



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, May 19, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 05-13-14

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

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, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

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.

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk

(231) 922-4480

Email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)

400 Boardman Avenue

Traverse City, MI 49684

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

**Welcome to the Traverse City Commission meeting!**

**Agenda**

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

**Pledge of Allegiance**

**1. Roll Call**

**2. 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 placed elsewhere on the agenda for full discussion and 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. Consideration of approving minutes of the Regular Meeting of May 5, 2014, Special Meeting of May 12, 2014, and Study Session of May 12, 2014. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)
- b. Consideration of authorizing a confirming purchase order for unleaded gasoline for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

- c. Consideration of approving the Fiscal Year 2014/15 Budgets for the City of Traverse City and Charter Township of Garfield Recreational Authority, as required by its bylaws. (Approval recommended) (Jered Ottenwess)
- d. Consideration of authorizing an agreement for design, permitting and construction administration services in connection with the Opera House Dressing Room Project and authorizing an agreement with the City Opera House Heritage Association to provide the funds, and rescinding the related City Commission action of March 17, 2014, which authorized the services agreement with a prior vendor. (Approval and rescission recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for required parts and equipment to fully outfit trucks used by the Department of Public Services. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- f. Consideration of adopting a resolution recommending approval of a request from Georgina's LLC for a New Redevelopment Liquor License to be operated at 236 East Front Street (former location of *Phil's on Front*) and authorizing the City Clerk to issue the related registration. (Adoption and approval recommended) (Jered Ottenwess, Benjamin Marentette)
- g. Consideration of introducing an amendment to the Traverse City Code of Ordinances, which would increase the building height in the HR, C-1, and C-2 Districts from 40 to 45 feet, and require a minimum height for the first floor of 15 feet in the HR, C-1, C-2, C-3, C-4 and D Districts, as recommended by the City Planning Commission. (Introduction and schedule for possible enactment on June 2, 2014, recommended) (Jered Ottenwess, Russell Soyring)
- h. Consideration of authorizing a contract for the 2014 Alley Sanitary Sewer Replacement Project Phase 2. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)

- i. Consideration of authorizing a service order for geotechnical and environmental consulting services in connection with the Parking Lot D and Boardman River Boat Launch Improvement Project. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Consideration of a report from the City Commission Ad Hoc Committee regarding a possible Brown Bridge Trust Fund ballot proposal and scheduling the proposal for the November 4, 2014, election ballot. (Commissioner Gary Howe, Chair; Mayor Michael Estes; Mayor Pro Tem Jim Carruthers) (5 affirmative votes to adopt resolution scheduling the proposal for election)
- b. Consideration of various actions in connection with the Fiscal Year 2014/2015 Budgets, including the City of Traverse City, Traverse City Light and Power and the Downtown Development Authority:
  1. Consideration of adopting a Resolution Waiving the Property Tax Administration Fee for Fiscal Year 2014-2015. (Jered Ottenwess)
  2. Consideration of adopting a Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2014-2015. (Jered Ottenwess, Robert Bacigalupi) (5 affirmative votes required)

3. Consideration of adopting a Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2014-2015. (Jered Ottenwess, Robert Bacigalupi) (5 affirmative votes required)
4. Consideration of adopting a Resolution Certifying the Tax Levy for the City of Traverse City for Fiscal Year 2014-2015. (Jered Ottenwess) (5 affirmative votes required)
5. Consideration of adopting a Resolution Certifying the Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2014-2015. (Jered Ottenwess) (5 affirmative votes required)
6. Consideration of adopting a Resolution Establishing Water and Sewer Rates and Water and Sewer Charges for Services. (Jered Ottenwess)
7. Consideration of adopting a Resolution Approving the Traverse City Comprehensive Budget for Fiscal Year 2014-2015, including the Capital improvements Plan. (Jered Ottenwess) (5 affirmative votes required)
8. (a) Consideration of adopting a Resolution Approving the Traverse City Light and Power Capital Improvement Plan for Fiscal Year 2014-2015. (5 affirmative votes required) (Jered Ottenwess, Tim Arends)  
  
(b) Consideration of adopting a Resolution Approving the Traverse City Light and Power Budget for Fiscal Year 2014-2015. (Jered Ottenwess, Tim Arends) (5 affirmative votes required)

#### **4. New Business**

- a. Consideration of a request from the City Opera House Heritage Association to attach a marquee to the City Opera House and authorizing the related agreement for the City Opera House Heritage Association to provide funds, subject to approval of the marquee by the Historic Districts Commission. (Jered Ottenwess) (5 affirmative votes required for agreement)

## **5. Appointments**

- a. Consideration of re-establishing the City Commission Ad Hoc Committee for Water Bottle Filling Stations. (Jered Ottenwess, Katie Lowran)
- b. Consideration of re-establishing the City Commission Ad Hoc Committee regarding the Parks and Public Land Use Policy and Noise Regulations to make a recommendation regarding noise regulations for events held on city property. (Jered Ottenwess, Benjamin Marentette)

## **6. Reports, Announcements and Correspondence**

**Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.**

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Report from the Mayor serving on the Downtown Development Authority.
  2. Report from Commissioners serving on the Light and Power Board.
  3. Report from the Mayor and Commissioner serving on the Planning Commission.
  4. Capital Improvement Program Quarterly Project Update dated May 1, 2014, from the City Planning Director and City Engineer.

5. Quarterly Financial Report from the City Treasurer/Finance Director for the second quarter which ended December 31, 2013.
  6. Report from Commissioners serving on other boards.
  7. Minutes of the Traverse City Light and Power Board Meeting of April 8, 2014.
  8. Minutes of the Act 345 Retirement System Board Meeting of February 26, 2014.
  9. Minutes of the Board of Zoning Appeals meeting of April 8, 2014.
- e. Reports and correspondence from non-City officials.
1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M HILL for April 2014.
  2. Fractile Emergency Response Report from North Flight for April 2014.

## **7. Public Comment**

- a. Reserved.  
  
None.
- b. General.
- c. Mayor and City Commissioners.

## **8. Adjournment**



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- May 5, 2014, Regular Meeting
- May 12, 2014, Special Meeting
- May 12, 2014, Study Session

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

**that the minutes of the May 5, 2014, Regular Meeting, the May 12, 2014, Special Meeting, and the May 12, 2014, Study Session, be approved.**

JJO/kes

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**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**May 5, 2014**



A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Commissioner Richardson, Agenda Items 2(b), 2(c) 2(d) and 2(g) were removed from the Consent Calendar for full discussion.

As requested by Mary Condit, 111 North Madison Street, Agenda Item 2(a) was removed from the Consent Calendar for full discussion.

**2. Consent Calendar**

Moved by Carruthers, seconded by Richardson, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. Removed from the Consent Calendar.
- b. Removed from the Consent Calendar.

- c. Removed from the Consent Calendar.
- d. Removed from the Consent Calendar.
- e. the Mayor and City Clerk execute a unit prices contract with Elmers Crane and Dozer in the amount of \$161,291.75, more or less, at the unit prices indicated in its bid, for the 2014 Phase One Paving and Resurfacing Project, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.
- f. the competitive bidding process be waived; and the City Manager be authorized to issue a service order to Craig's Body Shop in the amount not to exceed \$9,500 for repair to Vehicle #14, a 2013 Tahoe used by the Police Department, with funds being fully reimbursed from the insurance company.
- g. Removed from the Consent Calendar.
- h. the Mayor and City Clerk execute a Reimbursement Agreement with the Conservation Resource Alliance to provide \$20,000 in funding for administrative and managerial services in connection with the Boardman River Dam Deconstruction Project (Brown Bridge Dam Deconstruction Project), such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the General Fund.

CARRIED unanimously.

**Items removed from the Consent Calendar**

a.

Consideration of authorizing a purchase order for parking pay stations, as recommended by the Downtown Development Authority.

The following addressed the Commission:

Jered Ottenwess, City Manager

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Howe, seconded by Werner, that the City Manager be authorized to issue a purchase order to Traffic & Safety Control Systems, Inc., in the amount not to exceed \$161,807 for the purchase of electronic pay stations, with funds available in the Traverse City Parking System Fund.

Dave Malewitz, Auto Parking System Administrator

CARRIED unanimously.

b.

Consideration of authorizing a purchase order for parking pay stations, as recommended by the Downtown Development Authority.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Richardson, seconded by Easterday, that the City Manager be authorized to issue a purchase order to MacKay Meters, Inc., in the amount not to exceed \$74,733.75 for purchase of up to 325 meter housings, with funds available in the Traverse City Parking System Fund.

CARRIED unanimously.

c.

Consideration of authorizing the annual amendment to the agreement with CH2M HILL regarding operation, maintenance and management of the Water Treatment Plant, authorizing the default increase to the base fee and the city's financial responsibility for the increase in the electricity rates.

The following addressed the Commission:

Jered Ottenwess, City Manager

Casey Rose, CH2M HILL Project Manager

It was the consensus of the Commission to refer this matter to the May 19, 2014, Regular Meeting.

d.

Consideration of authorizing a service order for geotechnical investigation and preliminary engineering services for the wye relocation in connection with the Boardman Lake Trail, with costs to be reimbursed by the Grand Traverse County Brownfield Redevelopment Authority.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Werner, that the competitive bidding process be waived and the City Manager be authorized to issue a service order to Gourdie Fraser, Inc., in the amount of \$8,100 for geotechnical investigation and preliminary engineering (relating to soils investigation) for the relocation of the railroad wye in connection with the West Boardman Lake Trail, with funds available in the Capital Projects Fund and to be reimbursed by the Grand Traverse County Brownfield Redevelopment Authority.

CARRIED unanimously.

e.

Consideration of approving minutes of the Regular Meeting of April 21 and Study Session of April 28, 2014.

The following addressed the Commission:

Mary Condit, 111 North Madison – made general comments

Moved by Richardson, seconded by Budros, that the minutes of the Regular Meeting of April 21, and Study Session of April 28, 2014, be approved, with the minutes of the Regular Meeting of April 21 to be corrected to state that Mary

Condit expressed opposition to Agenda Item 4(a).

CARRIED unanimously.

### **3. Old Business**

#### **3(a).**

Consideration of enacting an amendment to the Traverse City Code of Ordinances, which would conditionally rezone 101 North Madison Street from R-1b (Single Family Dwelling District) to C-1 (Office Service District), which was not recommended by the Planning Commission; and consideration of authorizing the related agreement.

The following addressed the Commission:

Russell Soyring, City Planning Director

John Kerridge, Architect for the Project, 8140 Bel Cherrie Drive, Peninsula Township

Moved by Howe, seconded by Budros, that an amendment to the Traverse City Code of Ordinances, which would rezone the property located at 101 North Madison from R1-b (Single Family Dwelling District) to C-1 (Office Service District), which was not recommended by the City Planning Commission, which was introduced on April 21, 2014, be enacted with an effective date of June 6, 2014, and further that the Mayor and City Clerk execute a Conditional Rezoning Agreement with Kemal Cinaroglu, which would conditionally rezone the property commonly referred to as 101 North Madison, which was not recommended by the City Planning Commission, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Mike Gaines, 425 North Madison, Slabtown Neighborhood Association  
President - expressed opposition

Colleen Shannon, 527 West 11<sup>th</sup> Street – expressed support

Christine Maxbauer, 503 West Eighth Street – expressed opposition

Lauren Tribble-Laucht, City Attorney

Susan Hadley, 219 Madison Street – expressed opposition

Sandy Cartwright, 602 North Elmwood – expressed opposition

Doug McWaters, 431 North Cedar Street – expressed opposition

Barbara Solomonson, 119 North Madison Street - expressed opposition  
Daniel Kostrzewa, 716 Cherokee Street – expressed opposition  
Seamus Shinnors, 410 Seventh Street – made general comments  
Doug Stanton, 124 North Madison Street – expressed opposition  
Mary Condit, 111 North Madison Street – expressed opposition  
Patty Olson, 1815 Wayne – expressed opposition  
Jan Doren, 119 North Madison – expressed opposition  
John McDonald, 117 Monroe – expressed opposition  
Ann Stanton, 124 North Madison Street – expressed opposition  
Barry Godwin, 114 North Madison – expressed opposition  
Christine Langschwagger, 310 South Spruce Street – expressed opposition  
Annelle Kaspor, 434 North Madison - made general comments  
Mike Sleeman, 3680 Incochee – expressed opposition  
Deborah Van Wagner, 110 North Madison Street – expressed opposition  
Adrienne Rossi, 312 West Seventh Street – made general comments  
Brian Haas, 227 East 10<sup>th</sup> Street – expressed support  
Wes Nelson, 3515 Jefferson, Garfield Township – expressed support  
Debbie Farron, 1114 Jefferson – expressed opposition  
Gerard Ramiro, 558 Bay East Drive, Peninsula Township - expressed support  
Kemal Cinaroglu, 8179 East Shore Drive – made general comments  
Rick Buckhalter, 932 Kelley Street – expressed opposition  
Maxine Olson, 201 North Madison – made general comments  
Marilyn Plamondon, 121 North Madison Street – made general comments

Roll Call:

Yes - Budros, Howe, Werner, Carruthers.

No - Easterday, Richardson, Estes.

FAILED. (5 votes required to authorize the Conditional Rezoning Agreement).

Mayor Estes declared a recess.

**3(b).**

Consideration of authorizing the agreement with the National Cherry Festival specifying the terms and conditions of use of city resources for the 2014 National Cherry Festival, as recommended by the City Commission Ad Hoc Committee regarding the National Cherry Festival and authorizing the City Clerk to issue the related permits.

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute the letter of agreement with the National Cherry Festival (the festival) outlining the terms and conditions of the Festival's use of city resources in connection with the 2014 National Cherry Festival, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

The following addressed the Commission:

Lisa Danto, Traverse Bay Area Tobacco Coalition, Suttons Bay – made general comments

Seamus Shinnors, 410 Seventh Street, Central Neighborhood Association – made general comments

Mike Jackson, 217 Sixth Street – made general comments

Karl DeFoe, 6505 Mission Ridge, Peninsula Township – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

Trevor Tkach, National Cherry Festival Executive Director

Moved by Budros, seconded by Easterday, that the motion be amended to eliminate the request to use Hannah Park for a car show from the agreement.

Mayor Michael Estes called for a vote on the motion to amend the main motion.

CARRIED unanimously.

City Clerk Benjamin Marentette announced the motion on the floor, which is as follows: "Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute the letter of agreement with the National Cherry Festival (the Festival) outlining the terms and conditions of the Festival's use of city resources in connection with the 2014 National Cherry Festival, with the request to use Hannah Park for a car show to be eliminated from the agreement, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

Mayor Michael Estes called for a vote on the motion on the floor.

CARRIED unanimously.

**4. New Business**

**4(a).**

Consideration of authorizing a purchase order for a refuse truck.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Carruthers, seconded by Howe, that the City Manager be authorized to issue a purchase order to Tri-County International Trucks, Inc. in the amount of \$201,320.00 for the purchase of a new 2RIII Leach Refuse Packer on a 2015 International chassis, with funds available in the Garage Fund.

Dave Green, Director of Public Services

CARRIED unanimously.

**5. Appointments****5(a).**

Consideration of reappointment of John Serratelli to the Grand Traverse Commons Joint Planning Commission.

Moved by Carruthers, seconded by Budros, the John Serratelli be reappointed to one three-year term expiring May 14, 2017, (seat previously held by John Serratelli), on the Grand Traverse Commons Joint Planning Commission.

CARRIED unanimously.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Report from City Treasurer/Finance Director regarding Delinquent Water and Sewer.
  2. Report from the Mayor serving on the Downtown Development Authority.
  3. Report from Commissioners serving on the Light and Power Board.
  4. Report from the Mayor and Commissioner serving on the Planning Commission.

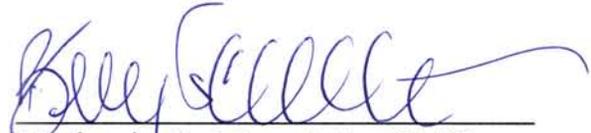
5. Report from Commissioners serving on other boards.
  6. Minutes of the Traverse Area District Library Board Meeting of March 20, 2014 and March 27, 2014.
  7. Annual Report of the Planning Commission for 2012.
  8. Monthly Activity Report for the Fire Department for November 2012.
  9. Minutes of the Act 345 Retirement System Board Meeting of January 29, 2014.
- e. Reports and correspondence from non-City officials.
1. Fractile Emergency Response report from North Flight for December 2012.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.  
  
Reserved public comment request from Bill Greene regarding sewer, infrastructure, and Miss Dig Rules for 2014.
2. General.  
  
Seamus Shinnors, 410 Seventh Street  
Willow Al-Shamma, 131 North Elmwood  
Pat Joseph, 502 North Spruce Street
3. Mayor and City Commissioners.  
  
Commissioner Ross Richardson

There being no objection, Mayor Michael Estes declared the meeting adjourned at 10:38 pm.

  
Benjamin C. Marentette, CMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)

DRAFT

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Special Meeting**  
**May 12, 2014**



A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross Richardson, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

**1.**

Public Hearing regarding the City Manager's Proposed Budget for Fiscal Year 2014/15.

Mayor Michael Estes opened the public hearing.

The following addressed the Commission:

Ben Hansen, 926 East State Street

Jim Sarna, non-city resident

Dr. Vincent Mack, Garfield Township resident, Michigan Dental Association Trustee

Joe Novak, 201 South Spruce Street

Richard Fidler, 525 Riverine Drive

Ann Hoopfer, former Con Foster Museum Director , Suttons Bay  
Jim Warner, 236 East Ninth Street  
Rob Lovell, 536 North Elmwood  
Maddie Buteyn, South Boardman, History Center Executive Director  
Peg Siciliano, 627 Eastwood, History Center Archivist  
Sharon Jennings, 12051 South Elk Run Drive, Elmwood Township  
Guy Wood, no address given  
Patty Olson, 1815 Wayne Street  
Jenny Nester, 209 North Madison  
Barbara Solomonson, 119 North Madison Street

There being no one further desiring to speak, Mayor Michael Estes closed the public hearing; and no action was taken.

2.

The next item being “consideration of adopting a resolution establishing a request for funding and authorizing the grant project agreement for \$173,932 in federal transportation funds for the West End Trail and Access Project.”

The following address the Commission:

Jered Ottenwess, City Manager  
Timothy Lodge, City Engineer

Moved by Werner, seconded by Howe, that the resolution which requests funding, commits to providing the local match and future maintenance, and authorizes the City Manager to execute the related project agreement in connection with a \$173,932 federal Transportation Enhancement Grant for the West End Beach Trail and Access Project (Grand Traverse Bayfront Trail Extension and Highway Crossing Project), be adopted.

CARRIED unanimously.

3.

The next item being "Adjournment."

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:44 pm.



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Benjamin C Marentette, CMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)

DRAFT



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Study Session**  
**May 12, 2014**

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:45 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross Richardson, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding the City Manager's proposed budget for Fiscal Year 2014/15, including the proposed budgets for Traverse City Light and Power and the Downtown Development Authority for Fiscal Year 2014/15.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Howe, seconded by Richardson, to overrule the decision of the presiding officer to not allow the information prepared by Commissioner Howe to be displayed on the viewing screens.

Motion carried unanimously; and therefore, the information prepared by Commissioner Howe was displayed on the screens.

Timothy Lodge, City Engineer  
Tim Arends, Traverse City Light and Power Executive Director  
William Twietmeyer, City Treasurer/Finance Director

2.

Discussion regarding targeted redevelopment areas.

Due to the lateness of the hour, and there being no objection, Mayor Michael Estes removed this item from the Agenda.

3.

Public comment.

The following addressed the Commission:

John Nelson, 4022 Incochee Crest Commons, Garfield Township,  
Watershed Center Grand Traverse Bay  
Jamie Al-Shamma, no address given  
Jered Ottenwess, City Manager

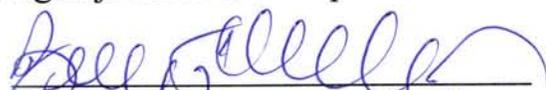
4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

There being no objection, declared the meeting adjourned at 9:46 pm.

  
Benjamin C Marentette, CMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: UNLEADED GASOLINE PURCHASE

Telephone / fax bids were received for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$2.82975
Crystal Flash	Traverse City	\$2.831
Blarney Castle	Traverse City	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

I recommend the following motion (5 affirmative votes required):

**“that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$28,297.50 to Lemmen Oil Company for 10,000 gallons of unleaded gasoline priced at \$2.82975 per gallon with funds available in the garage fund.”**

JJO/wb

The previous purchase price on 3/10/14 was \$2.960 per gallon.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: PROPOSED RECREATIONAL AUTHORITY BUDGET FOR  
FISCAL YEAR 2014/2015

Attached is a letter from Ross Biederman, Chairman of the Traverse City and Garfield Township Recreational Authority Board and Matt Cowall, Executive Director, requesting City Commission approval of the Authority's proposed 2014/2015 budget.

I recommend the following motion (5 affirmative votes required):

**that the Proposed Fiscal Year 2014/2015 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority, be approved as required by Recreational Authority Bylaws.**

JJO/kjl

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copy: Ross Biederman, Recreational Authority Board Chairman –  
[rossb@wtcmradio.com](mailto:rossb@wtcmradio.com)  
Matt Cowall, Recreational Authority Executive Director –  
[mcowall@liaa.org](mailto:mcowall@liaa.org)

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The City of Traverse City and Charter Township of Garfield  
Recreational Authority

324 Munson Avenue  
Traverse City, MI 49686  
(231) 929-3696

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May 8, 2014

Mr. Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Mr. Jered Ottenwess, City Manager  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Messrs. Korn and Ottenwess:

As provided for in our Articles of Incorporation, the City of Traverse City and Charter Township of Garfield Recreational Authority (Authority) Proposed Comprehensive Annual Budget for Fiscal Year 2014/2015 is hereby submitted and recommended for approval by the Garfield Township Board of Trustees and Traverse City City Commission. Along with the budget is a narrative explaining what is proposed to be accomplished in the next year.

The Authority has scheduled a public hearing for June 4, 2014, and will then consider the proposed budget for adoption at that same meeting.

Chuck – would you please schedule this for the Township Board's May 13 meeting.

Jered – would you please schedule this for the City Commission's May 19 meeting.

Thank you for your consideration. A representative of the Authority will be present at your meeting to answer any questions you may have.

Sincerely,



Ross Biederman  
Chair



Matt Cowall  
Executive Director

Enclosure

Copy: Recreational Authority Board – Letter Only

City of Traverse City and Charter Township of Garfield  
Recreational Authority

Comprehensive Annual Budget  
Fiscal Year July 1, 2014 to June 30, 2015

**Board of Directors:**

Ross Biederman, Chair

Tim Hughes, Treasurer

Michael Groleau, Secretary

Molly Agostinelli, Director and Garfield Township Trustee

Chris Bzdok, Director

Jeanine Easterday, Director and Traverse City City Commissioner

Matt McDonough, Director

**Executive Director:**

Matt Cowall

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**OPERATING FUND**  
**For the Fiscal Year End June 30, 2015**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 151,077	\$ 149,897	\$ 149,569	\$ 152,000	\$ 151,500	\$ 152,000
Interest Income	168	104	163	100	200	200
Refunds, Reimbursements & Grants	5,852	5,402	115,308	-	40,000	200,000
Barns Park Rental Revenues	-	-	-	-	-	20,000
<b>TOTAL REVENUES</b>	<b>157,097</b>	<b>155,403</b>	<b>265,040</b>	<b>152,100</b>	<b>191,700</b>	<b>372,200</b>
<b>EXPENDITURES</b>						
Office Expenses	3,479	1,697	1,903	2,500	2,000	2,500
Professional Services	256,470	90,157	78,210	149,500	80,000	392,500
Printing	405	157	403	-	-	-
Insurance & Bonds	2,851	2,871	2,835	3,000	3,120	4,000
Utilities/Property Maintenance	10,490	14,998	14,708	24,400	13,800	20,000
Transportation	-	-	439	2,000	1,950	2,000
Capital Outlay	-	-	168,973	-	-	40,000
<b>TOTAL EXPENDITURES</b>	<b>273,695</b>	<b>109,880</b>	<b>267,471</b>	<b>181,400</b>	<b>100,870</b>	<b>461,000</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(116,598)</b>	<b>45,523</b>	<b>(2,431)</b>	<b>(29,300)</b>	<b>90,830</b>	<b>(88,800)</b>
<b>Beginning Fund Balance</b>	<b>276,224</b>	<b>159,626</b>	<b>205,149</b>	<b>202,718</b>	<b>\$ 202,718</b>	<b>293,548</b>
<b>Ending Fund Balance</b>	<b>\$ 159,626</b>	<b>\$ 205,149</b>	<b>\$ 202,718</b>	<b>\$ 173,418</b>	<b>\$ 293,548</b>	<b>\$ 204,748</b>
<b>Millage Rate</b>	<b>0.0994</b>					

## Narratives to Budget Sheets

### Operating Fund:

This fund is the core fund for the general operations of the Authority. The millage rate to be levied on the winter tax bills will be the same as last year - **.0994**.

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) Implementation of the Historic Barns Park Capital Campaign for Phase I capital improvements to Historic Barns Park; (2) implementation of the Historic Barns Park Business Plan, focused on preparations for the facilities rental enterprise; and (3) implementation of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park. Deficit spending in the Operating fund is anticipated for the next two to three years until revenues from the facilities rental enterprise are sufficient to cover those expenses.

Breakdowns for various line items of the Operating Fund are as follows:

#### **Professional Services**

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management (Grand Traverse Conservation District)	\$ 19,000.00
EPA Cleanup (Grant funded)	\$ 200,000.00
Events Management	\$ 45,000.00
Legal	\$ 5,000.00
Audit	\$ 2,500.00
Miscellaneous Consulting	\$ 10,000.00
Miscellaneous/Contingency (10% of overall budget)	\$ 45,000.00

<b>Total</b>	<b>\$ 392,433.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 392,500.00</u></b>

<b>Office Expenses Total</b>	<b>\$ 2,480.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,500.00</u></b>

(Operating Fund – Continued)

<b>Insurance &amp; Bonds Total</b>	<b>\$ 4,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 4,000.00</u></b>
<b>Utilities/Property Maintenance</b>	
Historic Barns Park Miscellaneous Maintenance & Snowplowing	\$ 8,000.00
Operating Utilities (gas and electric for barn)	\$ 7,000.00
Hickory Meadows Work Plan	\$ 5,000.00
<b>Total</b>	<b>\$ 20,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 20,000.00</u></b>
<b>Capital Projects</b>	
Construction work on Pavilion and Barn	\$ 40,000.00
<b>Total</b>	<b>\$ 40,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 40,000.00</u></b>
<b>Travel Total</b>	<b>\$ 2,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,000.00</u></b>
<hr/> <b>Operating Fund Total</b>	<hr/> <b><u>\$461,000.00</u></b>

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**PROPERTY ACQUISITION and CONSTRUCTION BOND FUND**  
**For the Fiscal Year End June 30, 2015**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Interest Income	\$ 474	\$ 240	\$ 152	\$ 150	\$ 100	\$ 20
Refunds, Reimbursements & Grants	-	-	-	-	112,672	-
<b>TOTAL REVENUES</b>	<b>474</b>	<b>240</b>	<b>152</b>	<b>150</b>	<b>112,772</b>	<b>20</b>
<b>EXPENDITURES</b>						
Professional Services	22	-	-	32,000	141,600	1,000
Office Expenses & Bank Fees	-	20	47	50	100	100
Capital Outlay	-	152,000	-	-	-	115,000
<b>TOTAL EXPENDITURES</b>	<b>22</b>	<b>152,020</b>	<b>47</b>	<b>32,050</b>	<b>141,700</b>	<b>116,100</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>452</b>	<b>(151,780)</b>	<b>105</b>	<b>(31,900)</b>	<b>(28,928)</b>	<b>(116,080)</b>
<b>Beginning Fund Balance</b>	<b>297,232</b>	<b>297,684</b>	<b>145,904</b>	<b>146,009</b>	<b>146,009</b>	<b>117,081</b>
<b>Ending Fund Balance</b>	<b>\$ 297,684</b>	<b>\$ 145,904</b>	<b>\$ 146,009</b>	<b>\$ 114,109</b>	<b>\$ 117,081</b>	<b>\$ 1,001</b>

Property Acquisition and Construction Bond Fund:

This fund represents the remainder of the bond proceeds. Essentially the entire remainder is being allocated this year to support capital improvements in Historic Barns Park, focused on the Cathedral Barn and the Pavilion. Breakdowns in the two line items are as follows:

**Professional Services**

Construction Related Oversight	\$ 1,000.00
Office Expenses & Bank Fees	\$ 100.00

**Total** \$ 1,100.00

**Allocation Recommended** \$ 1,100.00

**Capital Outlay**

Construction Work on Cathedral Barn and Pavilion	\$115,000.00
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**Total** \$115,000.00

**Allocation Recommended** \$115,000.00

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**Property Acquisition and Construction Bond** \$116,100.00  
**Fund Total**

### Long Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year. Based on last year's receipts and a debt service this fiscal year of \$445,600, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3000**, up slightly from last year's millage rate of .2900.

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**LONG TERM GENERAL OBLIGATION DEBT RETIREMENT FUND**  
**For the Fiscal Year End June 30, 2015**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 407,200	\$ 403,747	\$ 399,086	\$ 450,000	\$ 450,500	\$ 460,000
Interest Income	92	12	-	-	5	-
Refunds & Reimbursements	-	-	-	-	5,094	-
<b>TOTAL REVENUES</b>	<b>407,292</b>	<b>403,759</b>	<b>399,086</b>	<b>450,000</b>	<b>455,599</b>	<b>460,000</b>
<b>EXPENDITURES</b>						
Fees	-	-	-	500	500	500
Principal	160,000	185,000	210,000	240,000	240,000	320,000
Interest	242,733	243,710	230,360	222,100	162,266	125,069
<b>TOTAL EXPENDITURES</b>	<b>402,733</b>	<b>428,710</b>	<b>440,360</b>	<b>462,600</b>	<b>402,766</b>	<b>445,569</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>4,559</b>	<b>(24,951)</b>	<b>(41,274)</b>	<b>(12,600)</b>	<b>52,833</b>	<b>14,431</b>
<b>Beginning Fund Balance</b>	<b>409,267</b>	<b>413,826</b>	<b>388,875</b>	<b>347,601</b>	<b>347,601</b>	<b>400,434</b>
<b>Ending Fund Balance</b>	<b>\$ 413,826</b>	<b>\$ 388,875</b>	<b>\$ 347,601</b>	<b>\$ 335,001</b>	<b>\$ 400,434</b>	<b>\$ 414,865</b>
<b>Millage Rate</b>	<b>0.3000</b>					



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>10</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: OPERA HOUSE DRESSING ROOM PROJECT

At the March 17 meeting, the Commission authorized an agreement for the City Opera House Heritage Association (COHHA) to provide funds for this project; additionally, the Commission authorized a consultant agreement with Architecture Technology for design, permitting and construction related services in connection with the project. Competitive bids were not sought for this project in that COHHA, who is providing the funds, selected the firm.

