

**PENINSULA TOWNSHIP  
PLANNING COMMISSION  
AGENDA  
13235 Center Road  
Traverse City, MI 49686  
August 15, 2016  
7:00 p.m.**

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Brief Citizen Comments – for items not on the Agenda**
- 6. Conflict of Interest**
- 7. Consent Agenda**

Any member of the Board, staff, or the public may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for full discussion.

- a. Reports and Announcements (as provided)
- b. Correspondence (as provided)
- c. Meeting Minutes
  - i. July 18, 2016 (recommend approval)

- 8. Business**
  - a. The 81 on East Bay Pre-Preliminary Plat (public hearing)
  - b. Master Plan 5-year review (Recommendation to Township Board)
  - c. Appoint Officer Nomination Committee

- 9. Citizen Comments**
- 10. Board Comments**
- 11. Adjournment**

*Peninsula Township has several portable hearing devices available for use during this meeting. If you would like to use one, please contact the Chairperson.*

## Michelle Reardon

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**From:** Curt Peterson <curtpete@gmail.com>  
**Sent:** Monday, August 08, 2016 8:04 PM  
**To:** Monica Hoffman  
**Cc:** Michelle Reardon; Claire Schoolmaster; Alan Couture; Donna Hornberger; Isaiah Wunsch; Laura Serocki; Leak Keith; Penny Rosi; Peters Monte  
**Subject:** July 18th slight correction of minutes Planning Commission

8-8-2016

To Planning Commission members ,Town Planner, and recording Secretary

Re: Minutes of July 18<sup>th</sup> Planning Commission Meeting Minutes slight correction

Hi to all,

Please consider adding this to the minutes for the public comment section. Presently the minutes state: "*Curt Peterson, 1356 Buchanan Drive* appreciates the task force for the Master Plan. Questions if his area is to be rezoned to residential. There is pressure to have this area developed. He does not want to see Nelson Road paved."

From the written communication and from what I expressed in person the main point was a request by me to have the Planning Commission consider changing the future zoning map for properties: Buchan Farm, Old Mission Estates, and non-producing orchard just south of OME back to the existing map which is Ag for all of the properties. The future shows this to become R1. Please add this request to the minutes. Hopefully the Planning Commission will consider this to retain the rural character of this area and not move to higher density in the future.

Regards,

Curt Peterson  
1356 Buchan Dr.  
Traverse City, Mi. 49686  
989-245-2758  
[curtpete@gmail.com](mailto:curtpete@gmail.com)

**PENINSULA TOWNSHIP  
PLANNING COMMISSION  
Regular Meeting Minutes  
July 18, 2016**

Meeting called to Order at 7:00 PM

Present: **Rosi; Serocki; Hornberger; Peters; Couture**-Chair. Also present, *Claire Schoolmaster*, Planning and Zoning Co-coordinator; *Michelle Reardon*, Director of Zoning and Planning; *Peter Wendling*, Township Attorney and *Mary Ann Abbott*, Recording Secretary.

Absent: Leak (excused); Wunsch (excused)

**Couture** informs audience that “ the 81”is not on the agenda tonight.

**Approve Agenda**

**MOTION:** **Hornberger/Serocki** to approve Agenda.

**PASSED UNAN**

**Brief Citizen Comments - for items not on the Agenda**

*David Taft, 952 Neahtawanta Road* would like to speak about the “81”project. Despite being approved by both the Planning Commission and the Town Board, the developer has now presented a plat proposed under use by right for the same site to be considered at the August 15<sup>th</sup> meeting. He does not understand how a developer can propose two plans for the same site, which makes it cumbersome for staff and board to evaluate a second proposal. *Taft* is concerned about contamination on this property. *Taft* urges the Planning Commission to ask the developer why he has not initiated an Environmental Assessment, asks the Town Board to ask the same question and asks for a status update at the Public Hearing on this matter.

*Margaret Achorn, 11284 Peninsula Drive* has procedural questions. At the last public meeting the public requested that the applicant present visual materials with video so the public can see the materials. The applicant presented material at 5:00 PM tonight and wonders if there has an escrow account been established.

*Amy Teare, 8563 East Beach Trail* bought property in Underwood Farms based on the Master Plan. The Master Plan online showed her where she wanted to live—in an area that protected the nature. Respect for old growth trees, open space, animals and nature. You are drawing people here. There are newcomers here that are very concerned about the movement.

*Rebecca McMullen, 7181 Hilltop Avenue* has a request that the board sending notifications to residents who are affected by the decisions that may be made will be greatly appreciated.

**Conflict of Interest**

**Serocki** noted that she had a conflict of interest with SUP# 127 and would be excusing herself during that portion of the agenda.

**Consent Agenda**

- a. Reports and Announcements (as provided)
- b. Correspondence (as provided)

Planning Commission  
Regular Meeting

c. Meeting Minutes

- i. April 18, 2016 Meeting/PC portion (recommend approval)
- ii. June 20, 2016, 7:00 PM Meeting (recommend approval)

**Rosi** notes that there is no Town Board Report but the Town Board on July 12, 2016 to discuss the Braemar Special Drainage district. The Road Commission was not present so no action was taken.

**MOTION: Peters/Serocki** to approve the Consent Agenda.

**PASSED UNAN**

**Business**

**1. SUP#127 – Vineyard Ridge (public hearing and potential recommendation)**

**Serocki** removes herself from the Board and takes a place in the audience.

*Dustin Christensen, Mansfield Land Use Consultants, 830 Cottageview Drive, Traverse City* presented an overview of the proposed 47 Single Family Planned Unit Development known as Vineyard Ridge.

**Couture** opens the Public Hearing on SUP#127 opened at 7:17 PM.

*Amy Teare, 8563 East Beach Trail* asks if there are any old growth trees on this property? Also asks what type of units this development will have.

*Laura Serocki, 6924 Center Road* when looking at Master Deed there was a lot of discussion on Limited Common Elements and General Common Elements. She did not see a map where these were defined. She would like to know if the limited common elements are part of the open space. If they are then the people who live in that development are allowed to walk in that area. Also on page 7 E. It talks about a yard area having similar Common Elements but she did not see that on the condo plan. Also on F. are the delivery boxes on Open Space or in the Building Envelope. Also there is not a lighting plan so will if there be lamp posts be on the open space so it will decrease the open space to less than 65%. There are several areas where common elements discuss Exhibit B, but there is no Exhibit B in this book. She is very concerned about limited Common Elements and how it will impact the 65% common Open Space. Generally we like PUD's because of the 65% Open Space but when she looks at the map it does not look like it because of the space between the homes. Nothing can be placed in these side yards. It should be placed the Master Plan or Association Plan so owners are aware that they cannot use this. Also curious on how the Township is going to monitor this.

*Britt Eaton, 1465 Neatawanta Road* is concerned about the amount of traffic on the Peninsula. He says just "stop". The Master plan says we should enjoy the environment that we have. This highway will be measure and widened to allow for the traffic we have. Just Stop

*John Fisher, 10493 Center* is perplexed at the lack of interest in doing a traffic study with the list of all these developments. Traffic is awful on Center Road. At some MDOT is just going to approach the Peninsula to say they are going to have to accommodate the traffic from development.

