

Elmwood Marina  
Land Based  
Improvement Plan

Memo to: Elmwood Township Board  
From: Elmwood Township Marina Committee  
Date: October 28, 2010  
Re: Updates to Marina Plan as Outlined in "2008 Waterways Grant Request"

**The purpose of the Marina Committee recommendations to the Elmwood Township Board is to update the existing plan for infrastructure improvements and land-based improvements to the Marina and begin actions toward completion of the plan as soon as possible.**

The Marina Committee recommendations are based on the studies listed below:

- "The Greilickville Harbor Park Infrastructure Improvements – 2008 Waterways Grant Request Needs Statement" ("Study Summary" pp, 37-39. Appendix C)
- Marina Survey of 2009 (focus = boat slip holders) (copies available)
- Marina Survey of Public Groups 2010 (focus = general public & marina users) (copies available)
- Alternative architectural drawings A, B, & C. (Gosling-Czubek)
- Executive Summary Report of the Sub-Committee on Marina Infrastructure Improvement May 27, 2010 (Appendix B)
- Fish Cleaning Station Sub-Committee Report 2010 (Appendix A)
- Marina Committee meetings minutes 2009-2010 minutes (Township web-site)

**MARINA COMMITTEE RECOMMENDATIONS  
FOR UPDATES TO  
THE "2008 WATERWAY GRANT REQUEST NEEDS STATEMENT"**

All recommendations #1-8 were unanimously approved at regular Marina Committee meetings in 2010.

**NORTH WALL DOCK**

**Recommendation 1:**

**Eliminate the fourth pier with finger docks for boat slips from the existing 2008 plan.**

*Rationale:*

*The boat launch channel is already very congested. Adding additional the fourth pier would impede launch-maneuvering room and be a safety issue*

Recommendation 2:

**Construct a courtesy dock along the north wall pending engineering studies.**

*Rationale:*

*A courtesy dock would allow for safe boarding and unloading of passengers and crew at the launch site; would allow for “shoppers” to de-embark for visiting local businesses and restaurants; would allow a “standing only” place for the captain to leave the boat while parking/retrieving their boat trailer which may be located at some distance from the main marina site; may improve the launch activity, time, circulation, and safety. Supported by 75% of respondents of 2010 Survey (n= 120).*

**NORTH WALL CRANE AND BOOM TRUCK USE FOR HAUL IN/OUT**

Recommendation 3:

**Continue use of the north wall for the purpose of haul in/out of boats involving the use of a crane and or boom truck and approval a more extensive engineering study of the wall area.**

*Rationale: The north wall is the logical location for the haul in/out activity that has occurred for years at the marina. There is now a clear marina policy that designates procedures and safety. Supported by 48% of respondents of 2010 Survey (n= 120).*

**FISH CLEANING STATION**

Recommendation 4:

**Construct a state-of-the-art fish cleaning station at the marina. The preferred site for this facility is the northwest corner of the marina property.**

*Rationale: There is no adequate fish cleaning station on Grand Traverse Bay. Funding for the facility is likely readily available. The environmental impact of the station would be minimal. (See attached report “Fish Cleaning Station”, Appendix A.) The preferred site “C” has the least impact on existing parking spaces, is the best location for marina traffic flow, is closest to the main sewer line access, allows for safe spectator activity and access. Installation of Fish cleaning station supported by 93% of respondents of 2010 Survey (n= 120). Site selection supported by 48% of respondents of 2010 Survey (n= 116).*

## HARBOR MASTER BUILDING

### Recommendation 5:

**Construct a new Harbor Master's building as indicated by the "2008 Waterways Grant Request" design and location.** (See "2008...Request" Appendices pp. 21-23.)

*Rationale: The Marina staff focus group input confirmed and refined the published plan for this design and location. The current office structure is dilapidated, fills with rainwater regularly, contains mold visible in the walls, does not meet the needs of the marina staff, and is too distant from the launch ramps. The roof of the public restrooms/storage building is rotted through.*

## MARINA DAY-USE BUILDING

### Recommendation 6:

**Construct a new Marina day-use building consistent with the plan indicated by the "2008 Waterways Grant Request" location with the exception of a consideration of adding a second floor meeting/conference area (pending a site engineering study).** (See "2008...Request" Appendices pp.24-25.)