Attached is a memo from City Engineer Timothy Lodge indicating Architecture Technology has declined to proceed as the city and Architecture Technology could not agree on the terms. Therefore, we approached Quinn Evans Architects, who has served as the original Opera House Restoration Architect, and they submitted a proposal to perform the services needed for the design phase of the Opera House Dressing Room Project. COHHA, who is providing the funds, concurs with the selection of Quinn Evans Architects.

Therefore, I recommend the following actions:

- 1.) To rescind the March 17 Commission action authorizing the agreement with the COHHA to provide funds for the project (the total project costs, including design services and actual construction, are estimated at \$114,500); and to authorize a new agreement to provide funds which references Quinn Evans as the architect providing design services
- 2.) To rescind the March 17 Commission action authorizing the design services agreement with Architecture Technology; and to authorize an agreement with Quinn Evans Architects to provide the services. Competitive bids were not sought for this project in that COHHA, who is providing the funds, would like to engage Quinn Evans Architects for this work.

I believe the public interest is best served without competitive bidding in this instance.

I recommend the following motion (5 affirmative votes required):

**that the City Commission action of March 17, 2014, authorizing an agreement with the City Opera House Heritage Association to provide funds for the Opera House Dressing Room Project be rescinded and that the action authorizing the related budget amendment be rescinded; and that**

**the Mayor and City Clerk execute an agreement with City Opera House Heritage Association for it to provide up to \$114,500 in funds to cover all costs associated with the Opera House Dressing Room Project, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and that the Opera House Fund be amended by \$114,500 to reflect the receipt and expenditure of such funds; and further**

**that the City Commission action of March 17, 2014, authorizing an agreement with Architecture Technology, P.C. for design, permitting, bidding and construction administration services in connection with the City Opera House Dressing Room Project be rescinded; and finally**

**that the competitive bidding process be waived and the Mayor and City Clerk execute a consultant agreement with Quinn Evans Architects in the amount of \$15,500 for design, permitting, bidding and construction administration services in connection with the City Opera House Dressing Room Project, subject to receipt of funds by the City Opera House Heritage Association, with funds available in the Opera House Fund.**

JJO/bcm

K:\tcclerk\city commission\agreements\opera house dressing room

Copy: Timothy Lodge, City Engineer  
Page Graves, City Opera House Heritage Association Co-Chair –  
[pgraves@smith-johnson.com](mailto:pgraves@smith-johnson.com)

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *TJL*  
DATE: May 12, 2014  
SUBJECT: Opera House Dressing Room Building Renovation

In March the City Commission authorized a Consultant Agreement with Architecture Technology, P.C. in the amount of \$12,250 for completing the review and evaluation of existing design documentation, design including plans and specifications, permitting, bidding and related contract and construction administration services for the project, with funds available as stipulated in the Agreement to Provide Funds. Unfortunately, we were unable to resolve differences with our Standard Consultant Agreement form with Architecture Technology, P.C. and they have declined to proceed with the project and as such the previous City Commission action should be rescinded.

We contacted the original Opera House Restoration Architect, Quinn Evans Architects about the matter and are pleased to have received their proposal for performing as the Project Architect. Therefore, we recommend that the proper City officials be authorized to execute a Consultant Agreement with Quinn Evans Architects in the amount of \$15,500 for completing the review and evaluation of existing design documentation, design including plans and specifications, permitting, bidding and related contract and construction administration services for the project, with funds available as stipulated in the Agreement to Provide Funds. The COHHA is in concurrence with this change.

Also, the Agreement to Provide Funds will need to be reauthorized to reflect this change. As you may recall the COHHA has committed \$130,000 for the project. With the Quinn Evans Architect's fees there is \$114,500 remaining for construction of the improvements. Therefore, we recommend that the proper City officials be authorized to execute an amended Agreement to Provide Funds with the COHHA.

**AGREEMENT TO PROVIDE FUNDS FOR CITY OPERA HOUSE DRESSING  
ROOM RENOVATION AND CONSTRUCTION**

**THIS AGREEMENT** made the \_\_\_\_ day of \_\_\_\_\_, 2014, by and between **CITY OF TRAVERSE CITY**, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan 49684, (the "City") the **CITY OPERA HOUSE HERITAGE ASSOCIATION** a Michigan non-profit of 106 East Front Street, Traverse City, Michigan 49684 (the "COHHA").

WITNESSETH

WHEREAS, the COHHA desires to renovate the Dressing Rooms at the City Opera House and has agreed to provide the funds to the City for such purpose \_\_\_\_\_;

WHEREAS, the COHHA desires the City to engage an architect for the purpose of designing the Opera House Dressing Room Renovation and Construction project; and

WHEREAS, the City has received a proposal for such service in the amount of \$15,500 from Quinn Evans Architects (the "Architect");

WHEREAS, the City has authorized a consultant agreement with the Architect (the "Agreement") provided that funds for the Agreement are provided by the COHHA; and

WHEREAS, the City will contract for construction (the "Contract") of the Dressing Room Renovation on the basis of the plans and specifications prepared by the Architect provided that funds estimated to be \$114,500 including contingencies for the Contract are provided by the COHHA; and

WHEREAS, the COHHA agrees to provide the funds for the Agreement under the terms and conditions contained herein.

NOW THEREFORE, the City and COHHA agree as follows:

1. The COHHA shall provide sufficient funds to compensate the Architect for the design of the renovation and construction of the Dressing Rooms in the Opera House under the terms and conditions contained within the Agreement between the City and the Architect.

2. The funds shall be provided by the COHHA within 15 days from the date the City approves the invoice submitted by the Architect.

3. The COHHA shall provide sufficient funds to compensate the selected Contractor under the Contract with the City for the construction of the renovation and construction of the Dressing Rooms in the Opera House under the terms and conditions contained within the Contract between the City and the Contractor.

4. The funds shall be provided by the COHHA within 15 days from the date the City awards the Contract to the selected Contractor.

Dated: \_\_\_\_\_, 2014

CITY OF TRAVERSE CITY

\_\_\_\_\_  
Michael Estes, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

Dated: \_\_\_\_\_, 2014

CITY OPERA HOUSE HERITAGE  
ASSOCIATION

\_\_\_\_\_  
By:  
Its:

Approved as to Substance:

\_\_\_\_\_  
Jered Ottenwess, City Manager

Approved as to Form:

\_\_\_\_\_  
Karrie A. Zeits, Acting City Attorney



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: 2013/2014 EQUIPMENT PURCHASE FOR FIVE TRUCKS

Attached are memos from Scott Meter, Garage Superintendent, and Dave Green, DPS Director, requesting a purchase order to Truck and Trailer Specialties of Boyne Falls for the purchase and installation of parts and equipment for five (5) previously purchased trucks.

I recommend the following motion (5 affirmative votes required):

**That the City Manager be authorized to issue a purchase order to Truck and Trailer Specialties of Boyne Falls, in the amount of \$107,208 for the purchase and installation of the required parts and equipment needed on the three (3) 2014 Ford F350 Truck Cab and Chassis and two (2) 2014 Ford F550 Truck Cab and Chassis as outlined in the May 12, 2014, communication from the Director of Public Services, with funds available in the Garage Fund.**

cc: Scott Meter, Garage Superintendent  
Dave Green, DPS Director

K:\tcclerk\city commission\purchase orders\truck equipment 20140519

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director *DSG*

DATE: May 12, 2014

SUBJECT: 2013/2014 Equipment Purchase for Truck #'s 57, 69, 73, 87 & 90

Back in January, we bid out and received City Commission approval to purchase five truck cab and chassis packages. Attached is a memorandum from Scott Meteer, Garage Superintendent, requesting approval to complete the process on the five trucks by purchasing and installing the necessary equipment for each one.

As mentioned before, Truck # 57, used by the Parks Department, will be equipped with a dump box and v-plow and will be used for hauling trash, compost, topsoil, wood chips, grass, brush and so forth and will also be used to clear snow from City owned property and parks. Truck # 69, used by the Streets Department, will be equipped with a utility box and will be used as a crew/work truck to transport men, tools and equipment to various job sites around town. Truck # 73, used by the Parks Department, will be equipped with a wood chip box and is instrumental in our tree removal and trimming operation as it also pulls the chipper to both on and off road locations. Truck # 87, used by the Water/Sewer Maintenance Division, will be equipped with a utility box and will be used as a crew/work truck to transport men, tools and equipment to various job sites around town. And last but not least, Truck # 90, used by the Streets Department, will be equipped with a dump box and v-plow and will be used for tight spot plowing like cul-de-sacs, residential alley's, etc. and then is also one of our pothole patching trucks that pulls the hot patch trailer around during the summer months.

Although current advertising and notification practice was used on this purchase request only one complete bid was received for the vehicles from Truck and Trailer Specialties. Staff contacted the other bidders in order to see if we missed anything and also to ask them why they submitted incomplete bids. Both companies said our bid package was good it was more of a timing and location thing on their end that forced them to submit partial bids. In other words they had too much work already lined up or didn't have connections on the specified parts to be competitive. We feel the numbers from T & T are good competitive bids however and recommend that the work be awarded to them.

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# Memorandum

The City of Traverse City  
Department of Public Services



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May 12, 2014  
Truck Equipment Memo  
Page 2

Please request that the City Commission approve a purchase order in the amount of \$107,208.00 to Truck and Trailer Specialties of Boyne Falls for the purchase and installation of the required parts and equipment needed on the previously purchased 2014 Ford F350 Truck Cab and Chassis (3) and 2014 Ford F550 Truck Cab and Chassis (2) to be used by the Parks and Streets Departments and the Water/Sewer Maintenance Division with funds available in the Garage Fund.

MEMO

To: Dave Green  
From: Scott Meter *SM*  
Garage Superintendent  
Subject: Equipment Purchase  
Date: May 12, 2014

Bids were solicited to supply and install dump boxes or utility boxes, tool boxes, plows, and miscellaneous equipment on the five new cabs and chassis that were purchased 1/22/2014. Two of these trucks are for Streets, two for Parks, and one for Sewage.

The following bids were received:

- 1: Heights Machinery, Williamsburg: Incomplete Bid.
2. Monroe Truck Equipment, Flint: Incomplete Bid.
- 3: Truck and Trailer Specialties of Boyne Falls: \$107,208.00

Please request of the City Commission permission to issue a purchase order to Truck and Trailer in the amount of \$ 107,208.00

This is a planned purchase and funds are available in the Garage Fund.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>SD</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE  
REQUEST – GEORGINA’S, LLC (GREGORY ANTHONY  
CRAIG)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Georgina’s, LLC (Gregory Anthony Craig) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 236 E. Front Street, Traverse City.

I recommend the following motion:

**That the Resolution Approving a Request from Georgina’s, LLC (Gregory Anthony Craig) for a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 236 East Front Street, be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Georgina’s, LLC to operate such license at 236 East Front Street.**

JJO/kes

K:\tcclerk\City Commission Communications\liquor  
license\_Redevelopment\liqlc\_redevprojectarea\_Georginas\_20140519

copy: John DiGiacomo, [john@revisionlegal.com](mailto:john@revisionlegal.com)

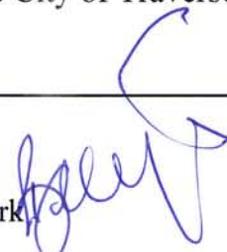
# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk 

DATE: Thursday, May 15, 2014

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE  
REQUEST – GEORGINA’S, LLC (GREGORY ANTHONY CRAIG)

Georgina’s (Gregory Anthony Craig) has applied for a Redevelopment Project Area Liquor License. The license would be operated at 236 East Front Street; and they would enjoy Class C Liquor License privileges. Meaning, they could sell beer, liquor and mixed spirit drinks for on-premises consumption.

265 Redevelopment Project Area Liquor Licenses were made available to Traverse City within the Downtown in June 2008. This is the eleventh application for a Redevelopment Project Area Liquor License in the Downtown to be recommended for City Commission approval. However, this license will be the eighth active Redevelopment Liquor License in the Downtown.

The applicant has paid the appropriate application fee and this request has been favorably reviewed by the appropriate city departments, including the Police Department, and meets all ordinance/law requirements. The supporting documentation is on file with this office. Therefore, I recommend that the City Commission adopt a resolution recommending approval of this request.

A couple points to note that are unique to these licenses:

- The business must regularly close no later than 12 a.m. meaning the business does not admit new customers after 12 a.m. at least 5 days a week.
- The business shall not serve liquor after 12 a.m. on each day.

The process for granting approval of these liquor licenses is opposite most others – the applicant begins with the city, not the Michigan Liquor Control Commission. If the City Commission adopts the resolution approving the license, then it will be provided to the Michigan Liquor Control Commission and it begins its process with the applicant. (On all our forms and in our interactions with applicants for these licenses, we advise the applicant to first check with the LCC about pursuing one of these licenses before doing so.)

Finally, if the license is issued by the MLCC, it cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Georgina’s, LLC.

As always, please feel free to contact me if you have any questions.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: ZONING ORDINANCE AMENDMENTS—REQUIREMENTS  
BUILDING HEIGHT

Attached is a memo from City Planning Director Russell Soyering regarding zoning ordinance amendments for the purpose of allowing an increase in building height in the Hotel Resort (HR), Office Service (C-1) and Neighborhood Center (C-2) Districts, from 40 to 45 feet and requires a first floor building height of 15 feet in the Hotel Resort (HR), Office Service (C-1), Neighborhood Center (C-2), Community Center (C-3), Regional Center (C-4), and Development (D) Districts, as recommended by the City Planning Commission.

I recommend the following motion:

**that an amendment to the Traverse City Code of Ordinances, *Size and Area Requirements Building Height Ordinance Amendment*; Section 1368.01, Building Height; *Hotel Resort (HR) Building Height Ordinance Amendment*, Section 1338.06, Building Height, and Section 1338.09, Special Requirements; *Office Service (C1) District Residential Bonus Building Height Amendment*, Section 1340.06, Building Height, and Section 1340.09, Special Requirements; *Community Center (C-3), Regional Center (C-4) and Development (D) Districts First Floor 15-Foot Requirement*, Community Center (C-3) Section 1344.09, Special Requirements; Regional Center (C-4) Section 1346.09, Special Requirements; and Development (D) Districts Section 1347.09, Special Requirements of the Zoning Code; *Neighborhood Center (C-2) District Residential Bonus Building Height Amendment*, Section 1342.06, Building Height, and Section 1342.09, Special Requirements; regarding increasing the building height in HR to 45-feet, increasing the residential bonus height in C-1 and C-2 to 45-feet and requiring a minimum 15-foot first**

(Motion continued on page 2)

**floor height in HR, C-1, C-2, C-3, C-4 and D Districts, as recommended by the Planning Commission, be introduced and scheduled for possible enactment on June 2, 2014.**

JJO/kjl

k:\ccclerk\city commission\ordinance amendments\building height\_intro

e copy: Russell Soyring, City Planning Director

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# Memorandum

The City of Traverse City  
Planning Department



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TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyring, Planning Director 

DATE: May 12, 2014

SUBJECT: ORDINANCE AMENDMENT TO INCREASE BUILDING HEIGHT IN THE HR, C-1 AND C-2 DISTRICTS AND REQUIRE A MINIMUM 15-FOOT FIRST FLOOR HEIGHT REQUIREMENT IN VARIOUS DISTRICTS

The Planning Commission previously discussed building heights as several study sessions last fall and more recently at the March 18, 2014 study session. Draft ordinance amendments were formally introduced at the April 1, 2014 Planning Commission meeting and were recommended for approval at the Planning Commission's May 6, 2014 meeting. There were 2 public comments made during the Public Hearing including 1 general comment and 1 in support.

The amendments allow for an increase in building height in the Hotel Resort (HR) District from 40 to 45 feet and allows for an increase to the residential bonus height in the Office Service (C-1) and Neighborhood Center (C-2) Districts from 40 to 45 feet. In addition, a requirement of a minimum 15-foot first floor height is being recommended in the HR, C-1, C-2, Community Center (C-3), Regional Center (C-4) and Development (D) Districts.

The following motion was made:

Motion by Commissioner Easterday, second by Commissioner Warren, that an amendment to the Traverse City Code of Ordinances Size and Area Requirements, Section 1368.01, *Building Height*; Hotel Resort (HR) District, Section 1338.06, *Building Height*, and Section 1338.09, *Special Requirements*; Office Service (C-1) District, Section 1340.06, *Building Height*, and Section 1340.09, *Special Requirements*; Neighborhood Center (C-2) District, Section 1342.06, *Building Height*, and Section 1342.09, *Special Requirements*; Community Center (C-3) District, Section 1344.09, *Special Requirements*; Regional Center (C-4) Districts, Section 1346.09, *Special Requirements*; and Development (D) Districts, Section 1347.09, *Special Requirements*, regarding increasing the building height in HR to 45-feet, increasing the residential bonus height in C-1 and C-2 to 45-feet and requiring a minimum 15-foot first floor height in HR, C-1, C-2, C-3, C-4, and D Districts be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration. Motion carried 9-0.

Please pass on the Planning Commission's recommendation to the City Commission regarding this Zoning Code amendment request.

RAS/ml

Attachment: Zoning Code Amendments

**TRAVERSE CITY CODE OF ORDINANCES**

**ORDINANCE AMENDMENT NO. \_\_\_\_\_**

Effective date: \_\_\_\_\_

TITLE:        SIZE AND AREA REQUIREMENTS BUILDING HEIGHT ORDINANCE  
                  AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Size and Area Requirements Section 1368.01, *Building Height*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1368.01	Building height.	1368.04	Condominiums.
1368.02	Setbacks; yards.	1368.05	Compliance required
1368.03	Lot width, lot area, impervious surface and density requirements.		

**1368.01        BUILDING HEIGHT.**

- (a) **Purpose.** The height standards serve several purposes:
- (1) They promote a reasonable building scale and relationship of one building to another;
  - (2) They promote options for privacy for neighboring properties; and
  - (3) They reflect the general building scale and placement of buildings in the area.
- (b) All maximum heights below may be further limited to ensure the maximum safety in the use of the Cherry Capital Airport.
- (c) **Height requirements.** The maximum and minimum height requirements are indicated in the following chart:

District	Feet (max)
OS	45
RC	45
R-1a/ R-1b	35
R-2	35
R-9	40
R-15	40
R-29	40
HR	40 <sup>5,8</sup>

District	Feet (min-max)
C-4 <sup>1</sup>	a        30-45 <sup>8</sup>
	b        30-60(68 <sup>2,4,8</sup> )
	c        30-85 <sup>2,5,8</sup>
T	45
GP	25-90
I	60 (public utility buildings - 100')
NMC-1	45
NMC-2	90 (On Bay: 50')

C-1		30 <sup>8</sup> (405 <sup>3,8</sup> )
C-2		30 <sup>8</sup> (405 <sup>3,8</sup> )
C-3		45 <sup>8</sup>
D	See D District chapter <sup>8</sup>	

H-1		45
H-2	See H District Chapter	
PRD	See PR District chapter	

<sup>1</sup> Buildings in the C-4 District shall have a minimum height of thirty (30) feet, except an existing building may have an addition of no larger than the area of the first floor of that building as it existed on the effective date of Ordinance No. 467, which is July 16, 1999.

<sup>2</sup> Over sixty (60) feet in height may be allowed only by special land use permit or as part of a planned unit development and subject to the requirements listed above.

<sup>3</sup> Fortyfive (405) feet in height is allowed if at least one floor is designed and used for residential uses.

<sup>4</sup> Sixty-eight (68) feet in height is allowed if at least 20% of the building is designed and used for dwellings.

<sup>5</sup> An additional fifteen (15) feet is allowed for rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of one hundred (100) feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings.

<sup>6</sup> Air traffic control towers are exempt from this height requirement.

<sup>7</sup> All existing buildings may double their existing first floor area.

<sup>8</sup> All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted merely granting an advantage or convenience. (Ord. 476. Passed 7-6-99. Ord. 491. Passed 4-17-00. Ord. 552. Passed 12-17-01. Ord. 628. Passed 3-15-04. Ord. 652. Passed 8-16-04. Ord. 705. Passed 7-17-06. Ord. 742. Passed 3-19-07.)

### 1368.02 SETBACKS; YARDS.

(a) Purpose. The setback regulations for buildings serve several purposes:

- (1) They maintain light, air, separation for fire protection, and access for firefighting;
- (2) They reflect the general building scale and placement of buildings in the City's neighborhoods;
- (3) They promote a reasonable physical relationship between buildings; and
- (4) They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity.

(b) Setbacks required. Unless a stated specific setback is established by this Code, the minimum setbacks, the distance between a property line and a building wall, are required as indicated in each district's chapter in this Code and on the following chart:

District	Front	Side setbacks		Rear	Setback from water
		One Side	Aggregate		
OS	Average setback of buildings	10	20	30	50' from ordinary high

District	Front	Side setbacks		Rear	Setback from water
		One Side	Aggregate		
	within 200' on either side or 30' if there are no buildings				water mark of Grand Traverse Bay and Boardman Lake and 25' from ordinary high water mark of Boardman River or any dock line established by City ordinance (exceptions in OS District for certain buildings).
RC	Average setback of buildings within 200' on either side or 25' if there are no buildings	10  (None if adjacent to an RC district.)	20  (None if adjacent to an RC District)	30	
R-1a	25' minimum	8 <sup>2</sup>	20 <sup>2</sup>	30	
R-1b	Within 4' of the average setback of principal buildings on the same face block; no closer than 6' from the front property line.	6 <sup>2</sup>	14 <sup>2</sup>	25	50' from ordinary high water mark of Grand Traverse Bay and Boardman Lake and 25' from ordinary high water mark of Boardman River or any dock line established by City ordinance (exceptions in OS District for certain buildings).
R-2	A	6 <sup>2</sup>	14	25	
R-9	A	6	14 <sup>1</sup>	25	
R-15	A	6	14 <sup>1</sup>	25	
R-29	A	6	14 <sup>1</sup>	25	
HR	Within 4' of the average setback of principal buildings on the same face block; no closer than 8' from the front property line.	None, except a minimum 10-foot side setback is required on the side adjoining a residential district.		5 feet, except a minimum 20-foot rear setback is required if adjacent to or across an alley from a residential district.	
C-1	The lesser of 8' or the average setback of			5 feet, except 20' on any portion abutting or across	

District	Front	Side setbacks		Rear	Setback from water
		One Side	Aggregate		
	principal buildings on the same face block.	None, except a minimum 10-foot side setback on any side adjoining an R-District.		an alley from an R-District	Build to edge of a public easement; if no public easement, 10' from high water mark or dockline established by City ordinance
C-2	A Maximum 25'			5 feet, except 20 feet if adjoining an R-District.	
C-3	Bldg 25' max Bldg 8' min			5', except 20' on any portion abutting or across an alley from an R-District.	
C-4	2.5 <sup>3</sup> minimum, 15' maximum.  Buildings shall be set back a minimum of 25' from any bridge abutment unless otherwise approved by the City Engineer if he or she determines that the building will not interfere with the maintenance or reconstruction of the bridge and that utilities will not be adversely impacted.				
D	See Chapter 1347 for requirements				
T	25'	0	0	None, except 25' if abutting or adjacent to an R-district	N/A
GP	25' minimum, or as shown on the approved Master Site and Facilities Plan allowing a lessor setback.	None, except 25' if abutting or adjacent to an R-District.	N/A	25 feet	25' inland from the ordinary high water mark or any dockline established by City ordinance
I	25'	0	0	15' minimum	N/A
NMC-1 & NMC-2	100' or as shown on approved Master Site & Facilities Plan.	0	0	5 feet, except 20' if abutting or adjacent to an R-district.	50' from ordinary high water mark of Grand Traverse Bay
H-1	The lessor of 8 feet or the average setback of principal buildings on the	5 feet, except a 10' setback is required on a side adjoining an R-District.			N/A

District	Front	Side setbacks		Rear	Setback from water
		One Side	Aggregate		
	same face block.				
H-2	25 feet or as shown on the approved Master Site and Facilities Plan allowing a lesser setback.				

<sup>1</sup> For structures above grade on lots or tracts of land on Grand Traverse Bay, the setback is the greater of 30% of the lot width or the number listed on the chart above.

<sup>2</sup> 35% of a building wall may be located no closer than 4' from the property line.

<sup>3</sup> Existing buildings closer than 2.5 feet that have been damaged by fire, explosion, act of God or similar causes and located closer than 2.5 feet may be restored or rebuilt at the same location using the same foundation unless located in the right-of-way.

- (c) **Encroachments into the setbacks.** No encroachments into the setbacks are allowed except those indicated in each district chapter and except barrier free ramps as approved by the Planning Director and except in the C-4 district, a building, balcony, porch or deck may project no more than five feet into a rear setback provided these projections are not less than 15 feet above grade and provided they do not project into any public right of way and except eaves, chimneys, sills, belt courses, cornices and ornamental features not to exceed two and a half feet are permitted to extend within the front or rear setbacks.
- (d) **Storage in an R-district yard.** In an R-district, no yard, except the rear yard, shall be used for the location of a swimming pool or for the storage of a boat, motor home, camper, utility trailer or other recreational vehicle or equipment. For the purposes of this Code, storage shall mean parking the vehicle or equipment in an area unused for the purpose for which it was designed for a period of thirty consecutive days or more.
- (e) **Contiguous lots.** Two or more parcels, lots of record or platted lots, when contiguous and when held in common ownership, shall be treated together as a single lot for the purposes of this Zoning Code, provided such lots are located in the same zoning district.
- (f) **Corner lots.** On corner lots, the location of the required rear setback will be determined by the Planning Director, who will use the following guidelines in reaching a decision:
- (1) The required rear setback is commonly located opposite the street frontage having the lesser dimension.
  - (2) The required rear setback is opposite the street upon which the address has been assigned.
  - (3) The required rear setback commonly abuts a public alley.
  - (4) The required rear setback is commonly located to conform to the established development pattern of adjacent properties on the face block.

(g) **Nonconforming lots.**

- (1) When a lot of record as of the effective date of this ordinance has less area or width than herein required in the district in which it is located, and the owner of such lot does not own any other parcel adjacent thereto, such lot may nonetheless be used for the construction of a dwelling and for normal accessory uses subject to the standards of this Code.
- (2) Where two or more abutting lots of record, which individually provide less area or width than herein required, are owned by the same party and such lots together create a parcel which complies with the area or width standards of this Zoning Code, such lots shall not thereafter be divided for the purpose of creating another buildable lot or parcel, except in accordance with the requirements of this Code.

(h) **Compliance Required.** No setback area or lot existing at the time of adoption of this Zoning Code shall be reduced in dimensions or area below the minimum requirements set forth herein except as a result of government action. Setbacks or lots created after the effective date of this Zoning Code shall meet at least the minimum requirements established herein.

(i) **Street-specific setbacks.** The following setbacks are specific to the streets indicated:  
[reserved]

(Ord. 476. Passed 7-6-99. Ord. 490. Passed 4-17-00. Ord. 510. Passed 9-18-00. Ord. 576. Passed 10-7-02. Ord. 625. Passed 3-15-04. Ord. 653. Passed 8-16-04.)

### **1368.03 LOT WIDTH, LOT AREA, IMPERVIOUS SURFACE AND DENSITY REQUIREMENTS.**

- (a) **Density.** Density standards serve several purposes. They match housing density with the availability of public services and with the carrying capacity of the land. For example, more housing can be allowed on flat areas than on steep, slide-prone zones. At the same time, density standards promote development opportunities for housing and promote urban densities in less developed areas. The density regulations are a tool to judge equivalent density when comparing standard and nonstandard land divisions (such as Planned Unit Developments).
- (b) **Lot size.** In standard land divisions, lot size limits help to preserve the overall character of developed neighborhoods by assuring that new houses will generally have the same size lots as the surrounding built-up area. They also assure that development on a lot will, in most cases, be able to comply with all applicable development standards.
- (c) **Compliance Required.** Every single family dwelling and every two family dwelling erected or structurally altered after the effective date of this Zoning Code in the R-1a, R-1b, and R-2 districts shall be located on a lot.
- (d) **Impervious Surface.** Surface parking areas shall not exceed the total floor areas of all buildings on the lot in the C-4 and GP districts. In the NMC-1 and NMC-2 districts, the surface parking area shall not exceed fifteen percent (15%) of the total area of any lot over ten acres.

SIZE AND AREA REQUIREMENTS

(e) **Table.** The lot width, lot area and impervious surface and density requirements for each district shall be as indicated in each district and as on the following chart:

District	Minimum Lot Width (feet) <sup>1</sup>	Minimum Lot Area (square feet)	Maximum Density (dwelling units per acre)	Maximum Impervious Surface %
OS	20	None	N/A	20
RC	20	None	4.4	20
R-1a	90	9,000	Not applicable	30
R-1b	35/45 <sup>6</sup>	5,000	Not applicable	45
R-2	50 or 35 for a single family dwelling	8,000 per two family dwelling or 4,000 per single family dwelling	Not applicable	45
R-9	50	7,500	9 (18 <sup>4</sup> )	35 (45 <sup>5</sup> )
R-15	50	7,500	15 (30 <sup>4</sup> )	40 (50 <sup>5</sup> )
R-29	50	7,500	29 (58 <sup>4</sup> )	50 (68 <sup>5</sup> )
HR	50	7,500	29; 44 rooms/acre	70
C-1	20	3,750	N/A	60
C-2	20	3,750	N/A	70
C-3	20	3,750	N/A	80
C-4	None	None	N/A	100 <sup>3</sup>
<b>D</b>	See Chapter 1347 for requirements			
T	20	None	None	70
GP	20	None	None	70 <sup>2</sup>
I	100	None	None	80
<b>PRD</b>	See Chapter 1352 for requirements			
NMC-1	20	None	15	30 <sup>2</sup>
NMC-2	20	None	29	50 <sup>2</sup>
H-1	20	None	29	70
H-2	20	None	29	60

<sup>1</sup> See access control restrictions, Traverse City Code, Section 1374.04.

