

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, March 3, 2015

7:30 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

Posted: February 27, 2015

## AGENDA

The City of Traverse City does not discriminate on the basis of disability in the admission or access to or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, T.D.D., 922-4766, has been designated to coordinate compliance with the non-discrimination requirements. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

Planning Commission  
c/o Russell Soyring, Planning Director  
400 Boardman Avenue, Traverse City, MI 49684  
231-922-4778

1. CALL MEETING TO ORDER
2. ROLL CALL
3. ANNOUNCEMENTS
4. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- A. February 3, 2015 Regular Meeting minutes and February 18, 2015 Special Meeting minutes (Approval recommended)
- B. Setting a public hearing for the 2015-2021 Capital Improvement Plan for April 7, 2015.

**5. OLD BUSINESS**

- A. Consideration of a rezoning request initiated by Cynthia Anderson on behalf of Bonter Properties, LLC, to rezone 314 E. Eighth Street from R-29 (Multiple Family Dwelling) District to C-2 (Neighborhood Center) District **(Public Hearing)** Action Requested.
- B. Consideration of a rezoning request initiated by Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 Hannah Ave and 1025 Hannah Ave from R-2 (Two-Family Dwelling) District to C-2 (Neighborhood Center) **(Public Hearing)** Action Requested.

**6. NEW BUSINESS**

The Boardman River Plan Acceptance as general guide for lower stretch of the Boardman River. Action Requested

**7. CORRESPONDENCE**

**8. REPORTS**

- A. City Commission - Commissioners Easterday and Werner
- B. Board of Zoning Appeals - Commissioner Bergman
- C. Grand Traverse Commons Joint Planning Commission - Commissioners Serratelli and Warren
- D. Planning Commission
  - 1. Housing Building Committee— Commissioner Bergman
  - 2. Active Transportation Committee—Commissioner Werner
  - 3. Master Plan Review Committee—Commissioners Bergman, Dow and Twietmeyer
  - 4. Parking Regulation Committee- Commissioner Serratelli
- E. Planning Department—Mr. Soyring

**9. PUBLIC COMMENT**

**10. ADJOURNMENT**

# MINUTES

## TRAVERSE CITY PLANNING COMMISSION

TUESDAY, February 3, 2015

7:30 P.M.

Training Room

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

**PRESENT:** Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Linda Koebert, Jan Warren, Tim Werner, Bill Twietmeyer and Chairperson John Serratelli

**ABSENT:** Vice-Chairperson Jody Bergman

**STAFF PRESENT:** Russ Soyring, Planning Director

1. **CALL MEETING TO ORDER** – Chairperson Serratelli called the meeting to order at 7:30 pm.

2. **ROLL CALL**

3. **ANNOUNCEMENTS**

Mr. Soyring announced the City Commission decision to move forward with pier study and an upcoming DDA meeting to discuss the pier project.

4. **CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- A. January 6, 2015 Regular Meeting minutes and January 21, 2015 Study Session Meeting minutes (Approval recommended)
- B. Planning Commission Goals (Acceptance recommended)

Motion by Commissioner Easterday, second by Commissioner Fleshman, to approve the Consent Calendar. Motion carried 8-0 (Commissioner Bergman absent).

**OLD BUSINESS**

- A. Public Hearing to consider an amendment to the Traverse City Code of Ordinances Sections 1320.07, *Definitions*; 1332.01 Single Family Dwelling (R-1a, R-1b) District *Uses Allowed*; 1332.07 Single Family Dwelling (R-1a, R-1b) District *Accessory Buildings*; 1374.03 Circulation and Parking *Motor Vehicle Parking*; and Chapter 1377 *Accessory Dwelling Units Overlay Districts*; regarding allowing accessory dwelling units in the single-family dwelling districts with conditions. (Action Requested)

Mr. Soyring introduced the amendment under consideration.

