

**Elk Rapids Township, Antrim County, Michigan  
Planning Commission APPLICATION**

1

**Applicant** Pine Hollow Institute  
(Property Owner)  
Address 10400 S. Bayshore Dr.

**Agent** Dale Hull, President / CEO  
Address 1180 Winnell Ct.

City - State - Zip Code Elk Rapids, MI 49629  
Phone / Cell 231-632-2731  
Fax Number 231-264-9303  
Email dhull@pinehollow.org

City - State - Zip Code Petoskey, MI 49770  
Phone / Cell 231-632-2731  
Fax Number 231-264-9303  
Email dalehull11143@gmail.com

**INSTRUCTIONS**

For your reference, the Elk Rapids Township Zoning Ordinance is on-line at <http://www.elkrapids.com/Township>

The Planning Commission regularly meets on the third Tuesday evening of the month as scheduled at the Government Center, 315 Bridge St. in Elk Rapids. Applicants desiring a public hearing must submit this completed Application accompanied by any other required documentation and the Hearing Fee no later than 45 days prior to a Planning Commission meeting.

**Applications should be delivered to either:**

Elk Rapids Township Zoning Administrator  
315 Bridge St., P.O. Box 365  
Elk Rapids, MI 49629-0365

or

Elk Rapids Township Clerk  
315 Bridge St., P.O. Box 365  
Elk Rapids, MI 49629-0365

The Fee Schedule for Planning Commission hearings, per Township Board Resolution 98-07 is:

|                                     | REGULAR MEETING                 | SPECIAL MEETING                  |
|-------------------------------------|---------------------------------|----------------------------------|
| Rezoning Application (PC)           | \$ 200.00                       | \$ 500.00                        |
| Special Exception Application (PC)  | 250.00                          | 500.00                           |
| Site Plan Review (PC)               | 200.00                          | 500.00                           |
| Non-Conforming Use Upgrade (ZBA/PC) | 100.00                          | 200.00                           |
| Planned Development Zone (PC)       | 50.00/acre<br>or (\$200.00 min) | 175.00/acre<br>or (\$300.00 min) |

Applicants seeking a formal Site Plan Review Hearing are advised to study the complete text contained in the Elk Rapids Township Zoning Ordinance Chapter 17, and Parking & Loading Requirements in Chapter 14.

Except for plans in the Single and Two Family Zones, a copy of the proposed Site Plan must be provided to the Elk Rapids Township Emergency Services Departments as listed on the Elk Rapids Township Web Site for review.

**5A. Action Requested**

I/We the undersigned request a hearing before the Elk Rapids Township Planning Commission for the purpose indicated below:

Special Exception - Special Use Permit

Rezoning Request

Site Plan Review for:

Commercial Zone

Planned Development Zone

Manufacturing Zone

Multiple Family (R-3) Zone

Environmental Zone

Agricultural Zone

Modifications to Previously Approved Site Plan

Approval Date of Previous Site Plan \_\_\_\_\_

Other \_\_\_\_\_

**B. Property Information**

05-06-450-006-00

05-06-029-015-00

05-06-029-011-00

1. Present Zoning Classification R-1 and R-3 Property Tax # \_\_\_\_\_

2. Present Use Residential R-1 Physical Address 10400 S. Bayshore Dr.

N/A

3. If property is platted, name of Plat and Lot #: \_\_\_\_\_

4. If unplatted, Legal Description of property affected by this request. Attach a complete property description with this application. See attached description.

5. Are there any deed or plat restrictions affecting this parcel of property?  Yes  No. If Yes, attach a copy of these restrictions with this application.

6. Names and addresses of all persons and/or firms other than yourself having a legal interest in the business and/or land.

See attached Board of Directors Roster

7. Attach ten (10) copies of the Site Plan including dimensioned location and size of existing and proposed buildings, property size, and all other pertinent information per Zoning Ordinance Chapter 17, Sections 17.01 - 17.11.

8. What public utilities are available or in use at this property? Water, sewer, gas, electricity

9. List any other Authorities which may have jurisdiction or overlapping interest in this proposed project: (i.e. Elk Rapids Village or adjacent Township, MDEQ, Antrim County Health Department or Soil Erosion Department, U.S. Corps of Engineers, etc.)

Elk Rapids Township, Elk Rapids Fire Department, Antrim County Health department, Antrim County Building Department (code)

**C. Describe the proposed Use or Structural changes that make Planning Commission Review necessary:**

See attached narrative description of use.

---

---

---

---

---

---

---

**D. Possible positive impacts of this proposal on the surrounding properties and the Township:**

Maintains the existing natural open space of the site (77% of the site remains natural).

Conserves the property from potential increased residential densities  
Will provide increased revenues for local suppliers, restaurants,  
and retail facilities.

Will provide 5 to 10 full time jobs.

---

---

**E. Possible negative impacts of this proposal on the surrounding properties:**

May have a larger number of people on the site for longer periods of time than would a single family dwelling over the course of a year.

There may be increased traffic from time to time, however, Pine Hollow Institute will shuttle its guests to and from the site to reduce vehicle traffic on local roads.

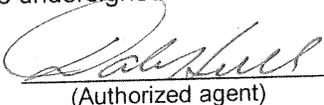
---

---

F. AFFIDAVIT

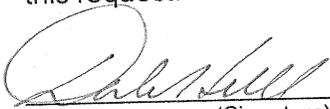
The undersigned acknowledges that if a change is granted or other decisions affecting the property represented by the undersigned are reached by the Planning Commission, the said decision does not relieve the applicant from compliance with all other provisions of the Township Zoning Ordinance. The undersigned further affirms that he/she is or they are the:

\_\_\_\_\_owner(s) <sup>x</sup>\_\_\_\_\_authorized agent of the owner of the property involved in the appeal, (owners MUST sign) and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of the knowledge and belief of the undersigned.

|                              |                  |   |                |
|------------------------------|------------------|---|----------------|
| <u>Pine Hollow Institute</u> | <u>5/12/2014</u> | <u></u> | <u>5/12/14</u> |
| (owner)                      | (date)           | (Authorized agent)  | (date)         |
| _____                        | _____            | _____   | _____          |
| (owner)                      | (date)           |   |                |
| _____                        | _____            | _____   | _____          |
| (owner)                      | (date)           |   |                |

G. PERMISSION TO ENTER PROPERTY

I / We herewith grant permission for members of the Elk Rapids Township Planning Commission and the Zoning Administrator to enter my lot(s) / property for the purpose of investigating the scope and effect of this request.