*Rationale: Current boaters showers building has limited use. The plumbing fixtures do not meet commercial standards and are in frequent need of repair often causing toilet overflow and flooding. Tiles in the shower rooms are crumbling off the wall.*

*Modern marina boater's day-use facilities offer expanded uses. A second floor option is supported by 60% of respondents of the 2010 Survey (n= 120). This second floor might be left unfinished until a future time.*

## MARINA WATERFRONT PROMENADE

### Recommendation 7:

**Construct a promenade connecting the Marina day-use building (and the Harbor Park promenade) along the waterfront area of Docks A, B, & C that is approximately twenty feet wide.**

*Rationale: This offers a safer walkway for boat slip users and for pedestrians. This can be constructed to provide a better alternative to storm-water run-off resulting in keeping the bay waters freer from pollution. By allowing pedestrians access to a major*

walkway and restricting access to finger docks it will provide more privacy to slip holders.

### **PUBLIC FISHING PIER**

Recommendation 8:

**Consider constructing a public fishing pier under the aspice of the Elmwood Township Parks and Recreation recommendations.**

*Rationale: There are very few areas on West Grand Traverse Bay that allow public access to fishing piers. An area for public fishing from a land-based structure could provide additional recreational value to the Township residents and visitors*

## APPENDICES

Appendix A Fish Cleaning Station Report

Appendix B Executive Summary Report of the Sub-Committee on Marina Infrastructure Improvement May 27, 2010

Appendix C The Greilickville Harbor Park Infrastructure Improvements – 2008 Waterways Grant Request Needs Statement, Study Summary pp 37-39.

## APPENDIX A

### Fish Cleaning Station

The anticipated environmental impact of a state of the art fish cleaning station located in Elmwood Township would be minimal.

1. Currently, mercury is the only pollutant of concern in the great lakes fish population. PCB's and other pollutants are considered "acceptable waste" by the Department of Public Works.
2. Mercury is a toxic metal that occurs in the environment naturally and through human activity. Once it is emitted into the air, it falls to the ground with rain and snow, landing on soil and water. Fish that live and feed in mercury contaminated waters can build up a concentration of mercury in their meat.
3. The important part of the above paragraph is the fact that mercury is a protein soluble contaminant. It is only present in the flesh of fish, not the fat, bones and cartilage. So the part that is left to be disposed of contains only trace amounts of mercury.
4. Sludge samples from Holland and Ludington fish cleaning stations have verified this fact.
5. According to the United States Geological Survey (the experts on mercury levels) salmon and trout are not considered to be contaminated with high levels of mercury because they grow quickly in the great lakes. It is the slow growing fish that live long enough to build up high levels of mercury.
6. The majority of fish expected to be cleaned at a fish cleaning station in Elmwood Township would be the fast growing Salmon and Trout.

Based on the research conducted by Elmwood Township Marina Committee members, there is no expected environmental impact.

**APPENDIX B**  
**EXECUTIVE SUMMARY REPORT Of The**  
**SUB-COMMITTEE ON MARINA INFRASTRUCTURE IMPROVEMENT**  
**MAY 27, 2010** **page 1 of 2**

Committee Members: Ron Culp (Marina Committee), Dianne Keelan (Marina Committee), Ryan Matuzak (Marina Committee), Klaus Heinert (Landscape Architect-Gosling Czubak), Jamie Wade (Engineer – Gordie Fraser)

The Sub-Committee on Marina Infrastructure Improvements was charged by the Marina Committee on April 27<sup>th</sup> to “develop procedures for public meetings” related to future plans for land-based improvements at the marina. The sub-committee outlined the purpose and scope of this charge thus:

- Review the 2006 conceptual plans for the “Greilickville (Harbor Park) Marina Land Based Infrastructure Improvements”.
- Gather additional stake-holder input
- Develop alternative elements if desired and feasible.
- Make recommendations to the Marina Committee regarding plan modifications.
- Draft notification memo to Michigan Department of Natural Resources (MDNR) Preliminary Engineering Study and Waterways Grant Program Application submitted in 2007.
- Assist Marina Committee to make presentation to the Township Board.

**Summary of sub-committee discussions:** The sub-committee has reviewed the conceptual plans rendered in 2006 by Gosling-Czubak for the marina infrastructure improvement; has discussed alternatives to various aspects of the plan; has compared the plan to the findings of the survey of marina boaters which was conducted in the summer of 2009 (refer to “Summary of Comments to Marina Survey as of September 11, 2009); has debated placement of a possible fish cleaning station; has discussed numerous issues related to on-site and off-site parking; has considered the influence of the MDNR on the future of the marina land-based improvements project; has outlined the programming of the site related to a working plan toward future development; has conferred with the marina staff related to the conceptual plan and the perceived needs and issues of the operating marina; has identified a list of focus groups to be contacted; has considered a format for a universal survey that might be used with each of the focus groups. (Reference: Meetings minutes of May 4<sup>th</sup>, May 11<sup>th</sup>, and May 18<sup>th</sup>, 2010.)

