Regular Meeting
Norwood Township Planning Commission
AGENDA
Monday, September 14, 2020
7:00 p.m.
Norwood Township Hall

Call to Order/Pledge of Allegiance/Welcome

Roll Call

Approval of Agenda

Conflict of Interest

Public Comment

Consent Agenda
  1. Planning Commission Minutes August 10, 2020

Public Hearing: Cleland Special Use Permit Application
  1. Staff zoning compliance report attached in packet

Planning Commission New Business
  1. Stillwagon lot combination application
  2. Craine lot split application

Planning Commission Old Business
  1. Master Plan
     A. Review draft survey
     B. Planner to post on survey monkey
     C. Survey distribution discussion
     D. Review Action Plan examples
  2. Recreation Committee
  3. AM Manufacturing Re-zone conditions compliance
  4. AM Manufacturing traffic complaint
     A. Updates

Public Comment:

Adjourn
Table of Contents: Norwood Township Planning Commission Packet September 2020

The attached packet contains the following components:

1. Planning Commission Minutes August 10, 2020
2. Zoning Administrator Report - August 2020
3. Cleland Special Use Permit Application
4. Cleland Application Zoning Compliance Report
5. Stillwagon Lot Combination Application
6. Craine Lot Split Application
7. Draft survey new questions
8. Banks Township Action Plan Example
Norwood Township Planning Commission Meeting  
Meeting Minutes  
August 10, 2020 Draft Minutes  
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Member Reibel-present, Member Dotson-present, Chairman Kolka-present, Vice Chairman Vermeesch-excused absence, Secretary Warner-present. Planner John Iacoangeli also present.

Approval of Agenda- Warner asked to amend Old Business to include discussing burm at AM Manufacturing property and ZA Overton asked to add discussion of rezoning Wagner property to Old Business. MM by Warner to approve the amended agenda, 2nd by Reibel. Motion carried 4-0

Conflict of Interest – none noted.

Public Comment – None

Approval of July 13, 2020 Meeting Minutes – MM by Warner to approve July 13, 2020 Meeting Minutes, 2nd by Dotson. Motion carried to approve Minutes 4-0.

Zoning Administrator’s Report – Read by Planner and available on Township Web Site.

New Business –  
Cleland Special Use Permit-  
Planner gave report on application and said PC can schedule Public Hearing for the application for the Special Use Permit for a Special Events Barn including camping. PC had questions on the camping portion of the application stating camping must be part of the event so if there is a weekend without an event then camping is not allowed. ZA stated that was addressed with the applicant. MM by Reibel to have Public Hearing at the September 14, 2020 PC Meeting for the Special Use Permit application from Scott & Sherry Cleland for a S.U.P. for a Special Events Barn including camping, 2nd by Warner. Motion carried to approve 4-0. ZA will post notice of Public Hearing.

Hillier application to combine two lots on Lake Shore Drive-  
Discussion on application submitted by Jay and Pamela Hillier to combine two platted lots on Lake Shore Drive, Clipperview Subdivision. Combining parcels 15-011-150-044 and 15-011-150-045 which has an address of 4553 Lake Shore Drive. This is zoned Low Density R-1. Kolka went through application requirements. This combination is not restricted by the association. MM by Warner to combine parcels per the application submitted by Jay and Pamela Hillier as it shows all the applications requirements are met, 2nd by Reibel. Motion carried to approve 4-0.
Township Park Beach Access Control-
Discussion on the increased activity at the Norwood Township Park. A lot of the rules that are posted at the park are not being upheld. Question on whether PC should step up but this is a Police Power Ordinance so it is not a PC issue. Planner drafted and ordinance to address this issue but already a Police Power so neither ZA or PC can enforce.
Supervisor Ridenour, attending meeting and stated that the park is on the internet and the web site so it has become very popular lately. Ridenour is hoping the new Township Hall will have a presence and there will be security cameras to police anyone that is not following park rules. Ridenour gave examples of some of the problems there have been at the park and stated he has had meetings with Michigan State Police and Sheriff’s Department on policing the park more. Ridenour is also going to speak to the Township Attorney on any liability issues that may arise.
There was further discussion that the sign needs to state that if any rules are broken then there will be an infraction to those breaking the rules.

Old Business –
Master Plan-
Planner said that PC can use their Survey Monkey to send out to update Master Plan survey. Supervisor Ridenour asked that restoring the Preservation of the Village and Watershed assessment be added to the Survey for the Master Plan. This will go on the September Agenda.

Zoning Map from Charlevoix County-
Recording Secretary Jones and ZA Overton met with Keirsten Stark with the County Planner’s office on July 25, 2020 to review the Zoning Map for the Township. Jones reported that the most recent map is from 2014, however, the map that is in the latest version of the Ordinance is from 2012 so the Ordinance needs to be amended to update to the 2014 map. There does need to be a Public Hearing to do this but the PC wants to make sure any updates since 2014 are incorporated into the map before there is a Public hearing. Jones stated she will meet again with Stark to work on these updates.

St. Mary’s Cement Tour-
Kolka stated he has not heard back from St Mary’s regarding the tour.

Recreation Committee-
Dotson and Kolka will discuss further before next meeting

Property Maintenance Issue-
Beisel property is being restored to its natural state. Discussion by PC stating if there is no formal complaint then there is nothing in ordinance stating this cannot be done. If this falls under a Police Power Ordinance then it will be a Township Board Issue.

AM Manufacturing Burm-
The Conditional Rezoning stated there must be a 10’ berm and the landscape does not appear to include this berm. PC discussed that there must be a time frame to get done and this must be specified to Alex Mitchell, Owner of AM Mfg. The Conditional Rezoning can be amended and then if conditions are not met then it can be zoned back to Agriculture and then it would be non-conforming. The PC stated he needs to follow his plan and the ZA needs to follow up.
Planner suggested assigning performance guarantees for any future conditions.
There was also a discussion on the adjoining lot being used for the company that is contracting to install the Natural Gas lines. Alex Mitchell gave contractor permission to use and stated there was no exchange of funds. Cedarview neighbors have submitted complaints about traffic going in and out and the unsightly equipment being kept there. ZA has contacted the contractor and they stated they will be there until sometime in November so it is a temporary situation. PC felt there is nothing that needs to be done at this time since only temporary.

Non-Conforming Use Complaint for Noirrot/Charlevoix Home Town Rentals and change of use Issues-
Discussion on land locked parcel within the Village that has a mobile home rental on it. Question on long term or short term rental and it was determined it was a long term rental. Since long term rental then there does not need to be change of use. ZA will contact rental company to let them know there has been a complaint filed and this has also been filed with the Sheriff’s Department.

Wagner Rezoning-
ZA stated he found out from the County Planner’s office that any member of the Planning Commission or the ZA can file an application to rezone if felt in best interest of the property owner. ZA felt it he would like to pursue this for the Wagners to rezone property to Ag. PC discussed and stated if the landowner wants to rezone then they should apply and then it can be determined if fee would be assessed.

Communications – None

Next Planning Commission meeting will be September 14, 2020. The meeting site will be posted on the Township Web Site when it is determined what COVID-19 protocol will be at that time.

Public Comment – None

Meeting Adjourned at 8:40 p.m.
Submitted by Shari M. Jones, Recording Secretary
Norwood Township Zoning Administrator August 2020 Report

Another fairly busy month.

8/3 Approved and delivered Dotson Zoning Permit and mailed check to Lynn Smolenyak.

8/5 E-mail from Schlaybaugh re complaint about the lot on the corner of 2d and Lake Streets; forwarded to members.

8/7 Received ZP Application from Steve Schmidt, for an accessory building.

8/8 Approved Schmidt application, and forwarded fee to Lynn S.

8/10 Received and approved zoning permit from Wagner for an addition to his barn and forwarded fee to Lynn S.

8/15 Received application from Bruce and Kelli Lockwood for a zoning permit to build a home at the corner of Fourth and Center Streets. Fee paid and forwarded to Lynn S.

8/15 Received an application for a lot split from Joseph Crane Trust. – not complete as taxes have not been paid and no proof of transfer of ownership to the Trust.

8/17 Approved Lockwood application for a zoning permit.

8/20 Notices of Cleland public hearing mailed to neighbors and to the Charlevoix Courier.

8/25 Phone inquiry re building restrictions on Clipperview.

8/25 E-mail from Susan Schlaybaugh re zoning permit requirement for a fence.

8/25 Received survey materials from Pat Stillwagon in anticipation of filing an application to combine lots.

8/25 Received application from Meader for an accessory building sauna.

8/27 Received evidence of ownership from Meader – linking them to Bel Tramonto Properties LLC.

8/27 Received revised Crane application for lot split along with check for $100; forwarded to assessor.

8/27 Site visit to AM Mfg; e-mailed report to Commission members.

8/30 Approved Meader application for a sauna, and forwarded check to Lynn S.

Respectfully submitted,

Steve Overton
Zoning Adm
Special Use Permit Application
Norwood Township
PO Box 113, Charlevoix, MI 49720

Date Received: 6/17/2020

Check Amount and Number: $200 - 2286

Name: Scott & Sherry Cleland

Address: 3133 US Highway 31 S. Charlevoix MI 49720

Telephone: 734-604-6688 Email: closer_1@hotmail.com

Landowners name, address and phone number:
Same as above

Parcel ID #: 15-011-113-009-00

Special Use being requested: Use of property and Barn for special events and up to 10 safari glamping tents and wedding tent.

Signature: Scott Cleland Sherry Cleland Date: 06/16/2020

Plot Plan or Site Plan Required: Provided

Planning Commission Action:
Approved: ________ Denied: ________________ Approved with conditions: ________

Special Use Review Checklist:

3/2019 Special Use Permit Application – Norwood Township
NORWOOD TOWNSHIP

Addendum to

Application for Special Use Permit

Date: July 15, 2020

Applicants: Scott and Sherry Cleland

Address: 3133 US Highway 31 S; Charlevoix, Michigan 49720

Special Use Being Requested

We are requesting a special use permit under Section 5.01 of the Norwood Township Zoning Ordinance as amended by Ordinance Number 1 of 2020, to allow us to host weddings, wedding receptions and safari glamping. Our property is zoned agricultural and consists of 116.799 acres, 70 of which would be dedicated for this proposal. Permanent buildings already in existence consist of a house, barn, and three out-buildings, all near the highway. Agricultural use consists of hay and lavender propagation. Our proposal will include no new permanent buildings. Weddings and receptions will be facilitated by use of tents which we will rent as needed. A description and pictures of the tent we plan to use are attached. (Attachment A). Glamping facilities will be temporary structures that will be put up in the spring and completely dismantled at the end of the season in September. (Attachment B). The proposed use will have a minimal effect on environmental aspects of the property since no new buildings will be erected and the use limited in number during the summer. Portable toilet facilities will be provided per Health Department requirements based on the number of people expected to be in attendance at each event. These will be placed and removed for each event. Water and shower facilities will not be provided; glampers will have to provide for themselves. No excavating will be required to prepare the sites. There are no wetlands that will be affected. An existing gravel driveway will provide ingress and egress. The site plan shows a parking area that needs no special preparation. Neighbors are 1010 feet to the south, 1200 feet to the north, and directly across US 31 from the principal structure. The wedding tent would be situated some 571 feet from the highway. We will not be serving alcoholic beverages; each party with whom we contract will make their own arrangements in this regard. Hours of operation will comply with Section 1.e. of the Norwood Township Ordinance Number 1 of 2020, 10:00am-11:00pm.