|  |                        |                  |
|--|------------------------|------------------|
| <u></u> | <u>President / CEO</u> | <u>5/12/2014</u> |
| (Signature)  | (Title)                | (Date)           |
| _____  | _____                  | _____            |
| (Signature)  | (Title)                | (Date)           |

H. ATTACHMENTS:

- |   |                          |
|---|--------------------------|
| <u>  x  </u> Property Description       | <u>  x  </u> Hearing Fee |
| <u>  x  </u> Assignment of Agent        | <u>  x  </u> Site Plan   |
| <u>      </u> Plat or Deed restrictions | <u>  x  </u> Other       |





PINE HOLLOW INSTITUTE

Elk Rapids Planning Commission  
Leonard Herrett, Zoning Administrator  
Elk Rapids Township

April 17, 2014

To Whom It May Concern:

For the purpose of complying with Section 17.04 of Chapter 17, Section A3, please accept the following statement as my assertion that as President and CEO of Pine Hollow Institute, I have the full authority to act on behalf of Pine Hollow Institute in the matter of filing the attached Site Plan Review and request for a Special Use designation (7.06) regarding the property owned by Pine Hollow Institute.

Yours truly,

A handwritten signature in black ink, appearing to read "Dale Hull", written over a circular scribble.

Dale Hull, President/CEO



2A

PINE HOLLOW INSTITUTE

Thursday, May 15, 2014

Elk Rapids Township Zoning Administrator  
Elk Rapids Township Planning Commission  
315 Bridge Street (PO Box 365)  
Elk Rapids, MI

RE: Pine Hollow Institute Group Retreat Special Exception Request Application

Dear Elk Rapids Township Planning Commission Members,

On behalf of the Board of Directors of Pine Hollow Institute, I am submitting this application, requesting that the Pine Hollow Institute property, located at 10400 S. Bayshore Drive, within Section 29 of Elk Rapids Township, be considered an allowed land use as described in Chapter 7, Section 7.06 of the Zoning Ordinance.

As President/CEO of Pine Hollow Institute I have been given full authority to represent our organization in this matter.

We are providing the following material in support of our request and for your review of this Special Exception and Site Plan Review for the proposed Group Retreat Center land use:

- Application Form
- Proof of Property Ownership and Assignment of Dale Hull as our Agent
- Project Vicinity Map
- Project Parcels Description
- Pine Hollow Institute Site Plan Data Sheet
- Supporting Material in Narrative Form in response to 17.01 - 17.04
- Supporting Material in Narrative Form in response to 19.07A; 19.07F; 19.07G

I am submitting ten (10) copies of the materials outlined above along with the appropriate fee payment to the Elk Rapids Township Planning Commission.

Sincerely,

Dale Hull, President/CEO



PINE HOLLOW INSTITUTE

UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS OF PINE  
HOLLOW INSTITUTE ON MAY 1, 2014

WHEREAS, the current Members of the Board of Directors of Pine Hollow Institute (PHI) are empowered by Article III Board Membership, Section 2. Of the Pine Hollow Institute Bylaws to do so:

NOW THEREFORE, the Members of the Board of Directors all being officers as well as directors of Pine Hollow Institute, a Michigan non-stock, nonprofit corporation do hereby consent to the adoption of the following resolution:

BE IT RESOLVED, that the Dale Hull, President/CEO of Pine Hollow Institute has full authority to act on behalf of Pine Hollow Institute before the Planning Commission of Elk Rapids Township in Pine Hollow Institute's effort of receive Special Exception Use designation relative to Chapter 7, Section 7.06 - Group Retreat Center, of the Elk Rapids Township Zoning Ordinance.

IN WITNESS WHEREOF, the undersigned has executed the Consent as of the 1st day of May, 2014.

A handwritten signature in cursive script, appearing to read "Leslie Lee", written over a horizontal line.

Leslie Lee, Chairman of the Board

From: Andrew Shotwell ashotwell@smith-johnson.com  
Subject: Deed  
Date: April 29, 2014 at 12:51 PM  
To: Pine Hollow Institute dhull@pinehollow.org

Dale –

The deed from Leslie to PHI is recorded at Instrument No. 201400000877 Liber 846 Page 1444 of the Antrim County Records.

You should be able to reference that for what you need.

As always, let me know if you have any questions.

Sincerely,

Andrew K. Shotwell  
Smith & Johnson, Attorneys, P.C.  
603 Bay Street  
P.O. Box 705  
Traverse City, MI 49685  
231-946-0700 (tel)  
231-946-9441 (fax)  
ashotwell@smith-johnson.com

CONFIDENTIALITY NOTICE: This electronic mail message and any files transmitted with it are intended exclusively for the individual or entity to which it is addressed. The message, together with any attachment(s), may contain confidential and/or privileged information. If you are not the intended recipient, or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this message in error and that any unauthorized review, use, printing, saving, copying, disclosure or distribution is strictly prohibited. If you have received this message in error, please immediately notify Smith & Johnson, Attorneys, P.C. at either 231-946-0700 or by e-mail to [contact@smith-johnson.com](mailto:contact@smith-johnson.com) and destroy all copies of this message and any attachments. You will be reimbursed for reasonable costs incurred in notifying us.

In accordance with U.S. Treasury regulations, if this message contains advice concerning one or more Federal tax issues, it is not a formal legal opinion and may not be used by any person for the avoidance of Federal tax penalties.

