

MEMORANDUM

To: Elk Rapids Township Planning Commission
Date: January 7, 2016
From: Larry Nix, PCP
RE: **Site Plan Review: Altonen Cidery; 11595 South US 31, Williamsburg, MI**

Mr. Brian Altonen has been authorized by John and Sandra Altonen, property owners, to represent the site plan submitted illustrating the proposed Altonen Cidery. An LLC has been formed to manage all winery operations (Townline Ciderworks, LLC). This proposed operation will be located on a 79.8-acre parcel owned by John and Sandra Altonen and occupy less than an acre of land. The site plan reflects a 4,240 square foot cidery building plus a patio area, and a gravel parking lot consisting of 7,800 square feet plus a 1,480 square foot loading area. This property is zoned Agriculture and a Winery is a permitted use subject to site plan review and approval by the Planning Commission.

The following pages are the site plan submission and review criteria with our comments in italics after each item.

Recommendation. Our review has not revealed any shortcomings on this application or site plan. We complement the applicant and their designer for the submission of a comprehensive set of plans and addressing all submission requirements. The site plan meets ordinance provisions; and we recommend approval of the site plan with the following conditions, and any others deemed appropriate by the Planning Commission.

1. The Antrim Conservation District should provide a letter indicating 'no concerns' or approval of the proposed drainage system.
2. Public Health - Site improvements shall fully conform to the requirements of the Michigan Department of Public Health and the Antrim County Health Department.
3. As per the Elk Rapids Fire Department,
 - a. Install an approved key lock box for fire department access
 - b. Install address signs at both the building and roadside that conforms to the county address sign ordinance.
 - c. Maintain at least 15 feet of separation between the dumpster and any building.
 - d. Driveway gravel at least 20 feet wide and meets an appropriate standard for depth to support 30,000 GVW fire trucks and other large vehicles.
4. The proposed sign as noted on the site plan shall be placed between the US-31 right-of-way and the building, but not within the right-of-way.
5. Others as may be desired by the Planning Commission.

Zoning Ordinance Review Criteria

Section 17.04 - APPLICATION PROCEDURE

Requests for final site plan review shall be made by filing with the Township Zoning Administrator a completed application accompanied by ten (10) copies of a detailed site and development plan which shall contain all information required in this ordinance. The Zoning Administrator shall review the submittal to determine that all the required information has been provided. Upon finding that the Site Plan is complete, the Site Plan shall be placed on the Planning Commission's agenda for the next meeting as per Township policy. The fees as established in the Elk Rapids Township Fee Resolution Schedule must accompany the complete application.

- A. At a minimum, the application shall include the following information:
1. The applicant's full name, address and phone number including area code. *Provided in application package.*
 2. Proof of property ownership, and whether there are any options on the property, or liens against it. *Provided in application package.*
 3. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf. *Provided in application package.*
 4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s). *Provided in application package.*
 5. The address and parcel (Tax Roll) number of each parcel contained in the proposed site plan. *Provided in application package.*
 6. The name and address of the developer (if different from applicant). *Provided in application package.*
 7. Name and address of the engineer, architect and/or land surveyor. *Provided in application package.*
 8. Project title. *Provided in application package.*
 9. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation utilities to be provided, and related information as pertinent or otherwise required by the ordinance. *The project consists of 102'x40' winery building, associated parking and loading space, dumpster and access drive.*
 10. A vicinity map drawn at 1" = 2,000' with north point indicated. *Provided in application package.*
 11. The gross and net acreage of all parcels in the project. *Provided in application package. The parcel size is 78.9 acres, absent of any right-of-way.*
 12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels. *This information has been provided on the site plan and consists primarily of active agricultural/orchard operations and scattered single family homes on large parcels. All property east of US-31 is zoned Agriculture.*

13. Project development phases and completion schedule. *The proposed improvements are projected to start in the spring of 2016, with the project complete and the winery open for business in September 2016.*
 14. Written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools and existing utilities) and on the natural environment of the site and adjoining lands. *The applicant has provided a full and detailed analysis of projected project impacts. The analysis appears to be reasonable.*
- B. The site plan shall consist of an accurate, reproducible drawing at a scale of 1" = 100' or less, showing the site and all land within 150' of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following:
1. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations. *Provided in application package.*
 2. Existing topographic elevations at two (2) foot intervals, proposed grades and directional drainage flows. *Site topographic information has been provided along with an explanation of how the storm water system will function. This information also indicates Heidi Shaffer from Antrim County Soil Erosion Control has been involved in the development of the system.*
 3. The location and type of existing soils on the site. *Noted on the site plan.*
 4. Location and type of significant existing vegetation, and how it will be altered to permit construction of the project. *According to the application, there are agricultural fruit crops and sod existing on the site.*
 5. Location and elevations of existing water courses and water bodies, including county drains, man-made surface drainage ways, floodplain and wetlands (as identified by the DNR in an official determination request). *None, according to the application and from our review of the site.*
 6. Location of existing and proposed buildings and intended use thereof as well as the length, width and height of each building, and typical elevation views of proposed structures. *There are no buildings associated with the proposed operation and one building will be erected to accommodate the use. Elevations have been submitted and the building style and height are appropriate for the use and location.*
 7. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where required. *This information is contained on the site plan.*
 8. Location of existing public roads, rights-of-way and private easements of record and abutting streets. *Provided in application package.*
 9. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes serving the development. Details of entryway and sign locations shall be separately depicted with an elevation view. *Provided in application package.*
 10. Location, design and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and