<sup>2</sup> The surface parking area shall not exceed fifteen percent (15%) of the total area of any lot over ten acres.

<sup>3</sup> The surface parking area shall not exceed the total floor area of all buildings on the lot.

## SIZE AND AREA REQUIREMENTS

<sup>4</sup> A density bonus shall be provided equal to one market-rate unit for each affordable housing unit provided according to the requirements of *Chapter 1376*. Density shall not exceed the maximum density specified.

<sup>5</sup> The maximum impervious surface percentage may be increased by up to 10 percentage points for projects that include affordable housing units that meet the standards of Chapter 1376, as authorized by the Planning Director, if the modification is necessary to reasonably achieve the permitted density, including the bonus units; or to achieve a greater number of affordable housing units than the defined affordable housing incentives.

<sup>6</sup> The minimum lot width for parcels located north or east of the US31/M-72, east of Milliken Drive and south of Eastern Ave are 45 feet.

(Ord. 476. Passed 7-6-99. Ord. 489. Passed 4-17-00. Ord. 534. Passed 6-4-01. Ord. 551. Passed 12-3-01. Ord. 555. Passed 2-4-02. Ord. 568. Passed 7-11-02. Ord. 624. Passed 3-15-04. Ord. 654. Passed 8-16-04. Ord. 829. Passed 3-16-09. Ord. 832. Passed 5-4-09. Ord. 890. Passed 11-1-10. Ord. 917. Passed 6-6-11. Ord. 956. Passed 1-7-13)

### **1368.04 CONDOMINIUMS.**

Dimensional requirements for commercial and multi-family condominiums shall be computed on the basis of the entire condominium project land. Dimensional requirements for residential, single and two-family condominiums shall be computed based on the lot lines as established in the condominium documents, or, if none, based on each separate structure and a hypothetical lot line as approved by the Planning Director after considering common elements, limited common elements, and private elements. The area of streets to be used by more than one separate condominium building shall not be included in lot area computations. (Ord. 476. Passed 7-6-99.)

### **1368.05 COMPLIANCE REQUIRED.**

Any building or structure erected, converted, enlarged, reconstructed or structurally altered shall conform with the height, yard, bulk and other dimensional limits herein established for the district in which located. No portion of one lot, once established and/or improved with a building or structure shall be created unless each lot resulting from each such reduction, division or sale shall conform with all of the requirements established herein.

(Ord. 476. Passed 7-6-99.)

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2014, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2014, at a regular meeting of the City Commission by a vote of Yes: \_\_\_ No: \_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Michael Estes, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above

SIZE AND AREA REQUIREMENTS

ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on \_\_\_\_\_.

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

DRAFT

**TRAVERSE CITY CODE OF ORDINANCES**

**ORDINANCE AMENDMENT NO. \_\_\_\_\_**

Effective date: \_\_\_\_\_

TITLE: HOTEL RESORT (HR) BUILDING HEIGHT ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Hotel Resort (HR) District Section 1338.06, *Building Height*, and Section 1338.09, *Special Requirements*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

The Hotel Resort (HR) District is for the purpose of accommodating tourist-related land uses along the major routes near tourist attractions. It is important that motor vehicle access be limited and land uses are compatible with peak traffic flows. Uses for these zones include multi-family housing, lodging facilities, accessory offices, and limited uses that are functionally integrated as part of the development.

(Ord. 782. Passed 2-4-08.)

**CROSS REFERENCES**

Zoning and planning in home rules cities - MCL 117.4i

Regulation of location of trades, buildings and uses by local authorities - MCL 125.581

Regulation of buildings; authority to zone - MCL 125.582

Regulation of congested areas - MCL 125.583

Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCL 125.583a

Motels - See BR & T Chapter 836

1338.01	Uses allowed.	1338.06	Building height.
1338.02	Uses allowed by special land use permit.	1338.07	Accessory buildings.
1338.03	Lot, density and impervious surface provisions.	1338.08	Parking, loading and driveways.
1338.04	Setbacks.	1338.09	Special requirements.
1338.05	Encroachments into the setbacks.		

**1338.01 USES ALLOWED.**

The following uses of land and buildings, together with accessory uses, are allowed in the Hotel Resort District:

- R-29 District uses;
- Lodging facilities;
- Offices, and retail shops provided the total floor area of the business or business within a building does not exceed 6,000 square feet in gross floor area on one level;
- Restaurants, family or fine, banquet or meeting rooms, but not drive-ins or drive-throughs

and not exceeding 6,000 square feet in gross floor area.

- Drinking places without entertainment, up to 6,000 square feet gross floor area;
- Drinking places with entertainment if not adjacent to, abutting or across an alley from a residential district.
- Vacation Home Rentals maintaining a City Vacation Home Rental license.
- Veterinary Services, without outdoor runs.

(Ord. 476. Passed 7-6-99. Ord. 492. Passed 4-17-00. Ord. 623. Passed 3-15-04. Ord. 782. Passed 2-4-08. Ord. 788. Passed 3-17-08. Ord. 844. Passed 8-3-09.)

### **1338.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

The following uses of land and buildings, together with accessory uses, are allowed in the Hotel Resort District if a special land use permit is issued according to the standards of this Code:

- Essential services buildings
- Residential care and treatment facilities
- Transitional housing
- Communication towers
- Wind Energy Building-Mount

(Ord. 476. Passed 7-6-99. Ord. 709. Passed 10-2-06. Ord. 938. Passed 4-2-12)

### **1338.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
50 feet	7,500 sq. feet	44/rooms/acre	70% maximum

(Ord. 476. Passed 7-6-99. Ord. 489. Passed 4-17-00. Ord. 624. Passed 3-15-04. Ord. 885. Passed 11-1-10.)

### **1338.04 SETBACKS.**

(a) **Front setbacks:**

**Building:** The minimum setback is the lesser of 8 feet or the average setback of principal buildings on the same face block on the same side of the street. The maximum setback is 25 feet.

**Parking area:** To the side or rear of the principal building and set back a distance at least equal to the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

(b) **Side setbacks (minimum):**

**Building:** None, except a minimum 10-foot side setback is required on the side adjoining a residential district. For structures above grade on lots or tracts of land on Grand Traverse Bay, the setback is the greater of 30% of the lot width or the number listed above.

**Parking area:** Minimum of 10 feet if adjacent to an R-district. Otherwise, 5 feet. If shared parking is developed, these setbacks would affect only the perimeter of the combined parcels.

(c) **Rear setbacks:**

**Building:** 5 feet, except a minimum 20-foot rear setback is required if adjacent to or across an alley from a residential district.

**Parking area:** 5 feet. 20 feet if abutting, adjacent to or across an alley from an R-District.

(d) **Corner lots and through lots** shall have a front setback on both streets.

(e) **Water setbacks:** 50 feet inland from the ordinary high water mark of Grand Traverse Bay and Boardman Lake and 25 feet from the ordinary high water mark of Boardman River. Where the dock line is established by City ordinance, it shall be measured inland from the dock line.

(Ord. 476. Passed 7-6-99. Ord 490. Passed 4-17-00. Ord. 625. Passed 3-15-04. Ord. 716. Passed 1-2-07.)

**1338.05 ENCROACHMENTS INTO THE SETBACKS.**

No encroachments into the required setbacks are allowed except:

(a) **Eaves, chimneys, sills, belt courses, cornices and ornamental features** not to exceed 18 inches are permitted to extend within the setbacks.

(b) **Terraces, patios, decks, uncovered and unenclosed porches** and other ornamental features which do not extend more than 30 inches above grade at the nearest side property line may project into a required side setback provided these projections are no closer than 2 feet from the subject side property line.

(Ord. 476. Passed 7-6-99. Ord. 626. Passed 3-15-04.)

**1338.06 BUILDING HEIGHT.**

(a) **Building height:** Maximum 405 feet.

(b) **Exceptions:**

**Steeple and clock towers** may be erected to a height not exceeding twice the height of the attached building.

**Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

**1338.07 ACCESSORY BUILDINGS.**

Accessory buildings shall:

(a) Only be permitted in the rear yard, except a pool equipment structure may be located in a front or side yard, and except accessory buildings may be located streetward on lots on navigable water and may be located streetward of the principal building on the less traveled street on through lots;

(b) Be located no closer than 5 feet to any side or rear property line. A boat house up to 250 sq. ft. gross floor area may be built to the water's edge.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

**1338.08 PARKING, LOADING AND DRIVEWAYS.**

Requirements for parking, loading and driveways are contained in Chapter 1374. In addition, athletic fields may provide up to 50% of the required number of organized parking on an area developed in turf grasses. Grassed parking areas are considered as providing one parking space for

every 350 square feet of continuous turf-covered area. All grassed parking areas shall be maintained in a healthy, vigorous growing condition and shall not be used more than 12 times per calendar year. When use requires more frequent parking, an impervious surface or approved pervious hard surface parking area shall be developed.

Any residential building or driveway constructed after the effective date of this zoning code which has access to a maintained alley shall not have access to a street nor shall a parking area be located in the front yard.

For parcels having alley access, the parking of a boat, motor home, camper, utility trailer or other recreational vehicle is limited to the rear yard.

(Ord. 476. Passed 7-6-99. Ord. 762. Passed 7-2-07.)

### **1338.09 SPECIAL REQUIREMENTS.**

The following are additional requirements for hotel, motel and restaurant uses:

- (a) Mechanical equipment shall be screened from public view using the same materials used for the building walls or material which is approved by the Planning Director as visually compatible with the building.
- (b) The main entry door of the principal building must face the street.
- (c) Window openings in the principal building must constitute a minimum of 40 percent of the area of the first story street wall facing any public street unless the building is solely for residential use.
- (d) Window glazing shall be recessed from the outside of all walls.
- (e) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street-facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements, however, offsets in any wall shall not be less than eight inches from the subject plane.
- (f) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted merely granting an advantage or convenience.

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2014, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2014, at a regular meeting of the City Commission by a vote of Yes: \_\_\_ No: \_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

HOTEL RESORT DISTRICT

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on

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Benjamin C. Marentette, City Clerk

DRAFT

**TRAVERSE CITY CODE OF ORDINANCES**

**ORDINANCE AMENDMENT NO. \_\_\_\_\_**

Effective date: \_\_\_\_\_

**TITLE: OFFICE SERVICE (C-1) DISTRICT RESIDENTIAL BONUS BUILDING HEIGHT AMENDMENT**

**THE CITY OF TRAVERSE CITY ORDAINS:**

That Section 1340.06, *Building Height*, and Section 1340.09, *Special Requirements*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows: The Office Service (C-1) District is for the purpose of accommodating residentially scaled commercial buildings. A variety of low intensity uses designed to integrate with adjacent residential areas. Uses permitted generally generate low to moderate trips. Existing residential structures are intended to be preserved and adaptively reused without substantially altering the appearance of building exteriors. New structures, signs and lighting should be sensitive and respectful to adjacent residential properties.

1340.01	Uses allowed.	1340.06	Building height.
1340.02	Uses allowed by special land use permit.	1340.07	Accessory buildings.
1340.03	Lot, density and impervious surface provisions.	1340.08	Parking, loading and driveways.
1340.04	Setbacks.	1340.09	Special requirements.
1340.05	Encroachments into the setbacks.		

**CROSS REFERENCES**

Zoning and planning in home rules cities - MCLA 117.4i  
Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581  
Regulation of buildings; authority to zone - MCLA 125.582  
Regulation of congested areas - MCLA 125.583  
Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a  
Signs - B & H Chapter 1476

**1340.01 USES ALLOWED.**

The following uses of land and buildings, together with accessory uses, are allowed in the Office Service District:

- R-29 District uses;
- Art galleries;
- Business services;
- Educational services, except schools;
- Engineering, accounting, research, management & related services except testing and laboratory services;

- Finance, insurance and real estate services;
- Funeral services, excepting crematories;
- Health services except hospitals, sales and rentals;
- Legal services;
- Mailing services;
- Membership organizations;
- Offices;
- Personal services, including walk-in laundry and dry cleaning pick-up stations, but laundry cleaning and garment services are not allowed and without drive-throughs;
- Places of worship;
- Public administration, except correctional institutions;
- Repair services - watch, clock and jewelry;
- Repair services - reupholstery and furniture;
- Security services exclusive of sales and installation;
- Social services;
- Vacation Home Rentals maintaining a City Vacation Home Rental license;
- Veterinary Services, without outdoor runs.

(Ord. 788. Passed 3-17-08. Ord. 844. Passed 8-3-09. Ord. 954. Passed 10-1-12)

**1340.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

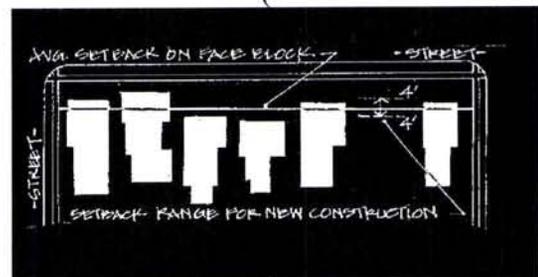
The following uses of land and buildings, together with Accessory Uses, are allowed in the Office Service District if a Special Land Use Permit is issued according to the standards of this Code:

- Communication towers
- Essential services buildings
- Residential care and treatment facilities
- Schools
- Transitional housing
- Wind Energy Building-Mount

(Ord. 938. Passed 4-2-12)

**1340.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

<u>Lot width(min.)</u>	<u>Lot area(min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
20 feet	3,750 sq. ft.	N/A	60% maximum

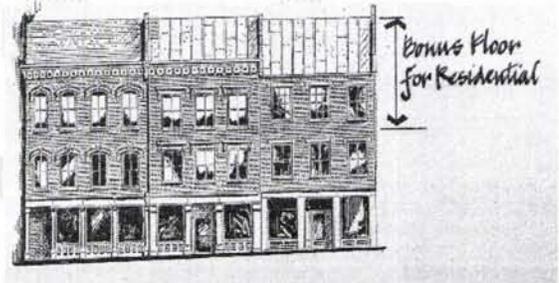


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. Passed 11-1-10.)

**1340.04 SETBACKS.**

- (a) **Front setbacks:**  
**Building:** The lesser of 8 feet or the average setback of principal buildings on the same face block.  
**Parking area:** Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.
- (b) **Side setbacks:**  
**Building:**  
**Each side:** None, except a minimum 10-foot side setback is required on any side adjoining an R- District.  
**Parking area:** 5 feet, except a 10-foot side setback is required on any side adjoining an R- District.
- (c) **Rear setbacks:**  
**Building:** 5 feet, except a 20 foot rear setback is required on portion abutting or across an alley from an R-district.  
**Parking area:** 5 feet, except a 20 foot rear setback is required for any parking area abutting, adjacent to or across an alley from an R-district.
- (d) **Corner lots and through lots** shall have a front setback on each street.
- (e) **Water setbacks:** 50 feet inland from the ordinary high water mark of Grand Traverse Bay and Boardman Lake and 25 feet from the ordinary high water mark of Boardman River. Where the dock line is established by City ordinance, it shall be measured inland from the dock line.



**1340.05 ENCROACHMENTS INTO THE SETBACKS.**

No encroachments into the required setbacks are allowed except:

- (a) **Eaves, chimneys, sills, belt courses, cornices and ornamental features** not to exceed 18 inches are permitted to extend within the setbacks.
- (b) **An unenclosed balcony, porch or deck** may project into a rear setback for a distance not exceeding 10 feet.

**1340.06 BUILDING HEIGHT.**

- (a) **Building height:**  
 Maximum 30 feet or with a floor designed and used for residential purposes: maximum 405 feet
- (b) **Exceptions:**  
**Steeple and clock towers** may be erected to a height not exceeding twice the height of the attached building.  
**Parapet walls** may be erected as necessary to screen a building's rooftop mechanical equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

(Ord. 730. Passed 3-19-07.)

#### **1340.07 ACCESSORY BUILDINGS.**

An accessory building shall:

- (a) Only be permitted in the rear yard, except accessory buildings may be located streetward of the principal building on the less traveled street on through lots.
- (b) Be located no closer than 4 feet to any side or rear property line. A boat house up to 250 square feet gross floor area may be built to the water=s edge.
- (c) Be constructed using materials and features similar to the principal building if the accessory building exceeds 500 square feet in gross floor area.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

#### **1340.08 PARKING, LOADING AND DRIVEWAYS.**

Requirements for parking, loading and driveways are contained in Chapter 1374. In addition, athletic fields may provide up to 50% of the required number of organized parking on an area developed in turf grasses. Grassed parking areas are considered as providing one parking space for every 350 square feet of continuous turf-covered area. All grassed parking areas shall be maintained in a healthy, vigorous growing condition and shall not be used more than 12 times per calendar year. When use requires more frequent parking, an impervious surface or approved pervious hard surface parking area shall be developed. Additional parking is not required for upper story dwellings above a first floor commercial or office use if the commercial or office use is in compliance with the parking requirements of this Code. Any residential building or driveway constructed after the effective date of this zoning code which has access to a maintained alley shall not have access to a street nor shall a parking area be located in the front yard. For parcels having alley access, the parking of a boat, motor home, camper, utility trailer or other recreational vehicle is limited to the rear yard.

(Ord. 763. Passed 7-2-07.)

#### **1340.09 SPECIAL REQUIREMENTS.**

The following are additional requirements for hotel, motel and restaurant uses:

To preserve and reinforce the context of historic buildings and land to establish development patterns of the Office Service district, all new buildings and additions to existing buildings are to be designed, constructed and used in accordance with the following standards:

- (a) Except for buildings located on Garfield Avenue, no building shall have a gross floor area of more than 4,500 square feet on one level, and no more than 9,000 square feet gross floor area total, except a third floor and an additional 4,500 square feet are allowed if such floor is designed and used for residential purposes.
- (b) No use shall be open to the public between the hours of 10:00 p.m. and 6:00 a.m.
- (c) The predominant building wall and entryway shall face the street.
- (d) Unless determined to be impractical by the Planning Director, the building width shall not be less than 80 percent of the property width at the street.
- (e) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or

other permanent architectural elements, however, offsets in any wall shall not be less than eight inches from the subject plane.

- (f) Window glazing shall be recessed from the outside of all building walls.
- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (h) Street-facing building facades shall incorporate permanent architectural elements which create shadow patterns and surface textures which, in turn, enhance visual interest.
- (i) Except for buildings that are solely residential, windows or street level activities are required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and interior circulation and windows with views into any designated street level use.
- (j) For each 90 feet of linear building frontage, pedestrian entrances will be required. Pedestrian entrances may open onto the sidewalk or mid-block passages or walkways leading to the public right-of-way. Entries must be prominently identified and must not interfere with safe pedestrian passage along walkways. Primary entries must set back a minimum four feet from the facade.
- (k) The spacing and shape of windows and openings on the building shall closely reflect the fenestration of any adjacent historic buildings. Brick, stone, wood or a combination thereof, compatible with adjacent historic buildings, shall be used.
- (l) Fenestration, cornices and other primarily horizontal architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.
- (m) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (n) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted merely granting an advantage or convenience.

(Ord. 476. Passed 7-6-99. Ord 503. Passed 5-15-00. Ord. 547. Passed 10-15-01. Ord. 559. Passed 3-18-02 Ord. 955. Passed 10-1-12).

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2014, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2014, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_ No: \_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on

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Benjamin C. Marentette, City Clerk

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TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: COMMUNITY CENTER (C-3), REGIONAL CENTER (C-4), AND DEVELOPMENT (D) DISTRICTS FIRST FLOOR 15-FOOT REQUIREMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Community Center (C-3) District Section 1344.09, Special Requirements, Regional Center (C-4) Districts 1346.09, Special Requirements, and Development (D) Districts Section 1347.09, Special Requirements, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

The Community Center (C-3) district is for the purpose of accommodating a wide range of retail goods and services available to the community. These uses are intended to be developed compactly and have coordinated access, preferably with limited driveways and shared parking facilities. More intense uses such as twenty-four-hour stores and drive-through establishments are appropriate.

1344.01	Uses allowed.	1344.05	Encroachments into the
1344.02	Uses allowed by special land use permit.		setbacks.
1344.03	Lot, density and impervious surface provisions.	1344.06	Building height.
		1344.07	Accessory buildings.
1344.04	Setbacks.	1344.08	Parking, loading and driveways.

1344.01 USES ALLOWED.

The following uses of land and buildings, together with accessory uses, are allowed in the Community Center district:

- HR District uses;
- C-2 District uses;
- Amusement and recreation services (see mechanical amusement arcades below);
- Communication establishments;
- Contractors, with no outside storage;
- Drinking places with entertainment;
- Equipment rental and leasing;
- Finance services, including those having drive throughs subject to the standards of Section 1374.06, Drive-throughs;
- Kennels, provided no that no building, open kennel or exercise runway is closer than 200 feet from a Residential District;
- Mechanical amusement arcades subject to the following:
  - (1) All necessary licenses are obtained and maintained.
  - (2) There is in physical attendance at all times of operation a minimum of one adult

employee whose sole responsibility is to supervise the conduct of patrons on or near the premises.

- (3) Suitable ventilation, fire protection measures and adequate lighting inside and outside the premises are provided for the safety of patrons and the public as required by the Fire Marshal.
  - (4) One bicycle rack per mechanical amusement device is provided on-site and located subject to the approval of the Planning Director.
  - (5) There is not more than one arcade in a face block, and in no case shall an arcade be located closer than 600 feet to any existing arcade or amusement park.
- Medical Marihuana Collective meeting the following requirements:
    - (1) Use and transfer of Medical Marihuana shall comply at all times with the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time;
    - (2) Transfer of Medical Marihuana shall be only allowed to a Qualifying Patient directly in person by his or her Registered Primary Caregiver or by another Qualifying Patient as allowed by the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
    - (3) The Collective shall not be in operation between the hours of 10:00 p.m. and 7:00 a.m.
    - (4) No Medical Marihuana Cultivation shall occur on the parcel.
    - (5) Except for parents or guardians of a Qualifying Patient and the Owner or staff of the facility, persons other than a Qualifying Patient or Primary Caregiver shall be not permitted within the Collective when Medical Marihuana is being transferred or used.
    - (6) A Qualifying Patient under the age of 18 shall be accompanied by a parent or guardian and notice of such shall be conspicuously posted.
    - (7) A Medical Marihuana Collective shall not be located within a 1,000 foot radius from any existing School.
    - (8) A Medical Marihuana Collective shall not be located within 1000 feet from another existing Collective.
    - (9) An Owner or Operator of a Medical Marihuana Collective shall not have been convicted of a felony involving controlled substances.
    - (10) The name and address of all persons with an ownership interest in the Medical Marihuana Collective and all Operators of the Medical Marihuana Collective shall be provided to the Zoning Administrator at least ten (10) business days prior to opening the Medical Marihuana Collective and least ten (10) business days prior to when a new person owns or operates the Medical Marihuana Collective.
  - Microbrewery
  - Motorized vehicle dealers, mobile home dealers, watercraft dealers and recreational vehicle dealers subject to the following conditions:
    - (1) All outdoor display and storage in front or on the side of a building shall meet landscape requirements for parking areas.
    - (2) Outdoor display areas shall be differentiated from parking areas using contrasting surface material and shall be designated on a site plan.

- (3) Any display platforms shall not be elevated more than three feet higher than the adjacent public right of way.
- Personal services, including those having drive-throughs subject to the standards of Section 1374.06, *Drive-throughs*;
  - Pet boarding or pet grooming services, provided that no building, open kennel or exercise runway is closer than 200 feet from an R-District.
  - Printing (commercial);
  - Repair services, miscellaneous;
  - Restaurants, family, fine and fast, including drive-ins and drive-throughs accessory to an on-site, indoor, full service restaurant and including the parking requirements of Chapter 1372, *Landscaping* and Section 1374.06, *Drive-throughs*;
  - Retail trade;
  - Service stations and repair shops (except tire retreading) with or without fuel dispensing;
  - Theaters, except outdoor;
  - Vehicle wash facilities subject to the following standards:
    - (1) Customer stacking space shall be provided at a rate of three spaces per bay or wash area for a stationary-type (coin-operated) system, and eight spaces per bay for an automatic system.
    - (2) Customer stacking spaces shall be located and arranged to preclude obstruction of traffic flow on the public right-of-way or overhang and the public sidewalk.
    - (3) Grates the full width of the driveway shall be provided at the exits to intercept and collect excess water and prevent its spread onto the public right of way.
    - (4) A 35 foot setback is required from the property line where the primary exit for the vehicle wash facility is made. All other setbacks shall conform to the district requirements.
    - (5) All operations connected with this facility shall be conducted within the buildings, except for vacuuming, so as to minimize the effect of noise and moisture on surrounding areas.
    - (6) Where an auto wash is adjoining residential property or is separated from such property by a public alley, there shall be provided a continuous decorative screenwall of not less than five feet or more than six feet in height.
    - (7) Ingress and egress shall be on an arterial or collector street, except where the Planning Commission determines public welfare or safety would be best served by allowing other means of ingress or egress.
  - Veterinary services, provided that no building, open kennel or exercise runway is closer than 200 feet from a R-District;
  - Warehousing.

(Ord. 778. Passed 1-7-08. Ord. 878. Passed 8-16-10. Ord. 903. Passed 2-7-11.)

#### **1344.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

The following uses of land and buildings, together with accessory uses, are allowed in the Community Center district if a special land use permit is issued according to the standards of this Code:

- Communication towers;
- Essential services buildings;

C-4 REGIONAL CENTER DISTRICTS

- Residential care and treatment facilities;
- Schools;
- Transitional housing
- Wind Energy Pole/Tower-Mount
- Wind Energy Building-Mount

(Ord. 476. Passed 7-6-99. Ord. 938. Passed 4-2-12)

**1344.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
20 feet	3,750 sq. ft	N/A	80% maximum

(Ord. 476. Passed 7-6-99. Ord. 888. Passed 11-1-10.)

**1344.04 SETBACKS.**

**(A) Front setbacks:**

**Building:** 25' maximum; 8' minimum

**Parking area:** Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

**(B) Side setbacks (minimum):**

**Building:**

**One side/Aggregate:**

None, except a 10-foot side setback is required on the side adjoining an R-District.

**Parking area:** 5 feet, except a 10-foot setback is required on any portion abutting an R-District.

**(C) Rear setbacks:**

**Building:** 5 feet, except 20 feet is required on any portion abutting or across an alley from an R-district.

**Parking area:** 5 feet, except 20 feet is required on any portion abutting, adjacent to or across an alley from an R-district.

**(D) Corner lots and through lots** shall have a front setback on each street.

**(E) Water setbacks:** 50 feet inland from the ordinary high water mark of Grand Traverse Bay and Boardman Lake and 25 feet from the ordinary high water mark of the Boardman River.

Where the dock line is established by City ordinance, it shall be measured from the dock line.

(Ord. 476. Passed 7-6-99.)

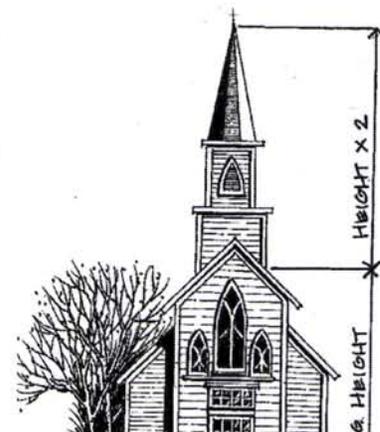
**1344.05 ENCROACHMENTS INTO THE SETBACK.**

No encroachments into the required setbacks are allowed except:

**(A) Eaves, chimneys, sills, belt courses, cornices and ornamental features** not to exceed 18 inches are permitted to extend within the setbacks.

**(B) An unenclosed balcony, porch or deck** may project into a rear setback for a distance not exceeding 10 feet.

(Ord. 476. Passed 7-6-99.)



**1344.06 BUILDING HEIGHT.**

(a) **Building height:**

Maximum 45 feet

(b) **Exceptions:**

**Steeple and clock towers** may be erected to a height not exceeding twice the height of the attached building.

**Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

(Ord. 476. Passed 7-6-99. Ord. 732. Passed 3-19-07)

**1344.07 ACCESSORY BUILDINGS.**

An accessory building shall:

(a) Only be permitted in the rear yard, except accessory buildings may be located streetward of the principal building on the less traveled street on through lots.

(b) Be located no closer than 5 feet to any side or rear property line. A boat house, up to 250 sq. feet gross floor area, may be built to the water's edge.

(c) Be constructed using materials and features similar to the principal building if the accessory building exceeds 500 square feet in gross floor area.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

**1344.08 PARKING, LOADING AND DRIVEWAYS.**

Requirements for parking, loading and driveways are contained in Chapter 1374. In addition, athletic fields may provide up to 50% of the required number of organized parking on an area developed in turf grasses. Grassed parking areas are considered as providing one parking space for every 350 square feet of continuous turf-covered area. All grassed parking areas shall be maintained in a healthy, vigorous growing condition and shall not be used more than 12 times per calendar year.

When use requires more frequent parking, an impervious surface or approved pervious hard surface parking area shall be developed.

Parking is not required for upper story dwellings above a first floor commercial or office use.

Any residential building or driveway constructed after the effective date of this zoning code which has access to a maintained alley shall not have access to a street nor shall a parking area be located in the front yard. For parcels having alley access, the parking of a boat, motor home, camper, utility trailer or other recreational vehicle is limited to the rear yard.

(Ord. 476. Passed 7-6-99. Ord. 765. Passed 7-2-07.)

**COMMUNITY CENTER (C-3) DISTRICT**

**1344.09 SPECIAL REQUIREMENTS.**

To establish land development patterns of the district, all new buildings and additions to existing buildings are to be designed and constructed in accordance with the following standards:

(a) The predominant building wall and entryway shall face the public or private street.

(b) Unless determined to be impractical, by the Planning Director, the building width shall not be less than 60 percent of the property width at the street.