# Pine Hollow Institute

## Board of Directors

**(Treasurer)**, Byrdie Butka, CPA

Lee Family Office  
PO Box 2210  
Traverse City, MI 49685  
231-632-5240  
[Lfo@pinehollow.org](mailto:Lfo@pinehollow.org)

Chief Justice Elizabeth Weaver, Retired  
Michigan Supreme Court  
5545 W. River Road  
Glen Arbor, MI 49636  
231-334-4500  
[ew@justiceweaver.com](mailto:ew@justiceweaver.com)

Frank Ettewageshik,  
Executive Director, United Tribes of  
Michigan  
5463 Hughston Road  
Harbor Springs, MI 49740  
231-242-0957  
[fettewa@charter.net](mailto:fettewa@charter.net)

## Staff

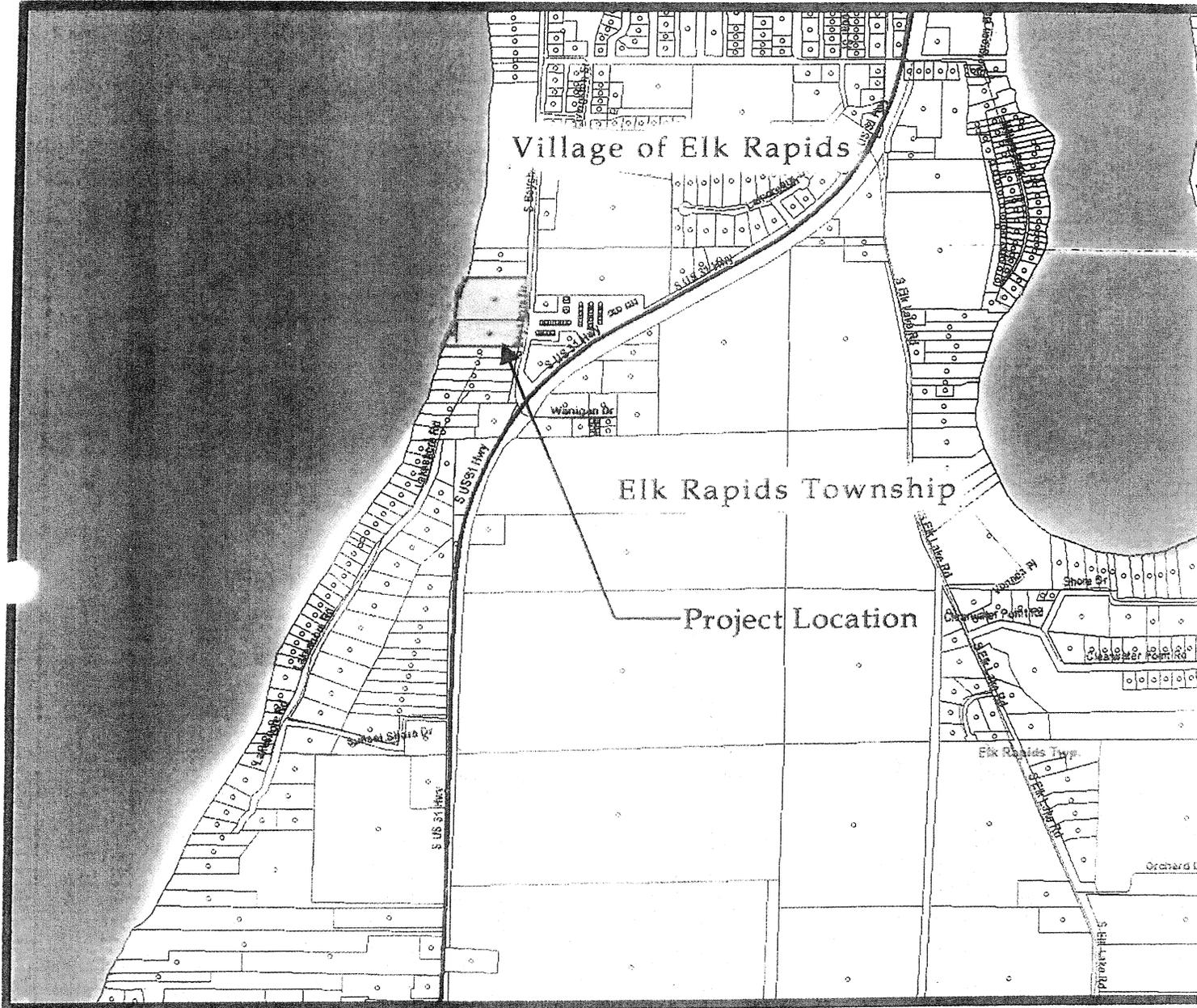
**(President and CEO)** Dale Hull,  
Pine Hollow Institute  
PO Box 605  
Elk Rapids, MI 49629  
231-632-2731  
[dhull@pinehollow.org](mailto:dhull@pinehollow.org)

**(Chairperson)** Leslie Lee,  
Founder, Pine Hollow Institute  
PO Box 605  
Elk Rapids, MI 49629  
231-632-5222  
[Lee@pinehollow.org](mailto:Lee@pinehollow.org)

Dan Scripps, President and CEO  
MI Energy Innovation Business Council  
120 N. Washington Square, Suite 805  
Lansing, MI 48933  
231-386-7000  
[dan@mieibc.org](mailto:dan@mieibc.org)