*Rebecca McMullen, 7181 Hilltop Road* states turns on Matheson every day. Adding 47 more homes is not going to help Center Road. She does not know how approving this plan is going to make our community safer, better or more united.

*Brad Bickle, 11328 Center Road* wanted to point out that 2.3(d) 1 says that a curb cut permit from MDOT shall be required prior to issuance of the permit. How does the planning commission measure the threshold that MDOT has before they decide to widen M37.

*Ray Weigel, 19135 Whispering Trail* has a 17-mile drive down Center Road. Thinks the problem is the tourists because he does not have a problem in the wintertime. He is here to thank the board and congratulate the Township on the information that he can find on the Township website. He is a rule follower and if the development follows the rules and do what they are supposed to do he would not be opposed to it. The Peninsula will be developed. It is a beautiful place. He would rather see something with open areas.

*Margaret Achorn, 11284 Peninsula Drive* asked that her statement on open space and drawing for this project be put in the minutes of the meeting. She wonders if this is what the residents visualized as open space. (See packet information for a copy of this statement)

*Tom Elliott 719 W. Orchard* wonders if vacant properties will be able to tie into this sewer and water that is coming in from the north.

There are no further questions from the audience. Public Hearing is closed at 7:36 PM.

*Dustin Christensen, Mansfield Land Use Consultants* is asked by Couture to address the questions from the audience and board. He answers: Mostly 1<sup>st</sup> generation growth, which is noted in packet. Very few specimen trees; All units are single family detached; limited Common elements and general common elements are indicated on plan and color coded; no proposed exterior lighting; Exhibit B not included in packet but will be included when approval is obtained; MDOT is satisfied with the plan that was submitted to them; Open Space calculation according to the ordinance needs to exclude building envelopes, the roadbed plus 2 feet of shoulder width and parking lots. Sewer and water can be accessed.

Further discussion by the board on the questions asked by the public and answers from the applicant. Traffic study; Topography and movement of land; open space and distance between buildings; storm water; Soil & Erosion permit; Building phases of plan; environmental assessment to look as Lead and Arsenic;

*Applicant* you have to look at what the ordinance allows. There are alternatives for that site. Applicant presents a drawing that would show what the use by right would allow on this property.

**Hornberger** states that the reason for a Planned Unit Development in this Township is to preserve the natural features in the township. She saw very large trees that would have to go because the land would be disturbed.

Further discussion resulted in the following Motion.

**MOTION: Hornberger/Rosi** move that seven topics be investigated and brought back to the Planning Commission: Traffic study, Specimen Trees, Soil Erosion, Escrow for Engineering and Legal, Open space and driveway issues, Grading Review, Property History and Environmental Assessment

The consensus of the Planning Commission that the information would be sent to the Staff in two weeks before next meeting and to be received by the Planning Commission one week before the meeting.

A special meeting will be tentatively held on August 22, 2016. If information requested is not available by August 8<sup>th</sup> then will be postponed until the September meeting.

**PASSED UNAN (Serocki recused)**

Serocki returns to the Board.

**2. Master Plan 5-year review (Discussion of sub-committee and possible recommendation)**

*Reardon* reported that the Master Plan 5-year Review Sub-Committee met and is making a recommendation to the Planning Commission as reflected in their memo of July 12, 2016. The recommendation is three-fold. There are two strong recommendations coming to you.

1. Compare the future Land Use map for conflicts with current uses. And prepare digitized and readable maps for ease of use. This work is to be recommended with a budget and a timeline. Staff can put together this budget and timeline.
2. The Planning Commission would also recommend to the Township Board to create a professional level survey for about 2018 in order to prepare for the next 5-year Master Plan review in 2021 and the PDR expiration in 2021/2022.

The third recommendation is that the Planning Commission would create a work plan from the Master Plan Goals and Action steps to act as a guide to the PC over the next 5 years.

**Couture** would like to see the Planning Commission work towards the goals of the Master Plan which include maintaining the integrity of existing roads, provide scenic turnouts, access for health and safety and future trail ways.

*Reardon* asks if the Planning Commission is comfortable with suggestions 1 & 2. Staff would then prepare a request to the Town Board with a suggestion that a professional survey should be conducted. The Town Board needs to look at what that would take.

Consensus by the Planning Commission is that they would like to proceed. Staff will prepare a resolution for the next meeting.

**Citizen Comments**

*Rebecca McMullen, 7181 Hilltop* feels that the bike trails would help to take some of the traffic from the roads. She suggests that when developments approach the Planning Commission that trails be built into their plans.

*David Taft, 952 Nehtawanta* laudes the Planning Commission for the firm ways they asked questions. The Planning Commission does have to make tough decisions. The Master Plan drives the Zoning Ordinance, so why are you re-writing the Zoning Ordinance. And can you ask the developer if they can still make money with a lower condominium plan.

*Amy Teare, 8563 East Beach Trail* states that the Master Plan is what brought her to the area. What would happen if the developer made the development smaller or turned it over to the conservancy. Also there are accidents happening now at Underwood Farms.

*Margaret Achorn, 11284 Peninsula Drive* felt that the Planning Commission did a wonderful job tonight. Asking again procedural questions that the applicant should notify the residents in the surrounding areas. She again is requesting for visual aids so that the public can see what is being presented. The applicant left but she would ask that about the ramifications of fire access in phase one, and the turf parking area by the pool may be part of the open space but where will people park for gatherings and how does this affect fire access. Will there be escrow for this project and for "81".

*Curt Peterson, 1356 Buchanan Drive* appreciates the task force for the Master Plan. Questions if his area is to be rezoned to residential. There is pressure to have this area developed. He does not want to see Nelson Road paved.

*Ben Buchan, 1472 Nelson* has heard stories about changing the zoning of his farm. *Reardon* says there is no talk about rezoning and asks that he calls her office.

*Rob Manigold, 2876 Old Mission Road* hopes that the Planning Commission will invite Gordon Hayward in for a cup of coffee as he has a lot of information. Also it is time to look at a traffic study. And the property of the Vineyards was originally called a home farm.

### **Board Comments**

**Peters** asks Wendling if we were going to make sure that we are going to get information on how to review Plats.

**Hornberger** also asked about the language on two tandem projects could not being presented at that time.

**Peters** also asked about the information on Ordinary High Water and Waters Edge and if that information will be coming from Wendling.

**Rosi** asked about management of boat docks. Wendling could prepare a letter to the Town Board and State or DNR if requested.

*Reardon* just saw email from Wunsch that he had a problem with harvest and will not be here.

**Couture** appreciates Ms. McMullen's supporting comments about the bike paths. **Rosi** It was talked about in TC Talus but the problem was negotiating with the farmland. There was some apprehension of this, but you could create some family friendly trails that were part of the road system. **Couture** will look into this to do some brainstorming. Also asks what the Traffic Study will entail. *Wendling* it would give you a base count and impact on roads by the development.

