

Special Land Use Requirements

WEST TRAVERSE TOWNSHIP PLANNING COMMISSION
8001 M-119 PO Box 528 Harbor Springs, MI 49740 Ph: 231-526-7361
zoning@westtraversetownship.com

DIRECTIONS TO APPLICANT

The following items are needed to comply with the **SPECIAL LAND USE REQUIREMENTS** (Article 6) of the West Traverse Township Zoning Ordinance.

WHEN REQUIRED: Special Land Use review is required for all uses which are designed as a Special Land Use in Article 3 of the West Traverse Township Zoning Ordinance.

ITEMS TO SUBMIT: All items should be submitted to the West Traverse Township Zoning Administrator at least **30 days prior** to the desired public hearing date. The regular meeting date is the second Wednesday of each month.

1. **Application for Special Land Use Review.**
2. **Site Plans or Plot Plans** - 9 full-sized in addition 1 reduced size (maximum 11"x17") copy and 1 digital copy of all maps or graphics
3. **Site Plan Review Check List or Plot Plan Checklist** in accordance with Article 5 of the West Traverse Township Zoning Ordinance. Applicable agency reviews as required.
4. **Impact Statement** for Site Plan Review.

WHEN TO SUBMIT A PLOT PLAN OR SITE PLAN:

1. **Site Plans** are required for all Special Uses except those listed in #2 below.
2. **Plot Plans** are required for Major Accessory Buildings without a Principal Building and for Special Land Uses that are accessory to a single-family or two-family dwelling (such as Bed and Breakfasts, Group Child Care Homes, Home Based Businesses, On-Site Wind Energy and Freestanding Solar Energy Panels).

IN ADDITION:

The applicant should distribute 1 copy of the completed plan to each of the following agencies (if required):

AGENCY	ADDRESS	PHONE
Health Department of Northwest Michigan	3434 Harbor Petoskey Rd Suite A Harbor Springs, MI 49740	231-347-6014
Emmet County Road Commission (for county roads)	2265 E. Hathaway Harbor Springs, MI 49740	231-347-8142
Michigan Department of Transportation (for state highways)	Gaylord Transportation Service Center 1088 M-32 East Gaylord, MI 49735	989-733-3832 or 888-304-MDOT (6368)
Harbor Springs Area Fire Department	160 Zoll St Harbor Springs, MI 49740	(231) 526-2104
Soil Erosion Officer (If the building is within 500' of surface water or an acre or more of land is disturbed, including roads.)	3434 Harbor-Petoskey Rd Suite E Harbor Springs, MI 49740	231-439-8996

Application for Special Land Use Review

RETURN TO: WEST TRAVERSE TOWNSHIP

8001 M-119 PO Box 528 Harbor Springs, MI 49740

PHONE: (231) 526-7361 FAX: (231) 526-0028 EMAIL: zoning@westtraversetownship.com

DATE RECEIVED

CASE #

\$ 650

FEE

DATE PAID

PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE TOWNSHIP

Applicant's Name Pond Hill Farm

Phone 231-526-3276

Applicant's Address 5699 South Lakeshore Drive, Harbor Springs, MI 49740

Applicant's Email Address jspencer

@ pondhill.com

Owner's Name James Spencer

Owner's Address 7235 Geary Road, Harbor Springs, MI 49740

Owner's Email Address jspencer

@ pondhill.com

JOB SITE LOCATION

Address: 5699 S. Lakeshore Dr, Harbor Springs, MI 49740 Tax Parcel #: 2 4- 1 6- 3 3- 1 0 0 - 0 0 1

Zoning District: A-1, A-1-A

DESCRIBE SPECIAL LAND USE REQUEST

Pond Hill Farm is asking for a Special Use Permit to Operate a Commercial Event Facility pursuant to Zoning Ordinance Section 733.

