

**TRAVERSE CITY PLANNING COMMISSION  
2013  
ANNUAL REPORT**

**ATTENDANCE**

**COMMISSIONER**

**MEETINGS ATTENDED**

|                   |  |
|-------------------|--|
| Jody Bergman      | 21 of 24 meetings                            |
| Michael Dow       | 2 of 2 meetings (joined December 3)          |
| Jeanine Easterday | 21 of 24 meetings                            |
| Janet Fleshman    | 3 of 3 meetings (joined November 20)         |
| Gary Howe         | 2 of 21 meetings (last meeting November 5)   |
| Jennifer Jaffe    | 16 of 20 meetings (last meeting November 20) |
| Cecil McNally     | 21 of 24 meetings                            |
| John Serratelli   | 24 of 24 meetings                            |
| Bill Twietmeyer   | 20 of 24 meetings                            |
| Jan Warren        | 16 of 24 meetings                            |
| Tim Werner        | 22 of 24 meetings                            |

| # | TYPE OF REQUEST   | RECOMMEND APPROVAL | RECOMMEND DENIAL |
|---|---|--------------------|------------------|
|   | <b>ORDINANCE AMENDMENTS</b>   |                    |                  |
| 1 | An amendment to the Traverse City Code of Ordinances, Chapter 1377, <i>Accessory Dwelling Units Overlay Districts</i> , and Section 1320.07, <i>Definitions</i> , regarding allowing Accessory Dwelling Units on single-family zoned parcels in the Traverse Heights neighborhood.  | 3/5/13             |                  |
| 2 | An amendment to the Traverse City Code of Ordinances, Chapter 1328 Open Space District, Section 1328.01, <i>Uses Allowed</i> , and Section 1328.02, <i>Uses Allowed by Special Land Use Permit</i> ; and Chapter 1364 Special Land  | 5/7/13             |                  |
| 3 | Use Regulations, Section 1364.01 <i>Types of Special Land Use Permit Review</i> and Section 1364.08 <i>Special Land Use Permits Granted by the City Commission</i> , that would allow theaters in the Open Space District and allow the reuse of existing buildings in the Open Space and Residential Conservation Districts by right.          |                    |                  |
| 4 | An amendment to the Traverse City Code of Ordinances, Section 1332.09, <i>Special Requirements</i> , Section 1334.09, <i>Special Requirements</i> , and Section 1336.09, <i>Special Requirements</i> , that would restrict attached garages on parcels with alley access in the Boardman and Central Historic Districts                         | 6/4/13             |                  |
| 5 | An amendment to Chapter 1340, C-1 ( <i>Office Service District</i> ), Section 1340.01, <i>Uses Allowed</i> , and Chapter 1342, C-2 ( <i>Neighborhood Center District</i> ), Section 1342.01, <i>Uses Allowed</i> , regarding allowing Medical Marihuana Collectives in the C-1 (Office Service District) and C-2 (Neighborhood Center District) |                    | 8/6/13           |
| 6 | An amendment to Chapter 1354, I ( <i>Industrial District</i> ), Section 1354.01, <i>Uses Allowed</i> , to allow for C-2 (Neighborhood Center District) uses in the I (Industrial District) with restrictions  | 9/4/13             |                  |
| 7 | An amendment to the Traverse City Code of Ordinances, Section 1368.02, <i>Setbacks; Yards</i> ; Section 1332.04, <i>Setbacks</i> ; and Section 1334.04, <i>Setbacks</i> , regarding corner lot setbacks in the Single Family, Two Family and Multiple Family Dwelling Districts (R-1a, R-1b, R-2, R-9, R-15 and R-29)                           |                    | 12/3/13          |
| 8 | An amendment to the Traverse City Code of Ordinances, Section 1374.04, <i>Driveways and Access Requirements</i> , to limit parcels in the Single or Two   | 12/3/13            |                  |