Responses to Application Instructions

A. Pre Application Conference: We have had several meetings with the Zoning Administrator, Steve Overton, and attended the August 2019, meeting of the Planning Commission to offer a brief explanation of our plan
B. **Application:**
   1. A site plan, aerial photo and survey are attached as Attachments C, D, and E.
   2. **Names and Address:** Scott and Sherry Cleland; 3133 US Highway 31; Charlevoix, MI 49720.
   3. **Description of proposed use:** See above.
   4. **Effect on the neighborhood** will be minimal since the property will not be in continual use but only as contracted and operating within the hours of 10:00am and 11:00pm, a day at a time. Our contract for use of the premises will be specific as to allowable music loudness and proper behavior.
   5. **Fee has been paid.**

C. **Public Hearing:** To be scheduled by PC.

D. **Standards:** Section 6.01F.
   1. **Name and Address** – provided.
   2. **Site Plan** – See attachment C.
   3. **Site Plan** – See attachment C.
   4. **See Attachment A.**
   5. **See Attachment E.**
   6. **N/A.**
   7. **N/A.**
   8. **See Attachment C.**
   9. **Zoning is agricultural. Neighboring properties are agricultural and rural residential.**
   10. **See Attachment D; no additional landscaping anticipated.**
   11. **See attachment C.**
   12. **Utilities serve the principal dwelling; no other utilities are proposed for this use.**
   13. **N/A**
   14. **See Attachments A and B.**
   15. **Proposed site is essentially flat.**
   16. **No wetlands on the property.**
   17. **Hours of operation will be between 10:00am and 11:00pm only on days of scheduled events.**

E. **Other Considerations.** We believe that our proposed use will be consistent with Norwood Township’s purpose in creating a zoning ordinance and that the use will be compatible with adjacent land use. We believe that the impact on the surrounding neighborhood will be appropriately courteous and will not be disruptive in any way. We respect our environment and the proposed use will be protective of the natural beauty of the area.
RESPONSES TO ORDINANCE AMENDMENT REQUIREMENTS

   i. The facilities and structures utilized for the special use will be accessory and subordinate to the agricultural use of cultivating hay and lavender which operations are in effect as of this date.
   ii. Charlevoix Equalization Department has classified the subject property as agricultural, specifically 101.
   iii. Growing hay crops and lavender will continue.
   iv. Parking areas will be off-road and more than forty feet from lot lines, and screened from neighboring property.
   v. Access will be over an existing drive.

b. No permanent toilet facilities will be provided. Portable toilets will be positioned for each event as per Health Department guidelines pertaining to the number of expected guests.

c. Hours of operation will be between the hours of 10:00am and 11:00pm.

d. Music will not be a primary event but rather secondary to the wedding festivities and each contract for the use of the property for weddings and wedding receptions will specify a limit of 70 decibels at the property boundaries.

e. No artificial lighting is anticipated.

SUMMARY

We are delighted to be a part of the Norwood Township Community and believe that our proposal for a wedding and glamping venue will prove to be a positive addition to the Township’s development.

ATTACHMENTS

Attachment A – Tent Information and photos
Attachment B – Glamping photos
Attachment C – Site Plan
Attachment D – Aerial photo
Attachment E – Survey

Attachment F – Ordinance Number 1 Of 2020 amending Norwood Twp Zoning Ordinance Sections 2 and 3.

Attachment G -
A. **Pre-Application Conference**: The applicant shall request a pre-application conference with the Zoning Administrator, Planning Commission Member and other Township representatives. While no formal action is taken, the conference will allow for the sharing of information and guidance in the preparation of the site plan. Applicants are encouraged to provide conceptual drawings/plans of the proposal. **Approximate Time Frame**: Generally, Within 2 Weeks

B. **Applications**: Applications are submitted to the Zoning Administrator and shall include:

1. Plan prepared under the requirements of Section 6.01 Plan Review (All Districts) - Site Plan Data Required.
2. Name and address of applicant and owner of the premises.
3. Description of proposed use, including parking facilities, if required, and any exceptional traffic situation the use may generate.
4. A statement by applicant appraising the effect on the neighborhood.
5. The application shall be accompanied by the fee. **Application shall be submitted at least 30 days prior to consideration of the Planning Commission.**

C. **Public Hearings**: A public hearing shall be held for all special approval requests. The notice shall describe the nature of the special approval request; indicate the subject property, state when and where the special approval request will be considered, and when and where the written comments will be received concerning the request. **Included in Above Timeframe.**

D. **Standards for granting Special approval**: Approval of a special approval proposal shall be based on the determination that the proposal, will comply with all applicable requirements of this Ordinance, including site plan review criteria set forth in Section 6.01 Plan Review (All Districts), applicable site development standards for specific uses set forth in Section 7.03 Supplemental Site Development Standards, and the following standards:

1. **Compatibility with Adjacent Land Uses**: The proposed special approval shall be designed, constructed, operated and maintained to be compatible with uses on surrounding land. The site design of the proposed special approval shall minimize the impact of site activity on surrounding properties. In determining whether this requirement has been met, consideration shall be given to:
   a) The location and screening of vehicular circulation and parking areas in relation to surrounding development.
   b) The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.
   c) The hours of operation of the proposed use. Approval of a special approval request may be conditioned upon operation within specified hours considered appropriate to ensure minimal impact on surrounding uses.
   d) The bulk, placement and materials of construction of the proposed use in relation to surrounding uses.
   e) Proposed landscaping and other site amenities. Additional landscaping over and above the requirements of this Ordinance may be required as condition of the special approval.

2. **Public Services**: The proposed special approval shall be located so as to be adequately served by essential public facilities and services, such as highways, streets, emergency services, drainage systems, water and sewage facilities and schools, unless the proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the special approval is established.

3. **Impact of Traffic**: The location of the proposed special approval within the zoning district shall minimize the impact of the traffic generated by the proposed use. In determining whether this requirement has been met, consideration shall be given to the following:
a) Proximity and access to major thoroughfares.
b) Estimated traffic generated by the proposed use
c) Proximity and relation to intersections.
d) Adequacy of driver sight distances.
e) Location of and access to off-street parking.
f) Required vehicular turning movements.
g) Provisions for pedestrian traffic.

4. Detrimental Effects: The proposed special approval shall not involve any activities, processes, materials, equipment, or conditions of operation, and shall not be located or designed so as to be detrimental or hazardous to persons or property or to public health, safety, and welfare. In determining whether this requirement has been met consideration shall be given to the level of traffic noise, vibration, smoke, fumes, odors, dust, glare and light.

5. Economic Well-Being of the Community: The proposed special approval shall not be detrimental to the economic well-being of those who will use the land or residents, businesses, landowners, and the community as a whole.

6. Compatibility with Natural Environment: The proposed special approval shall be compatible with the natural environment and conserve natural resources and energy.

7. Approval: The Planning Commission may deny, approve, or approve with conditions, requests for special approval, based on the standards above. The Planning Commission has the authority to impose reasonable conditions on any special approval granted, as per Section 8.03.

8. Inspection: The Zoning Administrator shall have the right to inspect any special approval use, to ensure continued compliance with the conditions of the special approval.

This Process will take approximately 2 months to receive a decision from the Planning Commission
ATTACHMENT A
Tent information

The Anchor's Aurora tent is the newest offering in our sheer top line-up, marrying the essence of the sailcloth's appeal with renowned quality and engineering expertise. The beautifully translucent, luminous fabric glows by day and radiates among its surroundings at night. But rest assured Anchor's Aurora is no "fair weather tent." For peace of mind, Anchor's renowned quality and engineering expertise provide enhanced protection and security.

The patent-pending, revolutionary WeatherShield wall attachment technology eliminates gaps that let in wind and rain—without the need for a valance or other visual disturbance to disrupt the sleek, catenary eave line. Aurora gorgeously and uniquely provides protection from the elements.

Anchor raised the bar with Aurora, a sheer top tension tent that positively glows. The 32' wide single pole expandable Aurora is the newest offering in Anchor's sheer top line-up, which also includes Aurora's in widths of 45' and 59' (twin pole expandable). Aurora marries the essence of the sailcloth tent's appeal with renowned quality and engineering expertise. The result is enhanced protection and security that give a rental company peace of mind and ecstatic clients. Leg spacing is 10' and aluminum or wooden side pole packages are available.
Aurora is more than a fair weather tent thanks to the ability to seal tent walls to the tent top. Our revolutionary, patent-pending WeatherShield™ wall to eave sealing technology, named a 2015 IFAI Innovation Award winner, eliminates the gaps that let in wind and rain without the need for a valence or any other visual disturbance to the characteristic clean, sharp catenary eave line. The WeatherShield seal requires the use of Anchor WeatherShield walls; however, all Aurora tents include a wall rope to allow the use of standard tent walls. The nautical touches of the tent are complete with flags offered in either blue or white rip-stop nylon.

Our tent will be 40 x 100 which allows for 266 person wedding but we are only allowing 225 person weddings.
ATTACHMENT B
ATTACHMENT C
ATTACHMENT D
ATTACHMENT E
DESCRIPTION FOR: KEITH ALESSI  
Job No. SB-24140c-12

SURVEY DESCRIPTION:
In the Township of Norwood, Charlevoix County, Michigan, BEGINNING at a rod in a monument box at the Southeast corner of Section 13, Town 33 North, Range 9 West; thence along the South line of said section, North 89°15'56" West 75.12 feet to a 3/4 inch pipe on the West line of Highway U.S. 31, as monumented; thence continuing along said section line, North 89°15'56" West 2569.20 feet to a DNR Monument at the South 1/4 corner of said section; thence continuing along said section line, North 89°25'19" West 1321.02 feet to a 1/2 inch rod on the West 1/8 line of said section; thence along said 1/8 line, North 00°47'47" East 1327.12 feet to a 1/2 inch rod on the South 1/8 line of said section; thence along said 1/8 line, South 89°23'59" East 1320.27 feet to a 1/2 inch rod on the North and South 1/4 line of said section; thence continuing along said 1/8 line, South 89°19'17" East 2113.77 feet to a 1/2 inch rod; thence parallel with the East line of said section, South 00°39'14" West 330.00 feet to a 1/2 inch rod; thence South 89°19'17" East 456.12 feet to a 1/2 inch rod on the West line of said highway, as monumented; thence continuing South 89°19'17" East 71.88 feet to the East line of said section; thence along said section line, South 00°39'14" West 999.19 feet to the Point of Beginning; being the Southeast 1/4 of the Southwest 1/4 and part of the South 1/2 of the Southeast 1/4 of Section 13, Town 33 North, Range 9 West, and containing 116.799 acres.

Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

John E. Ferguson, P.S. No. 24595
ATTACHMENT F
Norwood Township
Ordinance Number 1 of 2020

An Ordinance to amend the Norwood Township Zoning Ordinance Articles II and VII pertaining to special event facilities on agricultural land. The Township of Norwood Ordains:

Section 1. Article II Section 2.02 Definitions of the Norwood Township Zoning Ordinance is hereby amended to add the following definitions:

SPECIAL EVENT: A celebration, ceremony, wedding, reception, corporate function, private or nonprofit fundraiser, political gathering or similar activity at which 50 or more persons (including event staff) will be present at on a parcel in any 24-hour period for the common purpose of attending or servicing an event. Special events are activities held for the benefit of someone other than the property owner, are subject to a use agreement between the property owner and another private entity, and that may be held on a re-occurring basis. Uses that are accessory to single-family residential and agricultural activities including private parties, gatherings, and similar activities that are not subject to a use agreement between the property owner and another private individual or group are not defined as a special event.

SPECIAL EVENT FACILITY: Any structure or land where special events are permitted to occur. Special event facilities are subject to a use agreement between the facility owner and another private group or individual. The facility owner may or may not charge a fee for the use of the facility. Facilities may operate entirely within a structure, outside of a structure, or both inside and outside a structure.

Section 2. Article V District Regulations Section 5.01 (B) & (C) are hereby amended in their entirety as follows:

B. Permitted Uses: Except as otherwise provided, the use of all lands and premises, and the erection and use of all buildings and structures shall, after the effective date of this Ordinance, be limited to the following uses:

1. Agriculture, including both general and specialized farming, tree farms, and forestry
2. Single family and two-family dwellings
3. Accessory Dwelling Units
4. Accessory uses to the buildings and uses customarily incidental to the above permitted uses
5. Artisans Gallery
6. Farm Stands
7. Home Occupations
8. Home-Based Businesses
9. Plant nurseries and greenhouses
10. Bed and Breakfast Inns
11. Farm-a-land including tours, rides, shows, u-pick, special events and educational activities
12. Short-term residential rental – see General Ordinance No. 02 of 2018, Short-Term Rental Ordinance

C. Uses Subject to Special Approval: Shall be subject to the provisions of Section 7 Uses Subject to Special Approval:

Proposed Zoning Amendment - Special Event Facilities

April 2020 - Page 1
1. Farm Markets
2. Sand and gravel extraction
3. Temporary sawmills
4. Public and private campground
5. Golf courses and country clubs
6. Private airports and landing strips
7. Public buildings, schools, and facilities
8. Places of worship and related religious buildings
9. Planned Unit Development (PUD)
10. Kennels, veterinary clinics and animal hospitals
11. Cemeteries
12. Cottage industries
13. Telecommunications and Wireless Communication Towers
14. Meteorological Towers, Anemometer Towers and Test Towers
15. Wine, beer, spirits and food services associated with vineyards, breweries and distilleries
16. Special Event Facilities
17. Accessory buildings and uses customarily incidental to these special approval uses

Section 3. Article VII Uses Subject to Special Approval and Supplemental Site Development Standards
Section 7.03 Supplemental Site Development Standards of the Norwood Township Zoning Ordinance is hereby amended to add Part (H):

H. Special Event Facilities

Purpose: The Township recognizes that Special Events Facilities may be a valuable land use in the Township and that Special Events Facilities may be located in agricultural zoning districts due to the scenic character of the area. The Township would like to encourage active agriculture and agricultural-related uses, while preserving neighboring property owners’ enjoyment of their land. The Township recognizes that agricultural land, where Special Event Facilities are requested, may abut or be near residential areas and that noise, traffic and other impacts related to Special Events must be regulated to minimize adverse impacts. Special Events Facilities, which have been approved as a Special Land Use, shall also comply with the following requirements:

1. Special Event Facility Requirements. The following requirements shall be met:
   a. The appropriateness of proposed special events and activities for the size of the intended parcel shall be determined by the Planning Commission based on information provided by the applicant according to this section and the standards set forth in this ordinance.
   b. Facilities and structures utilized for special event facilities, shall be accessory and subordinate to the agricultural use. An agricultural use must be:
      i. In existence on the property before a Special Land Use application for a Special Events Facility can be filed
      ii. In existence on the property as a pre-condition for approval of the Special Land Use application and classified as agriculture by the County Equalization Department as either 101, 102, 110, 111, 120, 151 and/or 160. and;
      iii. Continued on the property as a condition of an approved Special Land Use for a Special Event Facility.
   c. Traffic Management.
Date: 9.1.2020

From: John Iacoangeli, Principal
Ruben Shell, Planner

To: Dave Kolka, Planning Commission Chair
Steve Overton, Zoning Administrator
Norwood Township Planning Commission

Project: Cleland Property Special Use Permit

Request: Special Land Use permit approval for a Safari Rustic Campsite and Tent Weddings venue.

Applicant: Scott Cleland and Sherry Sieber
3133 U.S. Highway 31
Charlevoix, Michigan 49720

Owner: Scott Cleland and Sherry Sieber
3133 U.S. Highway 31
Charlevoix, Michigan 49720

1. FACTS

The applicant is proposing to open a Safari Rustic Campsite and Tent Weddings venue on their property and requests a special use permit. The property is within the agricultural zoning district and is located off U.S. 31.

<table>
<thead>
<tr>
<th>Subject Property Location</th>
<th>Parcel Number</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>3133 U.S. Highway 31</td>
<td>15-011-113-009-00</td>
</tr>
</tbody>
</table>

Legal Description
S1/2 OF SE1/4 SEC.13 T33N RgW 80 A. EX, COM AT NE COR OF S 1/2 OF SE 1/4 SEC 13 TH S AL E LI SD SE 1/4 20 RDS TH WLY ON LI PERP TO E SEC LI 32 RDS TH NLY PARA WI E LI SD SEC 20 RDS TO N LI OF S 1/2 OF SE 1/4 TH E 32 RDS TO POB 76A.

Aerial Image
Existing Conditions of Subject Property

<table>
<thead>
<tr>
<th>Zoning</th>
<th>Area</th>
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<tbody>
<tr>
<td>Agricultural (A)</td>
<td>75.9 acres (Charlevoix County GIS estimate)</td>
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</tbody>
</table>

Existing Uses
A portion of the property is actively farmed, while some is vacant and/or forested. There is one residential dwelling on the property and three out buildings.

Existing Permits / Prior Approvals
Unknown

Site Conditions
Relatively flat. Forested area in the west.

Adjacent Zoning & Land Uses

<table>
<thead>
<tr>
<th>Location</th>
<th>Zoning</th>
<th>Land Use / Owner</th>
</tr>
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<tbody>
<tr>
<td>West</td>
<td>A</td>
<td>Primarily forested - Scott Cleland &amp; Sherry Sieber</td>
</tr>
<tr>
<td>North</td>
<td>A</td>
<td>Agricultural - Arvin &amp; Denise Scheffler</td>
</tr>
<tr>
<td>Northeast</td>
<td>A</td>
<td>Residential - Margaret &amp; Jeff Dickson</td>
</tr>
<tr>
<td>South</td>
<td>A</td>
<td>Primarily forested - Geraldine Drewa</td>
</tr>
<tr>
<td>East</td>
<td>A</td>
<td>U.S. 31, Agricultural - Robert &amp; Virginia Stillwell</td>
</tr>
</tbody>
</table>
Master Plan Land Use Designation

Future Land Use Category – "Agri-CULTURE"

This Master Plan strongly encourages a creative agricultural resources element coined "Agri-CULTURE." The concept of "Agri-CULTURE" allows for agritourism and cultural accessory uses in Norwood Township. These accessory uses, while maintaining the rural character and preserving farmland in the Township, should be allowed when in harmony with the health, safety and welfare of the citizens. The overall residential density should be one unit per five (5) acres; however, individual lot sizes may be smaller when the development is clustered in order to protect interior open spaces and agricultural lands.

(Source: pg. 22, Norwood Township Community Master Plan, amended April 2015)

2. SUBMITTED APPLICATION MATERIALS

The tables below present the items submitted with the application for the proposed project. These items have been reviewed in accordance with the processes set forth in the Zoning Ordinance.

<table>
<thead>
<tr>
<th>Drawings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date</td>
</tr>
<tr>
<td>Site Survey</td>
<td>9/23/2019 Drawn; 6/17/2020 Submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Documentation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>Date</td>
</tr>
<tr>
<td>Special Use Permit Application</td>
<td>6/17/2020 Submitted</td>
</tr>
<tr>
<td>Permit Fee</td>
<td>6/17/2020 Submitted</td>
</tr>
</tbody>
</table>

3. ZONING ORDINANCE REVIEW

Listed below are the applicable sections of the Zoning Ordinance that pertain to the proposed project. Items that do not satisfy the standards required by the Zoning Ordinance have been indicated with bold text.