REQUIRED USE INFORMATION

Current use of the property: Agricultural Tourism

Proposed use of the property: Commercial Event Facility

PLEASE ATTACH

☒ Site Plan* or Plot Plan*-- 9 copies in addition to 1 reduced sized copy and 1 digital copy

☒ Site Plan Review or Plot Plan Review Checklist

☒ Impact Statement

☒ Legal Description of Property

☒ Copies of all other required permits obtained

*Site plan or plot plan shall show all information listed in the Site Plan Review Checklist (Section 504 of the Zoning Ordinance) or Plot Plan Review Checklist (Section 502:2 of the Zoning Ordinance) unless specifically waived by the Planning Commission. All required information is due at least 30 days prior to the public hearing date.

INSPECTIONS:

As owner and/or applicant representing the owner, I do ☒ **do not** ☐ authorize West Traverse Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all of the above information is accurate to my fullest knowledge:

Signature of Applicant

Printed Name of Applicant

Date

(Required) Signature of Property Owner

Printed Name of Property Owner

Date

PLOT PLAN & SITE PLAN CHECKLISTS FOR SPECIAL LAND USES

PLOT PLAN REVIEW CHECKLIST

For Special Land Uses that Require the Submission of a Plot Plan

Case # _____

Date Received 10-8-2021

Subject Property Address 5699 South Lake Shore Drive, Harbor Springs, MI 49740

Subdivision and Lot Number (If Applicable) NA

Proposed Use of Property Comercial Event Facility

Proposed Number of Employees -

Plot Plan Requirements

		Yes	No	N/A	Comments
1	The actual shape, location and dimension of the lot. If the lot is not a lot of record, sufficient survey data to locate the lot on the ground.			X	
2	The shape, size and location of all buildings or other structures to be erected, altered or moved and of any other buildings or other structures already on the lot.			X	
3	The existing and intended use of the lot and of all structures upon it.			X	
4	Location of required setbacks of the zoning district.			X	
5	The location and configuration of the lot access and driveway drawn to scale.			X	
6	The location and width of all abutting right-of-ways, easements and public open spaces within or bordering the subject project.			X	
7	Natural features such as forests, bodies of water, wetlands, high risk erosion areas, slopes over 10%, drainage and other similar features, if determined by the Zoning Administrator to be applicable.			X	
8	North arrow.			X	
9	Such other information concerning the lot, adjoining lots or other matters as may be essential for determining whether the provisions of this Ordinance are being observed.			X	


Applicant's Signature

10/8/21
Date

SITE PLAN REVIEW CHECKLIST

For Special Land Uses that Require the Submission of a Site Plan

Case # _____

Date Received 10-8-2021

Subject Property Address 5699 South Lakeshore Drive, Harbor Springs, MI 49740

Subdivision and Lot Number (If Applicable) NA

Proposed Use of Property Commercial Event Facility

Proposed Number of Employees NA

Site Plan Requirements

	Basic Map Information	Yes	No	N/A	Comments
1	Number of Copies: 9 copies in addition to 1 reduced size copy (maximum 11" X 17") and 1 digital copy.	X			
2	Seal of the registered architect, landscape architect, land surveyor or professional engineer who prepared it. <i>(The Zoning Administrator shall have the authority to waive the requirements of a professionally prepared plan where it determines a sketch plan would be adequate.)</i>	X			
3	Legal description of the site.	X			
4	Zoning district of the site and adjacent properties.	X			
5	Scale of 1" equals 50' for less than 5 acres and at 1" equals 100' for 5 acres or more, and shall contain a general location map at a scale of 4" equals 1 mile giving site location.	X			
6	Map Info: Date, north point, scale, property dimensions, street names, size in square feet or acres and any other necessary identification information.	X			
	Structures, Storage & Easements	Yes	No	N/A	Comments
7	All existing and all proposed structures including fences, walls and other structures within 100' of the subject property including required setback lines.	X			
8	Floor area and floor plans of all structures.			X	See Structures, Storage & Easement
9	Building elevations (front, side and rear views) and height of all structures.			X	See Structures, Storage & Easement
10	Location of all outdoor lights, pole heights, bollards, building attached and luminary shielding techniques.	X			
11	Location and sizes of signs (must comply with Section 413).	X			
12	Outdoor storage areas, snow storage areas and waste receptacles.	X			
13	Percentage of lot coverage.			X	