Commission discussion

The following individual made public comment on the topic:

- Deni Scudato, 422 East State Street, made comments in opposition to the amendment
- Adrienne Rossi, 312 West Seventh Street, made general comments
- John Fiebing, 750 Centerplace , made comments in support of the amendment
- Tammy Sanderson, not a City resident , made comments in support of the amendment
- Pam Darling, 307 W. Ninth Street, made comments in support of the amendment
- John Scudato, 422 East State Street, made general comments
- Tim Sanderson, not a City resident, made comments in support of the amendment
- Jan Vlack, 416 Sixth Street, made comments in opposition to the amendment
- Patrick Sullivan, 709 Webster, made comments in support of the amendment
- Roger Send, 300 Birchwood, made comments in support of the amendment

Commissioner Koebert read Megan Olds' (235 E. Ninth Street) email that supported the amendment

Commission discussion

Motion by Commissioner Warren, seconded by Commissioner Easterday, that an amendment to the Traverse City Code of Ordinances Sections 1320.07, *Definitions*; 1332.01 Single Family Dwelling (R-1a, R-1b) District *Uses Allowed*; 1332.07 Single Family Dwelling (R-1a, R-1b) District *Accessory Buildings*; 1374.03 Circulation and Parking *Motor Vehicle Parking*; and Chapter 1377 *Accessory Dwelling Units Overlay Districts*; regarding allowing

accessory dwelling units in the single-family dwelling districts with conditions be recommended to the City Commission for adoption.

Motion carried 6-2 (Commissioners Dow and Twietmeyer voted no)

**5. NEW BUSINESS**

- A. Consideration of a rezoning request initiated by Cynthia Anderson on behalf of Bonter Properties, LLC, to rezone 314 E. Eighth Street from R-29 (Multiple Family Dwelling) District to C-2 (Neighborhood Center) District (For introduction and possibly scheduling a Public Hearing for March 3, 2015)

Mr. Soyering explained the rezoning request.

Cynthia Anderson, representing Bonter Properties, LLC addressed the commission.

Motion by Commissioner Easterday, second by Commissioner Koebert, that the rezoning request initiated by Cynthia Anderson on behalf of Bonter Properties, LLC, to rezone 314 E. Eighth Street from R-29 (Multiple Family Dwelling) District to C-2 (Neighborhood Center) District be scheduled for a public hearing of the planning commission on March 3, 2015.

Motion carried 8-0 (Commissioner Bergman absent)

- B. Consideration of a rezoning request initiated by Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 Hannah Ave and 1025 Hannah Ave from R-2 (Two-Family Dwelling) District to C-2 (Neighborhood Center) District (For introduction and possibly scheduling a Public Hearing for March 3, 2015)

Mr. Soyering explained the rezoning request.

Commission discussion

Tom Krause, representing the owners addressed the Commission.

Commission discussion.

Motion by Commissioner Dow, second by Commissioner Werner that the rezoning request initiated by Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 Hannah Ave and 1025 Hannah Ave from R-2 (Two-Family Dwelling) District to C-2 (Neighborhood Center) District be scheduled for a Public Hearing for March 3, 2015.

Motion carried 7-1 (Commissioner Fleshman voted no).

**6. CORRESPONDENCE**

- A. William Siegmund of Pure Water Works letter dated 1/26/15 regarding possible zoning change for 1034 S. Garfield Avenue (Discussion)

Mr. Soyring introduced the letter.

Commission discussion

Cynthia Herman, director of operations at Pure Water Works, addressed the Commission.

Commission discussed options including a conditional rezoning for the property.

- B. Capital Improvement Program (draft)

Mr. Soyring introduced the Capital Improvement Program draft and new format.

Commission Discussion

- C. Capital Improvement Program October-December 2014 Quarterly Report

- D. Code Enforcement October-December 2014 Quarterly Report

**7. REPORTS**

- A. City Commission- Commissioners Easterday and Werner reported.
- B. Board of Zoning Appeals- No report. Commissioner Bergman absent
- C. Grand Traverse Commons Joint Planning Commission- Commissioner Warren reported
- D. Planning Commission
1. Housing Building Committee— Commissioner Bergman. No report.
  2. Active Transportation Committee—Commissioner Werner. No report.

3. Master Plan Review Committee—Commissioners Bergman, Dow and Twietmeyer. No report. Discussion regarding elements.
4. Parking Regulation Committee- Commissioner Serratelli reported.
- E. Planning Department—Mr. Soyring
  1. Capital Improvement Program—Mrs. Luick. No report already discussed.