**MOTION: Peters/Serocki** to adjourn at 9:41PM

Respectfully submitted by Mary Ann Abbott, Recording Secretary.

# YOUNG, GRAHAM, ELSENHEIMER & WENDLING, P.C.

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James G. Young, *Of Counsel*

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July 21, 2016

**Sent via email**

Michelle Reardon, Planner  
Peninsula Township  
13235 Center Road  
Traverse City, Michigan 49686

**SUBJECT: Summary of Land Division Act and Subdivision Control Ordinance and Timeline/Steps to be Taken**

Dear Michelle:

The following is a summary of the Land Division Act and the Township's Subdivision Control Ordinance. Because the Township's Ordinance is quite old and references the Subdivision Control Act, the Land Division Act will control some provisions, such as timelines and whether the Township or the developer forwards the Final Plat to the county plat board. I have tried to break this information down into different overall steps and within those are specific steps and timelines.

To start I have outlined and summarized the relevant portions of the Land Division Act and the Ordinance. There are three steps: 1) the Pre-Application Review (you have indicated to me that the developer has chosen to skip this step); 2) the Preliminary Plat (this is the step that you have indicated that the Township and the developer are currently on); and 3) is the Final Plat.

Next, I have broken it down even further into a timeline/steps. This section will keep the three main steps indicated in the previous paragraph but will include what should be done by whom and when.

You asked in an email dated July 19, for our office to review the legal notice and whether this was the tentative preliminary or just preliminary review. The simplest way to explain the answer to your question is to state that the preliminary plat will have two approvals, the first being the tentative approval and the second being the actual approval. After the tentative approval of the preliminary plat by the Township, the developer must provide the preliminary plat to other agencies for their approval, approval with conditions or rejection of the preliminary plat. After those approvals, or approvals with conditions are given, the preliminary plat goes back to the Township for the second approval of it. To further address your question: Step 2 indicates that the preliminary plat will have a tentative approval first. This is still the preliminary plat but the approval will be tentative.

Michelle Reardon  
July 21, 2016  
Page 2

As to the actual notice you prepared, The 81 Development Company, LLC is the correct way to reference the owner of the property. Further, I would change the wording in the second paragraph to read as follows:

This has been submitted to the Peninsula Township Planning Commission for a preliminary plat review for the development of a fifty-three (53) unit subdivision within the Rural and Hillside Residential (R-1A) and the Coastal Zone Residential (R-1B) Zoning Districts.

Please let me know if you have any questions or concerns regarding this.

Thank you,

Peter R. Wendling

PRW/neg

### Step 1: Pre-Application Review

Under the Peninsula Township Subdivision Control Ordinance (hereinafter the "Ordinance") there is a Pre-Application Contract and Sketch Plan (Pre-Preliminary Plat). This plan should include: the development scheme, i.e. the general layout of streets, blocks, and lots, the existing conditions & characteristics of the land on and adjacent to the site, and the general areas set aside for schools, parks & other community facilities. This plan should also include an engineering letter, proof of ownership of the land to be developed, and an environmental assessment form supplied by the Township. The procedure includes the developer submitting 5 copies of the Pre-Preliminary Plat to the clerk 10 days before the next Planning Commission (hereinafter "PC") meeting and the clerk giving those copies to the PC. The PC and Township Planner shall then review the plan with the developer and the PC shall inform the developer of the Township's development policies and make appropriate comments and suggestions regarding the plan. The PC shall then hold a Public hearing on the proposed plat unless the plat has been the subject of previous public hearings as a zoning change request. After this meeting the PC shall inform the Township Board (hereinafter "Board") of the results of the review of the Pre-Preliminary Plat. MCL 560.107 provides that nothing in the Land Division Act shall prohibit the developer from submitting a Pre-Preliminary Plat to a governing body for the developer's information and review.

MCL 560.111(3) states that the developer may request that a pre-application review meeting take place by submitting a request to the chairperson of the county plat board and submitting copies of a concept plan (similar to the Pre-Preliminary Plat) to the municipality and to each officer or agency entitled to review the preliminary plat under MCL 560.113-118. These include: the County Road Commission, MCL 560.113; the County Drain Commissioner, MCL 560.114; the State Transportation Department, MCL 560.115; the Department of Environmental Quality, MCL 560.116; and the Health Department, MCL 560.118. MCL 560.111(3) also states that the meeting shall be held no later than 30 days after the written request and shall be attended by the developer and representatives of the County Road Commission, the County Drain Commissioner, the Health Department and the municipality. Representatives of each of the other agencies entitled to review shall be informed of the meeting and may attend. The purpose of this meeting is to conduct an informal review of the developer's concept plan for the preliminary plat.

The meeting under MCL 560.111(3) is similar in purpose to Section 3.1 of the Ordinance. However, as can be seen by the summaries above there are slight differences.

## Step 2: Preliminary Plats

Under the Ordinance, which references sections of the Subdivision Control Act (now being the Land Division Act), and the Land Division Act (MCL 560.101 *et seq*) the developer shall submit to the Township Clerk at least 4 but not more than 10 copies of the Preliminary Plat and proposed protective covenants and deed restrictions. MCL 506.112(1). The governing body shall tentatively approve the preliminary plat, or tentatively approve it subject to conditions and note its approval (or approval and conditions) on the copy of the preliminary plat, which is to be returned to the developer, or set forth its rejection in writing and requirements for tentative approval within 60 days after the preliminary plat was submitted to the clerk, if the pre-application review meeting was conducted under section 111(3), or within 90 days after the preliminary plat was submitted to the clerk, if the pre-application review meeting was not conducted under section 111(3). MCL 560.112(2). The municipality may require other related data if the requirements for such data has previously been adopted and published. MCL 560.112(3). Tentative approval confers upon the developer for a period of 1 year from the date, approval of lot sizes, lot orientation, and street layout, and application of the then-current subdivision regulations. The tentative approval may be extended if applied for by the developer and granted by the governing body in writing. MCL 560.112(4).

Section 3.2.1(2) of the Ordinance requires that the Preliminary Plat be on paper not less than 24 inches by 36 inches, at a scale of at least 1 inch to 100 feet showing the date and north arrow. Further, as allowed by MCL 560.112(3) the Ordinance requires additional information be provided with or on the preliminary plat in Section 3.2.1(3) of the Ordinance. Finally, Section 3.2.1(4) of the Ordinance requires that the developer provide 4 sets of preliminary engineering plans for the streets, water and sewer and other required public improvements to the PC so that the PC may make a preliminary determination as to the conformance of the proposed improvements to Township regulations and standards.

Section 3.2.2 of the Ordinance governs the procedure for Preliminary Plats. The Preliminary Plat shall be delivered to the Township Board with simultaneous delegated reference to PC. The Township Board shall refer the Preliminary Plat to the next meeting of the PC, send a copy to the Township Planner for comments and questions and submit it to Traverse Bay Regional Planning Commission for plat review. The Township Planner shall send recommendations to the PC.