14	All existing utility lines and other services within and bordering the subject property.			X	
15	Proposed method of screening.			X	
16	Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension and other data of all such equipment or machinery shall be indicated.			X	
	Parking, Circulation & Roads	Yes	No	N/A	Comments
17	Ingress/egress drives and right-of-ways/easements.	X			See Parking
18	Parking areas with spaces delineated. Parking spaces required_____, parking spaces actual_____, and accessible (ADA) parking location and number _____.	X			See Parking
19	Roads.	X			
20	Pedestrian circulation features.	X			
21	Loading and unloading areas.	X			
22	Parking lot landscaping.			X	
	Natural Features & Landscaping	Yes	No	N/A	Comments
23	Natural features such as bodies of water, wetlands and slopes.	X			
24	Topography information based on USGS datum or selected on site elevations. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of topography.	X			
25	Proposed landscaping. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to whether existing or proposed. Whenever a tree or group of trees of 3" caliper or greater is to be removed as part of the planned improvements, it or their location must be shown on the site plan in dotted outlines and noted "to be removed".			X	
26	Are there scenic view considerations?			X	
	Drainage & Soil Erosion	Yes	No	N/A	Comments
27	Generalized soil analysis data, which may include data prepared by the Emmet County Soil Conservation District regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.			X	
28	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development when required.			X	

29	Drainage and stormwater management plan.			X	
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	Other Requirements	Yes	No	N/A	Comments
30	Impact Statement attached?	X			See Impact Statement
31	Harbor Springs Area Fire Department approval?	X			See Fire Dept.
32	Fire hydrants and fire vehicle access.	X			See Fire Dept.
33	Emmet County Road Commission or MDOT approval?	X			See MDOT
34	Health Department of Northwest Michigan approval?	X			See Health Dept.
35	Army Corps of Engineers approval?			X	
36	Soil erosion approval?			X	
37	Michigan Department of Environmental, Great Lakes & Energy (EGLE) approval?			X	
38	Wetlands permit approval?			X	

ADDITIONAL COMMENTS:

Also Including:

- Deviation Requests
- Letters of Support from Neighbors
- Dust Control Plans
- Event Plan


 Applicant's Signature

10/8/21
 Date

Impact Statement for Special Land Uses that Require Site Plan Review

Case # _____

Date Received _____

Applicant's Name _____ Pond Hill Farm - Jimmy Spencer

Project Title _____ Comercial Event Facility

Property Tax ID _____ 24-16-33-100-001

1. PROJECT DESCRIPTION

Give a description of the proposed development including site land use characteristics, the number of lots or units and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size and income as applicable:

Pond Hill Farm is asking the Planning Commission to grant us a Special Use Permit. Specifically, to Operate a Comercial Event Facility. To support this request, we are submitting a complete site plan, impact statement, special events plan, application for zoning action, and application fees. When necessary, Pond Hill Farm will obtain any required licenses under the Outdoor Gathering Ordinance when conducting Comercial Events. We are also requesting deviation of hours of operation, Article 7, Section 733, Letter E; and amplified sound, Article 7, Section 733, Letter F.