9. PUBLIC COMMENT

10. ADJOURNMENT - Chairman Serratelli adjourned the meeting at 9:13pm.

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Jan Warren, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Special Meeting**

WEDNESDAY, FEBRUARY 18, 2015

7:30 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleşman, Linda Koebert, Chairperson John Serratelli, Bill Twietmeyer and Janice Warren

**ABSENT:** Commissioner Tim Werner

**STAFF PRESENT:** Russ Soyring, Planning Director; Tim Lodge, City Engineer, Lauren Vaughn, Parks and Recreation Superintendent, Jim Tuller, Fire Chief

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** Chairman Serratelli mentioned that there will be Shoreline zoning workshop coming up in Traverse City and if interested in attending to inform staff.

4. **CAPITAL IMPROVEMENT PROGRAM (PRESENTATION AND POSSIBLE SETTING A PUBLIC HEARING)**

Russ Soyring introduced the Capital Improvement Program and presented changes that have been made. Tim Lodge, City Engineer presented. Lauren Vaughn, Parks and Recreation Superintendent presented. Jim Tuller, Fire Chief commented.

Commission discussion

Commission agreed to set a public hearing for the draft Capital Improvement Plan for March 3, 2015.

5. **PUBLIC COMMENT - none**

6. **ADJOURNMENT-** Meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Jan Warren, Secretary



## Communication to the Planning Commission

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FOR THE MEETING OF: FEBRUARY 3, 2015

FROM: RUSS SOYRING, PLANNING DIRECTOR 

SUBJECT: SET PUBLIC HEARING DATE FOR CAPITAL IMPROVEMENT PLAN

DATE: JANUARY 29, 2015

At the February 18, 2015 Special Meeting, the Planning Commission informally agreed to set a public hearing date for the draft Capital Improvement Program for March 3, 2015. To be consistent with our typical 15 day advanced notice for public hearings, the public hearing date is recommended to be set for April 7, 2015.

If you agree, the following motion would be appropriate:

**I move that a public hearing date for the draft 2015-2021 Capital Improvement Plan be set for the April 7, 2015 regular meeting.**



## Communication to the Planning Commission

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FOR THE MEETING OF: MARCH 3, 2015

FROM: RUSS SOYRING, PLANNING DIRECTOR *Russ Soyring*

SUBJECT: REQUEST TO REZONE 314 EAST EIGHTH STREET FROM R-29  
(MULTIPLE FAMILY DWELLING) TO C-2 (NEIGHBORHOOD  
CENTER)

DATE: FEBUARY 26, 2015

Cynthia Anderson serving as an agent for the property owner initiated a request to rezone 314 East Eighth Street from R-29 (Multiple Family Dwelling) to C-2 (Neighborhood Center). The property is currently used as a printing shop and is a legal non-conforming use. The property was zoned M-1 (Restricted Industry) until 1999.

The Zoning Element (a sub plan of the Master Plan) states that C-2 and C-3 uses are consistent with the core principles of the TC-4 Neighborhood. The TC-3 Neighborhood mentions "Neighborhood level services" should be conveniently located. The Planning Commission has been discussing a possible corridor overlay zoning that may have a form based approach to development regulation.

Rezoning is a legislative decision and should be based on sound planning principles. The following questions are appropriate when considering rezonings. Staff has provided their answers to the questions.

**1. Is the current zoning reasonable for the land?**

The multiple family residential zoning is appropriate for this property. Although traffic volumes are high, recent multiple family development on this street just west of the site indicates that multiple family development is marketable and reasonable use for properties along East Eighth Street.

**2. Is the rezoning request consistent with the goals policies and future land use plan of the Master Plan?**

The Master Plan's future land use map indicates this parcel borders two neighborhood types; TC-3 Traditional Neighborhood which has a residentially focus and the TC-4 Corridor Neighborhood which has a commercial focus. Across Eighth Street, the Master Plan designates the area as TC-5 Downtown Neighborhood. The request is consistent with the

Master Plan. In addition, the Corridors Master Plan, adopted by the City as guiding document recommends this section of East Eighth Street to have a “Mix of uses throughout, including retail, service, office and multi-family residential.”

