDING SEAM ROOF
- (3) WALLS: BUTLER MONOPANEL, COLOR-SLATE BLUE
- (4) FASCIA: BUTLER II, COLOR-SLATE BLUE
- (5) BUILDING DESIGN LOADS:
ROOF LIVE LOAD: 40 P.S.F.
WALL WIND LOAD: 20 P.S.F.

CONCRETE DESCRIPTION

- (1) CONCRETE FTG'S ARE DESIGNED FOR A MINIMUM SOIL BEARING PRESSURE OF 3000 P.S.F.
- (2) FOOTING CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 2500 P.S.I. AT 28 DAYS, AND FLOOR CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 P.S.I. AT 28 DAYS.
- (3) CONCRETE FLOOR: 4" CONCRETE W/ 6" X 6" #10/10 W.W.M. OVER 4 MIL. PLASTIC VAPOR BARRIER.
- (4) RUN CONTINUOUS #4 RE-ROD THRU COLUMN FOUNDATIONS. DO NOT BREAK RE-ROD CONTINUITY AT COLUMN FOUNDATIONS.
- (5) ALL FILL UNDER CONCRETE FLOOR SLAB TO BE COMPACTED TO: M.W. 90% DENSITY.



REVISIONS		DATE	BY

DATE		DATE	

DRAWN	CHUCK SMITH	JOB NAME	MASONIC TEMPLE
SCALE	1" = 1'-0"	LOCATION	13237 W. BROAD ST. TRAVERSE CITY, MICH.
APP'D			

Planning/ Zoning Department
planner@elmwoodtownship.net

Elmwood Charter Township
10070 E. Lincoln Rd.
Traverse City, MI 49684

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

To: Elmwood Township Planning Commission

From: Sarah Clarren, Planner/Zoning Administrator

Date: November 8, 2023

RE: Continued Planning Commission discussion

Please see the attached text which was revised by our consultant based on the Commission's discussion on September 5 as well as input from the Township Attorney regarding questions raised by the Commission in September. Please come ready to discuss the text. Minutes from past discussions are available online.

Our consultant has also prepared the attached map showing all parcels in Elwood Township having 20 or more acres. Note that this also includes parcels in other zoning districts.

YOUNG, GRAHAM & WENDLING, P.C.

Attorneys at Law
104 E. Forest Home Ave., P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635
Facsimile (231) 533-6225
www.upnorthlaw.com

Bryan E. Graham

Peter R. Wendling

MEMORANDUM

TO: Sarah Clarren, Planner/Zoning Administrator
Elmwood Charter Township

VIA EMAIL

FROM: Bryan E. Graham

DATE: November 2, 2023

BEG

SUBJECT: Special event facilities

This memo is in response to your email message to me dated November 1, 2023. In your message you posed a number of questions related to special event facilities. I will address these questions in the order included in your message.

1. It is theoretically possible to enact a licensing ordinance concerning special event facilities, depending on the township's objectives. Based on our telephone conversation this morning, it is my understanding that the planning commission desires to tie these special event facilities to active farm operations. Because of this nexus (the relationship between the special event facilities and the land use of an active farm operation), a licensing ordinance would not be appropriate. The distinction between a licensing ordinance for special event facilities and short-term rentals is that the focus of the short-term rental licensing ordinance is to regulate activities within the STR to eliminate or reduce nuisance conditions within the neighborhood and to impose regulations to advance the general health, safety, and welfare of the township (traditional police powers of the township).
2. Under a licensing ordinance it would be possible to limit the number of special event facilities within the township. This type of limitation, however, would likely result in litigation against the township. I have seen this type of litigation when, under a recreational marijuana licensing ordinance, an applicant does not receive the required license from among the excess applicants. It is, therefore, my advice that the number of special event facilities not be limited under a licensing ordinance.

Under the zoning ordinance it may be possible to limit the number of special event facilities by the use of an overlay district. An overlay district would limit the number of special event facilities to a particular geographic area within the township (within a specified area of a zoning district). Obviously, this would benefit some farmers within that geographic area while not benefitting farmers in other geographic areas. In order for the potential overlay district to be lawful the township must be able to articulate objective reasons why a particular geographic area is suitable for special event facilities

while other areas of the township are not suitable for this type of land use. I am not sure whether the township can make these objective findings.