The following “critical path” elements were identified as key toward successful completion of the planning phase of the marina infrastructure improvement project:

- Meet with the marina staff to identify key issues related to this project. (Done)
- Obtain off-site parking property(s) for marina users.
- Meet with identified focus / stakeholders groups to refine or to make changes if needed to the current conceptual plan for the marina property.
- Confirm the viability of the 2007 grant proposal to the MDNR for the marina infrastructure improvement project.
- Perform an engineering study/evaluation of the head wall before confirming final proposed building location.

**EXECUTIVE SUMMARY REPORT Of The**  
**SUB-COMMITTEE ON MARINA INFRASTRUCTURE IMPROVEMENT**

MAY 27, 2010 continued page 2 of 2.

Focus groups are an important aspect of input to the plan. The following groups were identified: 1. The Harbor Staff; 2. The MDNR&E staff; 3. The UBET (United Boaters of Elmwood Township) and / or slip- holders group; 4. The anglers group, key contact is the Grand Traverse Area Sports Fishing Association, "GTASFA"; 5. Daily Launch Users (key contact unknown, possibly the season pass launch purchasers as a mailing list, possibly using volunteers to hand out paper survey questions to launchers on high-use days; 6. Transient Boaters, key contact unknown, possibly use Harbor Master records of transient users addresses to mail surveys to this group.

The proposed time line for this project is:

- May: Update the grant request in a letter to the MDNR&E staff.  
(Phone contact has been made to Paul Peterson regarding the pending proposed plan update and future meetings.)  
Develop a programming list (issues)  
Develop a survey format.  
Identify focus groups and means of communication to them.
- June: Meet with focus groups to inform and ask input.
- July: Continue meeting with focus groups to inform and ask input.
- August: Explore basic site plan elements i.e. Fish cleaning station and revise site plan.
- September: Provide feedback of revised plan to the public.  
Submit the revised plan to the MDNR&E.  
Follow up with scheduled meetings with the MDNR&E.

Issues that were identified during the sub-committees deliberations that warrant further action:

- There is an immediate need for off-site parking property(s).
- Clearly define the "Mission" and "Vision" of the marina. Is it to facilitate access to Grand Traverse Bay so that more people can enjoy this natural resource?
- Additional launch activity, the C-Dock addition, and possible parking ratio (zoning) consideration means additional need for off-site parking capacity.
- There is no fish cleaning station located to service this portion of West Grand Traverse Bay although anglers use the Elmwood Township Marina as a primary site for launch of their boats.
- The launch area needs additional lighting for nighttime launch / retrieval activity.
- The water quality of the Bay may be impacted by the design of green space or asphalt surface in the marina.

**Compiled by Dianne Keelan**

(Reference: Meetings minutes of May 4<sup>th</sup>, May 11<sup>th</sup>, and May 18<sup>th</sup>, 2010.)

## APPENDIX C

## Study Summary

In November 2007, with funding secured from the State Waterways funds for water-based *Boating Access Improvements* – Dock C, and agreement in place, final design engineering is proceeding. Re-submittal of the proposed land-based improvements for Greilickville Harbor Park – marina are based on conclusions of this study. A separate submission for an *Infrastructure Improvements* grant to Waterways per MDNR staff recommendations is pending.

## Additional Recommendations

The Preliminary Engineering Study identified several areas that Elmwood Township will need to pursue in support of proposed improvements to the marina and beach park. Efforts must continue to evolve concepts for *improved site access, off-site parking, and support grant development* in the Greilickville Sub-area. The following areas of recommendation below include references to goals, objectives, tasks and optimal timeframes to accomplish them.

### **GREILICKVILLE SUB-AREA.**

#### **M-22 Corridor / Streetscape Beautification and Public Improvements**

Elmwood Township has come to an opportune time to recapture its public waterfront, enhance and establish a new “gateway” to the Leelanau, and create a desirable mixed-use environment in Greilickville. At no time in recent decades has the climate for physical improvement and active project initiatives been greater in the Sub-area. In addition, the regional initiative, *Grand Vision*, has become the focus of the public eye – targeting collaborative efforts to layout meaningful solutions for our collective transportation and land use future.

As we continue to plan, design and implement projects in Greilickville, it is important to recognize and incorporate enhanced zoning and policy, as well corridor and streetscape design. The M-22 corridor in Greilickville is a public domain. Its’ a place where commerce happens, people gather and celebrate, transportation permeates, and where the first image of Elmwood Township and Leelanau County beyond is formed.