**3. Would the property size and environmental conditions accommodate the proposed use?**

Uses allowed in the C-2 district could be accommodated on this parcel. Although undocumented, possible environmental contamination (being close to a rail line and having a former industrial zoning) may restrict more sensitive uses or require clean up of the site.

**4. Are the uses allowed in the proposed zoning district compatible with the surrounding uses?**

The property has an abandoned rail line to the west, residential to north, residential to the east and commercial uses to the south. Drinking places, restaurants, gas stations are some of the more intensive allowed uses. Businesses cannot be open between 2 am and 6 am. Buildings can be as tall as 45 feet with a footprint not to exceed 6,000 feet. 70% of the site can be covered with buildings and parking areas. Developments which generate more than 500 trip ends would need to get site plan approval by the Planning Commission. All the site plan standards would need to be met for approval.

**5. Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?**

There are adequate capacities in terms of utilities and streets to serve the most intensive uses allowed in the C-2 district. Access to the current parking lot requires traversing City owned property.

**6. Are there sufficient demands for additional C-2 Neighborhood Center District allowable uses?**

The most recent market study for commercial uses is several years old. Vacancy rates for commercial properties tend to be low within Traverse City. Interest in development along this corridor for mixed use buildings has intensified in the last year.

If you find the answers to be in the affirmative for the questions noted above, the following motion would be appropriate:

**I move that the request from Cynthia Anderson on behalf of Bontor Properties, LLC, to rezone 314 East Eighth Street from R-29 (Multi- Family Dwelling) to C-2 (Neighborhood Center District) be recommended for approval to the City Commission.**

RS



## Communication to the Planning Commission

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FOR THE MEETING OF: MARCH 3, 2015

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: REQUEST TO REZONE 1015 AND 1025 HANNAH AVE. FROM R-2 (TWO FAMILY DWELLING) TO C-2 (NEIGHBORHOOD CENTER)

DATE: FEBUARY 26, 2015

Tom Krause, agent for the owners of 1015 and 1025 Hannah Avenue initiated a rezoning request to change the zoning of these adjacent parcels from R-2 (Two Family Dwelling) to C-2 (Neighborhood Center. The properties are legal non-conforming and were zoned M-1 (Restricted Industry) until 1999. The properties are currently used for storage and an auto repair shop.

Rezoning is a legislative decision and should be based on sound planning principles. The following questions are appropriate when considering rezonings. Staff has provided their answers to the questions.

**1. Is the current zoning reasonable for the land?**

The properties are currently zoned R-2 (Two family Dwelling). Most of Hannah Avenue is developed as a residential street and carries significantly more traffic than a typical residential street. A fairly inactive railroad line runs along the north property line. The current zoning is reasonable classification for the properties.

**2. Is the rezoning request consistent with the goals policies and future land use plan of the Master Plan?**

The Master Plan's future land use map envisions these properties to be part of a TC-4 Neighborhood type. The Zoning Element (a sub plan of the Master Plan) states that C-2 and C-3 uses are consistent with the core principles of the TC-4 Neighborhood. The request is consistent with the Master Plan.

**3. Would the property size and environmental conditions accommodate the proposed use?**

Uses allowed in the C-2 district could be accommodated by these parcels. Although undocumented, possible environmental contamination (being close to the rail line and having a former industrial zoning) may restrict more sensitive uses or require clean up of the site.

**4. Are the uses allowed in the proposed zoning district compatible with the surrounding uses?**

The property has a residential neighbor to the west, rail line to north, commercial use to the east and residential uses across the street to the south. Drinking places, restaurants, gas stations are some of the more intensive allowed uses. Businesses cannot be open between 2 am and 6 am. Buildings can be as tall as 45 feet with a footprint not to exceed 6,000 feet. 70% of the site can be covered with buildings and parking areas. Developments which generate more than 500 trip ends would need to get site plan approval by the Planning Commission. All the site plan standards would need to be met for approval.

**5. Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?**

There are adequate capacities in terms of utilities and streets to serve the most intensive uses allowed in the C-2 district.

**6. Are there sufficient demands for additional C-2 Neighborhood Center District allowable uses?**

The most recent market study for commercial uses is several years old. Vacancy rates for commercial properties tend to be low within Traverse City.