<table>
<thead>
<tr>
<th>Zoning District</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>§ 5.01 A: Agricultural</td>
<td></td>
</tr>
<tr>
<td>§ 5.11.1</td>
<td></td>
</tr>
<tr>
<td><strong>Intent</strong></td>
<td></td>
</tr>
<tr>
<td>The predominant land uses in this District are primarily rural in character, including agricultural uses mixed with water bodies, forestlands and open lands. It is the intent of this Ordinance to conserve and promote the general continuance of these uses, where suitable conditions exist. The other land use prominent in the agricultural district is rural residential, which is compatible with the agricultural uses and will be allowed to continue. The provisions of this section also recognize the gradual extension of other property uses into the district, and the importance of adopting good standards to guide such developments, if properly integrated, the inclusion of such uses is provided by special approval.</td>
<td></td>
</tr>
<tr>
<td>Uses Subject to Special Approval:</td>
<td></td>
</tr>
<tr>
<td>4. Public and private campgrounds</td>
<td></td>
</tr>
<tr>
<td>16. Special event facilities</td>
<td></td>
</tr>
<tr>
<td>17. Accessory buildings and uses customarily incidental to these special approval uses</td>
<td></td>
</tr>
</tbody>
</table>
### § 5.09 Schedule of Regulations

<table>
<thead>
<tr>
<th>Standard</th>
<th>Requirement</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area</td>
<td>5 acres</td>
<td>75.9 acres</td>
</tr>
<tr>
<td>Maximum Height of Structure</td>
<td>35', 2.5 stories</td>
<td>Unknown, no changes</td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td>50'</td>
<td>571.2'</td>
</tr>
<tr>
<td>Side Yard Setback</td>
<td>25'</td>
<td>310.3' to the North, 107.1' to the South</td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>100'</td>
<td>Unknown</td>
</tr>
<tr>
<td>Minimum Dwelling Units</td>
<td>23', 690 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Maximum Lot Coverage</td>
<td>15%</td>
<td>Significantly less than 15%</td>
</tr>
</tbody>
</table>

### § 3.25.4 Signs Permitted in the Agricultural District

<table>
<thead>
<tr>
<th>Standard</th>
<th>Requirement</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-premise signs - Size</td>
<td>Shall not exceed a total of sixty (60) square feet in surface display area and no one sign shall exceed thirty-two (32) square feet.</td>
<td>None Shown</td>
</tr>
</tbody>
</table>

### § 3.29 Off-Street Parking & Loading Regulations

<table>
<thead>
<tr>
<th>Standard</th>
<th>Requirement</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of parking spaces</td>
<td>Not defined for use</td>
<td>+/- 100 spaces</td>
</tr>
</tbody>
</table>

### § 3.13 Landscape Buffer

<table>
<thead>
<tr>
<th>Standard</th>
<th>Requirement</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffer for Commercial Uses</td>
<td>Required for any commercial or industrial use that abuts a residential use on either the side yard or rear yard. In all instances, this may be provided as part of the side or rear yard requirements.</td>
<td>Satisfied - Existing tree line to be preserved on southern property boundary. 3 additional trees to be planted near entrance &amp; proposed tent location.</td>
</tr>
</tbody>
</table>

### § 3.22 Outdoor Lighting

<table>
<thead>
<tr>
<th>Standard</th>
<th>Requirement</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Fixtures in Residential and Recreational Districts and Land Uses:</td>
<td>Shall have full cut-off shielding such that no light is emitted above an imaginary horizontal plane passing through the fixture below the light source regardless of type or wattage.</td>
<td>Satisfied - No lights are shown on site plan. Aurora tent will be illuminated during special events.</td>
</tr>
</tbody>
</table>

### 5. SITE PLAN REVIEW

The next table presents the required elements for a site plan review per the Zoning Ordinance, whether included in the site plan drawings, written narrative, or both. A “Satisfied” in the finding column indicates item...
Planning Review - Cleland Special Use Permit

is required and is accounted for; a “Not Satisfied” in the finding column indicates a missing required item. A “--” in the finding column indicates an item that is not required in the site plan drawings and/or narrative.

### § 6.01(F) Site Plan Data Required

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The name and address of the property owner.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>2.</td>
<td>The date, north arrow, scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = fifty (50) feet for parcels under three (3) acres and not less than one (1) inch = one hundred (100) feet for parcels three (3) acres or more.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>3.</td>
<td>A scaled drawing of the property, showing at a minimum the boundary lines of the property including all dimensions. The drawing should show existing and proposed grades and drainage systems and structures. A certified survey of the property, prepared and sealed by a professional licensed surveyor, showing at a minimum the boundary lines of the property, to include all dimensions and legal description may be required for final approval.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>4.</td>
<td>The location of all existing and proposed structures on the site, including the shape, size, location, height and floor area of all structures; the floor area and ground coverage ratios, and the finish ground and basement floor grades, as applicable. In addition, include proposed streets, roads, driveways, parking spaces, loading spaces, sidewalks, walkways, signs, exterior lighting, parking for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, common use areas and recreational areas and facilities, as applicable to the proposed development.</td>
<td>Satisfied. Parking lot dimensions and number of parking spaces not shown.</td>
</tr>
<tr>
<td>5.</td>
<td>The location and width of all abutting rights-of-way.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>6.</td>
<td>The location of existing environmental features, such as streams, wetlands, shore lands, mature specimen trees, wooded areas, archaeological features as defined under this Ordinance, and identification of existing manmade features such as roads or structures which are either to be retained, removed or altered, or any other unusual environmental features, as applicable.</td>
<td>Satisfied. Location of existing tree lines shown.</td>
</tr>
<tr>
<td>7.</td>
<td>If evidence of archaeological features exists at a proposed mine site, the Township may request a State Archaeologist or accredited representative to evaluate the site. If significant archaeological or historic features are located within the area to be disturbed by the proposed excavation, a suitable mitigation plan must be negotiated with the Township.</td>
<td>--</td>
</tr>
<tr>
<td>8.</td>
<td>The location and identification of all existing structures within a two hundred (200) foot radius of the site.</td>
<td>Satisfied. Nearest structures on neighboring properties are shown; none within 200 feet.</td>
</tr>
<tr>
<td>9.</td>
<td>The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>10.</td>
<td>The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.</td>
<td>Satisfied. None to be added.</td>
</tr>
<tr>
<td>11.</td>
<td>A location sketch of the proposed use or structure.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>12.</td>
<td>The type, location and size of all existing and proposed utilities.</td>
<td>--</td>
</tr>
</tbody>
</table>
### § 6.01(F) Site Plan Data Required

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>The location, size and slope of all surface and subsurface drainage facilities.</td>
<td>--</td>
</tr>
<tr>
<td>14.</td>
<td>Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:</td>
<td>--</td>
</tr>
<tr>
<td>15.</td>
<td>The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.</td>
<td>Partially Satisfied. Applicant has indicated the site is relatively flat.</td>
</tr>
<tr>
<td>16.</td>
<td>Disturbed wetlands or wetlands created with accompanying permits allowing for the same from all applicable federal, state and local agencies;</td>
<td>--</td>
</tr>
<tr>
<td>17.</td>
<td>Anticipated hours of operation for proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.</td>
<td>Satisfied. Included in application packet. Hours will be between 10 am and 11 pm</td>
</tr>
</tbody>
</table>

### § 6.01(H) Approval Process

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The proposed use will be properly served by essential public facilities and services, including but not limited to highways, streets, emergency services, drainage systems, water and sewage disposal facilities, and schools.</td>
<td>Satisfied. Applicant indicates portable sanitation facilities will be provided per Health Department requirements.</td>
</tr>
<tr>
<td>2.</td>
<td>The use will not create a traffic problem or hazard. The planning commission shall at a minimum consider: a) provisions for pedestrian traffic, including sidewalks b) The proximity of the use to major thoroughfares and intersection c) Traffic that could be generated by the proposed use.</td>
<td>Satisfied. Traffic generation should not be disruptive to the community’s rural character with respect to the (A) zoning designation or Agri-CULTURE land use category.</td>
</tr>
<tr>
<td>3.</td>
<td>The use will not be any more objectionable to adjacent and nearby properties than would be any permitted principal use of the district by reason of traffic, noise, vibration, dust, fumes, smoke, odor, fire hazard, glare, flashing lights, or disposal of waste and sewage.</td>
<td>Partially Satisfied. The proposed use may generate more traffic and noise than the site’s principal use.</td>
</tr>
<tr>
<td>4.</td>
<td>The proposed use will not discourage or hinder the appropriate development and use of the adjacent premises and the neighborhood and will not be detrimental to the economic well-being of the adjacent premises and the neighborhood.</td>
<td>Satisfied. Camping and wedding event spaces are located at appropriate distances from structures on surrounding properties.</td>
</tr>
<tr>
<td>5.</td>
<td>The site plan is consistent with and meets the requirements of the Norwood Township Land Use Plan.</td>
<td>Satisfied. The proposal implements the Township land use plan by promoting innovative use of agricultural properties.</td>
</tr>
<tr>
<td>6.</td>
<td>The proposed use is compatible with the natural environment and conserves natural resources and energy.</td>
<td>Satisfied. Proposed plan does not add additional impervious surface. Existing vegetation is preserved.</td>
</tr>
</tbody>
</table>
### § 6.01(H) Approval Process

| 7. | The arrangement of uses on the property, including the orientation of buildings, driveways, parking areas, open spaces, the visual exposure of waste storage facilities, loading docks, or service door, in order that the arrangement of uses promotes public safety, protects land values, and carries out the spirit and intent of the Zoning Ordinance. | Satisfied. |

### § 7.02 Uses Subject to Special Approval

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(B)</td>
<td>Application shall include: Description of proposed use, including parking facilities, if required, and any exceptional traffic situation the use may occasion.</td>
<td>Satisfied. Applicant's packet describes use and traffic impacts.</td>
</tr>
<tr>
<td>(B)</td>
<td>A statement by applicant appraising the effect on the neighborhood.</td>
<td>Satisfied. Applicant's packet describes minimal impact due to temporary nature of the events.</td>
</tr>
<tr>
<td>(D)</td>
<td>Compatibility with Adjacent Land Uses: The proposed special approval shall be designed, constructed, operated and maintained to be compatible with uses on surrounding land. The site design of the proposed special approval shall minimize the impact of site activity on surrounding properties.</td>
<td>Satisfied. Applicant's site plan indicates sufficient distances between glamping facilities and adjacent buildings and structures.</td>
</tr>
<tr>
<td>(D)</td>
<td>Public Services: The proposed special approval shall be located so as to be adequately served by essential public facilities and services, such as highways, streets, emergency services, drainage systems, water and sewage facilities, and schools, unless the proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the special approval is established.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>(D)</td>
<td>Impact of Traffic: The location of the proposed special approval within the zoning district shall minimize the impact of the traffic generated by the proposed use.</td>
<td>Satisfied</td>
</tr>
<tr>
<td>(D)</td>
<td>Detrimental Effects: The proposed special approval shall not involve any activities, processes, materials, equipment, or conditions of operation, and shall not be located or designed so as to be detrimental or hazardous to persons or property or to public health, safety, and welfare. In determining whether this requirement has been met consideration shall be given to the level of traffic noise, vibration, smoke, fumes odors, dust, glare and light.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>(D)</td>
<td>Economic Well-Being of the Community: The proposed special approval shall not be detrimental to the economic well-being of those who will use the land or residents, businesses, landowners, and the community as a whole.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>(D)</td>
<td>Compatibility with Natural Environment: The proposed special approval shall be compatible with the natural environment and conserve natural resources and energy.</td>
<td>Satisfied.</td>
</tr>
</tbody>
</table>
### § 7.03 (H) Supplemental Site Development Standards