Under Section 3.2.3 of the Ordinance, the PC shall review the Preliminary Plat and if it meets all requirements shall send notice of action taken with comments to the Board; if it does not meet all requirements then the PC shall notify the developer in writing, giving the earliest date for re-submission of the Preliminary Plat and the additional data required. The PC shall give its report to the Board not more than 60 days after receipt

Michelle Reardon  
July 21, 2016  
Page 5

of the Preliminary Plat by the Township Clerk. The 60 day period may be extended if the developer consents in writing. If no action is taken within the 60 days the Preliminary Plat is deemed approved by the PC. Further Section 3.2.3(3) of the Ordinance states that the Board shall not review, approve or reject a Preliminary Plat until it has received from the PC its report and recommendations. The Board shall consider the Preliminary Plat at its next meeting but not more than 20 days after receipt of the report and recommendations from the PC. The Board shall within 20 days either reject and give its reasons, or set forth the conditions for tentative approval in writing.

The approving authority shall not condition approval upon compliance with, or base a rejection upon, any requirement other than those included in MCL 560.105. MCL 560.106. MCL 560.105 states that a Preliminary Plat shall be conditioned upon the compliance with the provisions of the Land Division Act, an ordinance of the municipality to carry out the provisions of this Act, and various rules of the agencies that are entitled to review the Preliminary Plat. Section 3.2.4 of the Ordinance states that the tentative approval of a Preliminary Plat shall not constitute approval of the Preliminary Plat, but rather that the Preliminary Plat approval shall be conditioned on all requirements being met. The tentative approval is for one year and can be extended with Board approval in writing.

After the tentative approval from the Board is rendered the developer shall submit copies of the Preliminary Plat to each agency entitled to review it under MCL 560.113-118. MCL 560.112a.

After approval of the Preliminary Plat, the developer shall submit to the Township Clerk a list of all authorities required by MCL 560.113-119 to review the Preliminary Plat, certifying that the list shows all authorities as required by those sections; and shall submit all written approvals to the Township Clerk. MCL 560.120(1). After receiving the necessary approved copies of the Preliminary Plat, the Township Board shall consider and review the preliminary plat at its next meeting, or within 20 days from the date of submission, and approve it if all conditions laid down by the municipality for approval of the Preliminary Plat are met; shall instruct the clerk to promptly notify the developer of approval or rejection in writing and if rejected give the reasons; and shall instruct the clerk to note all proceedings in the minutes of the meeting which minutes shall be open for inspection. MCL 560.120(2).

Section 3.2.5 of the Ordinance states that the developer shall submit the Preliminary Plat, with all conditions from the agencies upon it, to the Board for approval. The Board shall approve or reject within 20 days of submission.

Further, Section 3.2.6 of the Ordinance states that approval of the Preliminary Plat does not constitute approval of the Final Plat but rather that the approval of the Final Plat shall be conditioned on all requirements being met. The approval of the Preliminary

Plat shall be for a period of 2 years and may be extended if applied for and granted in writing. MCL 560.120(3) states that the final approval of the Preliminary Plat confers upon the developer a period of 2 years from the date of approval the right that the general terms and conditions under which preliminary plat approval was granted will not be changed. The 2 year period may be extended if applied for by the developer and granted by the governing body in writing. Written notice of the extension shall be sent by the governing body to the other approving authorities. MCL 560.120(3).

Section 3.2.7 of the Ordinance states that construction may begin after the Township Board grants approval of the Preliminary Plat.

### Step 3: Final Plats

Under MCL 560.131, following the approval of the Preliminary Plat under MCL 560.120, the developer shall have a survey and a true plat thereof made by a surveyor. All approvals made on the Preliminary Plat shall expire as stated in MCL 560.120 (i.e. after 2 years without further extension). A Final Plat shall not be accepted after the date of expiration of the Preliminary Plat approval. All Final Plats shall comply with the provision of this section and MCL 560.132-151. MCL 560.131.

Section 3.3.1 of the Ordinance states that Final Plats shall be prepared and submitted as provided for in the Subdivision Control Act (currently the Land Division Act), a written application for approval shall accompany the Final Plat, and the developer shall submit proof of ownership in the form of an abstract of title certified to the date of the developer's certificate or a current policy of title insurance. The Final Plat shall be submitted to the clerk at least 10 days before a meeting of the PC. Under Section 3.3.2 of the Ordinance, the developer shall submit the Final Plat to the Road Commission, Drain Commissioner, Health Department, and the PC and the Board through the Township Clerk. However, the developer must have certificates from not only the road commission, drain commission, and the Township, but also from the county treasurer, the state highway commission, the county plat board, and the director of the department of energy, labor and economic growth (currently LARA). MCL 560.145-151.

Under Section 3.3.3 of the Ordinance the PC shall review the Final Plat at its next regular meeting or within 30 days of receipt thereof, for conformance to the provisions of the Land Division Act, the Ordinance, and the Preliminary Plat as approved. The time may be extended by agreement with the developer. The Board shall review the Final Plat and the recommendations of the PC at its next regular meeting or at a meeting called within 20 days of the receipt of the PC's report. However, under MCL 560.167, the municipality shall, at its next regular meeting, or at a meeting called within 20 days after the date of receiving the Final Plat, either approve or reject the Final Plat. MCL 560.167.

Michelle Reardon

July 21, 2016

Page 7

Section 3.3.3(3) of the Ordinance states that the Township may require all facilities and improvements to be completed before it approves the Final Plat. However, under MCL 560.182, the Township may require certain performances as a condition of approval of a Final Plat, for all public and private streets, alleys, and roads in its jurisdiction, for example: conformance to the general plan, width, and location requirements that may have been adopted, proper drainage, and grading, etc. Also as a condition the Township may require a deposit to be made to insure performance of any obligations of the developer. MCL 560.182.

Section 3.3.3(4) of the Ordinance states that once the Board approves the Final Plat, it shall refer the Final Plat to the county plat board for approval and referral to the appropriate state agency. However, under MCL 560.168 the developer, not the Township, shall forward the Final Plat to the county plat board, when all of the certificates required by MCL 560.145-148 are obtained. Also, under MCL 560.167, the Township at its next regular meeting, or at a meeting called within 20 days after the date of receiving the Final Plat shall either approve the Final Plat if it conforms to all of the provisions of the Land Division Act and instruct the clerk to notify the developer of the Township's approval and certify the Township's approval, showing the date of the Township's approval, the approval of the health department, and the date thereof as shown as the approved Preliminary Plat; or reject the Final Plat, instruct the clerk to give the reasons in writing as set forth in the minutes of the meeting, and return the plat to the developer. MCL 560.167. Once the Township approves the Final Plat and instructs the clerk to certify the Township's approval, the certification must be in accordance with MCL 560.148.

## Timeline/Steps

### Step 1: Pre-Preliminary Plat

1. Developer gives Township Clerk 5 copies of Pre-Preliminary Plat 10 days before next PC meeting
2. PC and Planner review Pre-Preliminary Plat and PC informs developer of Township's development policies and make appropriate comments regarding the Pre-Preliminary Plat.
3. PC holds public hearing on Pre-Preliminary Plat.
4. PC transmits results of the review of the Pre-Preliminary Plat to Board.

