



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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October 29th, 2015

The Village of Grand Traverse LLC
C/O Steve Schooler – Project Manager
Rookwood Tower
3805 Edwards Rd, Suite 700
Cincinnati, OH 45209

RE: Phase I Occupancy
Parcel Nos.: 28-01-102-001-01 and 28-01-102-001-02

Mr. Steve Schooler,

As part of Site Plan Approval 2009-01P there were a number of conditions that needed to be met prior to final occupancy for Phase I of the Grand Traverse Town Center, specifically the Meijer facility located on E Town Center Drive. For the purpose of this letter, the final occupancy determination allows for the opening of the facility to the general public to conduct normal business operations.

Attached to this letter is a memo from the Township Planning Consultant, John Iacoangli of Beckett and Raeder, containing a Final Occupancy Checklist that indicates that all conditions have been satisfied and inspected by Acme Township and/or its consultants and agents per Site Plan Approval 2009-01P. It is noted that Item 8, "Installation of M-72 and Lautner Road Landscaping per B&R Plan" is still ongoing and the installation of site signage per the approved sign design plans in Site Plan Approval 2009-01P still needs to occur, but are not considered critical components effecting final occupancy.

Based on the reviews conducted by Acme Township staff, its consultants and agents, I hereby declare that all conditions have been met per Site Plan Approval 2009-01P in order to allow final occupancy of Phase I of the Grand Traverse Town Center, specifically the Meijer facility. This letter is to serve as notice that final occupancy is allowed and permitted by Acme Township to the Village of Grand Traverse LLC and Meijer, Inc to occupy the facility and conduct normal business operations with the general public.

Shawn Winter
Zoning Administrator – Acme Township
swinter@acmetownship.org

cc: Meijer, c/o Mike Klomp
enc: Beckett and Raeder Memo and Occupancy Checklist

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Date: 10.29.2015

From: John Iacoangeli
To: **Shawn Winter, Zoning Administrator**
ACME TOWNSHIP PLANNING COMMISSION
6042 Acme Road
Traverse City, MI 49690

Project: Village at Grand Traverse
Phase 1 – SUP and Site Plan

Request: Completion of SUP Related Items

As a result of the issuance of the Land Use Permit (LUP) #2013-24 to the Village of Grand Traverse we have been monitoring the completion of items required by the Special Use Permit (SUP) and the Phase 1 Site Plan for the project. Those elements have included the following:

- Final design and construction of the storm water treatment system,
- Construction of M-72 roundabouts and lane reconfigurations,
- Installation of M-72 roadway lighting,
- Construction of Lautner Road roundabout and lane reconfiguration,
- Installation of internal road and roundabout,
- Installation of internal water system,
- Installation of internal sanitary sewer system,
- Installation of M-72 and Lautner Road landscaping, and
- Post construction stream monitoring.

In order to succinctly review the progress of each element an Occupancy Checklist was prepared and used by the Township and the Applicant to oversee progress and determine completion timeframes. In order to determine if an element was complete according to the occupancy metric information was required from the various review agencies and engineering firms, as well as, the recording of legal documents required in the SUP.

Several site items that do not influence occupancy which will be subject to the project performance guarantee include the following:

1. Landscaping along M-72 needs to be complete by the end of Spring 2016 in conformance with the Beckett & Raeder landscape design plan dated June 3, 2013.
2. Installation of site signage per the approved sign design plans in the SUP.

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Recommendation

The attached Occupancy Checklist describes each element and references documents that satisfy the respective requirement. Based on the documentation and the state of construction completion all elements have been satisfied and it is my recommendation that the Letter of Occupancy be issued to the Applicant.