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Facilities and structures utilized for special event facilities, shall be accessory and subordinate to the agricultural use. An agricultural use must be:</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>1. a.</td>
<td>In existence on the property before a Special Land Use application for a Special Events Facility can be filed</td>
<td>Satisfied. Agricultural use is established.</td>
</tr>
<tr>
<td>2. b.</td>
<td>In existence on the property as a pre-condition for approval of the Special Land Use application and classified as agriculture by the County Equalization Department as either 101, 102, 110, 111, 120, 151 and/or 160. and;</td>
<td>Satisfied. Property classification is 101.</td>
</tr>
<tr>
<td>3. c.</td>
<td>Continued on the property as a condition of an approved Special Land Use for a Special Event Facility.</td>
<td>Satisfied. The property's current primary agricultural and residential uses shall be maintained.</td>
</tr>
<tr>
<td>3. a.</td>
<td>Parking areas shall be off-road, forty (40) feet from all lot lines, and appropriately screened from neighboring property.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>3. b.</td>
<td>Approved access conforming to County or MDOT improvement standards as determined by the Charlevoix County Road Commission or Michigan Department of Transportation.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>4.</td>
<td>The operator shall provide a written statement from the Health Department indicating the maximum number of persons who can be accommodated with existing toilet facilities, and additional portable toilets shall be provided for any guests exceeding the aforementioned number. The location(s) of any required portable toilets shall be shown on the site plan.</td>
<td>Partially Satisfied. Location of portable toilets is shown on site plan. <strong>Applicant has not submitted a written statement from the health department however, applicant claims sanitation facilities will be brought on per health department guidelines depending on the event size.</strong></td>
</tr>
<tr>
<td>5.</td>
<td>Hours of operation shall be confined between the hours of 10:00 a.m. and 11:00 p.m., unless otherwise authorized by the Planning Commission.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>6.</td>
<td>The Planning Commission shall determine the maximum number of events for each proposed special events facility after consideration of its location, whether there is a reasonable likelihood of an adverse impact on neighbors, traffic, access, and nearby land uses as well as the standards in Section 7.02.</td>
<td>Satisfied. Commission to suggest number of events per year.</td>
</tr>
<tr>
<td>7.</td>
<td>Music or entertainment shall not be the primary purpose of the Special Event and always shall be secondary and customary to the primary purpose of the Special Event.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>7.</td>
<td>Sounds caused by music or entertainment shall not be heard or objectively measurable at any decibel level greater than 70 dba at any property line at any time during the event on the subject property.</td>
<td>Satisfied.</td>
</tr>
<tr>
<td>8.</td>
<td>Light sources shall be directed downwards and shielded to prevent light being directed off the premises.</td>
<td>Satisfied. No light sources to be added.</td>
</tr>
</tbody>
</table>
9. A written description of the planned activities shall be provided and include the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. a</td>
<td>Type of gathering. The purpose of the gathering will not be considered in granting or denying a permit, provided it meets the purpose and intent of this ordinance.</td>
<td>Satisfied. Applicant has specified the purpose of the special event.</td>
<td></td>
</tr>
<tr>
<td>9. b</td>
<td>Frequency and number of activities proposed in a calendar year.</td>
<td>To be determined by Planning Commission.</td>
<td></td>
</tr>
<tr>
<td>9. c</td>
<td>Maximum number of guests for any activity.</td>
<td>Not Satisfied. Applicant has not indicated a maximum number of guests for any activity.</td>
<td></td>
</tr>
</tbody>
</table>

6. REPORT SUMMARY

The Applicant is proposing to open a Safari Rustic Campsite and Tent Weddings venue on their property. The property is within the agricultural zoning district and is located west of US-31. Under the Norwood Township zoning ordinance, "Special Event Facilities" are permitted through a special land use permit and the applicant is requesting such a permit.

Overall, the site plan is consistent with the Agricultural future land use category from the master plan, as well as the intent and purpose of the Agricultural (A) zoning district. The applicant has submitted a complete site plan per Section 6.01, except for detailed topographical information. The applicant has also satisfied the development requirements per section 6.01 H of the zoning ordinance, except for a statement regarding the maximum number of guests at any single wedding event. The planning commission may also determine the frequency and the maximum number of activities allowed in one calendar year.

7. ADDITIONAL CONDITIONS

Per section 7.02 of the zoning ordinance, the planning commission may impose additional reasonable conditions on any special approval that is granted. We suggest that the commission consider the following conditions in its granting approval of the application.

<table>
<thead>
<tr>
<th>Suggested Condition</th>
<th>Reason Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant may hold weekend weddings between May 1 and October 15 for which the applicant receives any form of compensation per calendar year. Weekends shall extend to long holiday weekends such as the 4th of July, Labor Day, and Memorial Day.</td>
<td>To ensure that the rural character of the community is maintained and that the special event use does not supersede the property's agricultural and residential use.</td>
</tr>
<tr>
<td>Property boundaries shall be visibly marked and property map available for guests.</td>
<td>To minimize the risk of guest trespassing on adjacent properties.</td>
</tr>
<tr>
<td>Events shall terminate at 11 PM.</td>
<td>This will ensure that noise and other event disruption will be limited in the late evening.</td>
</tr>
<tr>
<td>Any food preparation will be done off-site and catered to the site. Food can be provided from offsite catering or mobile food truck.</td>
<td>The site plan does not indicate any building that will be used for food preparation.</td>
</tr>
</tbody>
</table>
Tents, chairs, tables, and portable toilets shall be removed no later than the following business day. To ensure that setup activities for the events do not occur over an extended time period and generate a disturbance.

The Township Zoning Administrator and the owners of all adjoining lots shall be notified of each individual event by email or mail at least two (2) weeks in advance of when the event is scheduled to take place. To ensure that surrounding property owners and community members are notified of each event ahead of its scheduled date.

No individual event shall have greater than one hundred and fifty (150) attendees. The applicant has not supplied a maximum number of allowed guests at an individual event. Provision shall ensure that no event creates noise or traffic impacts out of character with the surroundings.

Rules must be posted for guests. To ensure that event guests adhere to the conditions as specified in this ordinance.

Power generators may be used but shall be located at least 200 feet from any residential property. Reduce noise.

Installation of restroom, shower, and wedding party preparation rooms. The concept is focused on rustic camping and outdoor wedding reception. There will be a need for people staying overnight to shower and prepare for the wedding ceremony.

County Health Department to determine the number of portable sanitation stations and a letter determining the number submitted to the Zoning Administrator. This ensures adequate sanitation facilities are provided.

Draft Motions for Consideration:

To **approve** the application submitted by Scott and Sherry Cleland for a special use permit for a special event facility on parcel 15-011-113-009-00 located at 3133 U.S. Highway 31 Charlevoix, Michigan as shown on the applicant’s site plan dated September 27, 2019, because the applicable standards of Articles 6 and 7 of the Zoning Ordinance have been met.

To **conditionally approve** the application submitted by Scott and Sherry Cleland for a special use permit for a special event facility on parcel 15-011-113-009-00 located at 3133 U.S. Highway 31 Charlevoix, Michigan as shown on the applicant’s site plan dated September 27, 2019, because the applicable standards of Articles 6 and 7 of the Zoning Ordinance have been satisfied. (The Planning Commission’s conditions may be inserted here).

To **postpone approval** of the application submitted by Scott and Sherry Cleland for a special use permit for a special event facility on parcel 15-011-113-009-00 located at 3133 U.S. Highway 31 Charlevoix, Michigan as shown on the applicant’s site plan dated September 27, 2019, for the following reasons: The applicant has not supplied the site’s detailed topographical information or a statement from the health department indicating that the portable sanitation facilities can accommodate the planned number of attendees.
Norwood Township
PO Box 113
Charlevoix, MI 49720

Application for Land Combination/
Divisions and Boundary Adjustments

*Notice: No Land Division/Combination/Adjustments will completed until all taxes are paid in full and proof of ownership is supplied*
Application is hereby made for the following:
Metes and Bounds Parcels (not in a subdivision)

\[x\] Combination
- [ ] Division into: ____ # Parcels
- [ ] Boundary Adjustment

Platted Lots of Record (lots in subdivision)
\[x\] Combination of Entire Lots along existing platted lot lines
- [ ] Separation of Entire Lots along existing platted lot lines
- [ ] Division/Combination of portions of existing platted lots of record.
- [ ] Boundary Adjustment

Property Information:
Parcel ID Number(s):

15 011 134 008 45
15 011 134 008 40

Property is:
- [ ] Metes and Bounds (Not in a Subdivision)
- [ ] In a Subdivision:
  - Subdivision Name:________________________
  - Lot Number(s):________________________
Street Address:________________________
Zoning District:________________________

Describe Nature of Division/Combination of Parcel/Lots requested (Use additional sheet if necessary):
Combine Residential Parcel with adjoining vacant parcel under one tax ID number.

Survey Information:
A Sealed Survey by a Registered Surveyor is required for all Land Divisions/Combinations with the exception of Combinations of Platted Lots of Record in a Subdivision
Name of Surveyor: WAYNE BOSS
Surveying Firm Name: BOSS ENGINEERING & SURVEYING
Address:________________________

Owner/Applicant Information:
Name: J PATRICK STILLWAGEN
Name: LORI G. STILLWAGEN
Address: 5520A PINE AVENUE
Charlevoix, MI 49720

Phone: 258-224-5380
Email: PASTILLWAGEN2GMAIL.COM

I am/We are the legal owner(s) of record of the above listed parcel(s)/lot(s) and hereby request that it be divided/combined into individual legal descriptions with newly designated tax code numbers. (Note: All Owners of record must sign)
I/we acknowledge that property transferred may be encumbered by mortgage holder and may cloud title after a transfer.

Owner Signature Date
J PATRICK AND LORI G STILLWAGEN TRUST UAD 7-5-03

Owner Signature Date
J PATRICK AND LORI G STILLWAGEN TRUST UAD 7-5-03

Owner Signature Date

Owner Signature Date

Owner Signature Date

Total Due:________________________

Date Paid:________________________

Method of Payment:________________________
Required Attachments:
Seven (7) copies of a plan or one digital and one hard copy shall be submitted to the Zoning Administrator at least fourteen (14) days prior to the Planning Commission at which the request is to be considered. The submittal shall include all of the following:
1. The name and signatures of all owners of any legal or equitable interest in the property(s), and their signatures.
2. A copy of the most recent tax bill pertaining to the land and verification from the Township Treasurer and any other taxing agencies that all taxes have been paid.
3. A signed statement by the Township Assessor that a lot split(s) are available on the subject lot.
4. A statement indicating any restrictions and/or covenants which apply to or run with the land having bearing upon the proposed division.
5. If access is along a public road, the applicant shall provide documentation stating the proposed lot(s) has adequate sight distance from the Charlevoix County Road Commission.
6. Where easements are needed, written documentation of their availability shall be provided.
7. A survey and plan of the lot to be divided, accurately drawn at a scale of not smaller than one inch equals one hundred feet (1" = 100'), prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan. The plan shall show:
   a. All existing buildings and structures on the site and located on abutting property within fifty (50) feet of the lot to be divided;
   b. Driveways on the lot to be divided and within two hundred fifty (250) feet of any lot frontage (on both sides of the roadway);
   c. Boundaries of any water body or wetland over two (2) acres in size;
   d. All proposed divisions, with complete dimensions and area of each proposed resultant parcel;
   e. Proposed easements locations, with dimensions;
   f. Proposed limits within which principal structure and accessory building shall be confined on such parcel, with dimensions
8. A legal description for each proposed division, including the remainder lot, prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan.