2. EXPECTED DEMANDS ON COMMUNITY SERVICES

Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

a. Sanitary Services (volume of sewage)

Pond Hill Farm installed a new septic system in May of 2021. The addition of a 2000 gallon grease interceptor, 1000 gallon trash tank, 2 additional 2000 gallon double chamber tanks, and a 1000 gallon pump tank that feeds a 2000 square foot drain field was added to the existing 2000 gallon double chamber tank and existing 1200 square foot drain field. Our current engineered capacity for the basis of design is for 700 visitors at 6 gpd/visitor. A 1/50 porta potty over 700 visitors expected is being followed including portable hand washing stations. See Attached document.

b. Domestic Water (volume of water consumption related to ground water reserves or community system capacity)

Pond Hill Farm is operating on a private type 2 well. Water testing is done quarterly through the health department. Groundwater reserves are extremely large due to the topography of the land and abundant surface water. The largest community system near us is Birchwood Golf and Country Club. No problems with water supply or availability have been previously experienced, none are expected or foreseen.

c. Traffic Volumes (change in traffic volume)

Pond Hill Farm is asking for a special use permit to allow us to continue to host events that have taken place for the last 17 years. We do not expect to see a change in traffic with this approval. During the peak color season, traffic on Scenic M119 is the highest of the year. We can expect traffic on M119 to increase if we cap visitation, as not as many drivers would exit the highway to visit but continue to drive the Tunnel of Trees to Cross Village or Harbor Springs.

d. Schools

Formalizing our permit to host special events will allow us to continue supporting schools with farm education field trips, fundraisers, dances, and other celebrations. We have previously hosted all of these types of events and will happily continue to do so.

e. Fire Protection

As we are not adding anything that has not already taken place at Pond Hill Farm we expect no change in our need for the community fire protection services. The work done on our site plan, improvements made to infrastructure, and communication with the Fire Department will make assistance more seamless if the need arises.

3. ENVIRONMENTAL IMPACTS

Include statements relative to the impact of the proposed development on (if applicable):

a. Soil Erosion

Pond Hill Farm's request for a Special Use Permit will not have an impact on soil erosion. We use cover cropping as our strategy to limit soil erosion and increase soil building.

b. Shoreline Protection

Not applicable.

c. Wildlife Habitat

The request for a Special Use Permit will not have an effect on wildlife habitat. A conservation easement on 60 acres if the farm is in place to protect wildlife habitat. The property is used by the Audubon Society, Little Traverse Conservancy, and Tip of the Mitt Watershed Council. We will continue to work with schools and nonprofits to use the land for education, recreation, and outreach.

d. Air Pollution

Not Applicable.

e. Water Pollution (ground and surface)

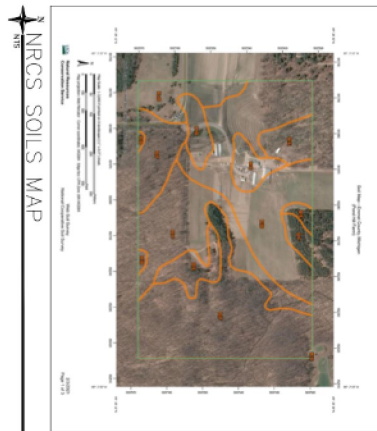
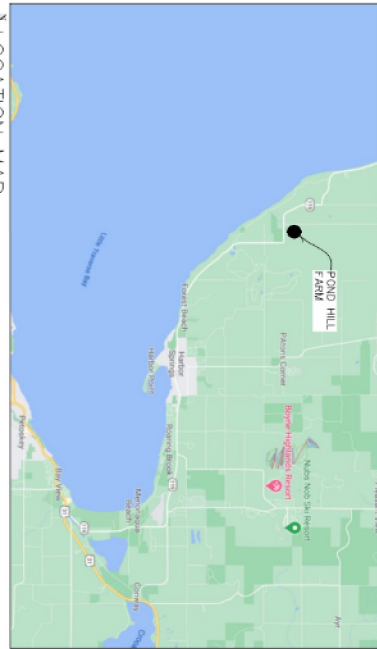
The requested Special Use Permit will not effect water pollution. Pond Hill recently completed an AHF facility in conjunction with the USDA to make sure chemicals are stored properly on our property.

f. Noise

The requested Special Use Permit will not impact neighbors with noise. Our closest neighbors are a half mile away and separated by hills and forests. No houses overlook the event venue and no noise complaints have existed in the 17 years we have operated similar events.