### Step 2: Preliminary Plat

1. Developer submits 4-10 copies of the Preliminary Plat, proposed protective covenants and deed restrictions to Township Clerk. MCL 560.112(1); Section 3.2.1(1).
2. Within 60 days after it was submitted to the Township Clerk, if a pre-application review meeting was conducted under MCL 560.111(3); or within 90 days after it was submitted to the Township Clerk, if a pre-application review meeting was NOT conducted under MCL 560.111(3), the governing body shall tentatively approve, approve with conditions, or reject the Preliminary Plat.
  - a. The Ordinance states that the Board has 90 days to render its tentative approval - the statutes would agree with this if the pre-application review meeting did not take place. Otherwise it is 60 days and the following timeline in the Ordinance would need to be adjusted.
    - i. 90 day Timeline within Ordinance
      - (1) The Preliminary Plat with all information required under the Ordinance shall be given to the Township Board and the PC simultaneously.
      - (2) PC shall give its report to the Board not more than 60 days after receipt of the Preliminary Plat by the Township Clerk. (The 60 days may be extended by written consent of the developer).
      - (3) The Board shall not review, approve or reject a Preliminary Plat without the PC's report regarding it.
      - (4) The Board shall consider the Preliminary Plat at its next meeting but not later than 20 days from the time it received the PC's report.
      - (5) The Board shall render its decision within 20 days.
3. After Tentative approval of the Preliminary Plat under MCL 560.112, the developer shall submit copies of a Preliminary Plat to each officer or agency entitled to review it under MCL 560.113 through MCL 560.118 for their

Michelle Reardon

July 21, 2016

Page 9

simultaneous review and action. Within 30 days after receipt of the Preliminary Plat those agencies shall render a decision either approving it, approving it with conditions, or rejecting it. MCL 560.112a.

4. After the developer receives approval or approval with conditions, the developer shall submit the Preliminary Plat with those conditions to the Board for approval. The Board shall consider and review the Preliminary Plat at its next meeting, or within 20 days from the date of submission. MCL 560.120(2).

### Step 3: Final Plats

1. After final approval of the Preliminary Plat the developer shall have a survey and a true plat thereof made by a surveyor. MCL 560.131(1).
2. Developer shall then submit the Final Plat for approval to the Township and other agencies required for approval and certificate. Under the Ordinance the Final Plat must be submitted at least 10 days before meeting of the PC.
3. The Township shall either approve or reject the Final Plat at its next regular meeting or within 20 days of receipt of the Final Plat. MCL 560.167.
4. Upon the approval of the Final Plat the Township shall instruct the clerk to notify the developer and certify the approval. MCL 560.167.
5. Upon notice of each approval the developer shall obtain the certificate on the Final Plat of all of the agencies whose certificate is required by MCL 560.145-148. The developer shall then forward the Final Plat to the county plat board. MCL 560.168.
6. The county plat board has 15 days to review the Final Plat and either reject it or approve it. MCL 560.168.
7. Upon approval of the county plat board, the chairperson of the county plat board shall forward the Final Plat with all copies of the Final Plat to the state administrator. MCL 560.169.
8. Within 15 days after receipt of the Final Plat the department of labor and economic growth (currently LARA) shall review the Final Plat and either reject it or approve it and send the original Final Plat to the register of deeds for recording. MCL 560.171.
9. The register of deeds shall record the Final Plat when he/she receives it from the department of energy, labor, and economic growth and it bears the certificate of approval of the director of said department; shall certify and promptly forward to the director of the department of energy, labor, and economic growth on a form specified by him or her that the plat has been recorded. MCL 560.172.
10. Once the director of the department of energy, labor, and economic growth has the certified copy of the recorded plat, he/she shall transcribe that certificate of recording on all other copies, retain one copy for his/her files, and mail one copy of the recorded plat to the county treasurer, the Township Clerk, the County Road Commission, and one copy to the developer if he submitted an extra copy for certification and mailing. MCL 560.173.

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## 1. Application

Applicant:	The 81 Development Company, LLC
Applicant/Owner Address & Contact Information:	6978 Dixie Hwy, Suite A Clarkston, Michigan 48346 Ph. (248) 575-3300
Proposal Location:	Boursaw Road Section 29, Peninsula Township Parcel Id. #: 28-11-114-001-00 & 28-11-114-002-00
Zoning District:	R-1A, Rural & Hillside and R-1B, Coastal Zone Single and Two-Family Districts. Section 6.2.4 and 6.3.2 allows for Planned Unit Developments in the R-1A and R-1B zoning districts as a use permitted by Special Use Permit.
Comprehensive Plan:	The 2011 Future Land Use Map identifies the subject location as an area designated for rural agricultural usage. The objective of the rural agriculture use category is to preserve the important natural resources of the Township while allowing other limited uses which are deemed to be compatible with agricultural and open space uses.
Governing Ordinance:	Peninsula Township Subdivision Control Ordinance No. 8 and the Peninsula Township Zoning Ordinance

## 2. Site Plan Evaluation-

- 2.1 Layout-** The applicant's is proposing a fifty-three (53) unit plat subdivision to be accessed by a private road. Thirteen (13) units will have private waterfront access and will be located along the eastern boundary of the property. The remaining forty (40) units do not have water access.
- 2.2 Lot Analysis-** The average lot size is approximately 1 acre with a minimum of 150 feet of frontage on the private road. All fifty-three (53) of the proposed lots meet the 2.5 to 1 lot depth to width ratio. The proposed plat includes the required ten (10) foot utility easement in the lot area calculations. This easement is required to be part of the road design and shall be excluded from the lot area calculations. **The applicant shall resubmit the plat with the appropriate lot calculations to ensure compliance with the minimum lot area as required by Section 6.8 of the Peninsula Township Zoning Ordinance.**

Lots 1 & 2 are defined as back-up lots. Section 4.7.5 of the Subdivision Control Ordinance requires a landscaped easement along the rear at least twenty (20) feet wide to restrict access to arterial streets, to minimize noise, and to protect outdoor living areas. **This required element shall be shown on the plat.**

Lot 17 shall be subject to a 100 foot setback for all structures as the lot is adjacent to agricultural land as required by section 7.77.1.1 (1) of the Peninsula Township Ordinance. **This required element shall be shown on the plat.**

Lots 1, 29, 35, 36, 40, 42, 46, 47, & 53 are corner lots. Section 4.7.4 of the Subdivision Control Ordinance requires corner lots to have “extra width to permit appropriate building setback from both streets or orientation to both streets.” **The plat shall be resubmitted showing the required front and rear setback lines on the corner lots should the principal structure align to either street to demonstrate appropriate building envelopes are available.**

**2.3 Vehicular Circulation-** There are two ingress/egress points along Boursaw Road; one at the intersection of Boursaw and Old Bluff Trail and another approximately 420 feet to the west. The private road will loop through the site and provide connectivity by two east-west connector streets. **The proposed private road right of way does not encompass the 10 foot utility easement as required by section 4.1.3 of the Peninsula Township Subdivision Control Ordinance No. 8.**