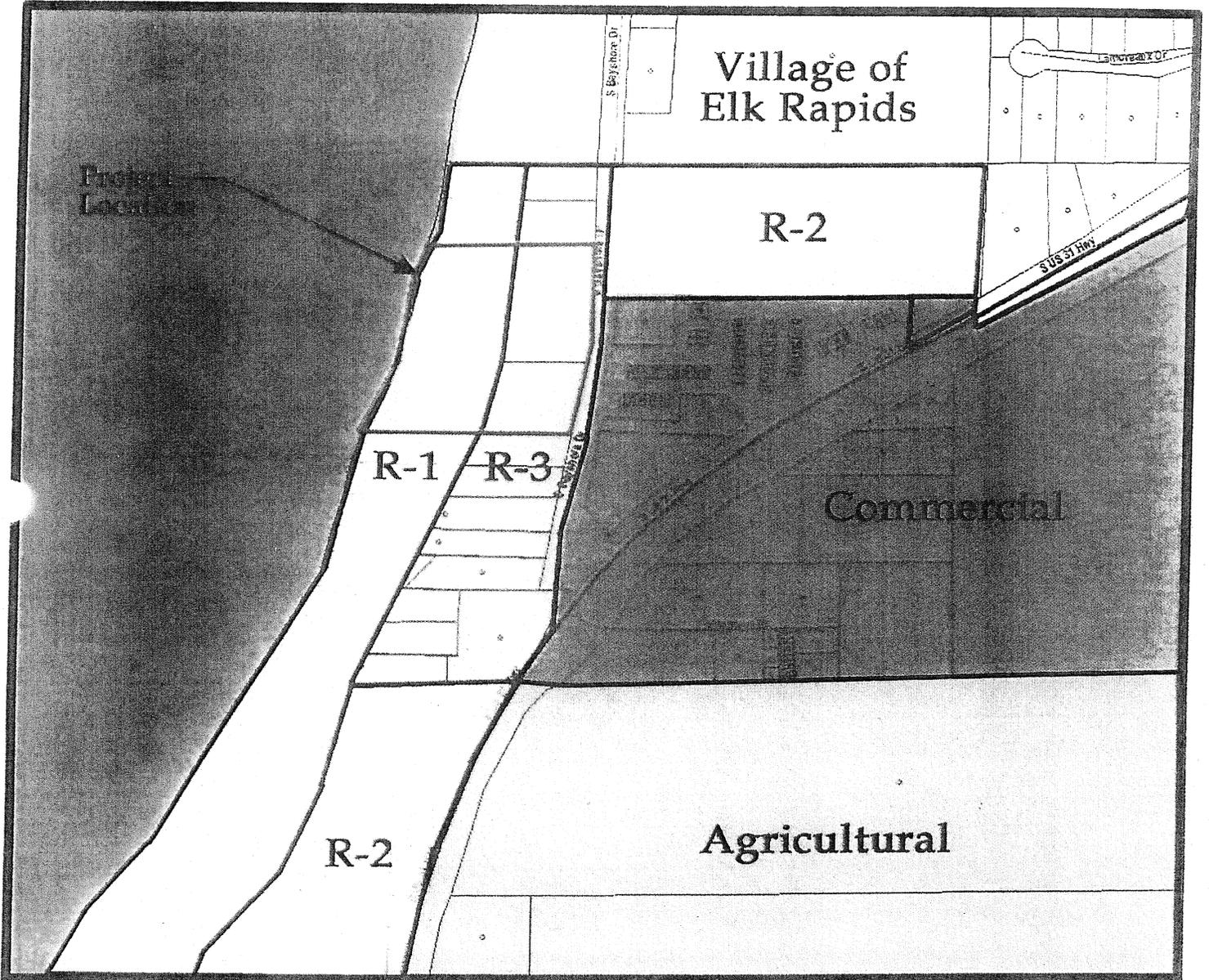
**(Secretary)** Andrew Shotwell, Attorney  
at Law  
Smith & Johnson PC  
603 Bay Street  
PO Box 705  
Traverse City, MI 49685  
231-946-0700  
[ashotwell@smith-johnson.com](mailto:ashotwell@smith-johnson.com)

Pine Hollow Special Exception Request  
Project Vicinity Map



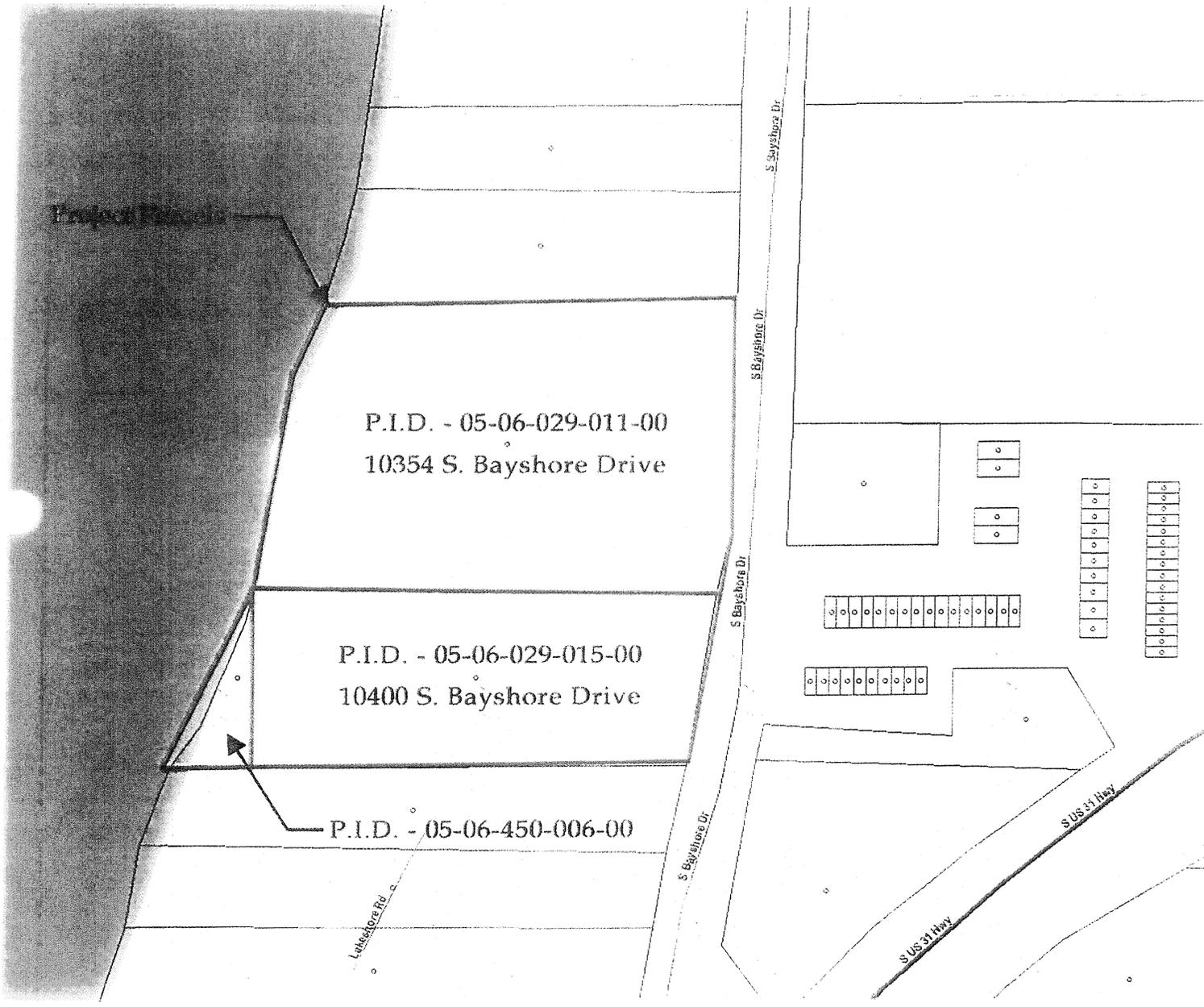
Pine Hollow Special Exception Request

Existing Zoning



Pine Hollow Special Exception Request

Project Parcels





## PINE HOLLOW INSTITUTE

Property Description Provided From  
Quit Claim Deed Recorded in Liber 440, page 464