3. I have now reviewed the proposed amendment concerning special event facilities. Let me begin by saying that to be lawful these regulations, like any other zoning regulations, must advance a legitimate governmental interest and must do so in a reasonable, nondiscriminatory manner. I believe the preservation of farming activities would be a legitimate governmental interest. As a result, the focus of the regulations must be on whether they are reasonable and nondiscriminatory.

The first problem I noted in the regulations is that the farm operations must be a "registered farm agency." This term is not currently defined in the zoning ordinance, and the proposed definition is not included in the amendment. However, based on our telephone conversation this morning, it is my understanding that a registered farm agency is intended to relate to a farmer signing up with the United States Department of Agriculture related to various federal farm programs. Whether a farmer chooses to sign up for these federal programs is not reasonably related to the governmental interest in preserving farming activities. In other words, whether a farmer signs up for these federal programs is not an indicator whether that farmer is involved in active farming activities. For example, a conservative farmer may choose not to sign up for these federal programs merely because he or she does not agree with the spending policies of the federal government. That same farmer, however, may be working very hard with his or her active farming activities. Therefore, it is my recommendation that all references to the registered farm agency be deleted.

It is my understanding that the concept of an active farm operation is related to actual activities on the land itself. As a result, it is my recommendation that the definition of "active farm operation" be rewritten as follows:

Active farm operation. A lot on which any of the following uses 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, where the cows are raised, regularly milked, and the milk has historically been commercially sold; (3) for beef cattle farms, where 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, where the animals are raised and historically been commercially harvested by private hunting or other means.

If you have questions concerning any of my comments, or you would like to discuss this matter, please feel free to call me.

BEG

Elmwood Township
Special Events Amendment
November 7, 2023 v4

Section 9.8

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 events.
2. All special event facilities are subject to the following requirements as applicable:
 - a. The property shall be in active farm operation and registered farm agency during the use of the property for special events
 - b. The minimum lot size shall be 20 acres
 - c. All structures and activities related to the special events, including parking, shall be located 200 feet from all property lines
 - d. The special event facility, including structures used for the event, parking, access, and area designated for guests or space to be used for the event facility, shall not exceed 2.5% of the area of the active farm operation of the parcel
 - e. No guest lodging shall be permitted on site
 - f. Parking and lighting shall meet the requirements of this ordinance. 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. Sounds shall not be heard or objectively measurable at any decibel level greater than a normal conversation on any property that is not described in the zoning permit at any time during the event.
 - i. Music or entertainment shall not be the primary purpose for the event
 - j. The duration of the event shall not last longer than 12 hours and occur on one day. The Planning Commission may reduce the duration of the event base 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:

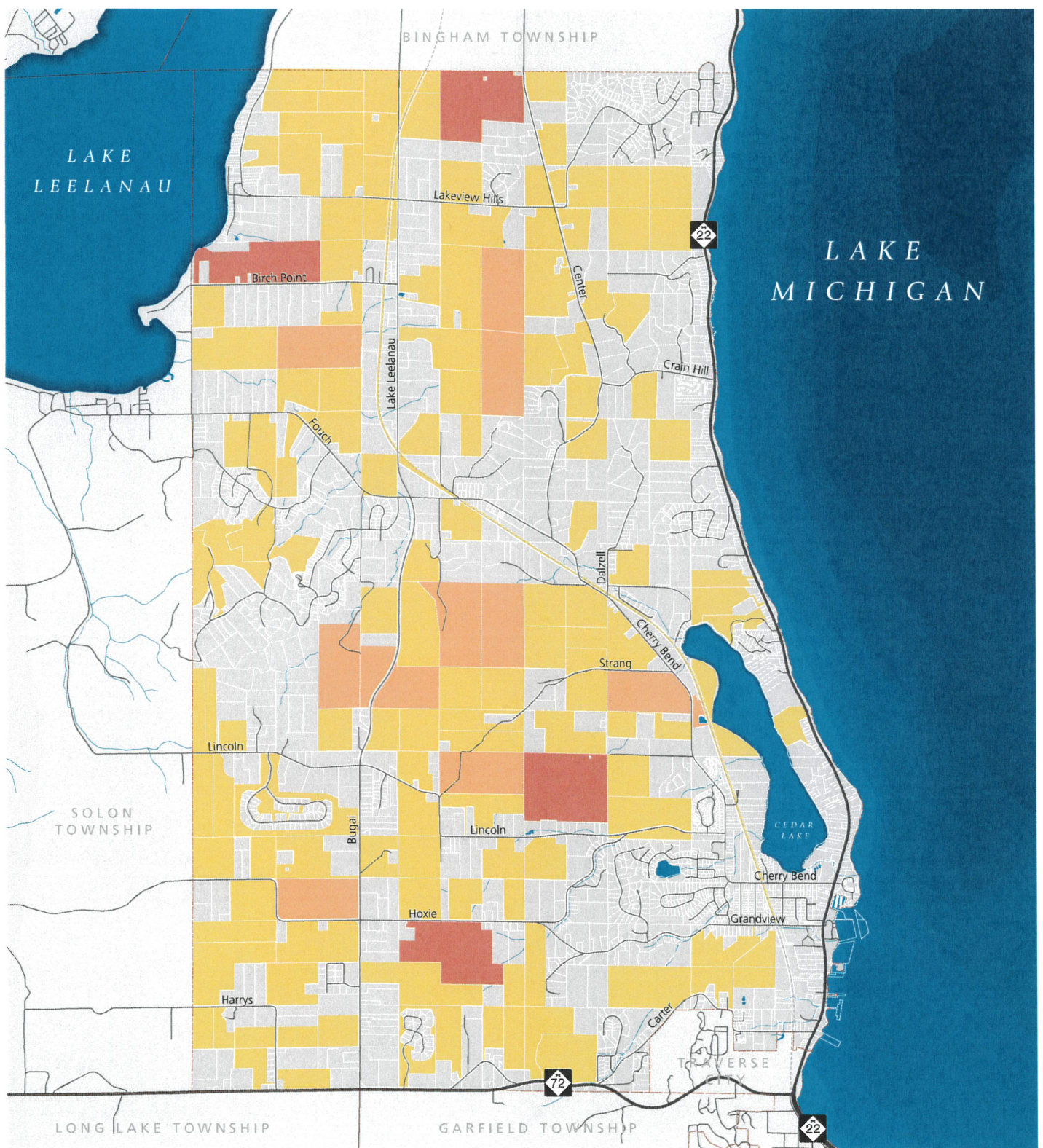
- i. Sunday through Thursday: 9:00 am to 10:00 pm
 - ii. Friday, Saturday, and federal holidays: 9:00 am to 11:00 pm
 - iii. Tear down shall not occur after 8:00 pm
 - iv. All guest shall be off the site within 1 hour following the above hours of operation
- k. The Planning Commission shall determine the maximum number of 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 events:
- i. Maximum of 52 events in a calendar year
 - ii. Maximum of 2 events in a week unless there is a federal holiday in the week, than up to 3 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 facility including operational calendar
 - ii. Specific details on where the 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 event manager, if different from owner

Definitions to add to Article 2:

Active farm operation: Any of the following uses 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.

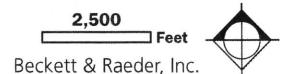
Festival: A recreational, social, educational, or cultural activity, generally open to the public or a designated part of the public.

Special event facilities: An establishment which is rented by individuals or groups to accommodate private functions, typically involving family and close friends, including, but not limited to, banquets, weddings, anniversaries and other similar celebrations involving more than 50 people.



Large Parcels

Sources: Michigan Open Data Portal, Elmwood Township



	20.0 - 79.9 Acres	80.0 - 99.9 Acres	≥100 Acres
Total Parcels:	128 (3.8%)	10 (0.3%)	4 (0.1%)
Total Acres:	4,829 (39.0%)	824 (6.7%)	456 (3.7%)
Cumulative			
Total Parcels:		138 (4.1%)	142 (4.3%)
Total Acres:		5,653 (45.7%)	6,109 (49.4%)