methods of surfacing) fire lanes and all lighting thereof. *Parking areas are illustrated on the site plan. The parking areas and drive are consistent with the zoning ordinance regulations.*

11. Location, size and characteristics of all loading and unloading areas. *This information is illustrated on the site plan and is consistent with the zoning regulations.*
12. Location and design of all sidewalks, walkways, bicycle paths and areas for public use. *Not applicable.*
13. Location of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention and detention ponds, waste water lines, cleanout locations, connection points and treatment systems, including septic systems if applicable. *This information is illustrated on the site plan.*
14. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam. *This information is illustrated on the site plan.*
15. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings and swimming pools if applicable. *Not applicable.*
16. Location, size and specifications of all signs and advertising features showing all views. *A sign is proposed near the drive entrance at US-31. The location is proposed outside of the right-of-way and the size is compliant with the zoning requirements.*
17. Exterior lighting locations, areas of illumination depicted by a photometric layout, type, wattage and height of all fixtures, including sign lighting, and proposed shielding to be used. *Low level dark sky lighting is proposed for the building and walkways in compliance with zoning requirements. Photometric layout of the existing and proposed light is illustrated on the site plan as required.*
18. Location and specifications for all fences, walls and other screening features with cross sections. *The proposed refuse container area is the only fenced area. Details of the wood screening and door are contained on the site plan.*
19. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate. *The applicant indicates the existing apple trees on the site will serve to landscape the proposed building.*
20. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities. *This information is illustrated on the site plan.*
21. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities. *Not applicable as none are proposed.*
22. Identification of any significant site amenities or unique natural features. *None illustrated on the site plan.*

23. Identification of any significant views onto or from the site to or from adjoining areas. *None.*
24. North arrow, scale and date of original submission and last revision. *Provided on the site plan.*
25. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan. *All drawings are sealed.*
26. Building elevations for typical units of new buildings or exterior remodeling of existing buildings, illustrating exterior building materials, building heights, and proposed wall sign or window sign area. *Elevations have been submitted and the building style and height are compliant with Township zoning standards.*
27. In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:
 - a) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent. *The applicant has submitted Tax Assessment/Title documents indicating ownership of the property.*
 - b) Certifications from the appropriate agencies, including the local fire department, that proposed utility systems, are or will be adequate to handle the proposed development and that all necessary easements have been provided. *The Fire Department has submitted a letter dated December 14, 2015 indicating several conditions for approval of the proposed winery.*
 - c) Legal documentation establishing property owner associations or other legal entities responsible for control over required common areas and facilities. *NA, Not Applicable.*
 - d) Bonds, letters of credit, or other surety devices. *None have been provided at this time but the Planning Commission can request a financial guarantee for site improvements as permitted in the Zoning Ordinance in Section 17.08 Performance Guarantee.*
 - e) Time schedules for the completion of phases in the occurrence of a staged development. *Provided by the applicant.*
 - f) Calculations for drainage and storm water design detention/retention. *This has been provided and with input by the Antrim County Soil Erosion Officer, Heidi L. Shaffer. A letter from Ms. Shaffer should be submitted noting her approval of the drainage system proposed.*
 - g) Drainage - Site Plans shall fully conform to the Antrim County Drain Commission standards. *See above.*
 - h) Erosion - Site Plans shall fully conform to the Antrim County Soil Erosion and Sedimentation Control Ordinance. *See above.*
 - i) Hazardous Waste Management - Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment. *Not Applicable.*

- j) Public Health - Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Antrim County Health Department. *As noted in the submission documents, the applicant acknowledges the need to comply with all state and local health regulations including obtaining permits for construction and operation.*
- k) Statutory Compliance - Site Plans shall fully conform to all applicable state and federal statutes. *All State and Federal requirements have or will be met.*
- l) Conformance with Township Master Plan - Site Plans shall fully conform to the land use policies, goals and objectives of the Elk Rapids Township Master Plan. *The site is zoning and Master Planned for Agricultural proposes.*