The Greilickville Corridor, defined from just before Carter Road to Cherry Bend Road, provides an historic opportunity to re-shape and define character in Elmwood Township. By not only looking at surrounding land use but by also embracing the street itself for its value and significance as a public place, the community can create a more functional environment rather than simply a thruway north and south.

Corridor and streetscape enhancement in Greilickville is more than creating a aesthetic street scene. It is as much about providing safe, universally accessible modes of transit, enhanced recreation and leisure time opportunities. Integrated functional land use design with thoughtful corridor design ultimately makes the "place" special. The following goals, objectives, tasks and timeframes provide a framework for Elmwood Township leaders to address these critical issues evolving in the Greilickville Sub-area.

### *Goal 1 – Form Corridor Ad Hoc or Subcommittee*

*Objective. Investigate, refine and adopt a Corridor Improvements plan as part of the overall Sub-area through an ad hoc or subcommittee. With the advent of Greilickville Harbor Park improvement projects pending, the Township must proceed in an organized fashion.*

#### Tasks.

- Form an Ad Hoc or subcommittee spear-headed by the Parks & Recreation Committee with additional representation from the Planning Commission, Marina Committee and Township Downtown Development Authority (DDA)
- Convene the Ad Hoc Committee at the earliest possible date to proceed

Timeframe. Establish an Ad Hoc committee by February 2008. Ad Hoc committee should convene meetings by the end of February 2008.

### *Goal 2 – Advance/Explore Corridor Recommendations*

*Objective. Conduct a process to review and advance M-22 corridor design development recommendations and concepts including but not limited to drive accesses, safe-crossings, multi-mode transportation, accessibility, aesthetics, and improvement funding and phasing.*

#### Tasks.

- Discuss and advance key corridor related recommendations and concepts developed for the Greilickville Harbor Park vicinity and related areas
- Develop a critical path schedule with priorities to accomplish the each goal

Timeframe. Ad Hoc committee should convene meetings by the end of February 2008 and run for a time no less than 6 months and up to one-year.

### *Goal 3 – Re-engage Key Stakeholders*

*Objective. Work with key stakeholders for the corridor through planning coordination meeting(s) and/or agency and organizational staff interaction to discuss key corridor objectives.*

#### Tasks.

- Engage corridor stakeholders including corridor business owners
- Meet with MDOT, Leelanau County Road Commission (LCRC)
- Work with Grand Traverse Bay Alliance (GTBA), Traverse City Light and Power (TCL&P)

Timeframe. Ad Hoc committee should meet with agencies where possible in Feb-April 2008.

#### *Goal 4 – Evolve Greilickville Corridor Plan*

*Objective. Evolve conceptualized M-22 corridor geometrics including; median islands, typical cross-sections, non-motorized crossing options and multimodal transportation lanes/routes.*

##### Tasks.

- Work with MDOT staff and corridor stakeholders to conduct formative strategic planning and design development for the corridor
- Introduce evolving corridor planning initiatives and recommendations into discussion with the Grand Vision process for Leelanau County and Transportation session pending
- Prepare critical design development for upcoming improvements to Greilickville Harbor Park including, driveway access modifications, at-grade crossings and trunk line permits
- Consider TEA-21 enhancement grant funding with help of Traverse City TSC and Township match
- Consider Corridor overlay zone for zoning and master plan language updates

Timeframe. Ad Hoc committee should meet with MDOT representatives periodically from March thru June 2008. Make recommendations to Township board regarding pursuit of pertinent trunk line permits, TEA-21 enhancement grant options, and roadway modification options by July of 2008.

#### *Goal 5 – Develop Sub-area Parking Considerations*

*Objective. Develop conceptualized public parking options possible through lease, purchase and/or infrastructure development to support evolving public facilities on the Greilickville waterfront.*

##### Tasks.

- Work with Township staff to evaluate and compile data on recommended areas for surface parking lease, purchase, re-development or development potential
- Consider zoning ordinance and master plan language as applicable to parcels being considered, and for possible language amendments where warranted
- Develop a strategy to pursue dialog with property owners and options
- Meet with property owners with concepts and possible area needs to determine owner interests, possible terms and other considerations on the property
- Consider dual (season) usage for boat storage (winter) and car-trailer parking (summer)
- Seek board approval to Draft language with Township attorney for property lease, purchase or parking infrastructure development

Timeframe. Ad Hoc committee should meet with property owner's based on a developed strategy from March-December 2008. Make periodic/timely recommendations to Township Board and final recommendations for support parking options no later than December 2008.