

**CITY OF TRAVERSE CITY  
HOUSING AND BUILDING COMMITTEE**

**MONDAY, APRIL 14, 2014**

**9:00 A.M.**

**Planning and Engineering Conference Room  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684**

**Posted 4/11/14**

**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. Makayla Vitous, 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. APPROVAL OF MINUTES OF 3/31/14 MEETING (ACTION REQUESTED)**
- 3. EMERGENCY SHELTER REGULATIONS (DISCUSSION)**
- 4. PUBLIC COMMENT**
- 5. ADJOURNMENT**

**MINUTES**  
**CITY OF TRAVERSE CITY**  
**HOUSING AND BUILDING COMMITTEE**

**MONDAY, MARCH 31, 2014**

**9:00 A.M.**

**Planning & Engineering Conference Room  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684**

**PRESENT:** Members Bergman (Chair), Cecil McNally, Kay Serratelli and Jan Warren

**ABSENT:** None

**STAFF PRESENT:** Russ Soyring, Planning Director, Jered Ottenwess, City Manager

**OTHERS PRESENT:** George Golubovskis, 325 Washington Street, Peter Payette, WIAA

**1. CALL MEETING TO ORDER**

*Chairwoman Bergman called the meeting to order at 9:00 a.m.*

**2. APPROVAL OF MINUTES OF 3/17/14.**

*Member Warren made the motion, seconded by Member McNally to approve the minutes as amended. Upon vote, the motion passed.*

**4. HOMELESS SHELTER REGULATIONS**

*Mr. Soyring reviewed the draft regulations and suggested that the term "Emergency Shelter" be used versus "Homeless Shelter" to more accurately reflect the purpose of the use.*

*General discussion with suggestions for revisions including the zoning districts of where such facilities would be allowed by Special Land Use. Mr. Soyring stated that he would have the City Attorney review the draft before presenting to the Planning Commission.*

*A map of potential locations for Emergency Shelter would be created for Committee review.*

**5. PUBLIC COMMENT**

*George Golubovskis commented.*

**ADJOURNMENT**

*The meeting was adjourned at 10:26 a.m.*

**Draft 4/11/14**

Traverse City Code of Ordinances §1320.07 Definitions:

**Transitional housing** means a facility which is operated by a government or a nonprofit agency providing interim sleeping and bath accommodations; interim eating and cooking facilities; and professional services to assist individuals or families in locating permanent housing.

**Emergency shelter** means a facility operated by a governmental or nonprofit agency where ~~minimum~~ **supportive services and shelter are offered to homeless persons. Minimum number of clients before these rules apply?**

§ 1364.01(b)(16): **Transitional housing and Emergency shelter:** allowed by Special Land Use Permit by the City Commission in an HR, C-1, C-3, D-1, D-2, H-1, H-2 or I district.

§1364.08(q) **Transitional housing and Emergency shelter** , subject to the following:

(1) The facility is fully enclosed in a building located in an HR, C-1, C-2 or C-3, D-1, D-2, D-3, H-1, H-2 or I District.

(2) The site is located within a ½ mile of a bus stop with connecting sidewalks or bike trails.

(3) The lot is not located within 1,500 feet of another lot devoted to transitional housing, emergency shelter or a residential care and treatment facility.

(4) The facility shall have a maximum of 100 beds and/or sleeping pads.

(5) The building provides 50 square feet of heated building space per person staying overnight at the facility.

(6) The operator of the facility shall provide continuous, on-site supervision by an employee or volunteer during all hours of operation.

(7) The operator of the facility shall have a written management plan including, as applicable, provisions for staff training, neighborhood outreach, length of stay of residents, hours of operation, crime prevention, security, screening of residents to insure compatibility and purposefulness the mission of service provided at the facility. The management plan shall establish a maximum length of time which clients may be accommodated.)

(8) The operator shall have an effective ongoing professional housing assistance program on the premises to place the residents into permanent housing and maintain a list of all persons residing at the facility.

~~(11) The Emergency Shelter shall not provide sleeping accommodations for more than 7 months per calendar year.~~

~~(12) Clients of an Emergency shelter shall have a specified check out time as detailed in the management plan but may remain on the premises to utilize onsite services offered.~~

**Other items to discuss: Parking, Lighting, Outdoor recreation requirements**