- (c) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements; however, offsets in any wall shall not be less than eight inches from the subject plane.
- (d) Horizontal building modulation shall be used to reduce the perceived mass of a large building. Horizontal awnings, balconies, and roof features should be incorporated into new developments provided that their appearance varies through the use of color, materials, size and location.
- (e) Except for buildings that are solely residential, windows or street level activities are required on 40 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and interior circulation and windows with views into any designated street level use.
- (f) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (g) Street-facing building facades shall incorporate permanent architectural elements which create shadow patterns and surface textures which, in turn, enhance visual interest.
- (h) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (i) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted merely granting an advantage or convenience.

(Ord. 619. Passed 2-2-04.)

## **C-4 Regional Center Districts**

The Regional Center Districts are for the purpose of accommodating a broad variety of retail, office and residential uses integrated with hotels, convention centers, and integrated common parking facilities. Internal linkage between stores is encouraged. It is extremely important that new development be integrated with historically significant buildings. The first floors of buildings are primarily for retail, financial services and restaurants. Dominant and striking visual features of the central area of the City should be maintained and enhanced. The upper stories of buildings are generally to be occupied by offices, services and residences. High density housing is also appropriate.

It is the intent of these districts to create streets which encourage pedestrian activity. Buildings along Boardman River should be designed to integrate with both the sidewalk and riverwalk systems. Driveways crossing sidewalks should be limited to public parking areas.

### CROSS REFERENCES

Zoning and planning in home rules cities - MCLA 117.4i

Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581

Regulation of buildings; authority to zone - MCLA 125.582

Regulation of congested areas - MCLA 125.583

Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a

Signs - B & H Chapter 1476

1346.01	Uses allowed.	1346.06	Building height.
1346.02	Uses allowed by special land use permit.	1346.07	Accessory buildings.
1346.03	Lot, density and impervious surface provisions.	1346.08	Parking, loading and driveways.
1346.04	Setbacks.	1346.09	Special requirements.
1346.05	Encroachments into the setbacks.		

**1346.01 USES ALLOWED.**

The following uses of land and buildings, together with accessory uses, are allowed in these districts:

- GP district uses;
- C-3 district uses, except the following: drive-ins, drive-throughs, sexually-oriented businesses, vehicle wash facilities, veterinary services and kennels;
- Boat liveryes;
- Convention centers;
- Drinking places with or without entertainment;
- Markets, public or municipal;
- Parking areas, private, for dwelling units (limited to one per dwelling unit); subject to Chapter 1374.
- Parking areas, private, interior, subject to the following standards:
  - (1) Parking area is accessed from the alley,
  - (2) Parking area is fully enclosed within a building,
  - (3) Parking surface is on average, at least four feet below the street elevation or is fronted with habitable space.
- Parking areas, private, subject to the following standards:
  - (1) Access shall be limited to one driveway per public street or two driveways per site, whichever is less.
  - (2) The parking is accessory to an allowed use.
  - (3) There can be demonstrated a need for private parking which will not be satisfied by existing public parking within 500 feet of the proposed use, except for private parking areas for dwelling units or interior private parking areas;
  - (4) All requirements of Chapter 1374, *Circulation and Parking*, are met, except Section 1374.03(d), *Parking Space Requirements*.
  - (5) All requirements of Sections 1372.04, *Screening Requirements for Parking Areas*, and 1372.05, *Landscape Development Internal to a Parking Area* are met.
  - (6) Pedestrian travel routes within the parking area shall be provided, clearly defined

and approved by the Planning Director.

- Parking areas, public, subject to the following standards:
  - (1) Access shall be limited to one driveway per public street or two driveways per site, whichever is less.
  - (2) All parking areas which abut a public street shall be set back a minimum distance of eight feet from the property line along said street and shall provide in this setback area appropriate screening with plant materials or a combination of plant materials, berming and decorative screenwalls to a minimum height of three feet.
  - (3) Pedestrian travel routes within the parking area shall be provided, clearly defined and approved by the Planning Director.
  - (4) Unless herein varied, the Landscaping and Site Development Chapter shall apply.
- Parking structures, public or private, subject to the following standards:
  - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. Ramping shall be concealed from public view to the greatest degree possible.
  - (2) Openings shall not exceed 60% of the total wall surface. Openings shall be vertical or square.
  - (3) Sloped roofs are not required for parking decks, however:
    - A. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
    - B. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the language of historical buildings may be employed.
  - (4) The design of parking decks shall be consistent with the design of historical buildings in the area.

- Theaters, live and performance art centers.

(Ord. 476. Passed 7-6-99. Ord. 677. Passed 5-2-05. Ord. 782. Passed 2-4-08. Ord. 825. Passed 2-2-09.)

**1346.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

The following uses of land and buildings, together with accessory uses, are allowed in these districts if a special land use permit is issued according to the standards of this Code:

- Communication towers;
- Drive-throughs for finance services;
- Essential services buildings;
- Parking areas, private, if public parking is available within 500 feet of the allowed use;
- Taller buildings in the C4-b or C4-c district;
- Transit centers.

(Ord. 476. Passed 7-6-99. Ord. 610. Passed 9-2-03. Ord. 677. Passed 05-02-05. Ord. 779. Passed 1-7-08.)

**1346.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
No minimum.	No minimum.	N/A	100% maximum.

The surface parking area shall not exceed the total floor area of all buildings on the lot.  
(Ord. 476. Passed 7-6-99. Ord. 684. Passed 10-03-05.)

**1346.04 SETBACKS**

**(a) Front setbacks:**

**Building:** 2.5 feet minimum, except existing buildings that have been damaged by fire, explosion, act of God or similar causes and located closer than 2.5 feet may be restored or rebuilt at the same location using the same foundation unless the foundation is located in the right-of-way. 8 feet maximum.

**Private parking area:** Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

**(b) Side setbacks (minimum):**

**Building:**

**One side/Aggregate:** None, except 10-foot side setback is required on any side abutting or across an alley from an R-district.

**Private parking area:** 5 feet, except a 10-foot setback is required on any side abutting an R-district.

**(c) Rear setbacks:**

None, except a 5 foot setback if abutting an alley. A 20-foot setback is required if abutting or across an alley from an R-district.

**(d) Corner lots and through lots** shall have a front setback on each street.

**(e) Water setbacks:**

May build to the edge of a public easement; if no public easement, then 10 feet inland from the ordinary high water mark or any dockline established by City ordinance.

**(f) Bridge setbacks:**

Buildings shall be set back a distance of 25 feet from any bridge abutment unless otherwise approved by the City Engineer if he or she determines that the building will not interfere with the maintenance or reconstruction of the bridge and that utilities will not be adversely impacted.

(Ord. 476. Passed 7-6-99. Ord. 512. Passed 9-18-00. Ord. 576. Passed 10-7-02. Ord. 685. Passed 10-03-05. Ord. 818. Passed 1-5-09.)

**1346.05 ENCROACHMENTS INTO THE SETBACKS.**

No encroachments into setbacks are allowed except a building, balcony, porch or deck may project no more than five feet into a rear setback provided these projections are not less than 15

feet above grade and provided they do not project into any public right of way and except eaves, chimneys, sills, belt courses, cornices and ornamental features not to exceed two and a half feet are permitted to extend within the front or rear setbacks.

(Ord. 476. Passed 7-6-99. Ord. 511. Passed 9-18-00. Ord. 577. Passed 10-7-02.)

#### **1346.06 BUILDING HEIGHT.**

- (a) **Building Height:** Buildings in the C-4 District shall have a minimum height of thirty (30) feet and a maximum building height as listed below. An existing building may have a one-story addition of no larger than the area of the first floor of that building as it existed on the effective date of Ordinance No. 467, which is July 16, 1999. More than sixty (60) feet in height may be allowed only by special land use permit or as part of a planned unit development and subject to the requirements listed below.

**C-4a:** 45 feet maximum.

**C-4b:** 60 feet maximum. Sixty-eight (68) feet in height is allowed if at least 20% of the building is designed and used for dwellings.

**C-4c:** 85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and positioned in a manner that will effectively shield rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of 100 feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings. That portion of the building with a finish floor elevation of 45 feet or greater must be recessed at least 10 feet from the first floor building facade.

- (b) **Exceptions:** The following are exceptions to the above height restrictions:

(1) **Steeple and clock towers** may be erected in a C-4a district up to a height not exceeding 60 feet.

(2) **Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

(Ord. 476. Passed 7-6-99. Ord. 528. Passed 3-19-01. Ord. 548. Passed 12-17-01. Ord. 561. Passed 4-1-02. Ord. 631. Passed 4-19-04. Ord. 686. Passed 10-03-05. Ord. 692. Passed 12-05-05. Ord. 733. Passed 3-19-07.)

#### **1346.07 ACCESSORY BUILDINGS.**

An accessory building shall:

(a) Only be permitted in the rear yard, except accessory buildings may be located streetward of the principal building on the less traveled street on through lots.

(b) Be located no closer than 4 feet to any side or rear property line. A boat house up to 250 sq. feet gross floor area may be built to the water's edge.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

#### **1346.08 PARKING, LOADING AND DRIVEWAYS.**

No parking is required in this district, however, if parking is provided, it must meet the standards contained in Chapter 1374, *Circulation and Parking* and restrictions of this chapter.

(Ord. 476. Passed 7-6-99.)

**REGIONAL CENTER (C-4) DISTRICTS**

**1346.09 SPECIAL REQUIREMENTS.**

To preserve and reinforce the context of historic buildings and land to establish development patterns of the Regional Center district, all new buildings and additions to existing buildings are to be designed and constructed in accordance with the following standards:

- (a) The predominant building wall and entryway shall face the public or private street.
- (b) Unless determined to be impractical by the Planning Director, the building width shall not be less than 90 percent of the property width at the street.
- (c) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements; however, offsets in any wall shall not be less than eight inches from the subject plane.
- (d) Horizontal building modulation, like awnings, balconies and roof features shall be used to reduce the perceived mass of a large building.
- (e) Fenestration, cornices and other architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.
- (f) Window glass planes shall be recessed at least four inches from the outside of all building walls to create a shadow line except in bay windows and to other projecting window elements.
- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (h) New buildings and additions to existing buildings, including parking structures, shall be constructed of durable materials utilizing the predominant building materials of traditional brick and stone used in the Regional Center District or constructed of materials of comparable aesthetic value.
- (i) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (j) Except for buildings that are solely residential, windows or street level activities are required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and exterior circulation.
- (k) For each 90 feet of linear building frontage, pedestrian entrances are required. Pedestrian entrances may open onto the sidewalk or mid-block passages or walkways leading to the public right-of-way. Entries must be prominently identified and must not interfere with safe pedestrian passage along walkways. Primary entries must set back a minimum four feet from the property line.
- (l) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted

merely granting an advantage or convenience.

(Ord. 476. Passed 7-6-99. Ord. 545. Passed 10-15-01. Ord. 631. Passed 4-19-04; but with no changes to existing ordinance. Ord. 684. Passed 10-03-05. Ord. 687. Passed 10-03-05.)

## CHAPTER 1347 Development Districts

The Development Districts are for the purpose of accommodating a mixture of land uses in areas traditionally known as the “Traverse City Ironworks” area, the “Depot” area and the “Red Mill” area. Residential uses are to be combined with shopping, restaurant, office and entertainment uses to create a village-like atmosphere. Compact, pedestrian-friendly developments which integrate well with adjacent properties are characteristic of these projects.

### CROSS REFERENCES

- Zoning and planning in home rules cities - MCLA 117.4i
- Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581
- Regulation of buildings; authority to zone - MCLA 125.582
- Regulation of congested areas - MCLA 125.583
- Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a
- Signs - B & H Chapter 1476

1347.01	Uses allowed.	1347.06	Building height.
1347.02	Uses allowed by special land use permit.	1347.07	Accessory buildings.
1347.03	Lot, density and impervious surface provisions.	1347.08	Parking, loading and driveways.
1347.04	Setbacks.	1347.09	Special requirements.
1347.05	Encroachments into the setbacks.		

### **1347.01 USES ALLOWED.**

No use shall be open to the public between the hours of 2:00 a.m. and 6:00 a.m.

The following uses of land and buildings, together with accessory uses, are allowed:

Ironworks (D-1), Depot (D-2) and Red Mill (D-3) areas:

- C-2 uses without drive-throughs
- Banquet halls or conference rooms
- Communication establishments
- Contractors’ offices with no outside storage
- Lodging facilities
- Markets, public or municipal
- Parking structures, public or private, subject to the following standards:
  - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. Ramping shall be concealed from public view to the greatest degree possible.

- (2) Openings shall not exceed 60% of the total wall surface. Openings shall be vertical or square.
- (3) Sloped roofs are not required for parking decks, however:
  - A. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
  - B. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the language of historical buildings may be employed.
- (4) The design of parking decks shall be consistent with the design of historical buildings in the area.
  - Stores, retail, no larger than 8,000 square feet per floor per single retailer.
  - Theaters, except outdoor theaters

(Ord. 496. Passed 7-6-99. Ord. 748. Passed 5-21-07. Ord. 782. Passed 2-4-08. Ord. 803. Passed 6-16-08. Ord. 936 Passed 4-2-2012)

**1347.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

The following uses of land and buildings, together with accessory uses, are allowed if a special land use permit is issued according to the standards of this Code:

- Communication towers;
- Convention centers;
- Essential services buildings;
- Finance services with drive-throughs;
- Stores, retail, over 8,000 square feet per floor;
- Taller buildings (buildings taller than 60 feet or over 4 stories),
- Transit centers in the D-2 and D-3 District.
- Wind Energy Building-Mount

(Ord. 476. Passed 7-6-99. Ord. 610. Passed 9-2-03. Ord. 938. Passed 4-2-12)

**1347.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

	<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
Depot:	--		N/A	70%
Ironworks:	--		N/A	80%
Red Mill:	--		N/A	80%

(Ord. 476. Passed 7-6-99. Ord. 889. Passed 11-1-10.)

**1347.04 SETBACKS.**

(a) **Front setbacks:**

**Building:**

- D-1 - Ironworks: 3 feet
- D-2 - Depot: 3 feet
- D-3 - Red Mill: 3 feet, except 8 feet from Grandview Parkway and 20 feet from Gillis Street.

**Parking areas:** Behind or to the side of the principal building and set back a distance equal

to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

(b) **Side setbacks (minimum):**

**Building:**

D-1 - Ironworks: None

D-2 - Depot: None

D-3 - Red Mill: None

**Parking areas:** 5 feet, except a minimum 10-foot side setback is required on any side adjoining an R-district.

(c) **Rear setbacks:**

**Building:**

D-1 - Ironworks: None

D-2 - Depot: None

D-3 - Red Mill: None

**Parking areas:** 5 feet, except a 20-foot setback is required for any parking area abutting, adjacent to or across a public alley from an R-District

(d) **Corner and through lots** shall have a front setback on each street.

(e) **Water setbacks:**

Ironworks: 25 feet from dock line established by City ordinance.

(f) **Bridge setbacks:** Buildings shall be set back a distance of 25 feet from any bridge abutment.

**1347.05 ENCROACHMENTS INTO THE SETBACKS.**

No encroachments into required setbacks are allowed except eaves, chimneys, sills, belt course, cornices and ornamental features not to exceed 18 inches are permitted to extend within the setbacks.

**1347.06 BUILDING HEIGHT.**

(a) **Building height:**

(1) **D-1 - Ironworks:**

Along 8<sup>th</sup> Street (west of Lake Street within 100 feet of the right-of-way): 45 feet maximum.

Remaining area: 45 feet. An additional 15 feet is allowed if 25% of the project is designed and used for residential uses and the building is no taller than 60 feet.

An additional 15 feet is allowed if 25% of the project is designed and used for dwellings and 75 feet is not exceeded. The fifth story requires a special land use permit or planned unit development.

That portion of a building above 60 feet shall be recessed a minimum of 10 feet from the facade facing a public street.

(2) **D-2 - Depot:**

Along 8<sup>th</sup> Street (within 100 feet of the right-of-way): 45 feet maximum.

Remaining Area: 45 feet. An additional 15 feet is allowed if 25% of the project is designed and used for dwellings and the building is no taller than 60 feet. Another 15 feet is allowed by a special land use permit or planned unit development if 25% of the project is designed and used for residential uses and 75 feet is not exceeded.

That portion of a building taller than 60 feet shall be recessed a minimum of 10 feet from the facade facing the public street.

(3) **D-3 - Red Mill:**

That portion of a building within 100 feet from the property line along east Gillis Street (extended to Grandview Parkway) is limited to 45 feet.

Buildings within 100 feet of Grandview Parkway shall not exceed a building height of 45 feet.

Remaining Area: 45 feet. An additional 15 feet is allowed if 25% of the project is designed and used for residential uses and the building is no taller than 60 feet. Another 15 feet is allowed by a special land use permit or planned unit development if 25% of the project is designed and used for dwellings and 75 feet is not exceeded.

That portion of a building taller than 60 feet shall be recessed a minimum of 10 feet from the facade facing the public street.

Any existing five (5) story building in the D-3 District, constructed prior to 2005 within thirty (30) feet from the right-of-way line of Grandview Parkway, is exempt from minimum residential requirements, provided that it shall comply with all other underlying zoning requirements.

(b) **Exceptions:**

**Steeple and clock towers** may be erected to a height not exceeding twice the height of the attached building.

**Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

(Ord. 699. Passed 3-20-06. Ord. 734. Passed 3-19-07. Ord. 940. Passed 4-7-12)

**1347.07 ACCESSORY BUILDINGS.**

An accessory building shall be constructed using materials and features similar to the principal building if the accessory building exceeds 500 square feet in gross floor area.

**1347.08 PARKING, LOADING AND DRIVEWAYS.**

Requirements for parking, loading and driveways are contained in Chapter 1372.

**DEVELOPMENT (D) DISTRICTS**

**1347.09 SPECIAL REQUIREMENTS:**

**Ironworks (D-1), Depot (D-2) and Red Mill (D-3) areas.** To preserve and reinforce the context of historic buildings and to establish land development patterns of the development districts, all new buildings and additions to existing buildings are to be designed and constructed in accordance with the following standards:

- (a) The predominant building wall and entryway shall face the public or private street.
- (b) Unless determined to be impractical, by the Planning Director, the building width shall not be less than 90 percent of the property width at the street.
- (c) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements; however, offsets in any wall shall not be less than eight inches from the subject plane.
- (d) Horizontal building modulation like awnings, balconies and roof features shall be used to reduce the perceived mass of a large building.
- (e) Fenestration, cornices and other primarily horizontal architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.
- (f) Window glass planes shall be recessed at least four inches from the outside of all building walls to create a shadow line except in bay windows and to other projecting window elements.
- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (h) New buildings and additions to existing buildings, including parking structures, shall be constructed of durable materials utilizing the predominant building materials used in the district and every building facade shall be constructed of materials comparable in aesthetic value.
- (i) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (j) Except for buildings that are solely residential, windows or street level activities are required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and exterior circulation.
- (k) For each 90 feet of linear building frontage, pedestrian entrances are required. Pedestrian entrances may open onto the sidewalk or mid-block passages or walkways leading to the public right-of-way. Entries must be prominently identified and must not interfere with safe pedestrian passage along walkways. Primary entries must be set back a minimum of four feet from the property line.
- (l) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted

merely granting an advantage or convenience.

(m)

(Ord. 698 Passed 3-20-06.)

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2014, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2014, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_ No: \_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Michael Estes, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on \_\_\_\_\_.

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

# TRAVERSE CITY CODE OF ORDINANCES

## ORDINANCE AMENDMENT NO. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: NEIGHBORHOOD CENTER (C-2) DISTRICT RESIDENTIAL BONUS BUILDING HEIGHT AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 1342.06, *Building Height*, and Section 1342.09, *Special Requirements*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

The Neighborhood Center district is for the purpose of accommodating small businesses primarily serving adjacent neighborhoods with day-to-day retail goods and services. These small centers are comprised of residentially-scaled buildings with limited parking areas and a strong pedestrian orientation. Existing buildings and quality vegetation should be retained. New buildings are to be designed to reflect a residential flavor and minimize impacts (e.g., noise, light, traffic) on neighborhood residences. Overall density of up to 29 dwellings per acre is allowed.

### CROSS REFERENCES

Zoning and planning in home rules cities - MCLA 117.4i

Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581

Regulation of buildings; authority to zone - MCLA 125.582

Regulation of congested areas - MCLA 125.583

Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a

Signs - B & H Chapter 1476

1342.01	Uses allowed.	1342.06	Building height.
1342.02	Uses allowed by special land use permit.	1342.07	Accessory buildings.
1342.03	Lot, density and impervious surface provisions.	1342.08	Parking, loading and driveways.
1342.04	Setbacks.	1342.09	Special requirements.
1342.05	Encroachments into the setbacks.		

### 1342.01 USES ALLOWED.

The following uses of land and buildings, together with accessory uses, are allowed in the Neighborhood Center district.

- C-1 District uses except drive-throughs;
- Boat liveries;
- Brew pubs;
- Convenience stores;
- Day care facilities;

- Drinking places without entertainment;
  - Drinking places with entertainment if the use is not likely to create a noise disturbance under City ordinances and if the building is provided with a central air conditioning system.
  - Florists;
  - Fruit and vegetable markets, but not public or municipal markets;
  - Grocery stores;
  - Hardware stores;
  - Laundromats;
  - Marinas;
  - Movie rental stores;
  - News dealers and news stands;
  - Parcel packing services;
  - Pet grooming services without outdoor runs or kennels;
  - Preschools;
  - Radio, television and consumer electronics stores;
  - Restaurants, family, fine and fast (except drive-through and drive-ins);
  - Service stations and repair stations with no more than two bays; with or without fuel dispensing;
  - Stores, retail, miscellaneous;
  - Theatrical producers, entertainers, bands and orchestras;
  - Parking areas, public, subject to the following standards:
    - (1) Access shall be limited to one driveway per public street or two driveways per site, whichever is less.
    - (2) All parking areas which abut a public street shall be set back a minimum distance of eight feet from the property line along said street and shall provide in this setback area appropriate screening with plant materials or a combination of plant materials, berming and decorative screenwalls to a minimum height of three feet.
    - (3) Pedestrian travel routes within the parking area shall be provided, clearly defined and approved by the Planning Director.
    - (4) Unless herein varied, the Landscaping and Site Development Chapter shall apply.
- (Ord. 747. Passed 5-21-07. Ord. 867. Passed 6-7-10.)

**1342.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.**

The following uses of land and buildings, together with accessory uses, are allowed in the Neighborhood Center District if a special land use permit is issued according to the standards of this Code:

- Residential care & treatment facilities;
- Schools.
- Wind Energy Building-mount.

(Ord. 938. Passed 4-2-12)

**1342.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.**

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
20 feet	3,750 sq. ft. min.	NA	70% maximum

(Ord. 887. Passed 11-1-10.)

#### **1342.04 SETBACKS.**

(a) **Front setbacks:**

- (1) **Building:** The minimum setback is the lesser of 8 feet or the average setback of principal buildings on the same face block on the same side of the street. The maximum setback is 25 feet.
- (2) **Parking area:** Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

(b) **Side setbacks:**

- (1) **Building:**
- (2) **One side/Aggregate:** None, except a minimum 10-foot side setback is required on a side adjoining an R- District.
- (3) **Parking area:** 5 feet, except a minimum 10-foot side setback is required on any side adjoining an R District

(c) **Rear setbacks:**

- (1) **Building:** 5 feet, except 20 feet if adjoining an R-District.
- (2) **Parking area:** 5 feet, except a 20-foot setback is required for any parking area abutting, adjacent to or across a public alley from an R-District.
- (3) **Parking area:** 5 feet, except a 20-foot setback is required for any parking area abutting, adjacent to or across a public alley from an R-District.

(d) **Corner lots and through lots** shall have a front setback on each street.

(e) **Water setbacks:** 50 feet inland from the ordinary high water mark of Grand Traverse Bay and Boardman Lake and 25 feet from the ordinary high water mark of Boardman River. Where the dock line is established by City ordinance, it shall be measured inland from the dock line.

#### **1342.05 ENCROACHMENTS INTO THE SETBACKS.**

No encroachments into the required setbacks are allowed except:

- (a) **Eaves, chimneys, sills, belt courses, cornices and ornamental features** not to exceed 18 inches are permitted to extend within the setbacks.
- (b) **An unenclosed balcony, porch or deck** may project into a rear setback for a distance not exceeding 10 feet.

#### **1342.06 BUILDING HEIGHT.**

(a) **Building height:** Maximum 30 feet or with a floor designed and used for residential uses: maximum 405 feet.

(b) **Exceptions:**

**Steeple and clock towers** may be erected to a height not exceeding twice the height of the attached building.

**Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates the exterior building

materials similar to those of the main building.  
(Ord. 731. Passed 3-19-07.)

#### **1342.07 ACCESSORY BUILDINGS.**

An accessory building shall:

- (a) Only be permitted in the rear yard, except accessory buildings may be located streetward of the principal building on the less traveled street on through lots.
- (b) Be located no closer than 4 feet to any side or rear property line. A boat house up to 242 square feet gross floor area may be built to the water's edge.
- (c) Be constructed using materials and features similar to the principal building if the accessory building exceeds 500 square feet in gross floor area.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

#### **1342.08 PARKING, LOADING AND DRIVEWAYS.**

Requirements for parking, loading and driveways are contained in Chapter 1374. In addition, athletic fields may provide up to 50% of the required number of organized parking on an area developed in turf grasses. Grassed parking areas are considered as providing one parking space for every 350 square feet of continuous turf-covered area. All grassed parking areas shall be maintained in a healthy, vigorous growing condition and shall not be used more than 12 times per calendar year. When use requires more frequent parking, an impervious surface or approved pervious hard surface parking area shall be developed.

Parking is not required for upper story dwellings above a first floor commercial or office use.

Any residential building or driveway constructed after the effective date of this zoning code which has access to a maintained alley shall not have access to a street nor shall a parking area be located in the front yard.

For parcels having alley access, the parking of a boat, motor home, camper, utility trailer or other recreational vehicle is limited to the rear yard.

(Ord. 764. Passed 7-2-07.)

#### **1342.09 SPECIAL REQUIREMENTS.**

To preserve and reinforce the context of historic buildings and to establish land development patterns of the Neighborhood Center district, all new buildings and additions to existing buildings are to be designed, constructed and used in accordance with the following standards:

- (a) No building shall have a gross floor area of more than 6,000 square feet on one level, and no more than 12,000 square feet gross floor area total, except a third floor and an additional 6,000 square feet are allowed if such floor is designed and used for residential purposes.
- (b) No use shall be open to the public between the hours of 2:00 a.m. and 6:00 a.m.
- (c) The predominant building wall and entryway shall face the street.
- (d) Unless determine to be impractical by the Planning Director, the building width shall not be less than 80 percent of the property width at the street.
- (e) Vertical building modulation shall be used to add variety and interest and to make a large

building appear to be an aggregation of smaller units Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements, however, offsets in any wall shall not be less than eight inches from the subject plane.

- (f) Window glazing shall be recessed from the outside of all building walls.
- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (h) Street-facing building facades shall incorporate permanent architectural elements which create shadow patterns and surface textures which, in turn, enhance visual interest.
- (i) Except for buildings that are solely residential, windows or street level activities are required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and interior circulation and windows with views into any designated street level use.
- (j) For each 90 feet of linear building frontage, pedestrian entrances will be required. Pedestrian entrances may open onto the sidewalk or mid-block passages or walkways leading to the public right-of-way. Entries must be prominently identified and must not interfere with safe pedestrian passage along walkways. Primary entries must set back a minimum four feet from the facade.
- (k) The spacing and shape of windows and openings on the building shall closely reflect the fenestration of any adjacent historic buildings. Brick, stone, wood or a combination thereof, compatible with adjacent historic buildings, shall be used.
- (l) Fenestration, cornices and other primarily horizontal architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.
- (m) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (n) All buildings that front the street, except for parking structures, accessory and utility buildings and buildings that are intended and designed to be exclusively developed for residential use shall have a minimum height of 15 feet measured from the street level entrance level to the next finished level or roof structure. The Planning Director may grant a first floor building height exception if it has been clearly demonstrated that such provision is unnecessary or that such requirements would create a practical difficulty, as contrasted merely granting an advantage or convenience.

(Ord. 476. Passed 7-6-99. Ord. 546. Passed 10-15-01. Ord. 957. Passed 1-7-13)

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2014, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2014, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_ No: \_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman

Avenue, Traverse City, Michigan.

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on

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Benjamin C. Marentette, City Clerk

DRAFT



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 ALLEY SANITARY SEWER REPLACEMENT PROJECT –  
PHASE 1 AND PHASE 2

Attached is a memo from City Engineer Timothy Lodge recommending a contract be authorized for Phase 2; and as explained by Mr. Lodge, Phase 2 will replace the sanitary sewer in the alley south of State Street between Wellington Street and Railroad Street.

As also indicated by the City Engineer, he has rejected the sole bid for Phase 1, as it significantly exceeded the Engineering Department's preliminary estimates for the work. The work will be re-bid at a later date to attract competitive bids.