Property Tax # 05-06-450-006-00, and 05-06-029-015-00, and 05-06-029-011-00

The parcels may be more particularly described as:

Part of Government Lots 3 and 4, and part of Lot 5, Plat of "Juniper Hills", recorded in Liber 2 of Plats, Page 120, Antrim County records, Section 29, Township 29 North, Range 9 West, Elk Rapids Township, Antrim County, Michigan, more fully described as follows:

Commencing at the Northwest Meander Corner of said Section 29; thence along the North line of said section  $S89^{\circ}59'00''E$  624.26 to the centerline of Old U.S. 31 (South Bayshore Drive) (previously described as Emmet State Road); thence along said centerline  $S01^{\circ}22'35''W$  1853.02 feet to the Northeast Corner of Parcel 1 of said Quit Claim Deed recorded in Liber 440, Page 464 and the Point of Beginning; thence along the North line of said Parcel 1  $N89^{\circ}53'25''W$  493.38 feet to an intermediate traverse line along the shore of Grand Traverse Bay; thence along said traverse line  $S15^{\circ}58'42''W$  378.25 feet to the South line of said Parcel 1; thence along said South line  $S89^{\circ}53'25''E$  13.36 feet; to another an intermediate traverse line along the shore of Grand Traverse Bay; thence along said traverse line  $S18^{\circ}23'06''W$  9.39 feet to the Meander Corner between Government Lots 1 and 4, Section 29 and the Northeast Corner of said Lot 5, Plat of "Juniper Hills"; thence continuing along said traverse line  $S30^{\circ}43'48''W$  206.52 feet (recorded as  $S30^{\circ}39'W$  205.8 feet); thence  $N89^{\circ}34'24''E$  105.69 feet (recorded as 103.77 feet); thence along the Northerly boundary line of said Plat of "Juniper Hills"  $N89^{\circ}38'16''E$  555.37 feet to the centerline of South Bayshore Drive; thence along said centerline 182.32 feet on the arc of a 1909.86 foot radius curve to the left, the chord of which bears  $N06^{\circ}37'18''E$  182.25 to the South line of said Parcel 1; thence along said South line  $S89^{\circ}53'25''E$  0.56 feet to the Southeast Corner of said Parcel 1 and the centerline of said Old U.S. 31 as described therein; thence along the East line of said Parcel 1  $N01^{\circ}34'35''E$  363.95 feet to the Point of Beginning, containing 7.11 acres to said intermediate traverse line.

The sidelines of the above described lands extend to the water's edge of Grand Traverse Bay with full riparian rights thereon.

Subject to the right-of-way of South Bayshore Drive.  
Subject to all applicable building and use restrictions, and easements, if any, affecting the premises.

The above parcel description is subject to survey and should not be used for conveyance purposes until a new survey under P.A. 132 of 1970, as amended is completed.



## PINE HOLLOW INSTITUTE

Property Description Provided From  
Quit Claim Deed Recorded in Liber 440, page 464

DESCRIPTION PROVIDED FROM QUIT CLAIM DEED RECORDED IN LIBER 440, PAGE 464

Township of Elk Rapids, County of Antrim, and State of Michigan, and described as follows, viz:

Parcel 1: Part of the Northwest 1/4 Section 29, Town 29 North, Range 9 West, described as: Commencing at the Northwest meander corner of said Section 29; thence South  $89^{\circ}59'$  East, 624.26 feet along the North line of said Section 29 to the centerline of Old US 31 (previously described as Emmet State Road); thence South  $01^{\circ}34'35''$  West, 1853.02 feet along said centerline to the Point of Beginning; thence North  $89^{\circ}53'25''$  West, 493.38 feet to a traverse line along the shore of Grand Traverse Bay (East Arm); thence South  $15^{\circ}58'42''$  West, 378.25 feet along said traverse line; thence leaving said traverse line South  $89^{\circ}53'25''$  East, 587.49 feet to the centerline of Old US 31 (previously described as Emmet State Road); thence North  $01^{\circ}34'35''$  East, 363.05 feet along said centerline to the Point of Beginning.

Parcel 2: A part of Lot 5 of Juniper Hills Plat, recorded in Liber 2 of Plats, page 120, described as follows: A triangular piece of land being a part of Government Lot 1, Section 29, Town 29 north, Range 9 West, beginning at a point on the North-South 1/4 line of said Section 785.00 feet North of the center of Section 29; thence West 103.77 feet to the water's edge of Grand Traverse Bay; thence North  $30^{\circ}39'$  East, 205.8 feet to intersect the North-South 1/4 line of Section 29. (This point also recorded on Juniper Hills Plat as the meander corner between Government Lots 1 and 4 of Section 29); thence South  $00^{\circ}24'$  West 177 feet to Point of Beginning.

ALSO:

A strip of land situated in Section 29, Town 29 North, Range 9 West, 2 chains and 74 links wide, North-South to extend from the centerline of Emmet & Traverse State Road, so called, on the East to Grand Traverse Bay on the West and being immediately South of a line in said Section 29, extended to Grand Traverse Bay on the West (if the West end of said line does not touch said Bay) which line is described as follows: viz: Commencing at a point in said Section 29 which bears South  $2^{\circ}15'$  East and is 33 chains and 59 links distance from meander Post #14, on said Grand Traverse Bay; thence funning East (variation)  $2^{\circ}7'$  East, 7 chains 28 links, more or less to the center of said State Road, which said line is the South line of land on said Section, sold and conveyed by Lemuel R. Smith and said Mary J. Smith his wife, to Bustave (Gustav) C. Mayer by Deed dated October 15, 1885 and recorded in Liber 17 of Deeds page 114, Antrim County Register of Deeds.

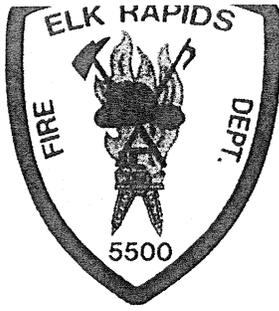
Said land is subject to any restrictions, reservations, and easements of record.