Applicants Signature

Date



LEGAL DESCRIPTION

W 1/2 OF NW 1/4, 80 A SECTION 33, T39N, R18E

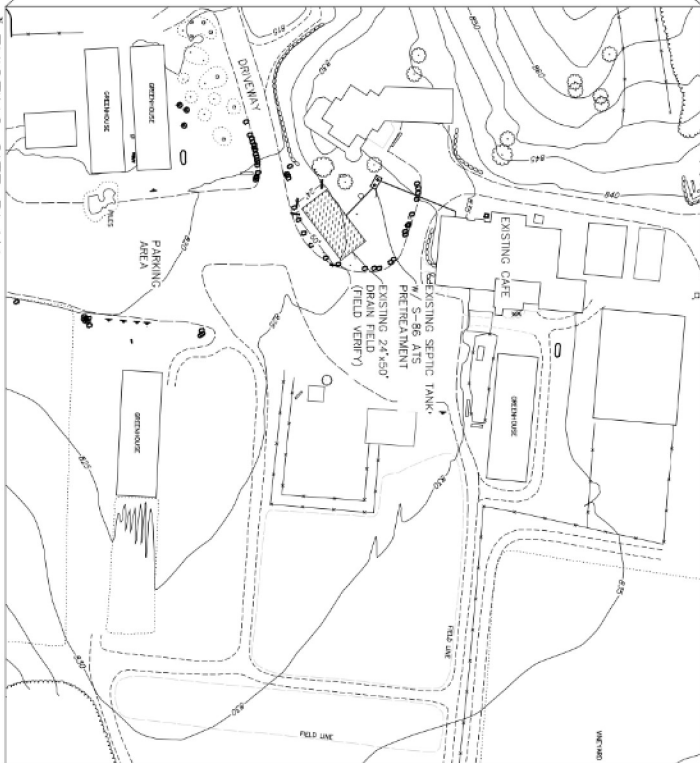
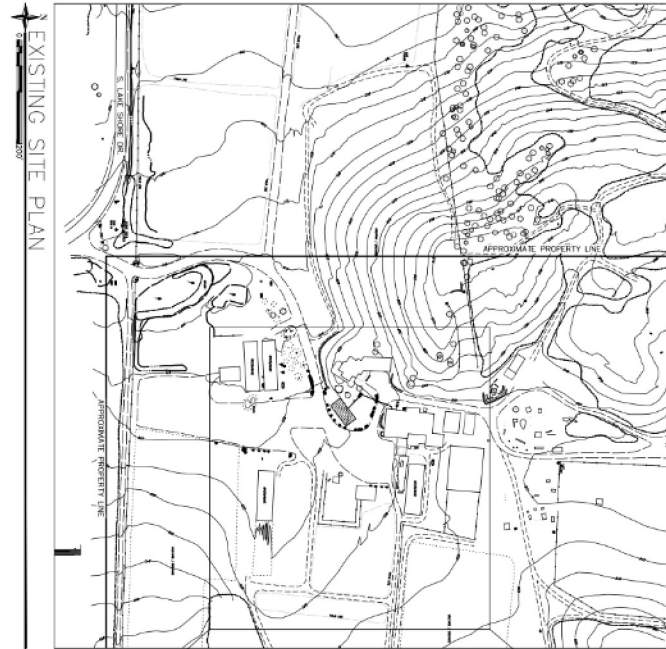
GENERAL NOTES

PROJECT NO. 18-12-109-001
 COUNTY: WEST TRAVELER
 TOWNSHIP: WEST TRAVELER
 SECTION: 33
 DATE: 10/15/2021
 DRAWN BY: J. S. Sorenson
 CHECKED BY: J. S. Sorenson
 SCALE: 1" = 100' (FIELD VERIFY)
 NOTES: SEE PLAN FOR DETAILS
 REVISIONS: 1. 10/15/2021 J. S. Sorenson
 2. 10/15/2021 J. S. Sorenson
 3. 10/15/2021 J. S. Sorenson