Department Approvals:

Yes No
Assessing
☐ ☑ Properties are able to be Split
☐ ☑ Ownership Records in Order
☐ ☑ Accurate Survey
☐ ☑ Accurate Legal Descriptions

Date: 9-7-20
Signature:

Yes No
Treasurer
☐ ☑ Owner Names match application
☑ ☑ Taxes are paid as of last tax cycle

Date: Sept 3, 2020
Signature:

Yes No
Zoning
☐ ☑ A Site inspection is required
☐ ☑ Zoning Requirements are met
☐ ☑ Additional requirements

Date: 9/17/2020
Signature:

Planning Commission Consideration

Approval Date: __________________________
Or
Denial Date: __________________________

When complete, forward to Norwood Township Assessor.

12/2018 Norwood Township Land Combination/Division and Boundary Adjustments
CHARLEVOIX COUNTY EQUALIZATION DEPARTMENT
REQUEST TO COMBINE PROPERTIES

NOTES:
1) A parcel combination CANNOT be completed if any of the following are true:
   - there are delinquent taxes owed on any of the parcels
   - the parcels are not in the same class
   - the owners of record for the properties are not exactly the same
   - the parcels are not contiguous
   - the parcels are separated by a road
   - the parcels are in different sections or plots
   - the parcels are not in the same taxing authorities (library, school district, DDA, etc.)
2) To have the parcel which is created by the combination show on the next year’s tax roll please
   have the completed request submitted by December 1st.
3) If you have any questions please call us at 231-547-7230.

DATE:

OWNER NAME(S):
J. Patrick Stillwagon & Lori G. Stillwagon Tree
or J. Patrick & Lori G. Stillwagon Trust 0/1/10 2-5-03

PARCEL NUMBER(S):
15 011 134 008 40
15 011 134 008 45

PHONE NUMBER: 248-224-5380
EMAIL: Pat.Stillwagon@Gmail.com
MAILING ADDRESS: 55 Cabot Place
Bloomfield Hills, MI 48304

It is our desire to have the above listed properties combined under one parcel identification number. We
understand that this may limit our ability to split them in the future.

SIGNATURE:
J. Patrick Stillwagon Trust
Name: 0/1/10 2-5-03

*the signatures of ALL property owners are required. Use additional forms if needed.

To be completed by the township/city assessor:

CIRCLE ONE: APPROVED or DENIED

SIGNATURE: ____________________________
Name: ____________________________
DATE: ____________________________

Please forward completed form to:
301 State St. Charlevoix, MI 49720
Fax: 231-547-7232
CERTIFICATE OF SURVEY

PART OF GOVERNMENT LOT 2, SEC 34, 1.34N, R.O.W., NORWOOD TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN

Parcel 1
212,830 sq. ft.
5.00 acres

Parcel 2
0.71 acres

Parcel 3
0.97 acres

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE PROPERTY Delineated Herein, THAT THE RATIO OF CLOSURE OF UNADJUSTED FIELD OBSERVATIONS EXCEEDS 1.0000, AND THAT SEC. 3 OF P.A. 132 OF 1970 HAS BEEN FULLY COMPLIED WITH. (AS AMENDED)

WAYNE E. BOSS, P.S.

BOSS ENGINEERING & SURVEYING

PROFESSIONAL SURVEYORS PHONE (231) 347-2072

111 WRIGHT STREET P.O. BOX 153 FAX (231) 347-3407

SEC.34, T.33N, R.O.W.

DRAWN BY: MEL
Pay this tax to:
NORWOOD TOWNSHIP TREASURER
PO BOX 716
CHARLEVOIX, MI 49720

Property Addr: 237 LAKE SHORE DR
To: STILLWAGON J PATRICK & LORI G TRUST
55 CABOT PL
BLOOMFIELD HILLS MI 48304

TAXPAYER NOTE: Are your name & mailing address correct? If not, please make corrections below. Thank You.

2020 Summer Tax for Prop #: 15011-134-008-40

Make Check Payable To: NORWOOD TOWNSHIP TREASURER

TOTAL AMOUNT DUE: 7,160.97

Please detach along perforation. Keep the bottom portion.
**PAYMENT INFORMATION**

This tax is due by: 09/14/2020

Pay by mail to: NORWOOD TOWNSHIP TREASURER
PO BOX 716
CHARLEVOIX, MI 49720

**Taxable Value:** 8,500  
**State Equalized Value:** 8,500  
**Class:** 402  
**Homestead:** 0.000

**TAX DETAIL**

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Total Tax: 29.94000  
Administration Fee: 2.54  

**TOTAL AMOUNT DUE:** 257.01

---

**OPERATING FISCAL YEARS**

The taxes on bill will be used for governmental operations for the following fiscal year(s):

- **County:** 10/01 - 9/30
- **Twn/Cty:** 4/1 - 3/31
- **School:** 7/1 - 6/30
- **State:** 10/1 - 9/30

*Does NOT affect when the tax is due or its amount*
LUIGI BATTAGLIERI AND TERI BATTAGLIERI, TRUSTEES OF THE LUIGI AND TERI BATTAGLIERI TRUST DATED JULY 6, 2015, whose address is 155403 Club Course Drive, Bath, Michigan 48880, CONVEY and WARRANT to J. PATRICK STILLWAGON and LORI STILLWAGON, whose address is 55 Cabot Place, Bloomfield Hills, Michigan 48304, certain real property located in NORWOOD TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN, more particularly described as:

A part of Government Lot 2, Section 34, Township 33 North, Range 9 West, described as commencing at the East 1/4 corner of said Section 34; thence South 00 degrees 19 minutes 02 seconds West along the East line of said Section 34, 1350.84 feet; thence continuing along said East line South 00 degrees 22 minutes 05 seconds West 214.43 feet; thence North 87 degrees 55 minutes 21 seconds West 713.46 feet to the West Right-of-Way of Lakeshore Drive and the Point of Beginning of the parcel to be described; thence South 02 degrees 15 minutes 39 seconds East 98.29 feet along said Right-of-Way line; thence South 87 degrees 15 minutes 40 seconds West, 173.91 feet to a point on the bank of Lake Michigan; thence North 01 degrees 56 minutes 26 seconds East, 140.00 feet along said bank; thence South 87 degrees 56 minutes 49 seconds East 164.19 feet to said West Right-of-Way line; thence South 02 degrees 05 minutes 07 seconds East along said Right-of-Way line 27.54 feet to the Point of Beginning;

Together with that certain Septic Drain Field Easement as evidenced by Instrument recorded December 6, 2004 in Libor 645, Page 453, Charlevoix County Records and as amended by Amendment and Correction to Easement recorded in Libor 757 Page 330, Charlevoix County Records, being fully described as being a part of the Northeast 1/4 of the Southeast 1/4, Section 34, Township 33 North, Range 9 West, described as commencing at the East 1/4 corner of said Section 34; thence South 00 degrees 19 minutes 02 seconds West along the East line of said Section 34, 998.20 feet; thence North 87 degrees 55 minutes 53 seconds West 286.81 feet to the Point of Beginning; thence continuing North 87 degrees 55 minutes 53 seconds West 100.00 feet; thence North 02 degrees 04 minutes 07 seconds East 40.00 feet; thence South 87 degrees 55 minutes 53 seconds East 100 feet; thence South 02 degrees 04 minutes 07 seconds West 40.00 feet to the Point of Beginning;

and also,

TAX CODE #15-011-134-008-40-2/Q

A ten foot wide Easement for a Septic Drainage line, being a part of the Northeast 1/4 of the Southeast 1/4, Section 34, Township 33 North, Range 9 West, the South line of said 10 foot wide Easement is more particularly

Tax Parcel No.: 011-134-008-40
BARRON TITLE AGENCY

WARRANTY DEED

The undersigned Grantor, Nelda M. Hagaman, Trustee of the Nelda M. Hagaman Trust dated January 26, 1988, as amended and restated, acting pursuant to that certain Certificate of Trust recorded in Liber 1226, Page 946 of Charlevoix County Records,

whose address is: P. O. Box 268, Charlevoix, MI 49720,

conveys and warrants to Grantees, J. Patrick Stillwagon and Lori G. Stillwagon, Trustees of the J. Patrick and Lori G. Stillwagon Trust dated February 5, 2003,

whose address is: 55 Cabot Place, Bloomfield Hills, MI 48304,

certain real property situated in the Township of Warren, Charlevoix County, Michigan described as:

A part of Government Lot 2, Section 34, Town 33 North, Range 9 West, Norwood Township, Charlevoix County, Michigan described as: commencing at the East 1/4 corner of said Section 34; thence South 00°19'02" West along the East line of said Section 34, 1350.84 feet; thence continuing along said East line South 00°22'05" West, 214.43 feet to the Point of Beginning of the parcel to be described; thence continuing along said East line South 00°22'05" West 306.92 feet; thence North 87°55'21" West 707.39 feet to the West Right of Way line of Lakeshore Drive; thence North 00°03'53" East, 34.33 feet along said Right of Way line; thence continuing along said Right of Way line North 00°09'15" East, 157.22 feet; thence continuing along said Right of Way line North 02°15'39" West, 115.67 feet; thence South 87°55'21" East, 713.46 feet to the point of beginning;

subject to zoning and building regulations, easements, reservations, restrictions and right of ways of record.

The Grantor grants to the Grantees the right to make all available division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The consideration for this Deed consists of the sum of Fifty Thousand and no/100 ($50,000.00) Dollars.