If you find the answers to be in the affirmative for the questions noted above, the following motion would be appropriate:

**I move that the request from Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 and 1025 Hannah Avenue from R-2 (Two Family Dwelling) to C-2 (Neighborhood Center District) be recommended for approval to the City Commission.**

RS



## Communication to the Planning Commission

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FOR THE MEETING OF: MARCH 3, 2015

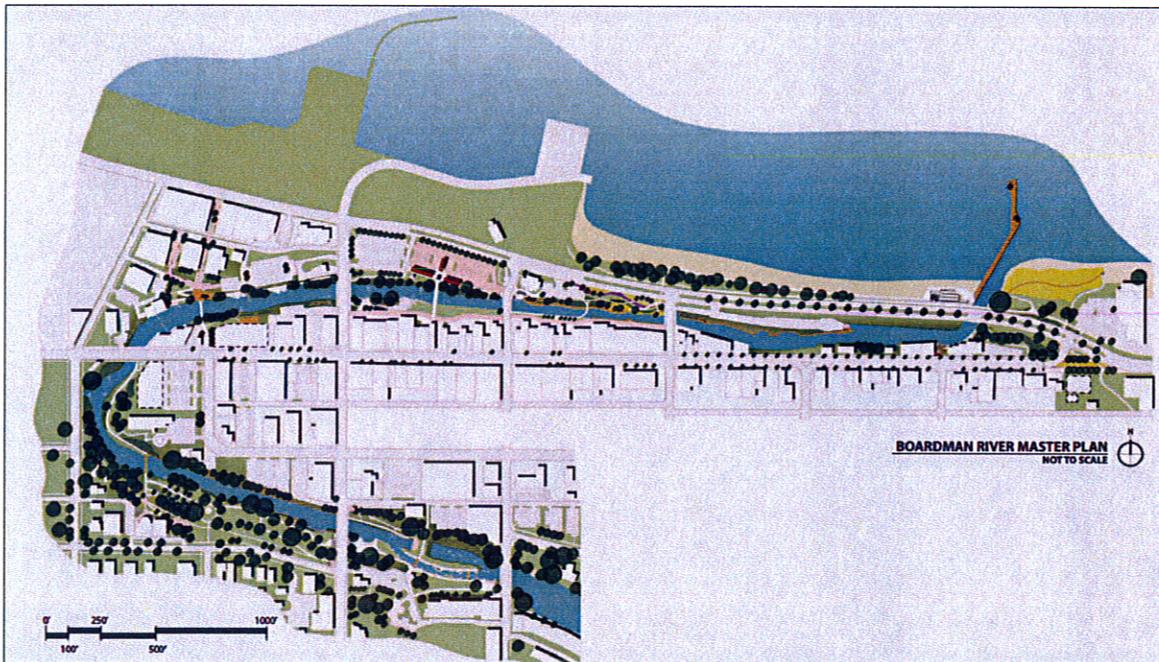
FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: Boardman River Plan

DATE: FEBRUARY 27, 2015

The Downtown Development Authority has made a request for the Planning Commission to adopt The Boardman River Plan as a general guide.

The link to the plan is: <http://www.traversecitymi.gov/downloads/boardmanriverplan.pdf>



If you find the Plan to be consistent with the City Master Plan and the Plan Elements of the Master Plan, the following motion would be appropriate:

**I move that the request from the Downtown Development Authority to the Planning Commission to adopt The Boardman River Plan as a general guide be approved and that the Planning Commission's action be presented to the City Commission for their consideration.**



To: Russ Soyring, Planning Director

From: Rob Bacigalupi, Executive Director

*RMB*

Re: Request to Adopt the Lower Boardman Plan as a General Guide

Date: Thursday, January 22, 2015

At their January 16, 2015 DDA meeting, the DDA Board of Directors voted to request that the Planning Commission consider formally recognizing the 2013 Boardman River Plan prepared by the University of Michigan School of Natural Resources and Environment. This plan was prepared as a student project in conjunction with the Lower Boardman Committee, which is an unofficial group advocating for the improvement of the river below Boardman Lake.

The DDA Board took the following action: *the DDA Board of Directors request that the Planning Commission consider adopting the Lower Boardman Plan, prepared by the University of Michigan School of Natural Resources and Environment, as a general guide.* The action was supported unanimously by all nine members present.