SORENSEN ENGINEERING, LLC.
 1044B DEERPATH N.
 TRAVERSE CITY, MI 49685
 JSORENSEN8028@GMAIL.COM

POND HILL FARM WASTEWATER SYSTEM
 5699 S. LAKE SHORE DR.
 HARBOR SPRINGS, MI 49740



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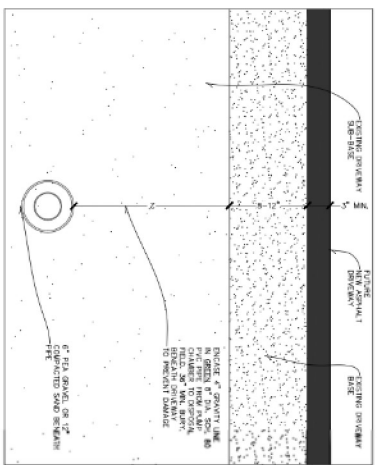
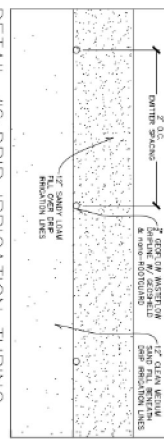
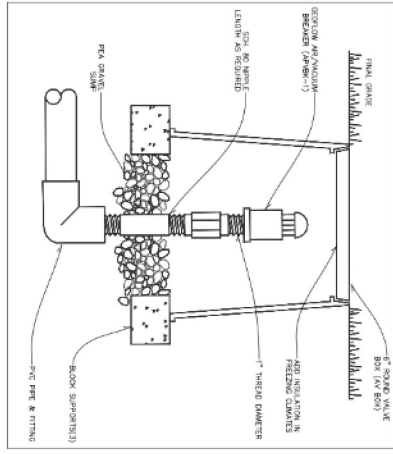
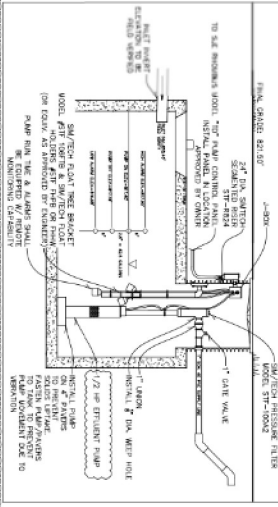
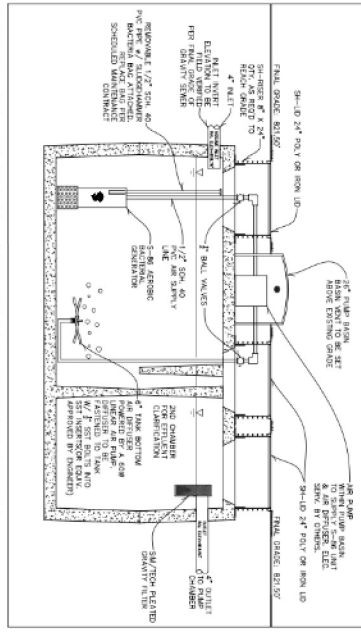
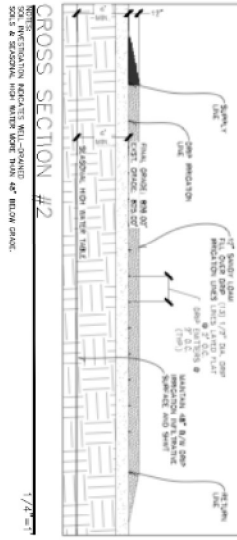
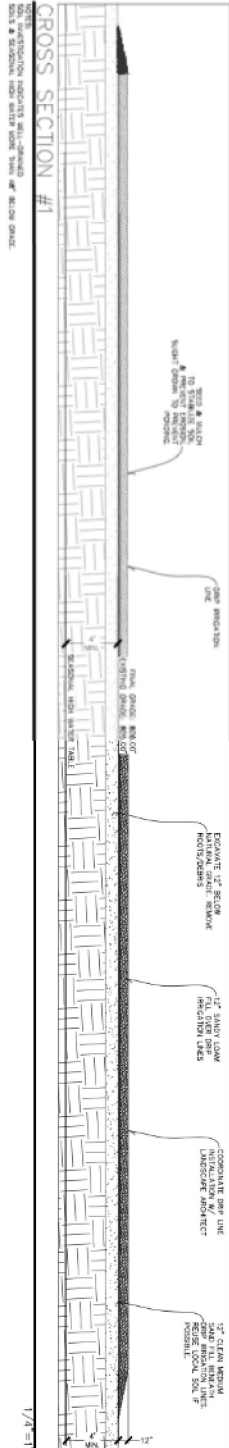
COLONY NICKS ARE 50% OFF
ON BLUE LACE SANDY OAK