Section 4.1.2 (5) requires streets to be arranged in relation to topography “so as to result in usable lots, safe streets, and reasonable gradients.” The plat design shows lots that have significant grade change (i.e. lot 39 has a 17% grade) and portions of the proposed private road traverse a 16% grade. The Peninsula Township Zoning Ordinance prohibits private roads that exceed 12% grade. **The applicant will need to submit engineering to show the grading plan along with impacts on soil erosion and storm water to ensure the design is in compliance with the Township ordinances.**

Section 4.3 of the Subdivision Control Ordinance requires the developer to submit plans showing the probable location of the driveways to each lot in areas having steep topography generally in excess of 10% gradient. **This element will need to be included on the plat as required by the ordinance.**

The Peninsula Township Subdivision Control Ordinance No. 8 section 4.1 requires the streets within a plat be dedicated to public use. However section 4.1.2 (6) permits these streets to be private at the discretion of the Township Board. **The applicant will need to request the Township Board approve the streets as private should they deem it appropriate for the development.**

**The County Road Commission will need to evaluate the placement of the private road entrances along Boursaw Road and the applicant will be required to submit a permit from this agency.**

**2.4 Parking-** Parking regulations are established and enforced under Section 7.6.3, Parking Space Requirements of the Peninsula Township Zoning Ordinance. A residential use is required to possess two (2) parking spaces

for each dwelling unit. These spaces shall consist of parking strip, parking bay, driveway, garage, or combination thereof. The plan as presented will allow for each unit to accommodate adequate parking at the time of construction.

**2.5 Pedestrian Circulation-** There is no proposed sidewalk along the private roads.

**2.6 Street Lighting-** The applicant is not proposing any street lighting as part of this petition.

**2.7 Environmental Issues-** Section 4.9.2 of the Subdivision Control Ordinance requires that natural features which add value to the residential development and enhance the attractiveness of the community shall be preserved. There is significant tree cover, 2,000+ lineal feet of East Bay shoreline, and natural bluffs and ridgelines present on the site. The applicant has not identified the valuable natural features on site or presented a plan for preservation of these features in the environmental report. **The applicant shall include the plans for preservation of the valuable natural features on site as part of the plat.**

There has been no report from the Grand Traverse County Health Department (GTCHD) regarding the feasibility of individual well and septic systems on site for this plat.

There has been no report from the County Soil Erosion and Sedimentation Control Department regarding the feasibility of the plat design.

There is a wetland present on the site. The plat indicates there shall be no construction within this area or the required 25 foot buffer area.

The proposed plat will require storm water review to ensure compliance with the Township Storm Water Control Ordinance.

Notes on the plan indicate outlots may be used for "waterfront access". **The shared waterfront access is regulated by Section 7.4.2 and the plat documents shall reflect compliance with this section of the Ordinance.**

**2.8 Relation to the Master Plan -** The 2011 Future Land Use Map identifies the subject location as an area designated for rural agricultural usage. The objective of the rural agriculture use category is to preserve the important natural resources of the Township while allowing other limited uses which are deemed to be compatible with agricultural and open space uses. These lands include, but are not limited to, steep slopes, primary ridgelines, wildlife corridors, wetlands, lakes, streams, riparian area and rural areas not designated for Agriculture Preserve areas. The site contains steep slopes, primary ridgelines, wetlands, lakes, and is a rural area not designated for Agriculture Preserve areas.

The site is designed in a grid layout irrespective of the natural topography and steep slopes present on the land.

The lake and the shoreline are regulated by the shared waterfront protections within the township zoning ordinance, the SESC and the regulations of MDEQ and the US Army Corps of Engineers. As designed the plat will have thirteen (13) waterfront lots that shall be subject to review by these agencies at the time of land use permit application for the construction of a structure.

There is a wetland present at the southwest corner of the site. All construction activities are proposed remain outside of the wetland as well as the required twenty-five (25) foot buffer.

This site is designated rural agriculture and zoned for residential use. The proposed plan will utilize the entire site for private single-family residential lots.

**2.9 Planner Recommendation** – The Planning Commission will need to hold a public hearing on this matter. The next regularly scheduled meeting is Monday, June 15, 2015. The following items should be addressed for this meeting:

1. The plat shall be revised to reflect the required road structure (including the 10 foot utility easement) as required by section 4.1.3 of the Subdivision Control Ordinance.
2. The plat shall be revised to show the correct lot calculations after removing the 10 foot utility easement to ensure compliance with the minimum lot area as required by Section 6.8 of the Peninsula Township Zoning Ordinance.
3. The plat shall be revised to show the required landscape easement on lots 1 & 2 as required by section 4.7.5 of the Subdivision Control Ordinance.
4. The plat shall be revised to show the required buffer on lot 17 as required by section 7.7.1.1 (1) of the Peninsula Township Zoning Ordinance.
5. The plat shall be revised to show the required front and rear setback lines on lots 1, 29, 35, 36, 40, 42, 46, 47, & 53 should the principal structure align to either street to demonstrate appropriate building envelopes are available.
6. The plat shall be revised to show the probable location of the driveways to each lot. The grading and structures for driveways shall be shown on plans required under section 5.2 of the Subdivision Control Ordinance.
7. The applicant shall submit engineering to show the grading plans along with impacts on soil erosion and storm water to ensure the design is in compliance with the Township ordinances.
8. The Planning Commission should petition the Township Board to determine the acceptability of the streets as private as part of their deliberations on the plat.
9. The applicant shall revise the environmental report to include the identification of valuable natural features and plans to preserve these features as required in section 4.9.2 of the Subdivision Control Ordinance.
10. The Planning Commission should send the plat to the Grand Traverse County Land Development Review Committee for complete review and comment by permitting agencies (i.e. Soil Erosion and Sedimentation Control, Health Department).
11. The Township Engineer should review the area and make a determination that the subdivision cannot be economically connected with an existing sewer or water system.
12. Waterfront access shall comply with Section 7.4.2 of the Ordinance.

Clerk, Monica Hoffman  
Peninsula Township  
13235 Center Road,  
Traverse City, MI 49686

May 6, 2016

Monica Hoffman,

Enclosed are 10 copies of a preliminary plat for consideration of tentative preliminary plat approval. Please transmit the preliminary plat to the Planning Commission for their review. Please note the tentative approval on a copy of the preliminary plat within the statutory time period and return to Mansfield Land Use Consultants. Or submit in writing the reasons for rejection and requirements for tentative approval.

The proprietor is:  
The 81 Development Company, LLC  
6978 Dixie Hwy, Suite A  
Clarkston, MI 48346

The site is generally feasible for development as shown on the preliminary plat. The lots will be accessed by private roads within the development. Each lot will be serviced by private wells and septic systems. The preliminary plat is being submitted as a use by right and follows the guidelines in the Subdivision Control Ordinance. The intended use of the proposed lots are single family residential.