Effective Date: September 4, 2019

Nelda M. Hagaman, Trustee of the Nelda M. Hagaman Trust dated January 26, 1988, as amended and restated

TAX CODE # 15.011.134

NOTARY ACKNOWLEDGEMENT ON FOLLOWING PAGE
Norwood Township
PO Box 113
Charlevoix, MI 49720

Application for Land Combination/
Divisions and Boundary Adjustments

*Notice: No Land Division/Combination/Adjustments will completed until all taxes are paid in full and proof of ownership is supplied*

Application is hereby made for the following:
Meters and Bounds Parcels (not in a subdivision)
☐ Combination
☐ Division into: 2 # Parcels
☐ Boundary Adjustment

Platted Lots of Record (lots in subdivision)
☐ Combination of Entire Lots along existing platted lot lines
☐ Separation of Entire Lots along existing platted lot lines
☐ Division/Combination of portions of existing platted lots of record.
☐ Boundary Adjustment

Property Information:
Parcel ID
Number(s): 011-134-007-00

Property is:
☐ Metes and Bounds (Not in a Subdivision)
☐ In a Subdivision:
Subdivision Name: 
Lot Number(s):
Street Address: 00374 LAKE SHORE DRIVE
Zoning District: R - Rural Residential

Describe Nature of Division/Combination of Parcel/Lots requested (Use additional sheet if necessary): (SEE ATTACHED SURVEY)

Survey Information:
A Sealed Survey by a Registered Surveyor is required for all Land Divisions/Combinations with the exception of Combinations of Platted Lots of Record in a Subdivision
Name of Surveyor: SHERMAN A. CHAMBERLAIN
Surveying Firm Name: FERUSON & CHAMBERLAIN, A.
Address: 103 W. UPRIGHT ST.
CHARLEVOIX, MI 49720

Owner/Applicant Information:
Name: JOSEPH CRANE LIVING TRUST
Name: ____________________________
Address: 41674 NORTHWESTERN HWY
FARMINGTON, MI 48334
Agent: HARVEY M. LEE (M/T)
Phone: (248) 675-1977
Email: miltilee@gmail.com

I am/We are the legal owner(s) of record of the above listed parcel(s)/lot(s) and hereby request that it be divided/combined into individual legal descriptions with newly designated tax code numbers. (Note: All Owners of record must sign)
I/we acknowledge that property transferred may be encumbered by mortgage holders and may cloud title after a transfer.

Agent for Joe Crane

Owner Signature Date

Owner Signature Date

Owner Signature Date

Owner Signature Date

Total Due: $100
Date Paid: 3/24/20
Method of Payment: 

12/2018 Norwood Township Land Combination/Division and Boundary Adjustments
Required Attachments:
Seven (7) copies of a plan or one digital and one hard copy shall be submitted to the Zoning Administrator at least fourteen (14) days prior to the Planning Commission at which the request is to be considered. The submittal shall include all of the following:
1. The name and signatures of all owners of any legal or equitable interest in the property(s), and their signatures.
2. A copy of the most recent tax bill pertaining to the land and verification from the Township Treasurer and any other taxing agencies that all taxes have been paid.
3. A signed statement by the Township Assessor that a lot split(s) are available on the subject lot.
4. A statement indicating any restrictions and/or covenants which apply to or run with the land having bearing upon the proposed division.
5. If access is along a public road, the applicant shall provide documentation stating the proposed lot(s) has adequate sight distance from the Charlevoix County Road Commission.
6. Where easements are needed, written documentation of their availability shall be provided.
7. A survey and plan of the lot to be divided, accurately drawn at a scale of not smaller than one inch equals one hundred feet (1" = 100'), prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan. The plan shall show:
   a. All existing buildings and structures on the site and located on abutting property within fifty (50) feet of the lot to be divided;
   b. Driveways on the lot to be divided and within two hundred fifty (250) feet of any lot frontage (on both sides of the roadway);
   c. Boundaries of any water body or wetland over two (2) acres in size; 
   d. All proposed divisions, with complete dimensions and area of each proposed resultant parcel;
   e. Proposed easements locations, with dimensions;
   f. Proposed limits within which principal structure and accessory building shall be confined on such parcel, with dimensions.
8. A legal description for each proposed division, including the remainder lot, prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan.

Department Approvals:

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Date: 9/18/20
Signature: [Signature]

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Date: 9/9/20
Signature: [Signature]

Planning Commission Consideration

Approval Date: ____________________________
Or
Denial Date: ____________________________

When complete, forward to Norwood Township Assessor.

12/2018 Norwood Township Land Combination/Division and Boundary Adjustments
PARCEL 1

In the Township of Norwood, Charlevoix County, Michigan,
Commencing at an iron stake at the East quarter corner of Section 34, Township 33 North, Range 9
West; thence along the East line of said section, as monumented, South 00°05′11″ West 473.50 feet
(recorded as South 01°15′ East 475.24 feet) to an iron stake, BEING THE POINT OF BEGINNING OF THIS
DESCRIPTION; thence continuing along said East section line, South 00°11′23″ West (recorded as South
01°15′ East) 313.79 feet to an iron stake; thence North 77°49′10″ West 520.29 feet to an iron stake on
the East line of Lake Shore Drive; thence along the East line of said drive, North 12°10′50″ East (recorded
as North 10°09′ East) 224.00 feet to an iron stake; thence South 88°08′57″ East 462.59 feet (recorded as
East, parallel with the East and West quarter line of said section, 463.06 feet) to the point of beginning,
being part of Government Lot 2, Section 34, Township 33 North, Range 09 West and containing 3.003
acres. Subject to the right of the public and of any governmental unit in any part thereof taken, used or
deeded for street, road or highway purposes.

PARCEL 2

In the Township of Norwood, Charlevoix County, Michigan,
Commencing at an iron stake at the East quarter corner of Section 34, Township 33 North, Range 9
West; thence along the East line of said section, as monumented, South 00°05′11″ West 473.50 feet
(recorded as South 01°15′ East 475.24 feet) to an iron stake; thence continuing along said section line,
South 00°11′23″ West (recorded as South 01°15′ East) 313.76 feet, BEING THE POINT OF BEGINNING OF
THIS DESCRIPTION; thence continuing along said East section line, South 00°11′23″ West (recorded as
South 01°15′ East) 137.53 feet to an iron stake; thence continuing along said section line, South
00°03′12″ West (recorded as South 01°15′ East) 73.78 feet to an iron stake; thence North 88°08′46″
West 573.65 feet (recorded as West, parallel to the East and West quarter line of said section, 613.58
feet and 573.53 feet) to a concrete monument on the East line of Lake Shore Drive; thence along the
East line of said drive, North 12°10′50″ East (recorded as North 10°09′ East) 309.50 feet to an iron stake;
therefore North 77°49′10″ East 520.29 feet to the point of beginning, being part of Government Lot 2,
Section 34, Township 33 North, Range 09 West and containing 3.239 acres. Subject to the right of the
public and of any governmental unit in any part thereof taken, used or deeded for street, road or
highway purposes.

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
103 West Upright Street
Charlevoix, Michigan 49720

Sherman A. Chamberlain, Jr.
Professional Surveyor No. 25834

January 28, 2020

Job Number: SB-27477c-19
Sheet 2 of Two Sheets
QUIT CLAIM DEED

An â single man,

The Grantor, Joseph Craine, survivor of Teri Craine (a copy of whose death certificate is attached hereto), whose address is 415 Lakeshore Drive, Charlevoix, Michigan 49720 hereby conveys and quit claims unto Amendment And Restatement of The Joseph Craine Living Trust Dated November 18, 1995, as amended, whose address is 415 Lakeshore Drive, Charlevoix, Michigan 49720, the following described premises situated in the Township of Norwood, County of Charlevoix and State of Michigan, to-wit:

Commencing at the East quarter corner of Section 34, Town 33 North, Range 9 West, thence South 1 degree 51' East along the East Line of said section 475.25 feet to an iron stake which is the point of beginning of this description; thence West, parallel with the East and West quarter line of said section 463.06 feet to an iron stake on the Easterly line of the County Road; thence Southwest along the Easterly line of said County Road 533.35 feet to a concrete monument; thence East and parallel with the East and West quarter line of said sections to a stake on the East line of said section which is 524.95 feet South of the point of beginning; thence North along the East line of said section 524.95 feet to the point of beginning; being a part of Section 34, Town 33 North, Range 9 West.

Common address: 354 Lakeshore Drive

Tax I.D. No.: 15-011-134-007-00

together with all and singular the tenements and appurtenances thereto belonging or in anywise appertaining, for the sum of: Exempt under MCLA 207.505a and 207.526a.

Dated this 23rd day of July, 2009.

[Signature]

Joseph Craine
Viewing Parcel Number: 011-134-007-00

Parcel Details

Property Address: 00354 LAKE SHORE DR
CHARLEVOIX, MI 49720

Owner Information: CRAINE JOSEPH LIVING TRUST
31874 NORTHWESTERN HWY
FARMINGTON, MI 48334

Property Class: 401 - Residential - Improved

School District: 15050 - Charlevoix

P.R.E. Percentage: 0%

Current SEV: $63,100

Current Taxable Value: $56,543

Prior Year SEV: $73,300

Prior Year Taxable Value: $55,218

Sales Information

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Legal Description

BEG AT A PT 475.25 FT S1DEG15'E OF E1/4 COR SEC 34 T33N R9W TH CONT AL E LI SD SEC 524.95 FT TH W PARA WI E&W1/4 LI SD SEC 613.58 FT M/L TO ELY LI OF CO RD TH N10DEG09'E AL ELY LI SD RD 533.35FT TH EPA WI E&W1/4 LI SD SEC 463.06FT TO POB BEING PT OF GOV LOT 2 SEC 34-33-9 6.5A

Norwood Township

Draft - New Master Plan Community Survey Questions

9/2/2020

More land should be allowed for industrial or commercial if it would attract additional firms/jobs to the community.

- Strongly agree
- Agree
- Disagree
- Strongly Disagree

On which types of recreational resources are most important for the Township to work on improving?

- Nonmotorized trails
- Beaches / waterfront access
- Nature preserves / conservancies
- Youth recreation
- Flexible / community open space

Would you be supportive of expanded nonmotorized trails and recreational opportunities for Township residents and visitors?

- Yes
- No
- Undecided

Norwood Township should focus more on improving existing parks rather than acquiring new ones.

- Strongly agree
- Agree
- Disagree
- Strongly Disagree

Additional zoning regulations should be enacted to reduce the risk of damage to structures from rising water levels in Lake Michigan.

- Strongly agree
- Agree
- Disagree
- Strongly Disagree

Water levels fluctuate in Lake Michigan from year to year. Please rate the degree to which you agree with the following statement: The Township should reduce the risk to public and private properties from occasional high water levels rather than just yearly averages.

- Strongly agree
- Agree
• Disagree
• Strongly Disagree

Please rate how much of a problem, if at all, each of the following is in the Township: (Not an issue, Minor Issue, Moderate Issue, Major Issue)

• Street / Road Conditions
• Junk & Trash
• Zoning Enforcement
• Property Maintenance
• Noise or nuisance from Incompatible land uses
• Short-term rentals
• Lack of high speed internet
If goals and policies are taken to heart by elected and appointed township officials, and if a commitment to taking each action is made, then the township will have taken the first step toward influencing the Township’s future in a planned and strategic manner. Participants in the planning process identified goals, policies and actions for a variety of subject areas. A complete listing follows.