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute a unit prices contract with Northwest Michigan Contracting in the amount of \$176,695.10, at the unit prices indicated in its bid, for Phase 2 of the 2014 Alley Sanitary Sewer Replacement Project, with funds available in the Sanitary Sewer Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.**

JJO/bcm

K:\ccclerk\city commission\agreements\alley sanitary sewer replacement project 2014 phase 1 reject and phase 2 approve

Copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *TJL*  
DATE: May 13, 2014  
SUBJECT: 2014 Alley Sanitary Sewer Replacement Project Phase 1  
2014 Alley Sanitary Sewer Replacement Project Phase 2

Sealed proposals were advertised for and were received on May 12, 2014 for the above referenced projects. Plans and specifications were available to contractors thru The Builders Exchange of Northwest Michigan. Eleven contractors inquired and viewed the plans and specifications online with one bid being received for Phase 1 work and three bids being received for Phase 2 work as follows:

## Phase 1

Contractor		Bid Amount
Elmer's Crane and Dozer, Inc.	Traverse City	\$ 461,998.00

## Phase 2

Contractor		Bid Amount
Northwest Michigan Contracting, Inc	Traverse City	\$ 176,695.10
Alpers Excavating, Inc	Traverse City	\$ 195,027.09
Elmer's Crane and Dozer, Inc.	Traverse City	\$ 298,255.00

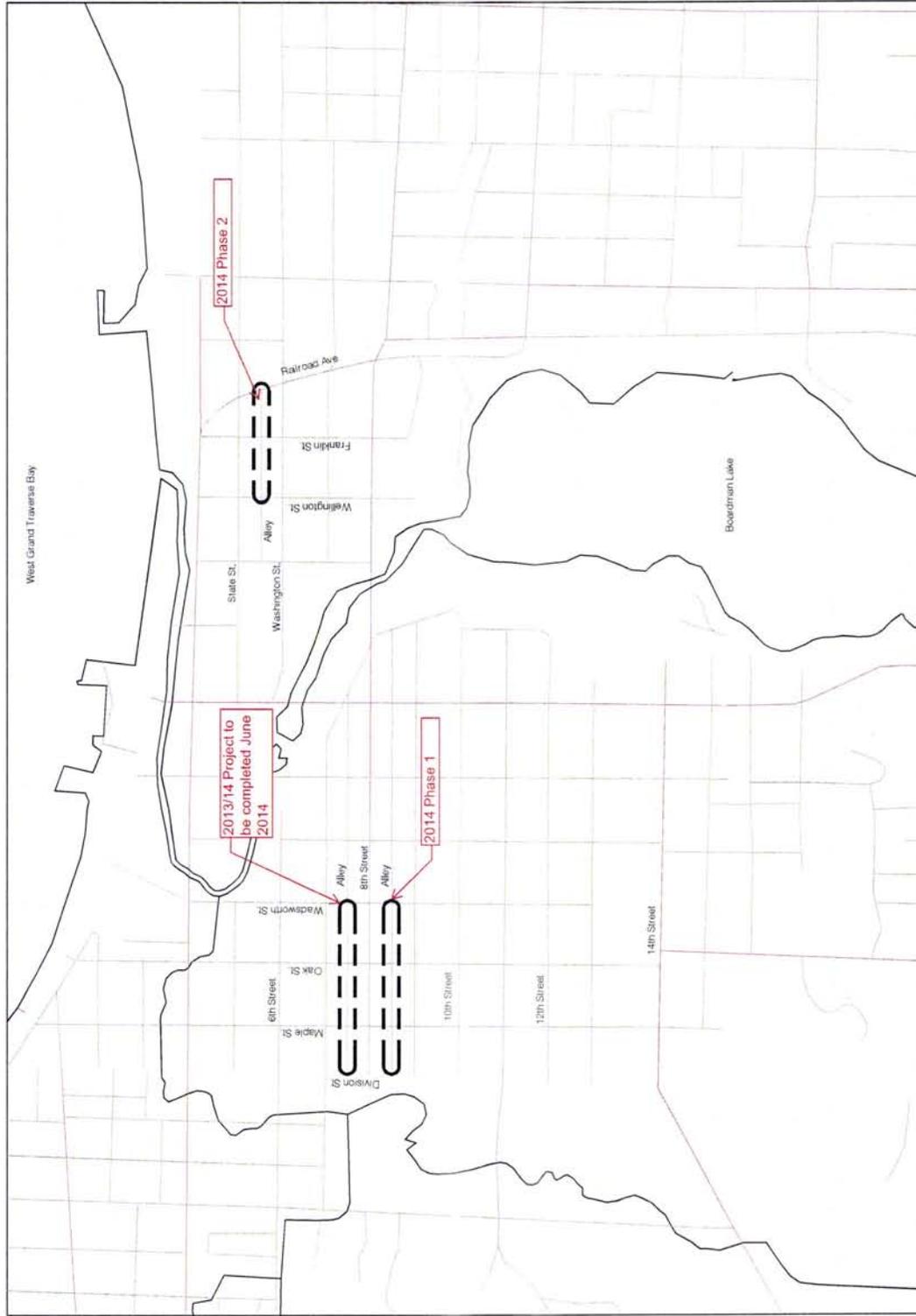
The Engineering Department's preliminary estimate for Phase 1 is \$241,060 and for Phase 2 is \$153,906. The project includes replacing the existing undersized sanitary sewers and reconstructing the alley including:

1. **Phase 1-** Sanitary sewer in alley south of Eighth between Division St. and Wadworth St. Work includes replacment of sewer pipe, seven manholes with appurtenances and transfer of existing services.
2. **Phase 2-** Sanitary sewer in alley south of State St. between Wellington St. and Railroad St. Work includes replacement of sewer pipe, six manholes with appurtenances and transfer of existing services.

Because of the significant overage between the bid and our estimate we are rejecting all bids for Phase 1. The work will be re-bid at a later date to attract additional contractors. We understand that there is a significant amount of work available for area contractors.

For Phase 2 we recommend awarding the work to the low bidder, Northwest Michigan Contracting, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$176,695.10, more or less, with funds therefore available in the Sanitary Sewer Fund.

Project Areas- See sheet index



Know what's below.  
Call before you dig.

2014 Alley Sanitary Sewer Projects  
Traverse City Engineering Department 5-15-14



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: PARKING LOT D AND BOARDMAN RIVER LAUNCH  
IMPROVEMENT PROJECT – GEOTECHNICAL AND  
ENVIRONMENTAL SERVICES

Attached is a memo from City Engineer Timothy Lodge recommending a contract for geotechnical and environmental consulting services in connection with the Parking Lot D and Boardman River Launch Improvement Project.

We did not seek competitive bids in this instance because OtwellMawby is the contractor that has been working on this project. Therefore, I believe the public interest is best served by contracting with OtwellMawby for this additional scope of work and recommend the competitive bidding process be waived.

I recommend the following motion (5 affirmative votes required):

**that the competitive bidding process be waived; and that the Mayor and City Clerk execute an agreement with OtwellMawby in the amount of \$9,800 for geotechnical and environmental consulting services in connection with the Parking Lot D and Boardman River Launch Improvement Project, with funds available in the Capital Improvements Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

JJO/bcm

K:\tcclerk\city commission\agreements\geotechnical services parking lot d and boardman river launch  
copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: May 13, 2014

SUBJECT: Request for Geotechnical and Environmental Consulting Services for Parking Lot D and Boardman River Boat Launch and Improvements

The Engineering Department is continuing with the final design of the above referenced project as indicated in our February 26, 2014 Progress Report for the project. The sub-surface soils investigation report prepared by our consultant, Otwell Mawby, PC has identified soil and groundwater contamination from previous site activities and this memo is to request additional geotechnical investigation and environmental consulting services and reports to finalize the design.

- a) *Sediment Testing for River Dredging*- The MDEQ requires sediment testing for the material that is necessary to be dredged as part of the boat ramp construction. The work will be completed for the fee of \$1,900.
- b) *Additional Site Investigation and Soil Sampling for Porous Pavement*- The location of the porous pavement is recommended to be changed to avoid the areas of soil and groundwater contamination. Initial discussions with the MDEQ indicate that the porous pavement should be eliminated from the project. However, we have been working with our environmental consultant and identified an area of the site that may be suitable for porous pavement that will not exasperate the known contamination. Additional soil sampling and testing is recommended to confirm these areas. The work will be completed for the fee of \$3,000.
- c) *Environmental Construction Management Plan*- An Environmental Construction Management Plan is recommended to be included in the bid documents to inform the contractor of environmental risks for their workers and the training required for workers on the project. The work will be completed for the fee of \$1,800.
- d) *Geotechnical Investigation and Report for Overturning Retaining Wall and Ramp*- The existing wood retaining wall and barrier free ramp at the west end of the project is notably overturning and requires repair or replacement. To ensure the proper repair or replacement of the retaining wall and ramp we recommend a geotechnical investigation be completed. This includes performing additional soil borings and preparing a report with the recommended repair or replacement. The work will be completed for the fee of \$3,100.

Therefore, we recommend that the proper City officials be authorized to execute a service agreement with Otwell Mawby, PC in the amount of \$9,800 to complete the Geotechnical and Environmental Consulting Services for the project with funds available in the capital improvements fund.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: City Commission Ad Hoc Committee for Brown Bridge Trust Fund:  
Commissioner Gary Howe, Chair  
Mayor Michael Estes  
Mayor Pro Tem James Carruthers

SUBJECT: REPORT – CITY COMMISSION AD HOC COMMITTEE FOR  
BROWN BRIDGE TRUST FUND

Our committee was appointed by the City Commission to consider and develop a possible ballot proposal to use Brown Bridge Trust Fund (BBTF) dollars to invest in City parkland. The Committee met three times between February and April. Approximately 8-10 members of the public attended each meeting and there was engaged public comment.

Ad Hoc Committee member discussion primarily addressed the following agenda items, provided here as a summary:

- Vision and purpose of the Ad Hoc Committee
- Timeline for developing a ballot proposal
- Partner organizations and stakeholders
- Proposed ballot language

The bulk of the final two meetings focused on ballot language proposed by Mayor Estes, which reads as follows:

*Approve the use of \$3,000,000 (three million dollars) from the Brown Bridge Trust Fund for capital improvement projects in City parks over the next five years only if matching funds can be secured from non City of Traverse City sources.*

Discussion focused on the proposed language and general process of moving towards a ballot initiative. The proposed language requires matching funds, which promotes collaboration and leverages partner funding. \$3 million is a reasonable

amount of funds to be spent within a five-year time frame. The proposed language only allows capital expenditures, not operational. The proposed language was drafted with the intent of being simple, concise, and easily understandable by the electorate. The November 2014 ballot includes a gubernatorial election which historically generates higher voter turnout thus increasing the likelihood of an affirmative vote.

Dissenting opinion from the Ad Hoc focused on several points, including whether or not supplemental funds from the BBTF were needed in light of the City's General Fund balance. Commissioner Howe expressed concern about the five-year time frame for use of the funds as being inadequate and suggested that a November 2015 ballot question would be better to allow more time to build support and present a plan. Commissioner Howe also commented that the \$3 million stated in the proposal language is arbitrary and not tied to strategic objectives.

Commissioner Howe dissented with the majority opinion that the Ad Hoc Committee recommends the ballot language as proposed to the City Commission to be placed on the ballot in November 2014, subject to City Attorney review.

Attached is a resolution prepared by City Attorney Lauren Tribble-Laucht that would place a Charter amendment proposal on the ballot for the November 2014 election. If that Charter amendment were approved by the electorate, the principal in the Brown Bridge Trust Fund in excess of \$12 million would be placed in a separate trust fund for a period of five years from November 4, 2014, through November 5, 2019 and could be used for city park capital improvements when matching funds can be secured from outside sources. City Treasurer/Finance Director William Twietmeyer has projected that if the Brown Bridge Trust Fund is "capped" at \$12 million for five years, approximately \$3 million will be available over that course of time (there is a balance of \$13.2 million now; and it is projected that we will receive approximately \$1.75 million in new royalties over the next five years.)

Also attached is a memo from City Clerk Benjamin Marentette outlining the timeline associated with placing a Charter amendment proposal on the November 2014 ballot. If the Commission wishes to place the proposal on the November 2014 ballot, the Commission should adopt the related resolution no later than Friday, July 11, 2014.

*Five* affirmative votes of the Commission are required to place the proposal on the ballot – please see the following page for the motion.

**that the Resolution to Amend Section 129 of the City Charter of Traverse City, regarding a proposal to use principal in the Brown Bridge Trust Fund in excess of \$12 million for a five-year period, only if matching funds from non-city sources are obtained, following approval of the electorate, be adopted, which schedules the related ballot proposal for the November 4, 2014, election.**

K:\ccclerk\city commission\ballot proposals\brown bridge trust fund possible proposal November 2014

copy: Deni Scudato, Brown Bridge Advisory Committee Chair  
Brian Haas, Parks and Recreation Commission Chair  
Dave Green, Director of Public Services  
William Twietmeyer, City Treasurer/Finance Director

RESOLUTION TO AMEND SECTION 129  
OF THE CITY CHARTER OF TRAVERSE CITY

- WHEREAS, Section 129 of the City Charter provides for the establishment of certain City trust funds including the Brown Bridge Trust Fund and provides restrictions upon their use; and
- WHEREAS, the principal of the Brown Bridge Trust Fund has grown over the years and the interest pursuant to Section 129 has been transferred to the general fund annually to supplement City taxes; and
- WHEREAS, the City of Traverse City is in need of performing capital improvements to its park facilities on an ongoing basis, which improvements are of a long term benefit to the citizens of Traverse City; and
- WHEREAS, it is in the best interest of the City to allow the principal in the Brown Bridge Trust Fund over the amount of twelve million dollars (\$12,000,000) to be placed in a separate trust fund for a period of five (5) years and used for capital improvement projects; and
- WHEREAS, the City desires to leverage funds from the Brown Bridge Trust Fund and utilize them when matching funds can be secured from outside sources; now, therefore, be it
- RESOLVED, that upon approval of the electors of Traverse City, Section 129 of the City Charter be amended to read in its entirety as follows:

Section 129. Trusts. All trusts heretofore established for cemetery, park or other purposes shall be used and continued in accordance with the terms of the trusts. The City of Traverse City may, in its discretion, receive and hold any property in trust for cemetery, park or other public purposes and shall apply the same to the execution of such trusts and for no other purposes whatsoever.

All money to be derived from the rights to explore for oil, gas and/or minerals on the Brown Bridge or other property of the City of Traverse City, together with production money (royalties), shall be placed in a perpetual trust fund in one or more banking institutions designated by the City Commission. This fund shall be known as the Brown Bridge Trust Fund, all portions of which shall be invested in obligations of the United States of America. The income from said Trust shall be used to supplement City taxes as a credit against the General Fund levy as established yearly by the City Commission. Said funds shall remain a perpetual trust, the principal of which shall not be used except by a three-fifths (3/5) majority vote of the qualified electors voting thereon. However, any amount of the principal in the Brown Bridge Trust Fund that is over twelve million dollars (\$12,000,000) may be placed in a separate trust fund for a period of five years

beginning November 4, 2014, and ending November 5, 2019, and used for City park capital improvements when matching funds can be secured from outside sources; and, be it further

RESOLVED, that the purpose and ballot question of the Charter amendment be designated on the ballot as follows:

Shall the Charter of the City of Traverse City, Section 129, which currently provides that the principal of the Brown Bridge Trust Fund may only be used upon approval of the voters, be amended to allow the City Commission for a period of five years to place that part of the Brown Bridge Trust Fund principal that exceeds a minimum principal amount of twelve million dollars (\$12,000,000) in a separate trust fund to be used for City park capital improvements when matching funds can be secured from outside sources?

and; be it further

RESOLVED, that this proposed amendment be placed before the voters of the City of Traverse City at the election to be held November 4, 2014, and that the City Clerk submit this Resolution to the Governor and the Attorney General and take all necessary or advisable actions in connection with this proposed amendment.

I hereby certify that the foregoing Resolution was adopted by the City Commission of the City of Traverse City at a regular meeting held on May 19, 2014, at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684.

I further certify that the following Commissioners were present at said meeting: \_\_\_\_\_ and that the following Commissioners were absent: \_\_\_\_\_.

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Benjamin C. Marentette, City Clerk

I further certify that \_\_\_\_\_ moved for adoption of said Resolution, and that said motion was seconded by \_\_\_\_\_.



Resolution to Amend Section 129 of  
The City Charter of Traverse City

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I further certify that the following: \_\_\_\_\_ voted for adoption of  
said Resolution and that the following Commissioners: \_\_\_\_\_  
voted against adoption of said Resolution.

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Benjamin C. Marentette, City Clerk

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# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager

COPY: Lauren Tribble-Laucht, City Attorney  
Katie Lowran, Deputy City Clerk  
File

FROM: Benjamin C. Marentette, City Clerk 

DATE: Wednesday, May 14, 2015

SUBJECT: Timeline – Charter amendment on November 2014 election ballot

You requested that I outline the steps/timeline involved for the City Commission to place a (Brown Bridge Trust Fund-related) Charter amendment proposal before the city electorate at the November 2014 election. ***The short answer is if the Commission wishes to place a Charter amendment proposal on the November 2014 ballot, I recommend that it adopt the related resolution no later than Friday, July 11, 2014.*** Five affirmative votes of the Commission are required to adopt the resolution that places the Charter amendment on the ballot.

The final language for the Charter amendment must be adopted by the City Commission by August 12, 2014.

That said, a proposed amendment to the City Charter must be approved by the Governor of Michigan prior to it being submitted to the electorate. The Governor requires the counsel of the Attorney General of Michigan in these instances; and if the Governor requires changes to the proposal, the Commission must adopt those changes – by August 12, 2014. (Five affirmative votes of the City Commission would be required to approve such changes.)

Because the Governor's review and approval of the language is required (which takes time), and the possibility exists that the Governor may require changes, which would have to be adopted by the City Commission, all of which would need to occur by August 12, 2014, I recommend the Commission adopt the resolution for a proposed Charter amendment at least thirty (30) days prior, or by Friday, July 11, 2014. Sooner is always better to ensure ample time.

K:\tcclerk\election\ballot items\charter amendment brown bridge 2014



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: FISCAL YEAR 2014-2015

Attached are the budget resolutions which need to be adopted as separate motions at the meeting Monday evening. The requested actions reflect the operating budgets for the City, Downtown Development Authority and Traverse City Light and Power Department and the capital improvement plans of both the City and Traverse City Light and Power.

Attached are revised pages of the Comprehensive Budget Report, which is incorporated – and adopted – by reference in the budget resolution, to reflect the direction from the Commission at the April 29 and May 12 Study Sessions to add an additional \$100,000 for sidewalk construction, which would bring the total allocation for sidewalks to \$300,000; create a Stormwater Fund with a \$250,000 transfer from the General Fund; and create a \$100,000 set-aside in the Capital Improvement Fund for traffic calming projects. The budget has been prepared to reflect that the City Commission is waiving the Property Tax Administration Fee; a resolution is attached which would waive the fee – if the resolution is not adopted, the fee is automatically implemented.

The proposed ACT 345 millage is 2.32 (which remains the same as the 2013/14 Fiscal Year). As discussed, it is required by law that the Act 345 millage rate be established each year to cover the actuary-determined pension contributions for the Police and Fire Departments.

Adoption of resolutions certifying the city millage, 11.1167, and DDA the millage, 1.8038, which will remain the same as last year. The DDA millage is only levied in the DDA District.

Also included is a memo from Russ Soyring, City Planning Director, indicating the

Planning Commission's approval of the Capital Improvement Plans for the city and Light and Power.

Finally, the City budget may be amended throughout the year by City Commission action.

The following motions would be appropriate:

1. **that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2014-2015, be adopted.**
2. **that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2014-2015, be adopted. (Five affirmative votes)**
3. **that the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2014-2015, be adopted. (Five affirmative votes)**
4. **that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2014-2015, be adopted. (Five affirmative votes)**
5. **that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2014-2015, be adopted. (Five affirmative votes)**
6. **that the Resolution Establishing Water Rates, Water Service Charges and Sewer Rates be adopted, with the rates to be effective July 1, 2014.**
7. **that the Resolution Adopting The City of Traverse City Fiscal Year 2014-2015 Comprehensive Annual Budget Report, including the Capital Improvements Plan, be adopted. (Five affirmative votes)**
- 8.(a) **that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2014-2015, be adopted. (Five affirmative votes)**  
  
(b) **that the Resolution Adopting the Traverse City Light and Power Capital Improvement Plan, be adopted. (Five affirmative votes)**

JJO/kjl

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copy: Tim Arends, Traverse City Light and Power Executive Director  
Rob Bacigalupi, Downtown Development Authority Executive Director



## City Planning Department

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TO: JERED OTTENWESS, CITY MANAGER  
FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*  
SUBJECT: Approval of City of Traverse City Capital Improvement Program (CIP)  
DATE: April 3, 2013

At the April 1, 2014 Regular Meeting, the Planning Commission conducted a Public Hearing to consider approval of the City of Traverse City Six-Year Capital Improvement Program 2014-2020.

There was considerable discussion about Project 820 "Transmission Line Reconductor", a Traverse City Light and Power project described in the CIP document as, "Reconductor/rebuilding of existing 69kv transmission lines along Hammond, Barlow, LaFranier, Cass, Wadsworth and Wayne Hill."

Tim Arends, Executive Director of Traverse City Light and Power, attended the meeting and explained the project in more detail. Commission discussion included concern related to the transmission lines running through Hickory Hills and Hickory Meadows.

The following members of the public made comments on the Project 820 in the Capital Improvement Program:

- Eileen Ganter, 1615 Randolph, non city-resident, city business owner, made general comments
- Emily Mitchell, 3716 Jefferson, non city-resident, city business owner, opposes the project
- Jim Moses, 1420 Wayne, made general comments
- Keila Ganter, 1615 Randolph, non city-resident, made general comments
- Guy Wood, 451 N Madison, made general comments
- Patty Olsen, 815 Wayne, made general comments
- Cynthia Brzak, 503 N Elmwood, made general comments

Additional commission discussion included a modification to Project 820 that included adding language that would require further exploration and analysis of alternatives for the project. General concern was noted that where high voltage lines traverse parkland and natural areas that the disturbance should be minimized. It was discussed that the Master Plan Public Utilities Element includes 12 goals and objectives related to electricity.

The Planning Commission approved the CIP by making the following motion, "Motion by Commissioner Fleshman, second by Commissioner Werner, that the City of Traverse City Six-Year Capital Improvement Program 2014-2020 be approved, and further that the decision be forwarded to the City Commission for their approval, with modification to Project 820 Transmission Line Reconductor description to read analysis of alternatives for, and reconductor/rebuilding of existing 69kv transmission lines and remediation of damaged landscaping and natural areas along Hammond, Barlow, LaFranier, Cass, Wadsworth and Wyane Hill." Motion carried 5-4 (Commissioners Bergman, Easterday, Serratelli and Twietmeyer opposed).

Please forward the Planning Commission's decision onto the City Commission for their consideration.

RAS/ml

City of Traverse City, Michigan  
GENERAL FUND  
2014-15 Departmental Budgets Summary

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Requested
<b>Department</b>					
City Commission	\$ 62,548	\$ 93,105	\$ 86,970	\$ 86,970	\$ 84,000
City Manager Department	328,737	355,107	358,030	357,030	386,650
Human Resources Department	110,519	126,753	163,400	165,400	171,700
Community Development Department	4,996	-	-	-	-
GIS Department	70,296	14,715	20,000	20,000	100,000
City Assessor Department	347,000	316,503	362,850	357,400	398,500
City Attorney Department	144,578	130,173	139,375	131,475	144,600
City Clerk Department	380,054	388,835	397,245	404,450	446,500
City Treasurer Department	356,385	361,192	381,550	381,550	397,500
Police Department	3,293,135	3,372,539	3,542,800	3,423,850	3,549,850
Fire Department	2,442,815	2,459,895	2,438,665	2,423,810	2,486,650
Engineering Department	545,653	619,637	663,950	662,000	665,200
Planning and Zoning Department	377,429	396,396	402,750	422,250	465,300
Parks and Recreation Department	1,680,362	1,562,011	1,727,400	1,738,100	1,912,100
Oakwood Cemetery Division	367,005	286,715	299,720	305,000	347,200
DPS Director and Streets Administration	573,186	562,611	424,590	701,100	640,000
Government Owned Buildings	113,544	133,869	120,000	120,000	120,000
Appropriations	124,958	95,094	142,000	127,000	122,500
Contingencies	-	-	30,000	30,000	30,000
<b>Total Department</b>	<b>11,323,200</b>	<b>11,275,150</b>	<b>11,701,295</b>	<b>11,857,385</b>	<b>12,468,250</b>
<b>Other Expenditures</b>					
Transfers Out - Capital Projects	1,030,000	1,105,000	1,315,450	1,315,450	1,458,000
Transfers Out - Other	955,326	991,594	1,078,100	961,600	1,247,000
Capital Outlay	47,889	53,599	42,240	42,240	63,000
<b>Total Other Expenditures</b>	<b>2,033,215</b>	<b>2,150,193</b>	<b>2,435,790</b>	<b>2,319,290</b>	<b>2,768,000</b>
<b>Total General Fund Expenditures</b>	<b>13,356,415</b>	<b>13,425,343</b>	<b>14,137,085</b>	<b>14,176,675</b>	<b>15,236,250</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>42,703</b>	<b>(168,685)</b>	<b>(529,935)</b>	<b>(450,504)</b>	<b>(942,800)</b>
<b>Beginning Fund Balance</b>	<b>4,659,563</b>	<b>4,702,266</b>	<b>4,533,582</b>	<b>4,533,582</b>	<b>4,083,078</b>
<b>Ending Fund Balance</b>	<b>\$ 4,702,266</b>	<b>\$ 4,533,581</b>	<b>\$ 4,003,647</b>	<b>\$ 4,083,078</b>	<b>\$ 3,140,278</b>

City of Traverse City, Michigan  
**GENERAL FUND**  
 2014-15 Departmental Budgets

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Requested
<b>CONTINGENCIES</b>					
Contingencies	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
<b>TRANSFERS OUT</b>					
MVH - Streets Funds	765,813	919,629	1,078,100	961,600	997,000
ACT 345 Fund	110,000	-	-	-	-
Capital Projects Fund	1,030,000	1,105,000	1,315,450	1,315,450	1,458,000
Special Assessment Fund	-	-	-	-	-
Senior Center Fund	-	-	-	-	-
Boardman Dam Removal	-	20,000	-	-	-
Stormwater System Fund	-	-	-	-	250,000
Heritage Center Fund	79,513	51,965	-	-	-
<b>Total Transfers Out</b>	<b>1,985,326</b>	<b>2,096,594</b>	<b>2,393,550</b>	<b>2,277,050</b>	<b>2,705,000</b>

This budget reflects a transfer of General Fund proceeds to another fund to supplement the activities of that fund which does not possess adequate revenue sources.

<b>CAPITAL OUTLAY</b>					
Equipment Purchases	13,877	12,993	10,000	10,000	10,000
Public Safety Equipment	34,012	40,606	32,240	32,240	53,000
<b>Total Capital Outlay</b>	<b>47,889</b>	<b>53,599</b>	<b>42,240</b>	<b>42,240</b>	<b>63,000</b>

This budget was created to account for all General Fund equipment purchases. The assets purchased are recorded in the Government-Wide Financial Statements under Governmental Activities. Public Safety was separated from other department purchases due to the costs associated with such equipment.

**City of Traverse City, Michigan**  
**CAPITAL PROJECTS FUND**  
**For the Budget Year 2014-15**

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Requested
<b>REVENUES</b>					
Federal Grants	\$ 1,114,047	\$ 754,334	\$ 2,225,000	\$ 2,225,000	\$ -
State Grants	26,831	511,750	215,000	215,000	-
Interest Revenue	1,073	1,343	-	-	-
Contributions - Public Entities	505,871	1,771,787	-	-	-
Contributions - Private Sources	172,055	742,495	1,293,000	1,293,000	37,000
Reimbursements	8,339	60,856	-	-	-
Miscellaneous	53,803	291,750	-	-	-
<b>TOTAL REVENUES</b>	<b>1,882,019</b>	<b>4,134,315</b>	<b>3,733,000</b>	<b>3,733,000</b>	<b>37,000</b>
<b>EXPENDITURES</b>					
Personnel Services	20,410	729	-	-	-
Operating Materials	44	-	-	-	-
Professional Services	3,600	289,704	-	-	-
Rentals	1,199	165	-	-	-
Capital Outlay	3,518,053	4,298,588	5,741,450	5,741,450	1,495,000
<b>TOTAL EXPENDITURES</b>	<b>3,543,306</b>	<b>4,589,186</b>	<b>5,741,450</b>	<b>5,741,450</b>	<b>1,495,000</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(1,661,287)</b>	<b>(454,871)</b>	<b>(2,008,450)</b>	<b>(2,008,450)</b>	<b>(1,458,000)</b>
<b>OTHER FINANCING SOURCES</b>					
Transfer In - General Fund	1,030,000	1,391,680	1,315,450	1,315,450	1,458,000
Transfer In - Revolving Loan Fund	166,783	-	-	-	-
Transfer In - Parking Construction Fund Taxable	-	-	-	-	-
Transfer In - Economic Development Fund	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>1,196,783</b>	<b>1,391,680</b>	<b>1,315,450</b>	<b>1,315,450</b>	<b>1,458,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(464,504)</b>	<b>936,809</b>	<b>(693,000)</b>	<b>(693,000)</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>2,096,759</b>	<b>1,632,255</b>	<b>2,569,064</b>	<b>2,569,064</b>	<b>1,876,064</b>
<b>Ending Fund Balance</b>	<b>\$ 1,632,255</b>	<b>\$ 2,569,064</b>	<b>\$ 1,876,064</b>	<b>\$ 1,876,064</b>	<b>\$ 1,876,064</b>

This fund was created to account for revenues and expenditures associated with property development and public improvement construction projects. This fund holds the funding for those projects associated with the City's General Fund.

**City of Traverse City, Michigan**  
**SPECIAL REVENUE FUND**  
**STORMWATER FUND**  
**For the Budget Year 2014-15**

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Requested
<b>REVENUES</b>					
Federal sources	\$ -	\$ -	\$ -	\$ -	\$ -
State sources	-	-	-	-	-
<b>TOTAL REVENUES</b>	-	-	-	-	-
<b>EXPENDITURES</b>					
Professional and Contractual	-	-	-	-	25,000
Capital Outlay	-	-	-	-	225,000
<b>TOTAL EXPENDITURES</b>	-	-	-	-	250,000
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	-	-	-	-	(250,000)
<b>OTHER FINANCING SOURCES</b>					
Transfer In - General Fund	-	-	-	-	250,000
<b>NET CHANGE IN FUND BALANCE</b>	-	-	-	-	-
<hr/>					
<b>Beginning Fund Balance</b>	-	-	-	-	-
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -

This fund was established to account for funding sources and expenditures related to the City's Stormwater System.