Also enclosed is the township Environmental Assessment Form.

Regards,



Michael K. Geisert, P.S.  
Director of Survey  
Mansfield Land Use Consultants  
830 Cottageview Dr. Suite 201  
PO Box 4015  
Traverse City, MI 49685

## ENVIRONMENTAL ASSESSMENT FORM

To be used for preliminary site plans, and submitted with applications for:

Special Use Permits  
Rezoning Requests  
Preliminary Plats  
Preliminary Condominium Plans

1. Indicate if the property is subject to any of the following:

- a. Designated High Risk Erosion Area
- b. Designated Environmental Area
- c. Designated Wetland
- d. Adjoining an inland lake or stream
- e. Identified Hazardous Waste Area
- f. Known site for disposal of solid waste
- g. Farmland, conservation, or open space easement
- h. Known or suspected groundwater contamination site

2. Indicate if any of the following are found on the property:

- a. Electric lines - overhead or buried.
- b. Natural gas lines.
- c. Telephone or Cable TV lines.
- d. Drainage Easements.
- e. Road or access easements.
- f. Planned roads shown on adopted Township Plans.
- g. Public water system lines.
- h. Public sewer system lines.

3. Indicate if the property is subject to any of the following:

- a. Drainage District.
- b. Township Special Use Permit.
- c. Township Variance granted by the Zoning Board of Appeals.

4. Indicate the extent that any of the following conditions exist on the Property or within 200 feet of the property lines:

- a. High risk of erosion.
- b. Slumping of steep slopes or sandy soils.
- c. Flooding Hazard.
- d. Natural Drainageway.
- e. Endangered plant or animal habitat.
- f. Significant views.
- g. Unique natural features or vegetation.

5. Indicate the following conditions on the Property and within 200 feet of the property lines:

- a. Any agricultural crops periodically sprayed with chemicals and the extent and classification of lands shown in color on the Cherry Site Inventory for Grand Traverse County.
- b. Public or private roads.
- c. Zoning classification.

6. Include plans for any contiguous property owned or under the control of the applicant, but not part of the request.

## Environmental Assessment Form – Response

### Notes on items marked on form:

1c. There is a small wetland located in the south part of the development as shown in the preliminary plat. The wetland will remain undisturbed.

2a. There is an overhead power line crossing the southwest part of the property as shown on the preliminary plat. It is not a main transmission line.

2e. There are two access easements on the east property line servicing parcels 28-11-114-004-00, 28-11-114-003-00, and 28-11-114-001-10. The easements are shown on the preliminary plat. The easements are recorded as Liber 212, Page 52 and Liber 212, Page 423

5b. The south side of the development is on Boursaw Road (Public). Boursaw Road transitions into Bluff Road (Public). Old Bluff Trail (Private) is opposite of the east entrance into the project off of Boursaw Road. Smokey Hollow Ct (Public) is near the southwest corner of the project. Trevor Road (Private) is near but is not adjacent to the north property line of the project. All mentioned roads are shown on the preliminary plat.

5c. The development is zoned R-1B and R-1A. The surrounding parcels are zoned R-1A, R-1B, and AG, as shown on the preliminary plat.

### Notes on some items not marked on form for clarification:

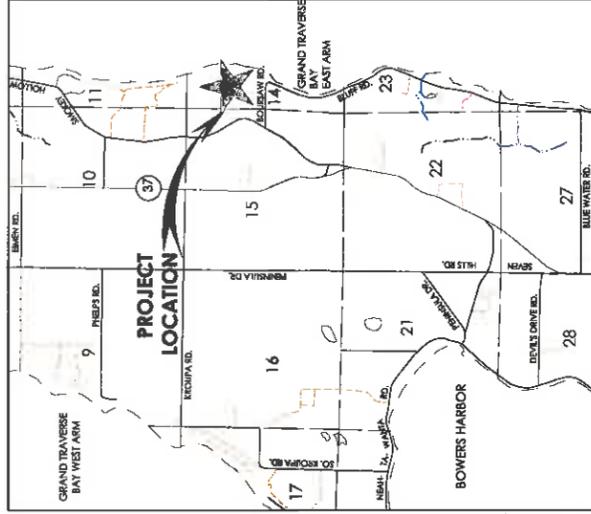
4a. The site does have steep slopes as can be seen on the preliminary plat. However, there is no sign of current or recent erosion taking place on the site.

4f. The site is not within a designated Scenic View shed as indicated on map titled "Chapter 4, Future Land Use – Map #7".

5a. The site does not have desirable conditions for growing cherries as shown on the map titled "Chapter 2, Community Setting – Map #3.

Prepared by:

Michael K. Geisert, P.S.  
Mansfield Land Use Consultants  
830 Cottageview Dr. Suite 201  
PO Box 4015  
Traverse City, MI 49685



VICINITY MAP

Proprietor: The 81 Development Company, LLC  
4978 Lake Highway, Suite A  
Clareton, MI 49834

Contact: Kevin O'Grady  
Phone: 248-575-3300

Parcel ID: 28-11-14-002-00, 15634 Smalley Hollow Road  
28-11-14-002-01

Parcel Zoning: R-1A, Rural and Hill Side  
Min. Lot Area: 1 acre  
Min. Lot Width: 130'

Setbacks: Front = 30'  
Side = 30'  
Rear = 30'  
Ordinary High Water Mark = 40'

R-1B, Coastal Zone (small area in the SW corner of parcel)  
Min. Lot Area: 25,000 s.f.  
Min. Lot Width: 100'