The Planning Commission and other participants in the planning process identified a wide variety of concerns and issues they perceived will influence the Township’s future. These concerns serve as the foundation for a strategy that can be used in an on-going process of influencing growth and development over the short and long-term. This strategy consists of goals, policies and actions.

A goal is a statement that describes a desired vision of the Township’s future. In this case, goals identify the desired results of an on-going land use planning program in general terms. The following statement is an example of a goal: “Retain and enhance the Township’s scenic and rural character.”

Policies are guiding principles that establish a mind-set for decision makers in a never ending process of accomplishing goals. The following statement is an example of a policy: “Township officials will work with developers to implement land development design standards that preserve scenic viewscapes, topography, wetlands, streams and natural vegetation.”

Actions are the strategic steps taken to implement policies and accomplish goals. The following statement is an example of an action: “Amend the township zoning ordinance to establish flexible open space and cluster residential land development regulations as a means of preserving natural and scenic resources, farmland, forestland and open space.”

GOALS & OBJECTIVES
<table>
<thead>
<tr>
<th>GOAL</th>
<th>ACTION</th>
<th>PRIORITY</th>
<th>TIME FRAME</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retain and enhance the Township's quiet, scenic and rural character for future generations</td>
<td>When reviewing new development proposals, encourage creative design solutions that preserve open space and protect natural resources.</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Amend the Planned Unit Development provisions to minimize fragmentation.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Permit low-density residential and recreational land uses on land marginally suited to farming and forestry.</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>Protect sensitive natural resources</td>
<td>Coordinate with public agencies and nonprofit conservancy organizations to protect natural features</td>
<td>High</td>
<td>1-5 years</td>
<td>PC, Twp Board, NGOs</td>
</tr>
<tr>
<td></td>
<td>Work cooperatively with local agencies and organizations address invasive species and prohibit the planting of such with new developments.</td>
<td>High</td>
<td>1-5 years</td>
<td>PC, Twp Board, NGOs</td>
</tr>
<tr>
<td>Protect water quality</td>
<td>Educate homeowners about the establishment and maintenance of natural greenbelt buffers.</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Lake Association, PC</td>
</tr>
<tr>
<td></td>
<td>Work with property owners to ensure the greenbelt ordinance provisions are adhered to.</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Planning Commission, Zoning Admin.</td>
</tr>
<tr>
<td></td>
<td>Explore the establishment of a point of sale septic inspection ordinance.</td>
<td>High</td>
<td>Less than 1 year</td>
<td>PC &amp; Twp. Board</td>
</tr>
<tr>
<td></td>
<td>Work with the Antrim County Conservation District and the Antrim County Road Commission to review road stream crossing sites to avoid excessive sedimentation of the streams and lakes.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>PC, ACCD, ACRC, Twp. Board</td>
</tr>
<tr>
<td></td>
<td>Consider adding impervious surface limitations to the zoning ordinance.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>Protect and cultivate agricultural lands and activities within Banks Township.</td>
<td>Review and update the permitted and special uses allowed in the agricultural zoning district to encourage value added agricultural activities to make farming more viable.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Explore purchase of development rights (PDR) and transfer of development rights (TDR) programs.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>PC, Twp. Board</td>
</tr>
</tbody>
</table>
### Table 3. Infrastructure & Services Goals

<table>
<thead>
<tr>
<th>GOAL</th>
<th>ACTION</th>
<th>PRIORITY</th>
<th>TIME FRAME</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve and maintain the Township roads to provide safe access for all users.</td>
<td>Work with the Antrim County Road Commission to upgrade and improve roads in the Township.</td>
<td>High</td>
<td>Ongoing</td>
<td>Twp Board, ACRC</td>
</tr>
<tr>
<td></td>
<td>Explore the opportunity for adding bike lanes and bike paths in the Township that will connect with the larger non-motorized regional network.</td>
<td>Low</td>
<td>1-5 years</td>
<td>Planning Commission, Twp. Board</td>
</tr>
<tr>
<td></td>
<td>Collaborate with jurisdictions along the Breezeway to market the corridor and upgrade signage.</td>
<td>Medium</td>
<td>Less than 1 year</td>
<td>Breezeway Task Force, Banks Twp.</td>
</tr>
<tr>
<td>Support high quality public facilities and services to meet the growing needs of the Township’s residents and visitors</td>
<td>Prepare a capital improvements program to prioritize and schedule maintenance and improvement projects.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Township Board</td>
</tr>
<tr>
<td></td>
<td>Look for opportunities to work with providers to improve cellular and high-speed Internet service throughout the Township.</td>
<td>High</td>
<td>1-5 years</td>
<td>Twp. Board, commercial providers</td>
</tr>
<tr>
<td>Provide high quality parks and recreation opportunities for residents and visitors</td>
<td>Explore grants for future improvements at Antrim Creek Natural Area and the Township Park.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>PC, Twp Board, ACNA</td>
</tr>
<tr>
<td></td>
<td>Work with the Village of Ellsworth to become a “Trail Town” to leverage recreational and natural amenities to support economic development.</td>
<td>High</td>
<td>Less than 1 year</td>
<td>PC, Twp Board, Ellsworth</td>
</tr>
<tr>
<td></td>
<td>Work towards implementation of the Ellsworth and Banks 5-Year Recreation Plan; seek MDNR Trust Fund grants as appropriate.</td>
<td>High</td>
<td>Ongoing</td>
<td>Planning Commission, Twp Board</td>
</tr>
<tr>
<td></td>
<td>Support well-planned commercial and recreational opportunities (e.g. RV park).</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Planning Commission</td>
</tr>
</tbody>
</table>

### Table 4. Housing & Neighborhood Goals

<table>
<thead>
<tr>
<th>GOAL</th>
<th>ACTION</th>
<th>PRIORITY</th>
<th>TIME FRAME</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encourage a broad range of housing that meets the varying economic, lifestyle, and stage of life needs of the community residents.</td>
<td>Concentrate and cluster new residential development in areas that have access to public services.</td>
<td>High</td>
<td>Ongoing</td>
<td>Planning Commission, NLEA</td>
</tr>
<tr>
<td></td>
<td>Explore opportunities to amend the zoning ordinance to allow more affordable housing options and diverse housing formats</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Support senior housing as opportunities arise.</td>
<td>High</td>
<td>Ongoing</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Update the short-term rental provisions to ensure rules are fair and balance the needs and desires of all property owners.</td>
<td>High</td>
<td>Less than 1 year</td>
<td>Planning Commission, Twp Board</td>
</tr>
</tbody>
</table>
**Table 5. Business & Economic Development Goals**

<table>
<thead>
<tr>
<th>GOAL</th>
<th>ACTION</th>
<th>PRIORITY</th>
<th>TIME FRAME</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support the existing and future needs of businesses in Banks Township</td>
<td>Accommodate commercial development in Atwood and other small, commercial centers as appropriate.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Explore establishment of a corridor improvement authority in Atwood to support public infrastructure and business development and retention.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission, Twp. Board</td>
</tr>
<tr>
<td></td>
<td>Review zoning regulations for commercial development that provide comprehensive, flexible guidelines for signs, parking areas, access, landscaping, screening, lighting, and setbacks.</td>
<td>Medium</td>
<td>1-5 years</td>
<td>Planning Commission</td>
</tr>
<tr>
<td></td>
<td>Encourage industrial development in designated areas served by adequate roadways and infrastructure.</td>
<td>Medium</td>
<td>Ongoing</td>
<td>Planning Commission</td>
</tr>
</tbody>
</table>
Norwood Township Annual Calendar

Key:
- Planning Commission
- Board of Trustees
- Zoning Board of Appeals
- Board of Review

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Planning Commission develops annual report</td>
<td>• No February Meeting</td>
<td>• Meets Monday the 9th at 7 PM at Historical Society Building</td>
<td>• Meets Monday the 13th at 7 PM - remote zoom meeting</td>
</tr>
<tr>
<td>• Meets Monday the 13th at 7 PM at Historical Society Building</td>
<td>• No February meeting</td>
<td>• Meets Monday the 16th at 7 PM at Historical Society Building</td>
<td>• Regular meeting cancelled</td>
</tr>
<tr>
<td>• Meets Monday the 20th at 7 PM at Historical Society Building</td>
<td>• No February meeting</td>
<td>• Meets Monday the 23rd at 7 PM at Historical Society Building</td>
<td>• Regular meeting cancelled</td>
</tr>
<tr>
<td>• Meets Monday the 27th at 7 PM at Historical Society Building</td>
<td>• No February meeting</td>
<td>• Board of Review Meetings</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td>• Meets Monday the 11th at 7 PM - remote Zoom meeting</td>
<td>• Meets Monday the 8th at 7 PM - Township Hall</td>
<td>• Meets Monday 13th at 7 PM – Remote Zoom Meeting</td>
<td>• Meets Monday the 10th at 7 PM at Township Hall</td>
</tr>
<tr>
<td>• Meets Monday the 18th at 7 PM</td>
<td>• Election of Planning Commission officers</td>
<td>• Meets Monday the 17th at 7 PM at Township Hall</td>
<td>• Meets Monday the 17th at 7 PM at Township Hall</td>
</tr>
<tr>
<td>• Meets Monday the 25th at 7 PM</td>
<td>• Township Board adopts annual budget</td>
<td>• Meets Monday the 20th at 7PM at Township Hall</td>
<td>• Meets Monday the 24th at 7 PM at Township Hall</td>
</tr>
<tr>
<td></td>
<td>• Meets Monday the 15th at 7PM</td>
<td>• Meets Monday the 27th at 7 PM at Township Hall</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>• Meets Monday the 20th at 7PM</td>
<td>• Board of Review Meetings</td>
<td>•</td>
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<tr>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Location</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td>Township Hall</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>21st</td>
<td>Township Hall</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td>Township Hall</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>Historical Society Building</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>19th</td>
<td>Township Hall</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>26th</td>
<td>Historical Society Building</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>9th</td>
<td>Historical Society Building</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>16th</td>
<td>Township Hall</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>30th</td>
<td>Historical Society Building</td>
<td>Meets Monday</td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td>Historical Society Building</td>
<td>Define Annual meeting schedule</td>
<td></td>
</tr>
<tr>
<td>21st</td>
<td>Township Hall</td>
<td>Define Annual meeting schedule</td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td>Historical Society Building</td>
<td>Define Annual meeting schedule</td>
<td></td>
</tr>
</tbody>
</table>

**Ongoing Planning Commission Milestones:**
- Master Plan review and update: 2020
- Parks and Recreation Plan update: 2021 (to cover period 2022-2026)
- Review of Bylaws: 2020