CITY OF TRAVERSE CITY, MICHIGAN  
SIX YEAR CAPITAL IMPROVEMENT PLAN  
Budget Year 2014-2015 by Fund

All Projects Submitted for 2014/15

Project ID	Carry Forward 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Funding Sum	Non-City Funds	Project Cost
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**GENERAL FUND**

767	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
<b>Total Police</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

**Streets**

779	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
760	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
560	\$140,000.00	\$1,250,000.00	\$1,250,000.00	\$0.00	\$0.00	\$1,250,000.00	\$0.00	\$7,640,000.00	\$15,575,000.00	\$23,215,000.00
888	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
845	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00	\$0.00	\$50,000.00
864	\$0.00	\$0.00	\$2,507,000.00	\$1,006,250.00	\$0.00	\$0.00	\$0.00	\$3,513,250.00	\$0.00	\$3,513,250.00
320	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
882	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00	\$375,000.00	\$556,250.00
616	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,223,095.00	\$1,223,095.00
322	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,000.00	\$196,000.00
844	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
889	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$600,000.00	\$0.00	\$600,000.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$375,000.00	\$556,250.00
881	\$0.00	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$375,000.00	\$556,250.00
<b>Total Streets</b>	<b>\$265,000.00</b>	<b>\$1,350,000.00</b>	<b>\$3,872,000.00</b>	<b>\$2,491,250.00</b>	<b>\$1,360,000.00</b>	<b>\$1,485,000.00</b>	<b>\$1,360,000.00</b>	<b>\$12,183,250.00</b>	<b>\$18,119,095.00</b>	<b>\$30,471,095.00</b>

**Walkways/Bike Paths**

365	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
628	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$144,500.00	\$144,500.00
347	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420,000.00	\$420,000.00
570	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,793,000.00	\$2,793,000.00
316	\$0.00	\$0.00	\$257,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$257,500.00	\$175,700.00	\$515,000.00
<b>Total Walkways/Bike Paths</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$257,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$257,500.00</b>	<b>\$3,533,200.00</b>	<b>\$3,872,000.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$469,270.00</b>	<b>\$1,458,000.00</b>	<b>\$4,399,600.00</b>	<b>\$3,195,050.00</b>	<b>\$1,515,000.00</b>	<b>\$2,060,000.00</b>	<b>\$1,415,000.00</b>	<b>\$14,511,920.00</b>	<b>\$22,439,295.00</b>	<b>\$37,201,765.00</b>



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**Resolution to Waive Traverse City Property Tax Administration Fee  
for Fiscal Year 2014-2015**

- Because,** the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, adopted a resolution on May 2, 1983, which authorized the imposition of a property tax administration fee; and
- Because,** that resolution reserved the right and authority to waive all or part of the property tax administration fee imposed by that resolution for a specific tax levy and collection period by the adoption of a resolution to that effect; now, therefore be it
- Resolved,** by the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, that no property tax administration fee be collected on any property tax levied within the City for Fiscal Year 2014-2015.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014 at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk

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The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



**Resolution Certifying Tax Levy  
for the City of Traverse City for Fiscal Year 2014-2015**

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 11.1167 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2014, to June 30, 2015, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of tax with all delinquent special assessments and delinquent wastewater, electrical and water charges, as recorded by the City Treasurer and on file with the Office of the City Treasurer, such record to be a permanent record of the City of Traverse City.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk

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The City of Traverse City

Office of the City Clerk

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**Resolution Certifying Tax Levy for Act 345  
Police and Fire Pension System for Fiscal Year 2014-2015**

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the ACT 345 tax levy fixed by the City Commission, which is established at 2.32 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2014, to June 30, 2015, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



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**Resolution Certifying Tax Levy for  
Downtown Development Authority for Fiscal Year 2014-2015**

**Resolved,** by the City Commission of Traverse City, Michigan, that the City Assessor of Traverse City shall, as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 1.8038, and within three (3) days after the adoption by the City Commission of the DDA Budget for the fiscal period of July 1, 2014, to June 30, 2015, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll which are located within the Downtown Development Authority as described in Chapter 298.04 of the Traverse City Code of Ordinances accordingly, and in proportion to the valuation entered thereon the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



**Resolution Adopting the City of Traverse City  
Fiscal Year 2014-2015 Comprehensive Annual Budget Report  
Including the Capital Improvements Plan**

- Because, the City Manager has caused a budget document, including the Capital Improvements Plan, to be prepared and presented to this City Commission covering the fiscal year commencing July 1, 2014, and ending June 30, 2015; and
- Because, this document has been placed on file in the Office of City Clerk and made available for public examination; and
- Because, a public hearing upon the adoption of this document has been held as required by the City Charter; and
- Because, as a result of this public hearing and its own study, the City Commission has caused certain changes to be made; now, therefore, be it
- Resolved,** that the proposed budgets listed below as amended by the City Commission of Traverse City entitled City of Traverse City 2014-2015 Comprehensive Annual Budget Report of the City of Traverse City, Michigan, for the fiscal period of July 1, 2014, through June 30, 2015, excluding the budgets for Traverse City Light and Power and the Downtown Development Authority, which shall be adopted by separate resolution and that the City Manager be, and is hereby authorized to make expenditures provided for in said budget, providing said expenditures be made according to law; further be it
- Resolved,** that the budget be placed on file in the Office of the City Clerk and be made a permanent record of the City of Traverse City and is made part of this resolution by reference; further be it
- Resolved,** that to defray the costs of the appropriations contained in said budget the estimated sum of \$8,077,000 based on the rate of 11.1167 mills shall be raised in the City of Traverse City, Michigan, by taxation for municipal purposes for the fiscal period of July 1, 2014, through June 30, 2015 inclusive, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it
- Resolved,** that to defray the costs of the appropriations contained in said budget the estimated sum of \$1,641,000 based on the rate of 2.32 mills shall be raised in the City of Traverse City, Michigan by taxation for, defraying the cost of supporting the retirement plan for qualified personnel of the Department of Public Safety of the City of Traverse City, Michigan pursuant to the provisions of ACT 345 of the Public Acts of 1937, as amended, as approved by a vote on November 3, 1970;

**Resolved,** that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2014.

**GENERAL FUND**

Departments:

City Commission	84,000
City Manager	386,650
Human Resources	171,700
Community Development	0
GIS Department	100,000
City Assessor	398,500
City Attorney	144,600
City Clerk	446,500
City Treasurer	397,500
Police	3,549,850
Fire	2,486,650
Engineer	665,200
Planning and Zoning	465,300
Parks and Receptions	1,912,100
Oakwood Cemetery	347,200
DPS Director and Streets Administration	640,000
Street Lighting	0
Government Owned Buildings	120,000
Appropriations	122,500
Contingencies	30,000
Transfers Out – Capital Projects	1,458,000
Transfers Out – Other	1,247,000
Capital Outlay	<u>63,000</u>

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**TOTAL GENERAL FUND** **15,236,250**

**SPECIAL REVENUE FUNDS**

1. BUDGET STABILIZATION FUND	11,250
MOTOR VEHICLE HIGHWAY - MAJOR STREETS FUND	924,000
MOTOR VEHICLE HIGHWAY - LOCAL STREETS FUND	1,254,000
MOTOR VEHICLE HIGHWAY - STATE TRUNKLINE FUND	290,000
HAZARDOUS MATERIAL RESPONSE TEAM FUND	20,400
ACT 302 POLICE TRAINING FUND	8,000
STATE DOMESTIC PREPAREDNESS EQUIPMENT GRANT FUND	50,000
COLLEGE PARKING FUND	27,500

TRAVERSE CITY/GARFIELD JOINT PLANNING FUND	8,000
BOARDMAN DAM REMOVAL FUND	0
HERITAGE CENTER FUND	3,000
PEG CAPITAL FUND	23,000
CHERRY CAPITAL FUND	0
SENIOR CENTER BUILDING FUND	0
COUNTY SENIOR CENTER FUND	124,000
COAST GUARD COMMITTEE FUND	61,000
HOMELAND SECURITY TRAINING GRANT FUND	30,000
CITY OPERA HOUSE FUND	98,000
BANNER PROGRAM FUND	5,000
ECONOMIC DEVELOPMENT FUND	15,000
MCCAULEY ESTATE TRUST FUND	3,000
BROWN BRIDGE MAINTENANCE FUND	57,000
ACT 345 MILLAGE FUND	1,685,000
BETTER BUILDINGS GRANT	0
STORMWATER UTILITY FUND	250,000
<b>DEBT SERVICE FUNDS</b>	
PARKING BOND DEBT RETIREMENT FUND – TAX EXEMPT	631,600
PARKING BOND DEBT RETIREMENT FUND – TAXABLE	151,800
PARKING BOND DEBT RETIRMENT FUND – OLD TOWN	1,446,300
<b>CAPITAL PROJECT FUNDS</b>	
PARKING CONSTRUCTION BOND FUND – TAX EXEMPT	680,000
PARKING BOND CONSTRUCTION FUND – TAXABLE	100,000
COUNTY WIDE ROAD MILLAGE FUND	750,000

STORMWATER-ASSET MANAGEMENT – WASTEWATER GRANT FUND	2,444,444
CAPITAL PROJECTS FUND	1,495,000
SPECIAL ASSESSMENT FUND	160,000
<b>PERMANENT FUNDS</b>	
BROWN BRIDGE TRUST FUND	550,000
CEMETERY TRUST FUND	15,000
CEMETERY PERPEUTAL CARE TRUST FUND	20,000
<b>ENTERPRISE FUNDS</b>	
PARKING SYSTEM FUND	2,498,850
WASTEWATER FUND	6,190,000
WATER FUND	3,750,000
DUNCAN L CLINCH MARINA FUND	633,600
<b>INTERNAL SERVICE FUNDS</b>	
GARAGE FUND	2,930,466

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



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**Resolution Adopting the Downtown Development Authority Budget  
for Fiscal Year 2014-2015**

**Resolved,** that to defray the cost of appropriations contained in the Downtown Development Authority budget portion of said document, the estimated sum of \$64,900 based on Resolution Adopting Budget on a rate of 1.8038 mills shall be raised by taxation within the area of the Traverse City Downtown Development Authority District as described in Chapter 298.04 of the Traverse City Code of Ordinances, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it

**Resolved further,** that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2014.

DOWNTOWN DEVELOPMENT AUTHORITY FUND	724,200
TAX INCREMENT FINANCING DISTRICT 97 FUND	2,436,800
TAX INCREMENT FINANCING DISTRICT 2 FUND	2,014,950

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



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**Resolution Adopting the Traverse City Light and Power Budget  
for Fiscal Year 2014-2015**

**Resolved,** that the Traverse City Light and Power Board has caused a budget document, to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2014, and ending June 30, 2015, and that the proposed budget document of the Traverse City Light and Power Department for the fiscal period of July 1, 2014, through June 30, 2015, is hereby approved in its entirety in the amount of \$37,060,800, and the Fiber Optics Fund of \$248,200, pursuant to the Charter of the City of Traverse City, Section 179(j); and that the Traverse City Light and Power Board is hereby authorized to adopt this budget, as submitted.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



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**Resolution Adopting the Traverse City Light and Power  
Capital Improvements Plan for Fiscal Year 2014-2015**

**Resolved,** that the Traverse City Light and Power Board has caused a Capital Improvements Plan to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2014, and ending June 30, 2015, and is hereby approved in its entirety; and that the Traverse City Light and Power Board is hereby authorized to adopt this Capital Improvements Plan, as submitted.

I hereby certify that the above Resolution was adopted by the City Commission on May 19, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, CMC, City Clerk



**Resolution Establishing Water Rater, Water Service Charges, and Sewer Rates**

Because, the City Commission shall from time to time determine the water service charges for City users of water from the City water distribution system; and

Because, the City Commission desires to provide enough funds for the operational expenses and the debt service of the water system; and

Because, the City Commission desires to provide enough funds for the capital improvement to the water system; therefore, be it

**Resolved,** that the City Commission of the City of Traverse City does hereby establish the following rate schedule for users of the city sewer collection system in accordance with the Traverse City Code of Ordinances, effective July 1, 2014:

Inside City Limits

\$34.00 per first 600 cubic feet

\$40.00 per thousand for each additional thousand cubic feet

Customers outside City limits are charged 1 1/2 times the City rate; and further, be it

**Resolved,** that the City Commission of the City of Traverse City does hereby establish the following water rates and charges schedule for users of water from the city water distribution system in accordance with the Traverse City Code of Ordinances, effective July 1, 2014:

First 600 Cu. Ft or less	Inside City Limits	Outside City Limits
5/8 Inch or 3/4 Inch(Avg, Residence)	\$ 12.00	\$ 18.00
1 Inch	\$ 24.00	\$ 36.00
1 1/4 Inch	\$ 36.00	\$ 54.00
1 1/2 Inch	\$ 48.00	\$ 72.00
2 Inch	\$ 72.00	\$ 108.00
3 Inch	\$ 96.00	\$ 144.00
4 Inch	\$ 144.00	\$ 216.00
6 – 12 Inch	\$ 240.00	\$ 360.00
Next 3,400 Cu. ft./1,000 Cu. ft.	\$ 15.00	\$ 22.50
Next 16,000 Cu. ft./1,000 Cu. ft.	\$ 15.00	\$ 30.00
All over 20,000 Cu. ft.	\$ 15.00	\$ 30.00

The following are rates for the various services provided by the Water and Sewer Maintenance Division:

Service Lines:

City Resident cost 1 inch service lead = \$1,000  
Township Resident cost for 1 inch service lead = \$1,500

Exceptions: (A) All service connections installed on State Highways or through reinforced concrete pavements will be charged on a time and material basis; and (B) All service connections installed during the period of November 15 to May 15 will be charged on a time and material basis

Any necessary road restoration costs will be added to the listed charge for water taps or service connections.

Tap Only:

1"	\$200.00
1 1/2"	\$225.00
2"	\$250.00
4"	\$550.00
6"	\$750.00
8"	\$950.00
10"	\$1,150.00
12"	\$1,350.00

Meter Changes:

New meter installations or changes in meter size requested by customer.

<u>Size</u>	<u>Cost to Install</u>
3/4"	\$400.00
1"	\$500.00

Greater than 1 inch diameter = time and material cost basis.

Service Turn-Ons and Turn-Offs:

During scheduled work hours	\$20.00
During non-scheduled working hours	\$70.00

Initial and Final Readings

Initial reading (without turn off or turn on)	\$ 10.00
Final reading (without turn off or turn on)	\$ 10.00

Fire Suppression Connection Fee:

4 inch and smaller	\$20.00 per year
6 inch	\$50.00 per year
8 inch	\$100.00 per year
10 inch	\$200.00 per year
12 inch	\$300.00 per year

Inspection Fee:

Sewer/water cut & caps	\$50.00
------------------------	---------

Repeat Calls for Services:

No show, not ready, re-freeze	\$50.00
-------------------------------	---------

Bulk Water Sales:

Fill tankers at our shop – 1 <sup>st</sup> 600 cu ft	\$50.00
Next 1,000 cu ft	\$10.00
Est. cost \$45/\$54	

Dewatering:

Cost to dewater	\$300.00
-----------------	----------

Bacteriological Testing:

Cost for labor, materials and equipment	\$15.00
---	---------

I hereby certify that the above Resolution was adopted by the City Commission on May 20, 2014, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: CITY OPERA HOUSE MARQUEE

The City has received a request from the City Opera House Heritage Association to construct a marquee above the entrance on the City-owned Opera House building. Please refer to attached letter with design drawings from Thom Darga as a representative from the COHHA Board of Directors. The proposal calls for construction of a marquee that would project out from the building and over the sidewalk to about three feet from the curb. The COHHA has approximately \$100K to finance the project, which is sufficient to cover the estimated cost.

This project will need several levels of review and approval.

1. According to the lease agreement between the City and COHHA, all current and future construction and renovation shall be subject to review and **approval by the Landlord** before construction. (City Commission or City Manager to approve)
2. Review for compliance with local ordinances:
  - a. **Sign Ordinance** section 1476.08 (b)(2): The City Zoning Administrator and City Attorney have reviewed the proposal and find it allowable pursuant to the Sign Ordinance with the exception of section 1476.08 (b)(2)(B) which deals with signs that project over public property .

- b. Since the proposed marquee structure would encroach significantly into the right of way, an application for **right of way encroachment** must be completed, which includes a survey prepared by a Licensed Surveyor detailing the nature and extent of the request, a legal description of the property owned, and a legal description of the proposed encroachment. The City staff will then follow our typical review process for such requests; the completed encroachment application is distributed to all affected departments for their review and comment to ensure that any identified concerns are addressed.
  
- c. Historic Areas ordinance section 1462.05 (c) review for compliance with Traverse City **Historic District Commission** design requirements. The Historic District Commission uses the Secretary of Interior standards to help guide their decisions. The link to the section that addresses storefronts is found here:  
[http://www.nps.gov/history/hps/TPS/standguide/preserve/preserve\\_storefronts.htm](http://www.nps.gov/history/hps/TPS/standguide/preserve/preserve_storefronts.htm)

The proposal should follow the same process as any other proposal to alter an historic landmark or a building within a designated historic district, which includes Historic District Commission approval.

In addition, the City Attorney recommends that if the City desires to move forward with the project, the City should enter into a Funds Agreement with COHHA, solicit the final (architectural) design work, and solicit a contractor for the actual construction. This arrangement would be similar to the one we are currently using for the rehab of the dressing rooms at the City Opera House. Pursuant to the current lease agreement, the sign (as a "fixture") will become the property of the City once it is constructed.

I recommend **one** of the following two motions, depending on whether the City Commission would prefer to have Historic District Commission review/approval prior to taking action:

Option 1: City Commission approval subject to Historic District Commission approval:

*-See following page for Option 1 motion-*

**that City staff be directed to prepare an encroachment application and to forward the proposed project to the Historic District Commission for its review, and contingent upon Historic District Commission approval, the Mayor and City Clerk execute an agreement with City Opera House Heritage Association for it to provide up to \$100,000 in funds to cover all costs associated with the Opera House Marquee Project, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney; and that city staff be directed to solicit a consultant for final (architectural) design, permitting, bidding and construction administration services in connection with the City Opera House Marquee Project, subject to receipt of funds by City Opera House Heritage Association, with funds available in the Opera House Fund.**

Under the above scenario, architectural and construction contracts would come before the City Commission at a later date for approval.

Option 2: City Commission submittal to Historic District Commission before City Commission action:

**that City staff be directed to prepare an encroachment application and to forward the proposed project to the Historic District Commission for its review.**

K:\ccclerk\city commission\agreements\opera house marquee  
cc: Lauren Tribble-Laucht, City Attorney  
Dave Weston, Zoning Administrator  
Tim Lodge, City Engineer  
Thom Darga, COHHA Board of Directors  
Rob Bacigalupi, DDA Director



April 23, 2014

City of Traverse City  
Mr. Jered Ottenwess  
400 Boardman Ave.  
Traverse City, MI

Subject: COHHA request to present for consideration the installation of a Period Sensitive Marquee as portrayed on drawings prepared by Greene & Proppe Design, Inc. over entrance and sidewalk at City Opera House, 106 E. Front St., Traverse City, MI and placement on Agenda for May 5, 2014 Commission Meeting.

Dear Mr. Ottenwess,

Please find this letter and accompanying drawings sufficient to the purpose of both portrayal of intentent for Commission Review & Comment and inclusion on the Agenda at the May 5, 2014, City of Traverse City Commission meeting.

On behalf of the City Opera House Heritage Association we seek City Commission input and approval of proposed design and eventual installation of a Marquee above the entrance to the City Opera House proper. By unanimous assent, the Board of Directors of City Opera House Heritage Association and its Officers has elected to pursue the Commissions input and review of the schematic design for installation of a Period Sensitive Marquee on or above City of Traverse City Property and attached to the City Opera House proper.

Members of the COHHA Board of Directors in conjunction, members of the Wharton Center Management team, staff, and COHHA volunteers have worked diligently to raise public awareness and increase participation and support of the written and performing arts through support of the City Opera House and put Arts at the Heart of this community. With the commitment to completing the renovation of the Dressing Rooms, and turning the operation of this community gem of a performing arts venue into a sustainable community treasure, we have a determined the distinct need to define and demonstrate a sense of arrival "streetside" for members and visitors to the community alike.

We seek the input and affirmation of the City Commission and Staff of this enhancement and way-finding Marquee as a vital component in the long term operation of the City Opera House. Further, no taxpayers monies are to be utilized in design, fabrication, or installation of the Marquee if the concept is acceptable to the Commission.

The COHHA Board of Directors thank you for your consideration of this request for City Commission review, design input, concept approval of proposed "no-cost-to-the-City" Marquee at the City Opera House.

Sincerely,

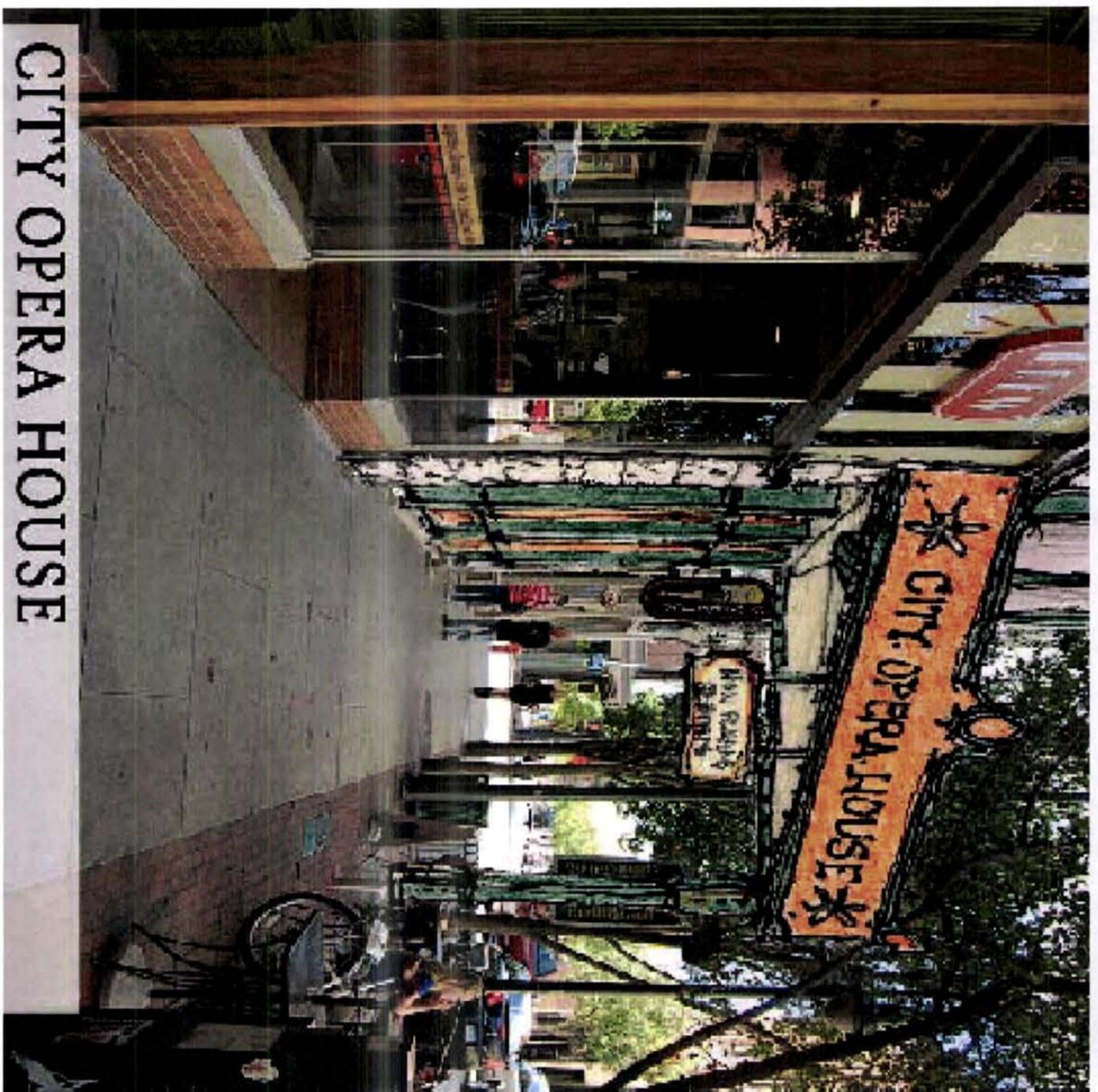
A handwritten signature in blue ink, appearing to read 'Thomas J. Darga', is written over a faint blue line.

Thomas J. Darga  
City Opera House Heritage Association  
Board of Directors

CITY MANAGER'S OFFICE

APR 24 2014

RECEIVED



## CITY OPERA HOUSE

### INDEX OF DRAWINGS:

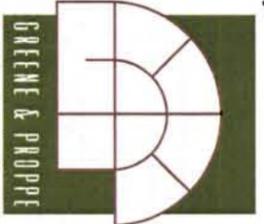
- 1 COVER SHEET
- 2 PLAN
- 3 FRONT ELEVATION
- 4 SIDE ELEVATION
- 5 SECTION DETAIL

## PROPOSED NEW MARQUEE CONCEPT FOR THE CITY OPERA HOUSE

106 E. FRONT STREET, TRAVERSE CITY, MICHIGAN

27 MAR 2014

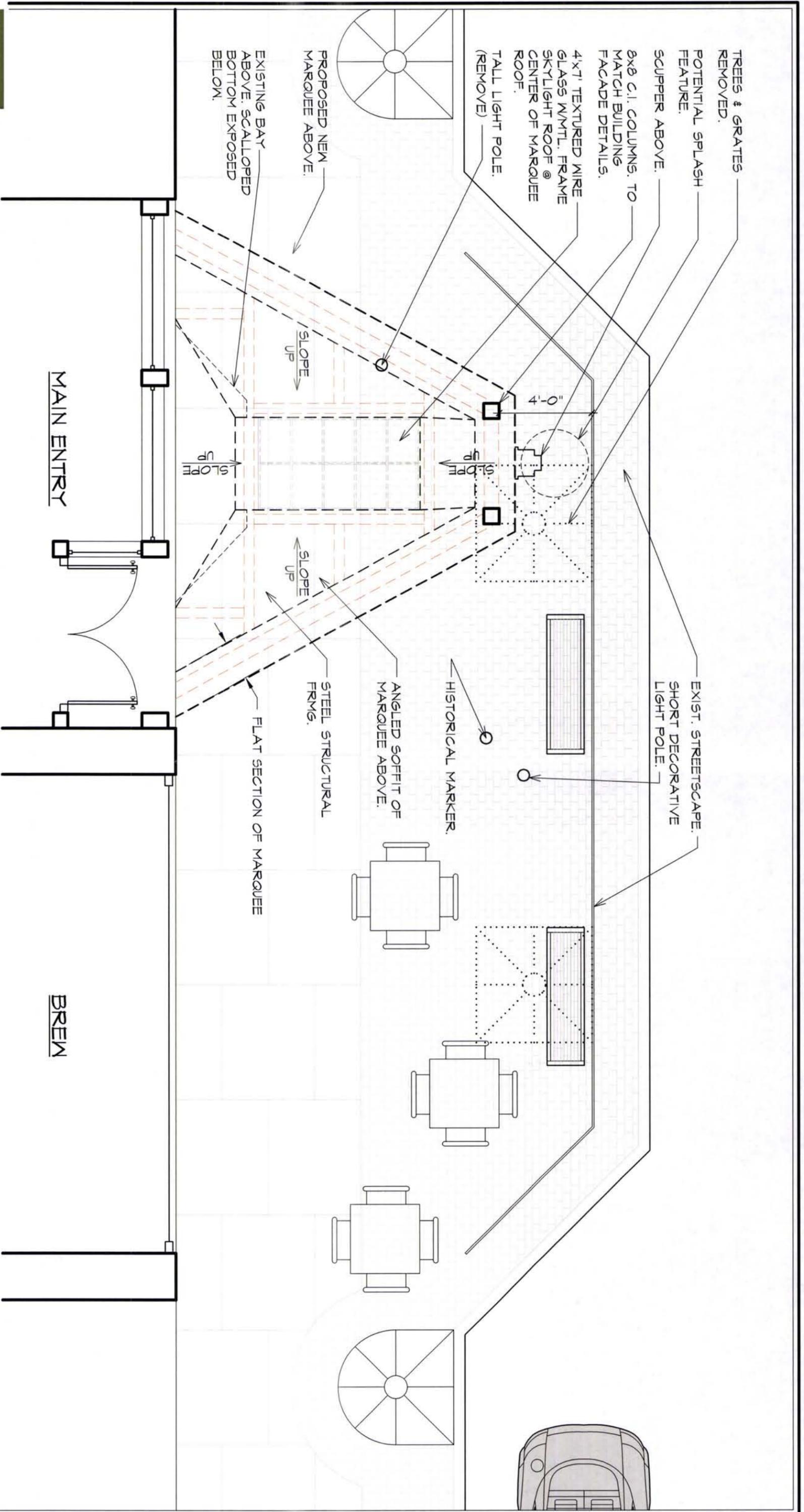
Zone C4-B



DESIGN  
GREENE & PROPP  
INCORPORATED

1 OF 5

© GPD Inc. 2004



# OPERA HOUSE NEW MARQUEE CONCEPT

SCALE: 1/4" = 1'-0"

(ALL DIMENSIONS NEED TO BE VERIFIED)