## Site Data

- Site size: 7.25 Acres
- Zoning: R-1 and R-3
- Existing Use: Residential
- Proposed Use: Group Retreat Center (Special Exception Use – Chapter 7: Section 7.06)
- Required Employee Parking: (One space per employee) 5
- Available Employee Parking: 10
- Required Overnight Guest Parking: (One space per three guests) 8
- Available Overnight Guest Parking: 22
- See attachment about occasional large group (single event) parking plan
- Lot coverage: 16.7%

## Notes

- Ownership of what was formerly known as Pine Hollow estate was gifted to and ownership of the property was transferred to Pine Hollow Institute (PHI) on January 23, 2014. The ownership was then registered and recorded at Antrim County through Instrument No. 20140000877 Liber 846, Page 1444 of the Antrim County Records. Contact information related to all current officers and members of the Board of Directors is included in an attachment to PHI's application.
- A legal description of the property is attached to the application.
- This Special Exception Request is for change in the use of the property only.
- Existing structures are to remain as shown on this site plan and no new structures are proposed with this application.
- According to the Soil Survey of Antrim County, soils from the entire site are Deer Park Sand.
- The existing vegetation plan as shown on this site plan will not be altered.
- An Antrim County Soil Erosion Program permit is not required, according to the director of ACSEP.
- PHI has complied with the special conditions required by the Antrim County Fire Department, relative to fire extinguishers, smoke detectors, and escape plan displays in all guest rooms.
- Existing utilities will remain as they are currently.
- All signage complies with Township standards.
- There are no proposed changes to the exterior lighting on site.
- All trash receptacles are in compliance with Township and County requirements.



## ELK RAPIDS TOWNSHIP FIRE DEPARTMENT

209 BRIDGE STREET • P.O. Box 529 • ELK RAPIDS, MI 49629-0529  
PHONE/FAX: (231) 264-5161 • EMAIL: ERFIRE@ELKRAPIDS.INFO

---

April 28, 2014

Re: Proposed Pine Hollow Institute

The owner of the Pine Hollow Institute property has stated that the proposed uses of the property include lectures, retreats, seminars, theatre, and other performances. These uses would include food service and over-night lodging. Our recommendations for this property are based on these stated proposed uses.

In the interest of the health, safety, and welfare of the inhabitants of the township, the Elk Rapids Fire Department recommends the followings:

A key lock box (Knox Box) be installed on both of the main buildings.

All aspects of all buildings become compliant with the current building code for buildings with these intended uses and that an occupancy permit be obtained for those intended uses.

The water supply system for fire suppression on the property be inspected and certified annually as a year-round water supply.

The Fire Department would like to comment on the proposed site plan when it becomes available. Of interest is the ability of emergency vehicles to approach and operate with little restriction on the property during normal uses.

Fire Dept. Chief

Peter Van Den Berge



**Elk Rapids Township Zoning Ordinance  
Administration and Enforcement  
Chapter 19**

RE: Relevant items include Section 19.07 A; Section 19.07F; and Section 19.07 G

**Section 19.07 – Special Exceptions:**

**A. Every application for special exception shall be accompanied by:**

**1. A site plan specified in Chapter 1**

See attached Site Plan

**2. A filing fee as established in the Elk Rapids Township Fee Resolution Schedule**

See attached cashiers check # 639238 for \$250.00 issued by Northwestern Bank on behalf of Pine Hollow Institute on 5/15/2014.

**3. A narrative describing in detail the proposed Special Exception Use and detailing why the location selected is appropriate.**

We believe a close look at our mission, set of values as an organization, and our commitment to taking action in support of those values all make clear why Pine Hollow Institute believes it has found the perfect location, in Elk Rapids Township, for its organization to function successfully and to have a positive impact on our community.

**Our Mission:**

Pine Hollow Institute (PHI) strives to heal people and planet Earth through intelligence, creativity, and compassion.

Based upon the following observation:

People around the world, from all social, cultural, and religious traditions, sometimes suffer from the oppressive weight of hate, abuse, isolation, and the inability to articulate individual self-worth as an integral part of our universe at the moment.

We are committed to taking the following action:

Pine Hollow Institute is committed to helping people of all ages, cultures, economic backgrounds and religious traditions lift the weight of oppression from any and every quarter with skills developed through education through experiences in the arts and through contact with the natural environment, all of which are fostered here, in a place that is both safe and inspirational. We know that even a single significant and positive experience can be transformative, generative, self-affirming and life-changing.

We embrace the following values:

- We value our commitment to offering children access to self-expression in the safe, natural and inspirational environment of Pine Hollow
- We value the transformative power of self-discovery and the development of self-efficacy.
- We value self-expression through the arts as taking the first step along a path to recovery and self-discovery.
- We value Pine Hollow as a metaphor for appreciating the simple, elegant, and timeless quality of natural materials that help us define ourselves and our environment.
- We value the potential restorative consequences of a retreat held at Pine Hollow, both on the individual and on the members of a social group.
- We value the power of an education in the arts and in the environment to help the individual find structure in what may otherwise seem to be chaos.
- We value the positive influence of mentorship.
- We value the effectiveness and efficiencies gained through collaborations between and among individuals, social services agencies, arts organizations, educational institutions, the business community and organizations from the nonprofit sector of our economy.

Programming and practices:

As an organization engaged in life-long learning, we are committed to conducting research in environmental issues, the social sciences, the arts, and social and political policy making for the purpose of advocating for the most vulnerable among us, including our children. We are committed to promulgating what we learn via every effective medium to which we can gain or create access.

We will sponsor, create, and promote experiences in the environment and in the arts designed to inspire, advocate for, and motivate healing and positive change to the benefit of our clients of all ages and socio-economic backgrounds.

As an organization we will foster collaborations between and among individuals, social agencies, governmental units, nonprofit as well as faith-based organizations, and for profit businesses for the benefit of young people and families living in our greater community, planet Earth.

- Pine Hollow Institute is not open to the general public. All visitors and/or retreat participants (whether they pay a fee for their short-term residency or not) are on site at the invitation of PHI.
- PHI is a single-family residence used as a group retreat center, on occasion, throughout the course of a year.
- Periodically, groups of as many as 24 persons may experience a short-term, overnight stay at Pine Hollow Institute during a retreat. Retreats normally last no more than 3-4 days and nights and will happen fewer than 12 times per year.

- Pine Hollow Institute will continue to be used as a “dwelling unit” as defined in the Michigan Residential Code all of the time it is not in use as a retreat.
- Larger groups, (perhaps as many as 100) may gather at Pine Hollow Institute for a one-day open house or seminar or lecture experience.
- Occasionally, retreat groups may include as many as 12 children and/or teenagers but will always be supervised by adult professionals responsible for their training and conduct.
- All requirements made by the local fire department for emergency vehicle access to the buildings and fire fighting water supply shall continue to be met.
- The smoke detector and fire extinguisher requirements for bed and breakfast facilities in Michigan shall continue to be met.
- A printed fire escape plan indicating routes of building evacuation in the event of an emergency shall be posted in each sleeping room.
- An innkeeper shall reside at Pine Hollow Institute at all times that group retreats are in progress.