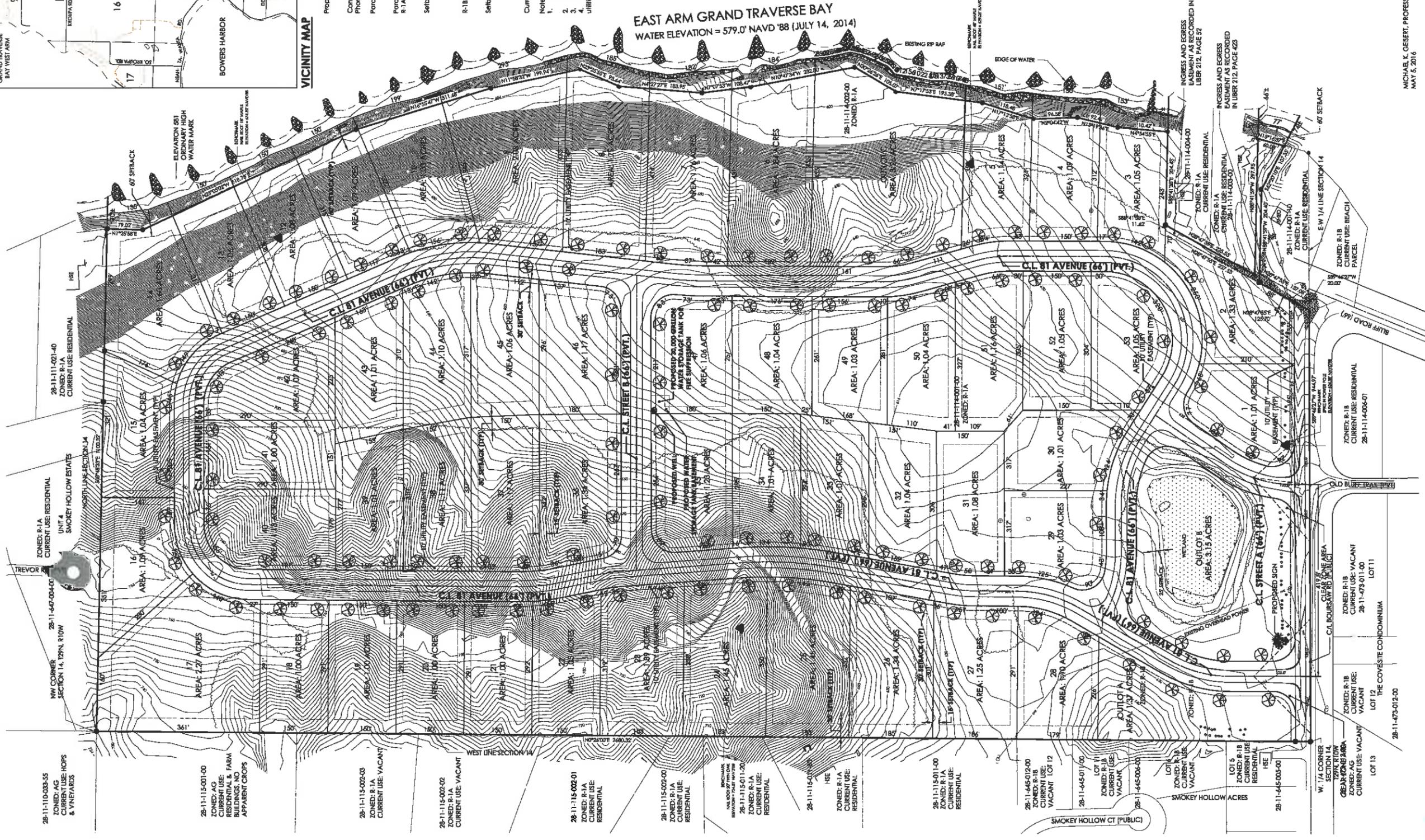
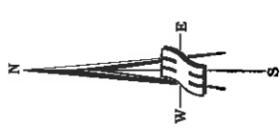
Setbacks: Front = 30'  
Side = 30'  
Rear = 30'  
Ordinary High Water Mark = 40'

Current Use: Vacant

Notes:  
1. Lots 2-14 are measured along the ridelines to the Ordinary High Water Mark.  
2. Road names to be determined.  
3. The use for all 3 lots is single family residential.  
4. The use for the 3 Outlots may include: storm water retention, utilities, signs, buffer, and waterfront access.

EAST ARM GRAND TRAVERSE BAY  
WATER ELEVATION = 579.0' NAVD '88 (JULY 14, 2014)

LEGAL DESCRIPTION AS SURVEYED:  
THAT PART OF GOVERNMENT LOT 1, SECTION 14, TOWN 29 NORTH, RANGE 10 WEST, PENINSULA TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN, MORE FULLY DESCRIBED AS FOLLOWS:  
SECTION 14, THENCE NORTH 08° 26' 00" EAST ALONG THE WEST LINE OF SAID SECTION 14, 2480.32 FEET TO THE NORTHWEST CORNER OF SAID SECTION 14; THENCE SOUTH 88° 48' 53" EAST ALONG THE NORTH LINE OF SAID SECTION 14, 1100.32 FEET TO A MEASURED CORNER NEAR GRAND TRAVERSE BAY; THENCE ALONG AN UNDEVELOPED TRVERSE BAY FOR THE NEXT 14 COURSES; THENCE SOUTH 07° 17' 55" WEST, 79.22 FEET; THENCE SOUTH 29° 05' 02" EAST, 518.78 FEET; THENCE SOUTH 16° 55' 47" EAST, 311.68 FEET; THENCE SOUTH 17° 58' 32" EAST, 199.94 FEET; THENCE SOUTH 28° 25' 55" WEST, 93.44 FEET; THENCE SOUTH 04° 27' 27" WEST, 183.95 FEET; THENCE SOUTH 07° 53' EAST, 108.47 FEET; THENCE SOUTH 24° 24' WEST, 103.07 FEET; THENCE SOUTH 07° 17' 55" WEST, 193.38 FEET; THENCE SOUTH 17° 13' 58" WEST, 118.48 FEET; THENCE SOUTH 07° 04' 42" EAST, 94.98 FEET; THENCE SOUTH 19° 19' 36" WEST, 92.41 FEET; THENCE LEAVING AN INTERMEDIATE TRVERSE LINE NORTH 88° 41' 58" WEST, 240.40 FEET TO A POINT; THENCE SOUTH 88° 41' 58" WEST, 297.95 FEET TO A POINT; NEAR GRAND TRAVERSE BAY; THENCE SOUTH 15° 16' 57" WEST, 107.35 FEET; THENCE NORTH 88° 41' 58" WEST, 107.35 FEET; THENCE SOUTH 28° 25' 55" WEST, 128.70 FEET TO THE EAST LINE OF SAID SECTION 14, 944.77 FEET TO THE POINT OF BEGINNING. THE SIDELINES EXTEND TO THE WATER'S EDGE OF GRAND TRAVERSE BAY.



DATE	BY	REVISION
05/05/2015	KEO	INITIAL DESIGN
05/05/2015	KEO	REVISED DESIGN
05/05/2015	KEO	FINAL DESIGN

Preliminary Plat of  
**The 81 on East Bay**  
Part of Government Lot 1, Section 14, Town 29 North, Range 10 West  
Peninsula Twp., Grand Traverse County, Michigan

PRELIMINARY  
DATE: 05/05/2015  
DRAWN BY: KEO  
CHECKED BY: MEG  
DATE: APR 27, 2015  
PROJECT NO: 14016

MICHAEL T. GESERT, PROFESSIONAL SURVEYOR, NO. 46566  
MAY 5, 2016

**Mansfield**  
Land Use Consultants  
830 Conover Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9310  
www.mansfield.com  
info@mansfield.com

To: Peninsula Township Planning Commission  
From: Michelle Reardon, Planning & Zoning Department  
Re: Peninsula Township Master Plan 5-Year Review  
Planning Commission recommendation

Date: August 15, 2016

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The Planning Commission recommends the following actions related to the Master Plan as part of the 5-year review:

1. Compare the Future Land Use (FLU) map for conflicts with current uses (i.e. upzoning – Buchan Farms)
2. Prepare digitized and readable maps for ease of use.
3. The Township Board should work with a professional survey company to create and conduct a survey for use in the next 5 year review of the Master Plan and in advance of the 2022 PDR expiration.

Items 1 & 2 are estimated to take approximately 150 hours of GIS work inclusive of staff analysis with a budget of \$2,800.00.