13 MAR 2013  
23 JAN 2014  
10 MAR 2014  
27 MAR 2014

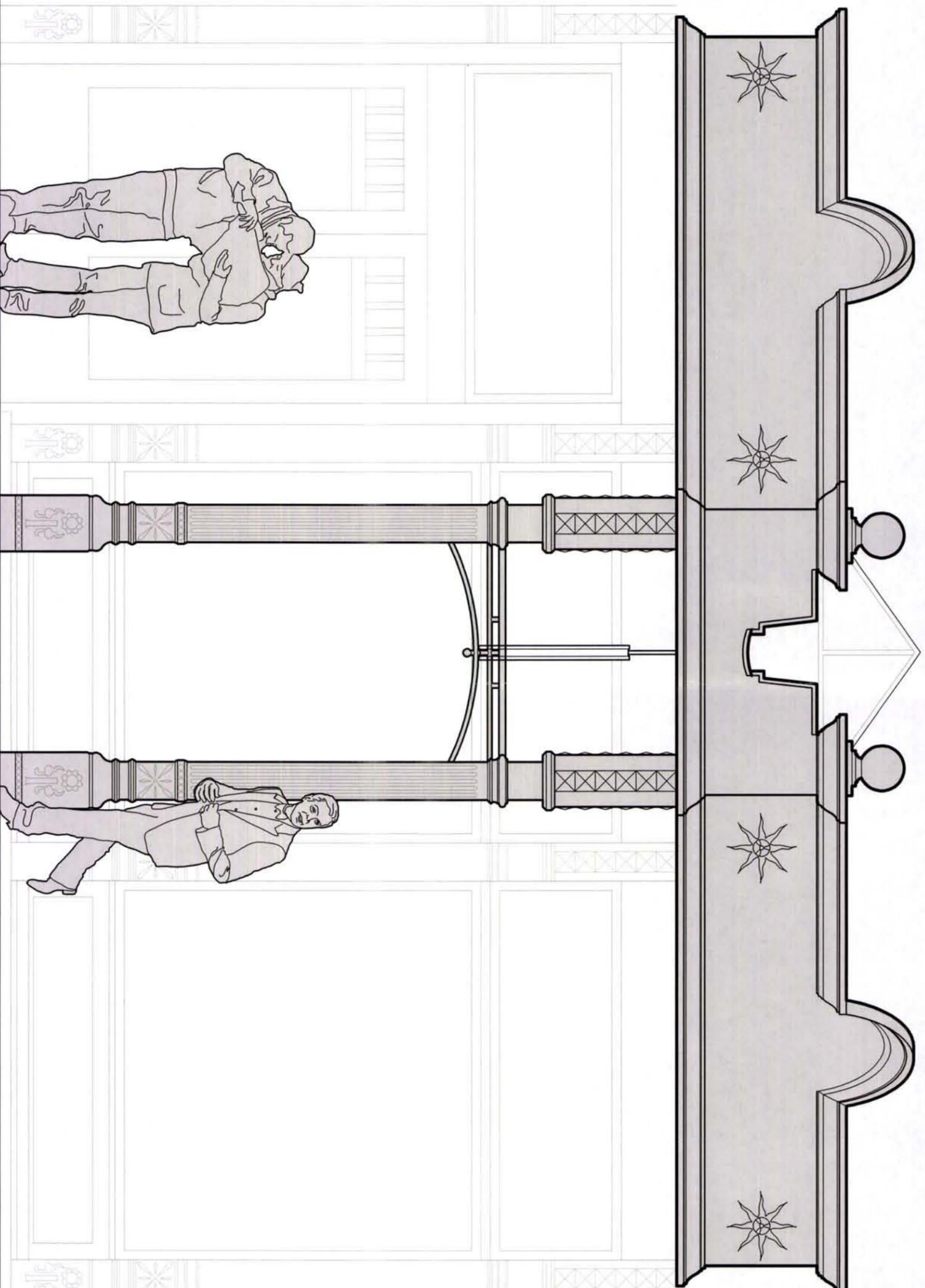
BREM

MAIN ENTRY



GREENE & PROPP  
INCORPORATED

D E S I G N



# OPERA HOUSE NEW MARQUEE "I" CONCEPT "I" FRONT ELEVATION

SCALE: 1/2" = 1'-0"

5 MAR 2014  
27 MAR 2014

3 OF 5

© GPD Inc. 2004

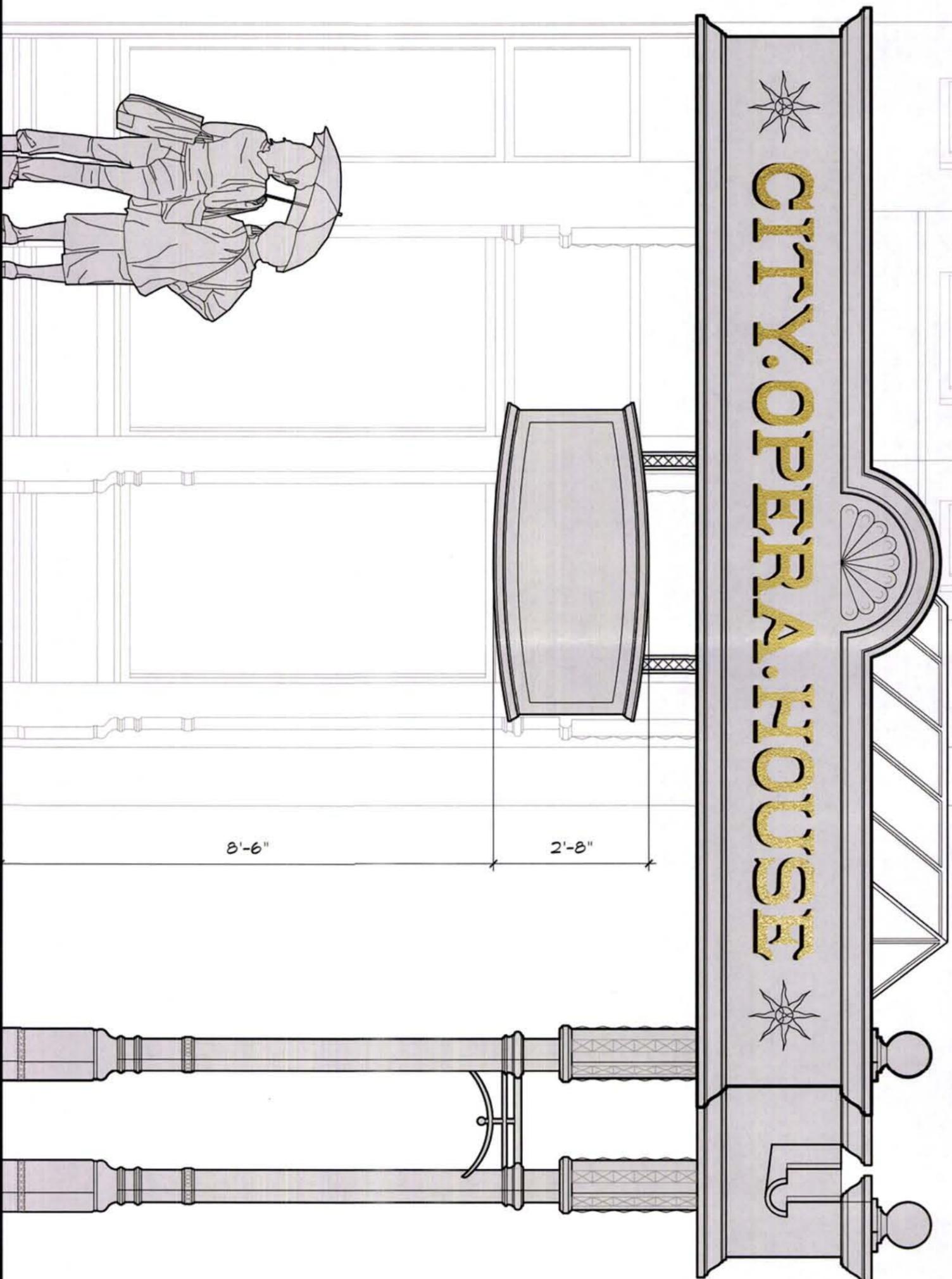


D E S I G N  
GREENE & PROPP  
INCORPORATED

1204 WEST BERMYN ■ CHICAGO, ILLINOIS ■ 60640

ARCHITECTURE ■ INTERIOR DESIGN ■ URBAN DESIGN

773.271.1925 phone ■ 773.271.1936 fax



# OPERA HOUSE NEW MARQUEE "CONCEPT" SIDE ELEVATION

SCALE: 1/2" = 1'-0"

27 MAR 2014

4 OF 5

© GPD Inc. 2004

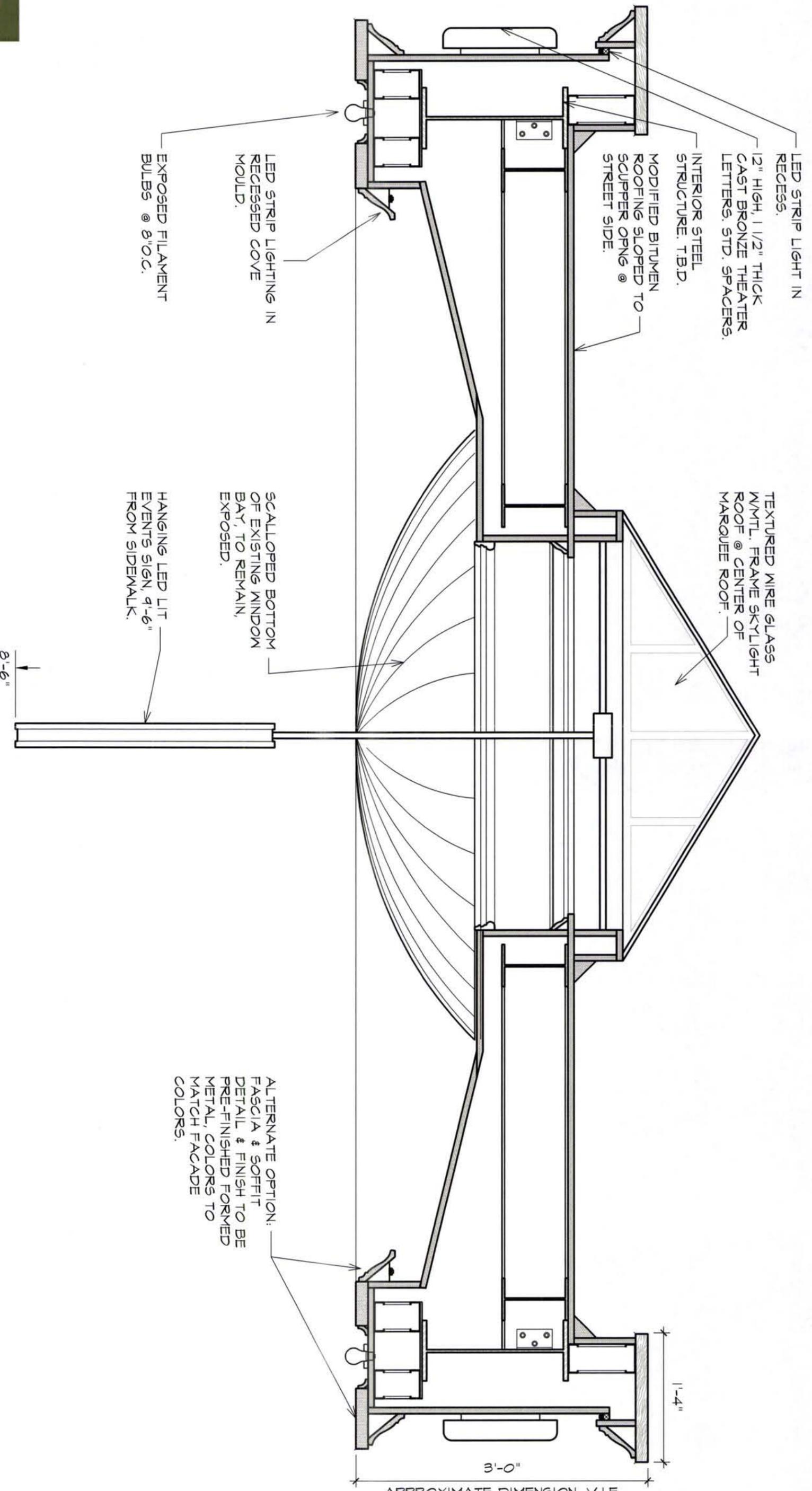


GREENE & PROPP  
DESIGN  
INCORPORATED

1204 WEST BERWYN ■ CHICAGO, ILLINOIS ■ 60640

ARCHITECTURE ■ INTERIOR DESIGN ■ URBAN DESIGN

773.271.1925 phone ■ 773.271.1936 fax

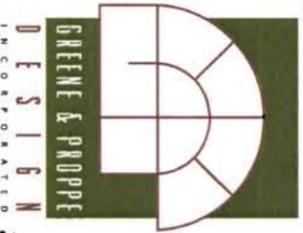


# OPERA HOUSE NEW MARQUEE '1' CONCEPT '1' SECTION

SCALE: 1" = 1'-0"

10 MAR 2014  
14 MAR 2014  
27 MAR 2014

5 OF 5



GREENE & PROPP  
INCORPORATED

1204 WEST BERMYN ■ CHICAGO, ILLINOIS ■ 60640

ARCHITECTURE ■ INTERIOR DESIGN ■ URBAN DESIGN

773.271.1925 phone ■ 773.271.1936 fax

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The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF MAY 19, 2014

DATE: MAY 15, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: AD HOC COMMITTEE - WATER BOTTLE FILLING STATIONS

The Water Bottle Filling Station Ad Hoc Committee was originally established on May 20, 2013, and re-established on November 18, 2013, with Mayor Estes, Mayor Pro Tem Carruthers, and Commissioner Easterday; serving as Chair. The Ad Hoc Committee has since expired.

I recommend the following motion:

**that a City Commission Water Bottle Filling Station Ad Hoc Committee be reestablished (originally established May 20, 2013, and re-established on November 18, 2013) to make recommendation regarding future water bottle filling stations; and that Commissioners Easterday, Carruthers and Mayor Estes, be reappointed to such committee, with Commissioner Easterday to serve as Chair, with the committee set to expire November 22, 2014.**

JJO/kjl

k:\tcclerk\city commission\appointments\adhocwater\_filling\_station 2014.doc



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 21, 2014

DATE: APRIL 17, 2014

FROM: <sup>SD</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: AD HOC COMMITTEE – PARKS AND PUBLIC LAND USE  
POLICY AND NOISE

The Parks and Public Land Use and Noise Ad Hoc Committee was originally established on November 18, 2013, with Commissioner Budros, Commissioner Howe, and Commissioner Richardson; serving as Chair. The Ad Hoc Committee has since expired. Commissioner Richardson has requested that the ad hoc committee be re-established to make recommendation regarding noise regulations.

I recommend the following motion:

**that a City Commission Parks and Public Land Use Policy and Noise Ad Hoc Committee be re-established (originally established on November 18, 2013), to make recommendation regarding noise regulations; and that Commissioners Budros, Howe and Richardson, be reappointed to such committee, with Commissioner Richardson to serve as Chair, with the committee set to expire November 22, 2014.**

JJO/kjl

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# Memorandum

The City of Traverse City  
Planning and Engineering Departments



TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyering, Planning Director  
Timothy J. Lodge, City Engineer

DATE: May 1, 2014

SUBJECT: CAPITAL IMPROVEMENT PROGRAM- QUARTERLY PROJECT UPDATE

## Parking System

- **#550: Lot D Reconstruction/Boardman River Boatlaunch** - Asphalt surface is aging. Scope of work includes installation of new launch and piers, a universally accessible canoe/kayak launch, resurfacing the parking lot with the use of porous pavers in the turnaround area and launch exit, installation of stormwater treatment systems ~~rain gardens along the southern edge of the lot~~, installation of retaining walls near the launch and turnaround to stabilize eroding site banks, installation of trees and native plantings, and boat cleaning/invasive species education signage. A \$156,250 Waterways Grant received in December 2013, a \$80,000 Coastal Management Program grant, and local foundation grant of \$50,000 received in 2012 for project construction. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/18/14. Plans to be sent to State and granting agencies for review in April. Construction planned in fall of 2014.*
- **#708: Lot O Remediation** - Mitigation of contamination that likely is affecting adjacent properties and the water table in close proximity to the Boardman River. Five underground storage tanks exist at Lot O and likely are contributing to soil contamination. This project would remove the tanks and contain soil contamination at the lot. *Update: No activity.*
- **#729: Lot P Reconstruction** - Repair asphalt. Required in lease agreement with property owner. West State Street just west of barber shop. *Update: No activity.*
- **#728: Lot V Reconstruction** - Mill and replace asphalt, replace curbs, new drainage structure. Required in lease agreement with property owner. *Update: No activity.*
- **#133: Lots W and N** - Consolidate parking in these lots in conjunction with the development of the northeast corner of Washington and Cass. *Update: Discussions with adjacent property owner regarding development.*

## Bayfront Plan Non-TIF Implementation Fund

- **#568 West End Beach Trail Extension and Access** - Extend the bayfront trail 1,100 feet and a new mid-block crossing of Grandview Parkway near Elmwood Avenue. A barrier free ramp to the beach along with benches and bike racks are also included. Crossing will be lighted for high visibility at night. Storm drain near Spruce Street will be retrofitted with an oil/grit separator chamber. Will enhance non-motorized travel and

provide an alternative crossing with five less lanes to cross get to the bayfront from Slabtown Neighborhood compared to existing crossings. Will require additional maintenance clearing the trail and maintaining the trail, ramp, markings, landscaping and pavement markings. Northside of Grandview Parkway from West End Beach to Elmwood Ave. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/16/11. Decisions by ACOE and MDEQ on beach grooming request August 2013. Project sent to MDOT for review and project letting in March 2014. Planned August to September 2014 construction.*

- **#778 Public Pier: Bayfront Plan** – The proposed public pier would extend out into Grand Traverse Bay/Lake Michigan adjacent to the Boardman River outlet. The pier would provide universal access for fishing from the shore. It would consist of a 15-foot wide pier projecting 550-feet into Grand Traverse Bay and includes a 30'x30' platform with large tensile structure. Interpretive signage, connection with the TART Trail and other amenity features to be explored. (FY2014-15) *Update: City Commission authorized acceptance of the Great Lakes Fishery Trust Fund Grant for the study and design of a public pier. The Planning department is administering the grant. A staff-led study committee has been established and will hold its first meeting in April 2014.*
- **#551 Holiday Inn Phase: Bayfront Plan** - The proposed Holiday Inn promenade consists of a 10-foot expansion of the existing seawall. Preliminary cost projections for the promenade seawall are conditioned on assumptions made without design wave conditions analysis, soil borings and determination of regulatory constraints. For estimating purposes the new seawall will consist of a new 40-foot long steel sheet piling bulkhead with a 10 foot wide concrete cap over new fill. Along Grand Traverse Bay shoreline, between Boardman River and Sunset Park. (FY2014-15) *Update: Easement needed, initial meeting with new owners held.*

#### **Brown Bridge Maintenance Fund**

- **#51 Upper Trail Connector Bridge (east end)** - This proposed pedestrian bridge over the Boardman River is located at the site of a former bridge that was constructed by the Boy Scouts in the 70's near the outlet of Grasshopper Creek. Highwater and the lack of maintenance caused the bridge to fail and it was removed in the 80's. Recently a riverfront property owner donated a bridge that can be used at the site. This bridge combined with the Historic Brown's Bridge (West-end) will provided a 9'-mile loop trail. Work items: Abutment design, site plan development, state and local permits, and installation. *Update: Project moved to FY 2015-16 in current CIP.*
- **#847 Historic Brown Bridge West End-** Most people don't know that in 1869 William Walter Brown purchased 80 acres from the state of Michigan for \$50. Soon thereafter Mr. Brown and his neighbors constructed a bridge across the Boardman that became one of the area's first State Roads. The site was also home to an inn called the "Half-Way House" because of its mid-point position between Grand Rapids and the Straits. Today there is great interest in constructing a foot bridge at the original site of the historic Brown's Bridge. Not only would the bridge provide a critical recreational trail connection across the Boardman River but it will also serve as an important bridge to the past. *Update: Will conduct project feasibility and study in 2016-17 with planned construction in 2017-18.*

## General Fund

- **#760: Annual Crosswalk Maintenance** - This is a new annual program, providing funds to maintain or replace existing brick crosswalks; probably 3-4 crosswalks per year. Approximately 52 Crosswalks: 90% in need of replacement: Options: -1- Replace as existing, which is brick with concrete borders; -2- Replace with brick print thermol plastic pavement material, like demo crosswalk on Union Street @ 9th street; -3- Put back to asphalt and use paint for crosswalk markings. *Update: A pilot thermol plastic crosswalk has been installed on Beitner/Woodmere to see how it wears during a winter season. Planning a spring 2014 install.*
- **#14: Annual Streets Program** – Placeholder: Actual determined through budget process. This is an annual program that provides funds to resurface major and minor streets within the city limits. These funds are also to be used for bridge, sidewalk, and storm water system repair and new sidewalk infill projects.
  - 2012-13 Street Projects
    - Wayne Street. *Update: substantially complete in 2013, punch list items and restoration remain.*
  - 2013-14 Street Projects
    - Union, Santo and Sequoia Streets- *Planned construction May to July 2014*
    - West Front Street Reconstruction- *Planned construction August to October 2014*
- **#320: Division Street** –\$500,000 Roads and Risk Reserve funds were allocated to MDOT in December 2013 for Planning and Environmental Linkages (PEL) process (part of the NEPA process) *Update: PEL project area includes Division Street from 14<sup>th</sup> Street to Grandview Parkway; 1.2 miles. The PEL process will engage the community and evaluate project alternatives for improvements that consider the environmental, community and economic goals. Project under discussion with MDOT.*
- **#322 Kids Creek Stormwater Grant** - Project improves water quality and quality of life. Project design would reduce maintenance costs. Costs may be higher; seeking additional grant funds. Repair/replace culvert and stream restoration relating to Part 319 Grant. *Update: Completed a Kids Creek Action Plan, MDEQ has reviewed and approved the plan. Project complete.*
- **#633: West Front Street** (Elmwood to City Limits) - Reconstruct West Front Street from City Limits to Elmwood Avenue using MDOT Small Urban Funds. Small Urban Funds \$375,000 for 2014. In kind is for engineering. General fund cost is for match and required consultants to administer funds. *Update: See Project #14 above.*
- **#365: Annual Sidewalk Replacement Program** – Placeholder: actual amount determined by Annual Street allocation. The Infrastructure Strategy Policy outlines 10% of total infrastructure spending is for sidewalk and bike-way improvements. The Replacement program replaces existing sidewalks. This program is in addition to sidewalks that are installed or replaced in conjunction with the annual Streets Program. The actual location of the sidewalks to be replaced under this program is determined during the fall prior to the construction year. *Update: 2013 project complete- approximately 6400 feet of sidewalk replaced. Engineering Department is preparing the 2014 Sidewalk Improvement Project for bid including \$100,000 for repair and \$100,000 for infill/extensions.*
- **#864 Boardman Lake Avenue**- a new road between 8<sup>th</sup> Street and 14<sup>th</sup> Street that consists of four basic components: Railroad Wye Relocation, Street Right-of-way

acquisition, Street Construction and the Boardman Lake Trail (detailed below). *Project discussions continue.*

- **#347 Boardman Lake Trail West extension**-Project scope includes the extension of the Boardman Lake non-motorized trail from approximately 10th Street to 14th Street (2,900 linear feet), a connection to the Old Towne Neighborhood, and the addition of a lakefront recreational area that will feature a fishing dock, kayak/canoe small watercraft launch, shelter, picnic areas and seating. A \$210,000 Natural Resources Trust Fund Grant was received in October 2012. *Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Plans approved by the State in March 2014. Construction planned in 2014.*
- **#628: Boardman Lake Trail: West: Transportation Alternate:** Alternate transportation trail along railroad corridor on west side of Boardman Lake; need to acquire MDOT property. Creates trail options. West side of Boardman Lake from 12th to 14th Streets. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Property acquisition in negotiation with MDOT rail; Construction planned in 2014.*

#### Fiber Fund

- **#834 WIFI** – Public wireless network in downtown to serve visitors and parking control. *Update: \$700,000 included in 2014-15 FY fiber fund budget.*

#### TIF 2

- **#61: Cass & Lake: Streetscape Improvements** – Approximately 810 feet of streetscape improvements on Cass and Lake Streets. Improvements include trees, curb & gutter, benches, trash cans and other improvements. SID; city match TIF2. *Update: Property owner participation lacking.*
- **#58: Eighth Street Bridge Repair** – Replace bridge deck using MDOT Critical Bridge Funds for the 2013 fiscal year. Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for FY2013 for \$750,000. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Design and Development with 2014/15 construction.*

#### TIF 97

- **#714: 200 Block Alley Enhanced Improvements** – Pedestrian bridge, riverwalk and pedestrian improvements to north East Front alley between Cass and Park. *Update: No activity.*
- **#369: East Front Street - 300 block mid-block crosswalk** – Install mid-block crosswalk in 300 block of E. Front St. including bump-outs, a brick paver crosswalk and signage. Downtown's second largest employer sits across the street from the deck, where most of their employees park. This crosswalk will provide a safe crossing as well as calm traffic in this downtown block. *Update: No activity.*
- **#63: Garland St. Reconstruction/streetscapes** - Infrastructure improvement; realign street; improved access. Redirect Garland Street from Grandview Parkway to Union Street on the east end; provide a shared space street for pedestrians and motor vehicles. *Update: Property/Right-of-way acquisition; 2014 planned construction.*

- **#586: Park St. Bridge Repair** – Rehabilitate bridge superstructure. *Update: Funding application not successful; Resubmit for 2017 funding cycle.*
- **#66: Pine Street Pedestrian Way** – Pedestrian walkway and bridge over the Boardman River connecting West Front Street with Grandview Parkway. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Land acquisition; 2014 planned construction in coordination with TCLP and Uptown development.*
- **#646: Public Restrooms at Lot O** – Provide public restroom for shoppers and other visitors in Downtown; tentatively planned near Cass Street. *Update: Research phase.*
- **#647: Triangle Park (mini park)** – Improvements; Triangle Park at Grandview Parkway and East Front Street. *Update: Project removed from the CIP.*
- **Wellington Plaza** – Upgrade Wellington Plaza. *Update: Project removed from the CIP.*
- **#645: West Front St. Redevelopment (BOND)** - Build an approximately 410 space parking deck to serve the west side of downtown. This project would organize parking currently housed in surface lots and would. Corner of West Front and Pine. *Update: Discussions with property owners.*
- **#535: West Front Street Bridge Replacement and Streetscape** - Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for the FY2013. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/18/14. Design and Development with planned 2014/15 construction.*

**Special Assessment Fund:**

- **#717: East Front Streetscapes (Boardman to Grandview Parkway)** - New curbs, street trees, benches, bike racks and sidewalk along East Front between Boardman Avenue and Grandview Parkway. (FY2014-15). *Update: Seeking property owner support for SID.*

CITY OF TRAVERSE CITY

MEMORANDUM

To: Jered Ottenwess, City Manager  
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*  
Subject: Quarterly Financial Report  
Date: May 1, 2014

Attached is a copy of the quarterly financial report for the second quarter ending December 31, 2013. Activity in most of the major fund categories appears to be consistent with prior years or with what has been budgeted in each fund. There is one exception that should be noted. The Public Improvement Projects Fund reported far more expenditures this year compared to last year. This is because this year's activity included significant costs related to the Clinch Park Tunnel, the Wayne Street Reconstruction, and Alley Sanitary Sewer replacement in addition to the typical street resurfacing projects.

I am delighted to report that the Water and Sewer Fund both appear to be on track with what was budgeted on both the revenue and expense side. In addition, the revenue for the Auto Parking System Fund and the Marina Fund appear to be strong and stable.

The only exceptions of note are that the Boardman River Dam Removal and Restoration Fund is showing much less revenue and expenses in this fiscal year compared to the previous year. However, this is due to the fact that massive work from the dismantling of the Brown Bridge Dam occurred last fiscal year and there is only a little wrap up work in this fiscal year. Finally, expenses in the Major Street Fund, Local Street Fund, and Trunkline Fund are notably up from the prior year. This is due primarily to the early start to winter and the continuous pattern of winter storms.