|  |  |         |     |
|--|--|---------|-----|
| 9  | Family Dwelling Districts (R-1a, R-1b and R-2) to one curb cut per parcel<br>An amendment to the Traverse City Code of Ordinances, Section 1374.06, <i>Drive-Through Standards</i> , to clarify how services are provided to customers without motor vehicles ( <i>discussed 12/3/13, no action taken</i> )  | N/A     | N/A |
| <b>CONDITIONAL REZONING</b>                    |  |         |     |
| 1  | Conditional Rezoning request by Michael Brown, design/builder for TBA Credit Union, to Conditionally Rezone 626 E Front and 636 E Front from HR (Hotel Resort District) to C-3 (Community Center District) with conditions.  | 2/5/13  |     |
| 2  | Conditional Rezoning request to extend the duration of approval for 10597 East Traverse Highway from R-1b (Single Family Dwelling District) to R-9 (Multiple Family Dwelling District) for one additional year (May 16, 2014)  | 2/5/13  |     |
| 3  | Conditional Rezoning request by Terry Harper, Archdale One LLC, to rezone the property commonly known 537 Bay Street from C-1 (Office Service) to C-3 (Community Center) with conditions as offered by the applicant ( <i>request discussed 10/1/13, but was later withdrawn by the applicant</i> )  | N/A     | N/A |
| <b>REZONING</b>                                |  |         |     |
| 1  | A rezoning request initiated by the Planning Department to rezone 1350, 1290, 1280, 1260, 1240, 1210, 1291 and 1281 Lake Ridge Circle of which the parcels have split zoning between C-2 (Neighborhood Center District) and R-29 (Multiple Family Dwelling Districts) to R-29 (Multiple Family Dwelling Districts) and consideration of rezoning 212 E. Fourteenth Street that has split zoning of R-9 (Multiple Family Dwelling Districts) and C-2 (Neighborhood Center District) to R-9 (Multiple Family Dwelling Districts) | 8/6/13  |     |
| 2  | Zoning Change request initiated by Lisa Kloosterman of 611 Bates Street to rezone 1139 E Eighth Street from C-1 (Office Service District) to C-2 (Neighborhood Center District)  | 8/6/13  |     |
| 3  | A rezoning request initiated by the Planning Department to rezone 221 Cass Street; 215, 223 and 229 Washington Street from C-4a (Regional Center) District to C-4b (Regional Center)   | 11/5/13 |     |
| <b>SPECIAL LAND USE PERMIT</b> ( <i>none</i> ) |  |         |     |
| <b>SITE PLAN REVIEW</b>                        |  |         |     |
| 1  | Request from Munson Medical Center for Site Plan Review 13-SPR-01 for construction of a Cancer Center located at 205 South Madison Street be approved as submitted   | 9/4/13  |     |
| 2  | Request from G.J. Perelli Company for Site Plan Review 13-SPR-02 for the construction of a financial center with a drive-through located at 1407 South Division Street be approved as submitted  | 9/4/13  |     |

#### MASTER PLAN- PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
  - Approval of City of Traverse City 2013-2019 Capital Improvement Plan (4/17/13)
  - Approval of the Traverse City Light and Power Capital Improvement Plan (4/17/13)
  - Approval of the 2013-2014 Street Projects (9/4/13)

#### PRESENTATIONS/DISCUSSIONS

- Planning Commission 2013 Goals presented on 1/8/13, 2/20/13 and accepted 3/5/13.
- Freedom of Information Act, Open Meetings Act, Planning Commission rules, ethics and conflicts of interest presentation by Lauren Tribble-Laucht and Benjamin Marentette (1/8/13)
- Corridors Master Plan presentation by Devin Lavigne and Dan Gardner of Houseal Lavigne Associates (1/16/13 and 6/19/13)
- Regulation of Food Trucks (2/5/13)

- Corridors Master Plan discussions (1/6/13, 2/20/13, 2/26/13, 3/7/13, 3/20/13, 4/2/13, 6/19/13, 8/21/13 and approved on 9/4/13)
- Active Transportation Plan- Purpose discussion (2/20/13)
- 2013-2019 Capital Improvement Plan presentation by Ben Bifoss, Bob Cole, Rob Bacigalupi, Tim Lodge and Russ Soyring (2/20/13)
- Old Towne Neighborhood Streets and Safety presentation (3/5/13, update 6/4/13)
- Morgan Farms Planned Unit Development presentation by Lauren Tribble-Laucht (5/7/13)
- Conditional Rezoning presentation by Lauren Tribble-Laucht (5/7/13)
- BATA's New Direction presentation by Tom Menzel, Carrie Thompson, Kelly Yaroch and Matt Powis (6/4/13)
- 2013-14 Street Projects discussion (6/4/13, 6/19/13)
- Warehouse District and Hannah Park concept discussion from *The Boardman River Plan* (6/4/13)
- Brown Bridge Trust Fund discussion (7/2/13)
- Grand Traverse County Master Plan Draft- review and discussion (7/2/13)
- Boardman Lake Avenue discussion (8/21/13)
- Bayshore Corridor Strategy discussion (8/21/13) presentation (11/20/13)
- Possible name change for Division Street discussion (9/4/13)
- Environmental Stewardship Assessment for Traverse City presentation by Scot Gest, NWMCOG (9/18/13)
- Waterfront access and bank stabilization discussion (9/18/13)
- Corner lot setbacks discussion (10/1/13)
- Corner lot driveways discussion (10/1/13)
- Parking A-Z presentation by Russ Soyring (10/18/13)
- Comprehensive Parking Plan discussion (10/18/13)
- Circulation and Parking regarding drive-throughs discussion (10/18/13)
- Building Height limit discussion (11/5/13)
- Capital Improvement Program project submission discussion (11/5/13)
- Sidewalk funding discussion (11/5/13)
- Traverse Heights Neighborhood type discussion (11/5/13)
- Capital Improvement Program process and establishment of staff-led CIP Committee (11/20/13)
- Theaters in Open Space discussion (12/18/13)
- Measuring building heights discussion (12/18/13)

## COMMITTEES

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Corridor Steering Committee as a subcommittee of the Planning Commission
- Housing Building Planning Committee as a subcommittee of the Planning Commission
- Active Transportation Committee as a subcommittee of the Planning Commission

## MISCELLANIOUS

- Nominated both the Kids Creek Restoration Project and the Clinch Park Revitalization Project for Placemaking Awards to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their annual awards banquet (9/4/13)
- Consideration of a request by Bonnie Adams of 441 Fair Street to vacate an alley located east of parcel 28-51-582-022-00, commonly known as 449 Fair Street (11/5/13) (*request withdrawn at this time*)