Cc: Jeff Jocks, Acme Township Attorney
Steven Schooler, Jeffery R. Anderson Real Estate Inc., Project Manager

PHASE 1 - OCCUPANCY CHECKLIST

STATUS AS OF 10/27/2015

Occupancy Metric

Supporting Documentation

| STATUS AS OF 10/27/2015 | Occupancy Metric | | Supporting Documentation |
|--|---|-------------------------------------|---|
| Final design of storm water treatment system | Final engineering design is complete. Beckett and Raeder sign-off on the storm system on 5- 21-15. All storm water basins and plantings are installed as designed. GFA provided certification. Gosling Czubak approved certification and as-built design. | <input checked="" type="checkbox"/> | 1) Technical memorandum issued by Gosling Czubak dated 9/11/2015. 2) First Amendment to Declarations of Easements, Restrictions and Maintenance Agreement for VGT recorded at Register of Deeds 10/15/2015 [Page 1 thru 21]. 3) Letter dated 9/14/2015 from GFA stating that storm water facilities and permanent soil erosion controls for Phase 1 have been completed. 4) Inspection, Monitoring and Maintenance Plan for Storm Water Management System at VGT prepared by Horizon Environmental Corporation dated 9/2015. 5) Meijer Spill Response Procedures dated 2/16/2015. 6) Post construction monitoring test and report activated with first report issued for 9/2015. 7) Maintenance Bond for sanitary and storm system issued 10/22/2015. 8) Letter of Guarantee issued by Elmers Crane and Dozer Inc. dated 9/14/2015. 9) Technical memorandum issued by Gosling Czubak dated 9/16/2015 verifying that the storm water system was installed per plan. |
| Construction of M-72 roundabouts and lane reconfiguration | Construction has commenced. All critical construction components (pavement, pavement markings, signing and lighting) shall be completed. Non-critical components include trail paving, landscape installation and project clean-up. | <input checked="" type="checkbox"/> | 10) Receipt of correspondence from Richard Liptak, Jr. MDOT Traverse City TSC dated 10/27/2015 indicating critical construction is completed and M-72 is open to the motoring public. |
| Installation of M-72 roadway lighting | Construction has commenced. All critical construction components (pavement, pavement markings, signing and lighting) shall be completed. Non-critical components include trail paving, landscape installation and project clean-up. | <input checked="" type="checkbox"/> | 10) Receipt of correspondence from Richard Liptak, Jr. MDOT Traverse City TSC dated 10/27/2015 indicating critical construction is completed and M-72 is open to the motoring public. |
| Construction of Lautner Road roundabout and lane reconfiguration | Construction has commenced. All critical construction components (pavement, pavement markings, signing and lighting) shall be completed. Non-critical components include trail paving, landscape installation and project clean-up. | <input checked="" type="checkbox"/> | 11) E-Mail from James Johnson, P.E., GT County Engineer dated 10/23/2015 indicating that Lautner Road can be opened for traffic. |
| Installation of internal road and roundabout | Construction completed. | <input checked="" type="checkbox"/> | 12) Technical memorandum issued by Gosling Czubak dated 10/2/2015 noting that the corridor road, curb, sidewalk and asphalt walk are constructed as shown on plan. |
| Installation of internal water system | Construction completed. GTB has accepted the water system. | <input checked="" type="checkbox"/> | 13) E-Mail from Joe Huhn, Grand Tarverse Band of Ottawa and Chippewa Indians, dated 9/11/2015 noting that they have accepted and are now responsible for the water system. 14) Formal letter from Joe Huhn, Grand Tarverse Band of Ottawa and Chippewa Indians, dated 9/16/2015 noting that they have accepted responsibility for the VGT water system. |
| Installation of internal sanitary sewer system | System operation completed. | <input checked="" type="checkbox"/> | 15) E-Mail from Brian Jankowski, P.E., MDEQ, dated 9/16/2015 approving the sanitary sewer connection to the Meijer store. 2) First Amendment to Declarations of Easements, Restrictions and Maintenance Agreement for VGT recorded at Register of Deeds 10/15/2015 [Page 1 thru 21]. |
| Installation of M-72 and Lautner Road landscaping per B&R plan | Revised plans prepared by B&R and issued to developer for work along M-72. Installation of berms in progress. Landscaping along Lautner Road is completed. | <input checked="" type="checkbox"/> | 16) Considered a non-critical construction item and does not impact occupancy. |
| Post Construction Stream Monitoring | Implementation of Post-construction Acme Creek monitoring plan commences with occupancy of Phase 1: Meijer Project. Plan is in place and has been agreed to as part of the SUP by VGT and Township. | <input checked="" type="checkbox"/> | 6) Post construction monitoring test and report activated with first report issued for 9/2015 by Horizon Environmental. |

Supporting documents on file at Acme Township office.