**4. Applicant’s statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.**

We expect to be responsible for very little change in the level of impact our Special Exception Uses will have on the emergency service requirements of the township, as we have made no changes to the exterior environment of the 7.25 acres that constitute the entire property. We hope to develop a relationship with the local school district such that we can be of service to and support for their mission.

Local traffic volumes may increase modestly as our programs and services become sought after by more and more organizations wishing to use Pine Hollow Institute as a retreat center for their short-term (three to five day) stays to meet their strategic planning goals. Those programs may draw as many as 20 – 24 guests per retreat, but will likely take place no more than twelve times a year. There is ample parking on site to accommodate for that potential increase in traffic.

**5. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the Zoning Administrator or the Planning Commission; including, but not limited to measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, light pollution or adverse impacts of the development on the surrounding properties; elevation on all buildings, including accessory buildings; and, an environmental assessment consistent with Township guidelines.**

The policies of Pine Hollow Institute include a strict adherence to the generally accepted best practices of environmentally sensitive organizations as is stated very

clearly in the organization's mission statement. Beyond that, and perhaps more specifically to the point, Pine Hollow Institute has a policy which clearly states that with the exception of the herb and vegetable gardens on the property, all trees, shrubs, flowers and grasses must be indigenous to northern Michigan. A very detailed site plan, focusing solely on the vegetation on site is available upon request.

The activities of the guests using Pine Hollow Institute as a retreat center will take place indoors, for the most part. Pine Hollow Institute, however, is crisscrossed with trails through its wooded property as well as along its 600 feet of Lake Michigan shoreline, offering the visitor opportunities to enjoy the natural and naturally quiet, unique environment only a northern Michigan landscape can offer. We do not expect the activities taking place at Pine Hollow Institute to add to noise levels one normally experiences in our area.

All exterior lighting (all of which has been in place for the past decade and more) is focused downward for the purpose of preventing unnecessary light pollution of the night sky.

One of the fundamental commitments of the Board and staff of Pine Hollow Institute is that Pine Hollow Institute will operate in a manner that creates the belief among our fellow Elk Rapids Township citizenry that Pine Hollow Institute is a "good neighbor."

## **Section 19.07 – Special Exceptions:**

### **F. General Review Standards. The Planning Commission, before acting on a Special Exception Use permit application shall:**

1. For Planning Commission consideration and determination only
2. We believe that the material attached to this request, outlining the activities of the Pine Hollow Institute and describing the impact its activities will have on the local environment of which it is a part (its neighborhood) indicates that the Special Use Permit which Pine Hollow Institute is seeking makes clear that Pine Hollow Institute will dedicate its facilities and financial resources in a manner consistent with the intent and purpose of this Ordinance.
3. For Planning Commission consideration and determination only
4. For Planning Commission consideration and determination only

## **Section 19.07 – Special Exceptions:**

**G. Conditions and Approval Standards. The Planning Commission may establish reasonable conditions of approval for a Special Exception Use Permit. The conditions may include, but are not limited to, conditions**

**necessary to insure that the public services and facilities affected by a proposed land use or activity will be capable of:**

**1. Accommodating increased service and facility loads caused by the land use or activity.**

There are no plans to physically alter what the current facilities and property offer as, albeit a large, a single-family dwelling. The Township should expect no changes in the services it already provides to Pine Hollow Institute as a property owner within the Township.

**2. Protecting the natural environment and conserve natural resources and energy.**

The mission of Pine Hollow Institute is to strive to heal people and planet Earth through intelligence, creativity, and compassion. Protecting the natural environment and conserving our natural resources are at the heart of our reason for our existence. We promise to do all we can to become a model for accepting and defending the values the Commission embraces as well.

**3. Insuring compatibility with adjacent uses of land, and**

We believe the project as outlined in this application clearly describes a project that is completely compatible with the uses of the land in our neighborhood. We expect that both the public art park just to the north of us and the wonderful art gallery across the road from us will draw much more public attention, generally, that will the Institute, but we are delighted to be a part of the environment those two entities have created.

**4. Promoting the use of the land in a socially and economically desirable manner.**

We are committed to the promise that Pine Hollow Institute will operate in a manner that will bring positive attention to the values, both personal and environmental, that are extant in this community. This project will create jobs over the next several years as it grows to maturity. Pine Hollow Institute will invite lecturers, scholars, and organizations held in high esteem internationally to participate in its programming, drawing positive attention to our northern Michigan community.





## Chapter 17 - Site Plan Review Pine Hollow Institute

Elk Rapids Township Zoning Ordinance

### **Section 17.01 – DESCRIPTION AND PURPOSE**

The purpose of this Chapter is to require site development plan review and approval for buildings, structures, and/or uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels, and/or the character of existing and/or future development. The regulations contained in the Chapter are intended to promote:

A. Safe and convenient traffic movement, both within a site and in relation to access streets;

**Great care, monitored by Elk Rapids Township officials and appropriate representatives, has been taken to assure that activities sponsored by Pine Hollow Institute will not create traffic problems, especially having to do with parking, that may adversely effect the normal flow of traffic and the safety of the roads providing access to Pine Hollow Institute. There is adequate parking provided on site for overnight guests and staff. At times when larger groups are visiting Pine Hollow Institute, accommodations are made to park vehicles off site and to shuttle guests from those parking areas to Pine Hollow.**

**In keeping with suggestions made by the Elk Rapids Fire Department in 2009, the site retains its current driveway along the south edge of the property and the turn around loops in front of the house. A second drive along the north edge of the property leads past the west side of the barn and connects to the turn around circle in front of the house. The turn around drive is always clear of parked vehicles as there is ample parking available at designated parking areas.**

B. Harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites:

**This application is a request for a change in use, only. The existing buildings will remain and no additional buildings are proposed with this application.**

C. Conservation of natural amenities and resources:

**The natural features of the site have been retained as an amenity of the property. The site has been carefully landscaped to maintain a native northern Michigan planting pallet. The natural area of the site is approximately 83% of the 7.25 acre site.**

D. Compliance with the provisions of this Ordinance, The Master Plan and all other applicable Township, state and federal laws.