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PER UNIT	4.000
TOTAL ORDER	4200

1

SORENSEN ENGINEERING, LLC.
10448 DEERPATH N.
TRAVERSE CITY, MI 49685
JSORENSEN802@GMAIL.COM



- CONCRETE TANK INSTALLATION NOTES:**
- DESIGN PER PERFORMANCE TEST PER ASTM C1227
 - FC @ 28 DAYS, CONCRETE = 6,000 PSI MIN.
 - TANK TO BE SET ON 12" MIN. SAND BED OR PER GRAVEL
 - TANK TO BE SET ON 12" MIN. SAND BED OR PER GRAVEL
 - LESS THAN 24" AND MECHANICALLY COMPACTED
 - EXCAVATED MATERIAL MAY BE USED FOR BACKFILL
 - PROVIDED LARGE STONES ARE REMOVED
 - EXCAVATION SHOULD BE DEMONSTRATED AND TANK FILLED WITH
 - WATER PRIOR TO BEING SET AND FOR INSTALLATION
 - MEETS C1644-06 FOR RESILIENT CONNECTORS
 - NETS AND OUTLET IDENTIFIED ABOVE PIPE
 - NETS AND OUTLET IDENTIFIED ABOVE PIPE
 - 4" MAXIMUM BURST DEPTH
 - TANK DIMENSIONS/DETAIL MAY CHANGE
 - DEPENDENT ON CHOSEN TANK MANUFACTURER

Copyright 2021 Sorenson Engineering, LLC

REVISION	DATE	BY	CHK
1	10/1/2021	J. Sorenson	J. Sorenson
2	10/1/2021	J. Sorenson	J. Sorenson
3	10/1/2021	J. Sorenson	J. Sorenson
4	10/1/2021	J. Sorenson	J. Sorenson
5	10/1/2021	J. Sorenson	J. Sorenson
6	10/1/2021	J. Sorenson	J. Sorenson
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POND HILL FARM WASTEWATER SYSTEM
5699 S. LAKE SHORE DR.
HARBOR SPRINGS, MI 49740

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JSORENSEN802@GMAIL.COM

- A APPROPRIATE METHOD TO PREVENT SOIL COMPACTION ON THE ABSORPTION FIELD SITE SHALL BE EMPLOYED
- ELEVATIONS OF TANKS, CHAMBERS, BOXES, PIPES, AND ALL SEPTIC SYSTEM COMPONENTS SHALL BE DETERMINED BY HOME DRAIN PIPE INLET ELEVATION

7. LOCAL TRAFFIC SHALL BE MAINTAINED AT ALL TIMES.

S-86 unit
OUR WORKSHOPS FOR RESTORING CHILLED LEACH FIELDS. RECOMMENDED FOR LARGER RESIDENCES AND COMMERCIAL APPLICATIONS.

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