**The intent of Pine Hollow Institute is to comply with all of the elements of state and federal law, as well as specifically to comply with the Elk Rapids Township Master Plan and the Zoning Ordinance of Elk Rapids Township. Most of the documents that support this application refer specifically to elements within the Township Zoning Ordinance, but much of that material can also be directed at answering questions relative to PHI's compliance with the Elk Rapids Master Plan.**

Some additional statements and declarations, however, seem particularly appropriate to mention here.

*The purpose of the Elk Rapids Master Plan is to reflect "the community's deep concern for economic vitality and natural feature preservation. The effort that went in to this plan illustrates a strong commitment to retain and strengthen local quality of life."*

The Board and staff of Pine Hollow Institute embraced a nearly identical set of values in the creation of PHI's mission and vision statements. As important, perhaps, is the fact that every structure on the property is built of material that is indigenous to northern Michigan. All of the plant life on the 7.25 acres of the estate is vegetation that is indigenous to this part of northern Michigan. All of the programming we are developing for Pine Hollow Institute is designed to enhance the quality of life we enjoy in this particular part of the world. Pine Hollow Institute not only embraces the values expressed in the Elk Rapids Mater Plan; it is also dedicated to maintaining the rural character of the community. It is that very character that motivates people to engage in a retreat on this property.

We hope that our work here will result in economic growth. We plan to add an additional 6 full time employees to our staff over the next five years.

It would be difficult to argue that our property is a part of the US-31 Corridor but we are adjacent to it and we do represent a mixed-use development as discussed within the Master Plan.

Finally, the Elk Rapids Township Master Plan makes clear that "The Township's most prominent characteristics include shorelines, rolling orchards and fields, as well as forests and Lakes." We have those precious features before us every day as we enter the 7.25 acres of Pine Hollow Institute.

## **Section 17.02 - Scope**

- Pine Hollow Institute is not open to the general public. All visitors and/or retreat participants (whether they pay a fee for their short-term residency or not) are on site at the invitation of PHI.
- PHI is a single-family residence used as a group retreat center, on occasion, throughout the course of a year.

- Periodically, groups of as many as 24 persons may experience a short-term, overnight stay at Pine Hollow Institute during a retreat. Retreats normally last no more than 3-4 days and nights and will happen fewer than 12 times per year.
- Pine Hollow Institute will continue to be used as a “dwelling unit” as defined in the Michigan Residential Code all of the time it is not in use as a retreat.
- Larger groups, (perhaps as many as 100) may gather at Pine Hollow Institute for a one-day open house or seminar or lecture experience.
- Occasionally, retreat groups may include as many as 12 children and/or teenagers but will always be supervised by adult professionals responsible for their training and conduct.
- All requirements made by the local fire department for emergency vehicle access to the buildings and fire fighting water supply shall continue to be met.
- The smoke detector and fire extinguisher requirements for bed and breakfast facilities in Michigan shall continue to be met.
- A printed fire escape plan indicating routes of building evacuation in the event of an emergency shall be posted in each sleeping room.
- An innkeeper shall reside at Pine Hollow Institute at all times that group retreats are in progress.

### **Section 17.03 – Optional Sketch Plan Review**

The site plan includes the following information:

- Name and address of the owner: Pine Hollow Institute, 10400 S. Bayshore Dr. Elk Rapids, MI 49629 (See attached roster for Board Members (Owners) names and addresses.)
- See attached legal description of the property and the tax number for each of the three parcels of land.
- 10 copies of the Site Plan and the appropriate application fee have been submitted.

### **Section 17.04 – Application Procedure - See attached:**

A.

1. Applicant’s full name, address and phone number including area code.
2. Proof of property ownership. (See attached documents)
3. A signed statement that the applicant is the owner of the property or officially acting on the owner’s behalf. (See attached documents)
4. Names and addresses of the owners: See attached Board Roster
5. The address and parcel (Tax Roll) number of each parcel contained in the proposed site plan. (See attached documents)
6. N/A
7. N/A

8. **Project title - Pine Hollow Institute**
9. **Project description:**
  - Total number of structures = 3**
  - Total number of bedrooms = 12**
  - Total number of offices = 2**
  - Total number of usable square feet = 17,000**
  - Total number of overnight guest parking available = 22**
  - Total number of available staff parking spaces = 10**
  - Total number of garages = 1 three-stall garage**
  - Total number of employees = 4**
  - Total area reserved for open space and recreation = 5.8 acres**
10. **A Vicinity Map ...See attached document**
11. **The gross and net acreage of the property 7.25 acres.**
12. **The zoning and land use classifications of adjoining property is R-1 and R-3.**
13. **There is no new construction to be considered and no changes in current land use or foliage to be considered.**
14. **Project Impact: See attached documents**

**B. See attached site plan.**

1. See Site Plan
2. See Site Plan
3. See Notes on Site Plan
4. See Site Plan
5. See Site Plan
6. See Site Plan
7. See Site Plan
8. See Site Plan
9. Not applicable
10. See Site Plan
11. Not applicable
12. Not applicable
13. Water supply lines and wells are located in the Well House
14. See Site Plan
15. Not applicable
16. See photos attached to the application support materials
17. Each of the three structures on the property, as well as the parking lot/tennis court are equipped with exterior lighting all of which are focused down to eliminate lighting up the night sky. There is a motion sensitive yard light just inside the property, at the entrance, that once on stays on for approximately three minutes. The light is covered to focus the light down to eliminate lighting the night sky.
18. See Site Plan

19. See Site Plan though a complete listing of all vegetation is available upon request. In any case, all vegetation, original or otherwise, is indigenous to Northern Michigan.
20. Not applicable
21. Not applicable
22. Not applicable
23. Not applicable
24. See Site Plan
25. See three specific copies of the Site Plan with the stamp from the landscape architect.
26. Not applicable
27. Additional relevant documents
  - a. See application material
  - b. Fire Department letter
  - c. Not applicable
  - d. Not applicable
  - e. Not applicable
  - f. Not applicable
  - g. Not applicable
  - h. In conformity with Antrim County Soil Erosion and Sedimentation Control Ordinances
  - i. Not applicable
  - j. In compliance with Antrim County Health Department and Michigan Health Department requirements
  - k. In compliance with all state and federal statutes relative to site plans
  - l. In conformance with the Township Master Plan and land use policies

**C. Waiving The Requirements:  
Not applicable**