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GENERAL FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<b>REVENUE</b>											
Current	13,607,650.00	13,607,650.00	8,517,235.20	1,219,213.72			8,517,235.20	9,736,448.92			71.55%
Surplus	529,435.00	529,435.00	0.00	0.00			0.00	0.00			0.00%
<b>Total</b>	<b>14,137,085.00</b>	<b>14,137,085.00</b>	<b>8,517,235.20</b>	<b>1,219,213.72</b>	<b>0.00</b>	<b>0.00</b>	<b>8,517,235.20</b>	<b>9,736,448.92</b>	<b>0.00</b>	<b>0.00</b>	<b>68.87%</b>
<b>EXPENDITURES</b>											
Personnel	8,467,590.00	8,467,590.00	2,054,895.16	1,953,912.67			2,054,895.16	4,008,807.83			47.34%
Supplies	326,100.00	326,100.00	51,729.84	54,025.92			51,729.84	105,755.76			32.43%
Contractual	1,253,495.00	1,253,495.00	211,592.78	242,973.93			211,592.78	454,566.71			36.26%
Other	1,666,350.00	1,666,350.00	527,294.74	312,889.53			527,294.74	840,184.27			50.42%
Contingency	30,000.00	30,000.00	0.00	0.00			0.00	0.00			0.00%
Transfers	2,393,550.00	2,393,550.00	0.00	0.00			0.00	0.00			0.00%
<b>Total</b>	<b>14,137,085.00</b>	<b>14,137,085.00</b>	<b>2,845,512.52</b>	<b>2,563,802.05</b>	<b>0.00</b>	<b>0.00</b>	<b>2,845,512.52</b>	<b>5,409,314.57</b>	<b>0.00</b>	<b>0.00</b>	<b>38.26%</b>

WATER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<b>REVENUE</b>											
Current	3,869,500.00	3,869,500.00	1,299,907.39	892,520.28			1,299,907.39	2,192,427.67			56.66%
Surplus	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
<b>Total</b>	<b>3,869,500.00</b>	<b>3,869,500.00</b>	<b>1,299,907.39</b>	<b>892,520.28</b>	<b>0.00</b>	<b>0.00</b>	<b>1,299,907.39</b>	<b>2,192,427.67</b>	<b>0.00</b>	<b>0.00</b>	<b>56.66%</b>
<b>EXPENDITURES</b>											
Treatment Plant	1,140,900.00	1,140,900.00	273,279.54	273,997.78			273,279.54	547,277.32			47.97%
Distribution	1,082,025.00	1,082,025.00	231,573.27	215,573.11			231,573.27	447,146.38			41.32%
Utility Acct	480,950.00	480,950.00	93,910.02	84,986.33			93,910.02	178,896.35			37.20%
Contingency	1,165,625.00	1,165,625.00	0.00	0.00			0.00	0.00			0.00%
<b>Total</b>	<b>3,869,500.00</b>	<b>3,869,500.00</b>	<b>598,762.83</b>	<b>574,557.22</b>	<b>0.00</b>	<b>0.00</b>	<b>598,762.83</b>	<b>1,173,320.05</b>	<b>0.00</b>	<b>0.00</b>	<b>30.32%</b>

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SEWER FUND	BUDGET AMENDED	QUARTER				TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER					
<b>REVENUE</b>										
Current	6,157,550.00	1,581,466.55	1,850,529.31		1,581,466.55	3,431,995.86			55.74%	
Surplus	0.00	0.00	0.00		0.00	0.00			0.00%	
<b>Total</b>	<b>6,157,550.00</b>	<b>1,581,466.55</b>	<b>1,850,529.31</b>	<b>0.00</b>	<b>1,581,466.55</b>	<b>3,431,995.86</b>	<b>0.00</b>	<b>0.00</b>	<b>55.74%</b>	
<b>EXPENDITURES</b>										
Treatment Plant	2,901,000.00	881,277.63	724,193.84		881,277.63	1,605,471.47			55.34%	
Distribution	844,600.00	172,771.43	174,775.65		172,771.43	347,547.08			41.15%	
Utility Acct	990,500.00	223,998.18	215,238.26		223,998.18	439,236.44			44.34%	
Contingency	1,421,450.00	0.00	0.00		0.00	0.00			0.00%	
<b>Total</b>	<b>6,157,550.00</b>	<b>1,278,047.24</b>	<b>1,114,207.75</b>	<b>0.00</b>	<b>1,278,047.24</b>	<b>2,392,254.99</b>	<b>0.00</b>	<b>0.00</b>	<b>38.85%</b>	

**BOARDMAN RIVER DAM REMOVAL**

REVENUE	BUDGET AMENDED	QUARTER				TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER					
	115,000.00	7,020.70	46,766.46	0.00	7,020.70	53,787.16	0.00	0.00	46.77%	
<b>EXPENDITURES</b>	<b>115,000.00</b>	<b>7,020.70</b>	<b>46,766.56</b>	<b>0.00</b>	<b>7,020.70</b>	<b>53,787.26</b>	<b>0.00</b>	<b>0.00</b>	<b>46.77%</b>	

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<i>PARKING SYSTEM</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
<i>REVENUE</i>	1,966,945.00	1,966,945.00	518,623.93	388,730.53	0.00	0.00	518,623.93	907,354.46	0.00	0.00	0.00	46.13%

<i>EXPENDITURES</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
Operating	1,966,945.00	1,966,945.00	285,721.44	356,476.30	0.00	0.00	285,721.44	642,197.74	0.00	0.00	0.00	32.65%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	1,966,945.00	1,966,945.00	285,721.44	356,476.30	0.00	0.00	285,721.44	642,197.74	0.00	0.00	0.00	32.65%

<i>MARINA</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
<i>REVENUE</i>	580,650.00	580,650.00	192,206.03	235,630.52	0.00	0.00	192,206.03	427,836.55	0.00	0.00	0.00	73.68%

<i>EXPENDITURES</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
Operating	580,650.00	580,650.00	172,377.64	123,262.50	0.00	0.00	172,377.64	295,640.14	0.00	0.00	0.00	50.92%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	580,650.00	580,650.00	172,377.64	123,262.50	0.00	0.00	172,377.64	295,640.14	0.00	0.00	0.00	50.92%

<i>GARAGE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
<i>REVENUE</i>	2,658,956.00	2,658,956.00	678,825.95	900,667.43	0.00	0.00	678,825.95	1,579,493.38	0.00	0.00	0.00	59.40%
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Surplus	2,658,956.00	2,658,956.00	678,825.95	900,667.43	0.00	0.00	678,825.95	1,579,493.38	0.00	0.00	0.00	59.40%
Total	2,658,956.00	2,658,956.00	678,825.95	900,667.43	0.00	0.00	678,825.95	1,579,493.38	0.00	0.00	0.00	59.40%

<i>EXPENDITURES</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
<i>REVENUE</i>	2,658,956.00	2,658,956.00	426,619.16	479,553.67	0.00	0.00	426,619.16	906,172.83	0.00	0.00	0.00	34.08%

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<i>PUBLIC IMPROVEMENT</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO
<i>REVENUE</i>												
Current	3,733,000.00	3,733,000.00	102,211.16	26,776.06			102,211.16	128,987.22			128,987.22	3.46%
Transfer In	1,315,450.00	1,315,450.00	0.00	0.00			0.00	0.00			0.00	0.00%
Prior Year Surplus	693,000.00	693,000.00	0.00	0.00			0.00	0.00			0.00	0.00%
<b>Total</b>	<b>5,741,450.00</b>	<b>5,741,450.00</b>	<b>102,211.16</b>	<b>26,776.06</b>	<b>0.00</b>	<b>0.00</b>	<b>102,211.16</b>	<b>128,987.22</b>	<b>0.00</b>	<b>0.00</b>	<b>128,987.22</b>	<b>2.25%</b>
<i>EXPENDITURES</i>												
	5,741,450.00	5,741,450.00	1,833,113.83	980,403.79	0.00	0.00	1,833,113.83	2,813,517.62	0.00	0.00	4,646,631.45	49.00%

<i>MAJOR STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO
<i>REVENUE</i>												
Reimbursements	0.00	0.00	0.00	0.00			0.00	0.00			0.00	0.00%
State Source	780,000.00	780,000.00	75,833.96	184,918.08			75,833.96	260,752.04			333,586.00	33.43%
Interest & Div	500.00	500.00	0.00	0.00			0.00	0.00			0.00	0.00%
Transfer In	136,200.00	136,200.00	0.00	0.00			0.00	0.00			0.00	0.00%
Prior Year's Surplus	0.00	0.00	0.00	0.00			0.00	0.00			0.00	0.00%
<b>Total</b>	<b>916,700.00</b>	<b>916,700.00</b>	<b>75,833.96</b>	<b>184,918.08</b>	<b>0.00</b>	<b>0.00</b>	<b>75,833.96</b>	<b>260,752.04</b>	<b>0.00</b>	<b>0.00</b>	<b>340,504.08</b>	<b>28.44%</b>

<i>EXPENDITURES</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO
Personnel	405,500.00	405,500.00	62,939.24	80,525.31			62,939.24	143,464.55			206,403.79	35.38%
Supplies	120,000.00	120,000.00	17,975.38	38,255.41			17,975.38	56,230.79			74,206.17	46.86%
Contractual	80,000.00	80,000.00	46,732.80	845.25			46,732.80	47,578.05			94,310.85	59.47%
Other	311,200.00	311,200.00	34,613.59	117,550.08			34,613.59	152,163.67			186,777.26	48.90%
<b>Total</b>	<b>916,700.00</b>	<b>916,700.00</b>	<b>162,261.01</b>	<b>237,176.05</b>	<b>0.00</b>	<b>0.00</b>	<b>162,261.01</b>	<b>399,437.06</b>	<b>0.00</b>	<b>0.00</b>	<b>561,698.07</b>	<b>43.57%</b>

**City of Traverse City  
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LOCAL STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<b>REVENUE</b>											
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Metro Authority	46,000.00	46,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
State Source	280,000.00	280,000.00	26,420.67	64,424.53	0.00	0.00	26,420.67	90,845.20	0.00	0.00	32.44%
Transfer In	941,900.00	941,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total</b>	<b>1,267,900.00</b>	<b>1,267,900.00</b>	<b>26,420.67</b>	<b>64,424.53</b>	<b>0.00</b>	<b>0.00</b>	<b>26,420.67</b>	<b>90,845.20</b>	<b>0.00</b>	<b>0.00</b>	<b>7.17%</b>

<b>EXPENDITURES</b>											
Personnel	596,900.00	596,900.00	151,544.89	138,133.39	0.00	0.00	151,544.89	289,678.28	0.00	0.00	48.53%
Supplies	86,000.00	86,000.00	24,808.58	27,040.07	0.00	0.00	24,808.58	51,848.65	0.00	0.00	60.29%
Contractual	60,000.00	60,000.00	14,982.50	845.25	0.00	0.00	14,982.50	15,827.75	0.00	0.00	26.38%
Other	525,000.00	525,000.00	164,973.70	163,549.32	0.00	0.00	164,973.70	328,523.02	0.00	0.00	62.58%
<b>Total</b>	<b>1,267,900.00</b>	<b>1,267,900.00</b>	<b>356,309.67</b>	<b>329,568.03</b>	<b>0.00</b>	<b>0.00</b>	<b>356,309.67</b>	<b>685,877.70</b>	<b>0.00</b>	<b>0.00</b>	<b>54.10%</b>

TRUNK LINE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<b>REVENUE</b>											
State Source	206,100.00	206,100.00	3,411.14	77,659.54	0.00	0.00	3,411.14	81,070.68	0.00	0.00	39.34%
Interest & Div	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Reimbursements	300.00	300.00	157.57	272.73	0.00	0.00	157.57	430.30	0.00	0.00	143.43%
Prior Years Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total</b>	<b>206,600.00</b>	<b>206,600.00</b>	<b>3,568.71</b>	<b>77,932.27</b>	<b>0.00</b>	<b>0.00</b>	<b>3,568.71</b>	<b>81,500.98</b>	<b>0.00</b>	<b>0.00</b>	<b>39.45%</b>

<b>EXPENDITURES</b>											
Personnel	60,600.00	60,600.00	8,939.51	17,995.93	0.00	0.00	8,939.51	26,935.44	0.00	0.00	44.45%
Supplies	45,000.00	45,000.00	105.63	22,382.81	0.00	0.00	105.63	22,488.44	0.00	0.00	49.97%
Contractual	10,000.00	10,000.00	0.00	22,785.60	0.00	0.00	0.00	22,785.60	0.00	0.00	227.86%
Other	91,000.00	91,000.00	15,081.69	35,329.73	0.00	0.00	15,081.69	50,411.42	0.00	0.00	55.40%
<b>Total</b>	<b>206,600.00</b>	<b>206,600.00</b>	<b>24,126.83</b>	<b>98,494.07</b>	<b>0.00</b>	<b>0.00</b>	<b>24,126.83</b>	<b>122,620.90</b>	<b>0.00</b>	<b>0.00</b>	<b>59.35%</b>

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, April 8, 2014

**Board Members -**

Present: Barbara Budros, Jim Carruthers, Jeff Palisin, Bob Spence, John Taylor, Patrick McGuire

Absent: Jan Geht

**Ex Officio Member -**

Present: Jered Ottenwess, City Manager

**Others:** Tim Arends, W. Peter Doren, Scott Menhart, Tom Olney, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Secretary Tim Arends.

Secretary Tim Arends opened the floor to nominations for Chairperson of the Light and Power Board:

McGuire nominated John Taylor, Budros seconded.

Tim Arends closed the floor to nominations.

CARRIED unanimously. (Geht absent)

Tim Arends turned the meeting over to Chairman Taylor.

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Chairman Taylor recognized Pat McGuire for his service as Chairman of the Light and Power Board.

Chairman Taylor opened the floor to nominations for Vice Chairperson of the Light and Power Board:

McGuire nominated Jan Geht, Budros seconded.

Chairman Taylor closed the floor to nominations.

CARRIED unanimously. (Geht absent)

Chairman Taylor recommended Tim Arends be appointed the Secretary for the Light and Power Board. Budros moved and Palisin seconded the appointment of Tim Arends as Secretary of the Board.

CARRIED unanimously. (Geht absent)

Chairman Taylor recommended the current members of the Human Resources Ad Hoc Committee Commissioner Budros, Bob Spence and Chairman Taylor, be reappointed.

Carruthers moved and Budros seconded the reappointment of the Human Resources Ad Hoc Committee.

CARRIED unanimously. (Geht absent)

**Item 2 on the Agenda being Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

**4(a).** Consideration of approving minutes of the Regular Meeting of March 25, 2014.

Moved by Carruthers, seconded by McGuire, that the Board approves the minutes of the Regular Meeting of March 25, 2014.

CARRIED unanimously. (Geht absent)

**4(b).** Consideration of authorizing a Joint WiFi Services Agreement.

The following individuals addressed the Board:

Tim Arends, Executive Director  
W. Peter Doren, General Counsel

Moved by McGuire, seconded by Budros, that the Board authorizes the Chairman and Secretary to enter into a Joint Wi-Fi Services Agreement with the DDA, subject to approval as to substance by the Executive Director and as to form by General Counsel; and further contingent upon the city commission's approval of the 2014-15 Capital Plan.

CARRIED unanimously. (Geht absent)

**4(c).** Consideration of adopting a Resolution Declaring the Coal Dock Property Surplus and Conveying to the City of Traverse City.

The following individuals addressed the Board:

Tim Arends, Executive Director  
W. Peter Doren, General Counsel  
Jered Ottenwess, City Manager

Moved by McGuire, seconded by Budros, to adopt the Traverse City Light and Power Department Resolution Certifying Coal Dock to be surplus for operation of the Traverse City Light and Power Department and to further authorize the Executive Director to sign all necessary documents.

The following individuals from the public addressed the Board:

Mike Wills, 110 Fairway Hills Drive, Ratepayer

Jay Ruzak, 1994 Carroll Road, President, Maritime Heritage Alliance  
Mayor Michael Estes, Ratepayer  
Jack Kelly, 10090 East Lincoln Road, Non-Ratepayer, Elmwood Township Supervisor  
George Pruitt, 8336 South Lake View Road, Non-Ratepayer  
Cindy Ruzak, 1994 Carroll Road  
John Noonan, 908 South Union Street, Ratepayer  
Martha Belfour 635 North Stoney Point Road, Non-Ratepayer  
Rob Lovell, 536 North Elmwood, Ratepayer

Voice Vote:

Yes – Budros, Carruthers, McGuire, Palisin, Taylor

No – Spence

CARRIED. (Geht Absent)

**4(d).** Consideration of Pole Inspection/Foreign Attachment Audit.

The following individuals addressed the Board:

Tim Arends, Executive Director

Blake Wilson, System Engineer

Moved by Palisin, seconded by Spence, that the Board authorize a Service Order for pole inspection services with American Energy Services, Inc.

CARRIED unanimously. (Geht absent)

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

A. From Legal Counsel.

None.

B. From Staff.

1. Tom Olney presented TCL&P's Storm Restoration Manual.

The following individuals addressed the Board:

Tim Arends, Executive Director

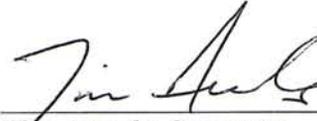
C. From Board.

None.

**Item 7 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 7:05 p.m.



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Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

## MINUTES

## ACT 345 RETIREMENT SYSTEM

DATE: February 26, 2014  
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
TIME: 12:00 Noon.  
PRESENT: W. Kuhn, W. Twietmeyer, J. Bussell  
ABSENT: J. Jenkins, C. Rueckert  
GUESTS: R. Hessenaur  
STAFF: B. Postma, C. Kuhn

J. Bussell called the regular meeting to order at 12:11 pm.

Moved by W. Kuhn, seconded by W. Twietmeyer that the minutes of the January 29, 2014 regular meeting be approved.

### **Motion approved 3-0.**

Warrant No. 574 in the amount of \$182,666.86 for Retirees Benefits for March 2014 was approved and signed by W. Kuhn and J. Bussell.

Moved by W. Kuhn, seconded by J. Bussell that Roxan Hessenaur's application for retirement and selection of a Regular retirement be approved and that Roxan Hessenaur is hereby formally approved for a Regular retirement effective February 10, 2014.

### **Motion approved 3-0.**

Chris Kuhn of Gray & Company gave a report to the Board which was the performance report for the period ending December 31, 2013 including a capital market review, a total fund performance and analysis along with an investment manager performance and analysis. The Board was also provided a snapshot of market value with a target market value as of February 24, 2014. The Board asked various questions. Also discussed was the recommendation from Gray & Company for reducing the core/intermediate fixed income account to fund the global fixed income strategy and the conversion of the remaining fixed income funds to a mutual fund administered by PNC. The Board asked various questions.

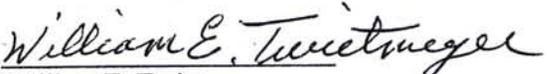
Moved by W. Kuhn, seconded by W. Twietmeyer that the Board approves the transfer of PNC fixed income securities to the PNC fixed income mutual fund.

### **Motion approved 3-0.**

Moved by W. Kuhn, seconded by W. Twietmeyer to adjourn.

### **Motion approved 3-0.**

Meeting adjourned at 12:46 pm.

  
William E. Twietmeyer  
Secretary/Treasurer

**MINUTES  
TRAVERSE CITY BOARD OF ZONING APPEALS  
REGULAR MEETING  
TUESDAY, APRIL 8, 2014  
7:00 P.M.**

**Committee Room, Governmental Center, 2<sup>nd</sup> Floor  
Governmental Center  
400 Boardman Avenue  
Traverse City, Michigan 49684  
231-922-4464**

**PRESENT:** Members Bergman, Jones, Szajner, Donaldson, Hanley, Vice-Chairperson Callison (7:03) and Chairperson Cockfield.

**ABSENT:** Members Lomasney, Rafferty and Wegener

**1. CALL MEETING TO ORDER**

*The meeting was called to order at 7:00 p.m.*

**2. APPROVAL OF MINUTES-** Approval of the February 14, 2014 regular meeting minutes.

*Motion by Member Donaldson, seconded by Member Szajner to approve the February 14, 2014 regular meeting minutes as presented. Upon vote the motion carried 6-0.*

**3. REQUEST 14-BZA-02 – A REQUEST FROM THE CITY OF TRAVERSE CITY AND SNOWDEN DEVELOPMENT, 125 PARK STREET, SUITE 475, TRAVERSE CITY, MICHIGAN, for:**

A dimensional variance of 5 feet to allow for a 2-story, 9000 square foot building to be located on the rear (east) property line located at **113 Park Street**, Traverse City, Michigan.

*Ron Bacigalupi, Downtown Development Authority Director, presented drawings and answered questions from the Board. Motion by Member Donaldson, seconded by Member Callison to grant a dimensional variance of 5 feet to allow for a 2-story, 9000 square foot building to be located on the rear property line located at the property commonly known as 113 Park Street, Traverse City, Michigan based on the Statement of Conclusions and Finding of Fact contained in the Order Granting for Variance No. 14-BZA-02. Upon vote the motion carried 7-0.*

4. **REQUEST 14-BZA-03 – A REQUEST FROM PAUL D. CORRADO, CORRADO CONTRACTING, LLC, 27530 FAIRFIELD, WARREN, MICHIGAN, for:**

An Exception from the Sign Ordinance to allow for the installation of two wall signs at a height of 19 feet located at the property commonly known as **1407 South Division Street**, Traverse City, Michigan.

*Paul Corrado presented drawings and answered questions from the Board. Motion by Member Bergman seconded by Member Donaldson to grant an exception from the Sign Ordinance to allow for the installation of two wall signs at a height of 19 feet located at the property commonly known as **1407 South Division Street**, Traverse City, Michigan based on the Statement of Conclusions and Finding of Fact contained in the Order Granting for Exception No. 14-BZA-03. Upon vote the motion carried 7-0.*

5. **PUBLIC COMMENT**

*None.*

6. **ADJOURNMENT**

*The meeting was adjourned at 7:25 p.m.*

Respectfully submitted,



David Weston, Planning and Zoning Administrator

Date: 5-13-14

**CITY OF TRAVERSE CITY  
ORDER AUTHORIZING  
VARIANCE NO. 14-BZA-02**

Pursuant to the City of Traverse City Code of Ordinances § 1324.05(d), Variances, the Board of Zoning Appeals hereby authorizes a dimensional variance for the following:

Street Address: 113 Park Street, Traverse City, Michigan  
Property Description: PO LOT 1 ORIGINAL PLAT OF TRAVERSE CITY SEC 3 T27N R 11W BEG SW CNR LOT 1 THENCE NO 000614 E 58.34FT ALONG WESTERLY LINE OF SAID LOT 1 TO A POINT ON A LINE EXTENDED ALONG SOUTHERLY EDGE OF BLDG THENCE NORTH 895506E 56.90 FT ALONG SAID SOUTHERLY LOINE LOT 1 TO POB.  
Variance Granted: A dimensional variance of 5 feet to allow for a 2-story, 9000 square foot building to be located on the rear property line  
Applicant: The City of Traverse City and Snowden Development, 125 Park Street, Suite 475, Traverse City, Michigan.

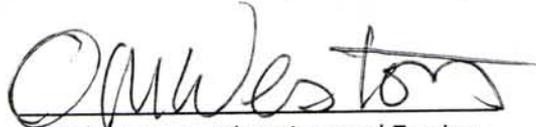
It is determined that the Applicant has demonstrated a hardship as well as showing of good and sufficient cause authorizing a variance by the City of Traverse City Code of Ordinances. The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions and Finding of Fact are incorporated herein by reference.
2. The procedures and requirements for variance decisions by law and ordinance have been followed.

This Order shall not be deemed to be City approval for anything other than the variance authorized by this order and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance.

I hereby certify that the above Order was adopted on MAY 13, 2014 at a regular meeting of the Board of Zoning Appeals for the City of Traverse City at the County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Date: 5-13-14

  
David Weston, Planning and Zoning  
Administrator

**Note:** A decision of the Board of Zoning Appeals shall be final. However, any party having a substantial interest affected by an order, determination or decision by the Board of Zoning Appeals may appeal to the Circuit Court, if made to the Court within twenty-eight (28) days after rendering the final decision or upon grant by the Court of leave to appeal. Codified Ordinances of Traverse City Michigan §1324.07(a).

## STATEMENT OF CONCLUSION AND FINDINGS OF FACTS 14-BZA-02

The following are the Statements of Conclusions supported by evidence submitted to the Board of Zoning Appeals in connection with a request for a dimensional variance, Request No. 14-BZA-02, for the property commonly known as **113 Park Street**, Traverse City, Michigan, from the City of Traverse City and Snowden Development.

1. Practical Difficulty. There are exceptional or extraordinary circumstances or physical conditions that do not generally apply to other properties or used in the same district.
2. In granting the variance, the spirit of the Zoning Code is observed, public safety is secured and substantial justice is done.
3. No substantial adverse effect on property values in the immediate vicinity or in the district where the property is located will occur as a result of granting this variance.
4. The difficulty presented by the applicant in support of the request for a variance is not so general or recurrent in nature that a formulation of a general regulation for such condition is preferable.
5. The practical difficulty is unique to the property and not to the general neighborhood and shall apply only to property under control of the applicant.
6. Granting the variance is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.
7. The difficulty is not solely economic and is based on the reasonable use of a particular parcel of land.
8. The difficulty was not the result of an act of the applicant or a person in privity or concert with the applicant.

**The foregoing Statement of Conclusions are supported by the following Findings of Fact No 14-BZA-02:**

1. A similar project at this location received a rear yard dimensional variance in March 2008 for a 4-story 18,000 square foot building to be located on the rear property line.
2. Radio Center Phase 2, 125 Park Street received a 5 foot rear yard setback variance on January 13, 2004.
3. The Board of Zoning Appeals January 13, 2004 variance was conditioned that any wall built on the north property line or within the normal setback must meet Michigan Building Code requirements for a party wall/fire barrier, or be reconstructed to meet those requirements at such time as a building is constructed in the alley to the north.
4. The north wall foundation on Radio Center Phase Two was designed and constructed to accommodate the building proposed for 113 Park Street.
5. The plan, as envisioned by the Developer's Agreement, will be one continuous building from State Street to Front Street with the building at 113 Park Street having access to the Larry Hardy Parking Deck.
6. The first floor of the building will house public restrooms and offices.
7. Accommodations for "trash totes", utility meters, etc. will be in the area between Radio Center Phase 2 and the parking deck.

**CITY OF TRAVERSE CITY  
ORDER AUTHORIZING  
EXCEPTION NO. 14-BZA-03**

Pursuant to the City of Traverse City Code of Ordinances § 1476.15(b)(3), Exceptions, the Board of Zoning Appeals hereby grants an exception for the following:

Street Address: 1407 S. Division Street  
Property Description: THT PRT OF SE 1/4 SEC 9 T27N R11W DES ASCOM AT NW COR LOT 1 GATEWAY SUB TH S 58 DEG 02' 13" E 338.7 FT TH N 3 DEG 34' 8" E 550.73 FT TO N'LY ROW LINE OF 66 FT EASE TH NW'LY 96.4 FT TO SE'LY ROWLINE OF US-31 TH SW'LY ALG SAID ROW 461.36 FT M/L TO POB. SUBJ TO EASE & RESTRICT OF RECORD  
Exception Authorized: An exception from the Sign Ordinance to allow for the installation of two wall signs at a height of 19 feet located at the property commonly known as 1407 South Division Street, Traverse City, Michigan.  
Applicant: Credit Union One, 1407 S. Division Street, Traverse City, Michigan.

It is determined that the Applicant has demonstrated a unique circumstance when the evidence in the official record of the exception supports all of the affirmative findings as required in §1467.15(b)(3). The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions and Finding of Fact are incorporated herein by reference.
2. The procedures and requirements for exception decisions by law and ordinance have been followed.

This Order shall not be deemed to City approval for anything other than the exception authorized by this order, and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance.

I hereby certify that the above Order was adopted on MAY 13, 2014 at a regular meeting of the Board of Zoning Appeals for the City of Traverse City at the Commission Chamber, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Date: 5-13-14

  
David Weston, Planning and Zoning  
Administrator

**Note:** A decision of the Board of Zoning Appeals shall be final. However, any party having a substantial interest affected by an order, determination or decision by the Board of Zoning Appeals may appeal to the Circuit Court, if made to the Court within twenty-eight (28) days after rendering the final decision or upon grant by the Court of leave to appeal. Codified Ordinances of Traverse City Michigan §1324.07(a).

### **STATEMENT OF CONCLUSION AND FINDINGS OF FACTS 14-BZA-03**

The following are the Statements of Conclusions supported by evidence submitted to the Board of Zoning Appeals in connection with a request for an exception, Request 14-BZA-03, for the property commonly known as **1407 South Division Street**, Traverse City, Michigan.

- a) The circumstances were exceptional and peculiar to the property, and result from conditions which do not exist generally throughout the City.
- b) The alleged consequences resulting from a failure to grant the exception include substantially more than mere inconvenience, or mere inability to attain a higher financial return.
- c) Allowing the exception will result in substantial justice being done, considering the public benefits intended to be secured and will be contrary to the public purpose and general intent and purpose of Chapter 1476, Signs of the City of Traverse City Code of Ordinances.

**The foregoing Statement of Conclusions are supported by the following Findings of Fact No 14-BZA-03:**

1. M.D.O.T. will not allow the applicant to have a freestanding sign.
2. The wall signs meet the area requirements of the Sign Ordinance.
3. Division Street is an M.D.O.T. highway with an exceptionally large right-of-way.
4. The posted speed limit on this part of Division Street is 45 m.p.h.



**CH2MHILL**

## MONTHLY OPERATING REPORT

**TO:** Jered Ottenwess, Traverse City Manager  
Mike Slater, Grand Traverse County

**COPY:** Grand Traverse County Board of Public Works  
John Bowman, CH2M HILL, Regional Business Manager  
Dave Green, Director of Public Services

**FROM:** Casey Rose, CH2M HILL Project Manager

*CR/CSM*

**DATE:** May 12, 2014

**SUBJECT:** Monthly Operations Report for April 2014

Attached is a copy of the report to the state, which we submit electronically.

The data sheet showing flows and loadings from the Townships, the City, and the Septage Plant for April is attached to this report. The financial information normally attached to this report is currently not available for April 2014. It will be included in the report for May 2014.

## TRAVERSE CITY

### OPERATIONS AND PROJECTS

The treatment plant continued to be in compliance for April 2014.

We completed cleaning and inspecting the North Aeration Basin. The diffuser heads were cleaned and a few minor repairs completed. The Basin is now back in service. The South Basin will be taken down in May.

### Maintenance

The Back Pulse line for the membranes split at one of the PVC joints. ABI was able to repair the line.

The vacuum switch was replaced on Digester #3 gas compressor.

One of the mixers at the Bay Street lift station has gone out for repair. It will be reinstalled by the end of May.

### IPP

A signed quote was received from Brewery Ferment, via Svec Construction. They now have until May 31<sup>st</sup> to complete the installation of the Inspection Manhole.

**IPP continued**

Ambrosia Café has until May 31<sup>st</sup> to install the inspection manhole.

Dewatering at the Hotel Indigo site continues. They have asked for another extension.

Roaming Harvest is a restaurant at 113 East State Street. An inspection manhole will need to be installed for this location.

The Notice of Violation (NOV) responses from Campus Plaza and The Omlette Shoppe were received. The Omlette Shoppe will be installing a grease trap in their kitchen.

Phil's on Front is now out of business and will become the new location for Georgina's. We've spoken with the owner of Georgina's about the building's need for a grease trap and plan to meet with him at the location soon.

The liquor license transfer for 420 Munson Ave was approved. This location doesn't have an Inspection Manhole, but does have an exterior grease interceptor, with a visible outfall.

Britten Banners at the 2466 Cass Road location was checked for pH. We were unable to check it last fall, when we classified them as an LIU, because the inspection Manhole (IMH) had a lot of dirt in it. Now clean, the pH was within the acceptable range.

We issued an extension to the discharge permit at 626 & 636 East Front Street. They had a lot of water accumulate in their basement from snow melt and rain. They're collecting the water in a tote and will discharge it slowly to the sewer.

**OTHER**

A new sodium hypochlorite pump was installed. The pump is used to deliver chemical to the membranes for cleaning.

We began our annual recovery cleans for each membrane train. Fouling of the membranes is greater than in the past. We believe we will have to perform recovery cleans twice a year until the membranes are replaced.

While cleaning the aeration basins we are currently operating the diversion pipe. Cleaning the basins disturbs the areas that house the gram positive bacteria. We are see elevated counts, and are trying to stay ahead of it.

## **GRAND TRAVERSE SEPTAGE FACILITY**

### **Operations**

Total flow from the Septage Facility to the Regional Plant was 299,900 gallons with an average of 5.59 lbs/day BOD in April.

Windmuller began the planning process for the SCADA upgrade design.

### **Maintenance**

The floor drains in the loading bays were cleaned.

### **Other**

Windmuller continues installing the new Card Reader and should have operational by the end of May.

**Michigan Department of Environmental Quality Monthly Discharge Monitoring Report (DMR)**

DISTRICT: Cadillac  
COUNTY: Grand Traverse

PERMIT NUMBER: M10027481  
MONITORING POINT: 001A

PERMITTEE NAME: Traverse City WWTP  
MAILING ADDRESS: 606 Franklin Street  
Traverse City, MI 49684  
FACILITY: Traverse City WWTP  
LOCATION: 606 Hannah  
Traverse City, MI 49686

NO DISCHARGE FROM SITE: ( )

Monitoring Period: 2014-04-01 To: 2014-04-30

Parameter	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum		Minimum	Average				
Flow	5.013	7.014		*****	*****		0	Daily	Report Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****	*****		Daily	Report Total Daily Flow
Total Suspended Solids	0.00	114		*****	0.00	2.7	0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	lbs/day	*****	30 Maximum Monthly Average	45 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	0.00	159		*****	0.00	3.8	0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	lbs/day	*****	25 Maximum Monthly Average	40 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Total Phosphorus (as P)	8	*****		*****	0.20	*****	0	3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	36 Maximum Monthly Average	*****	lbs/day	*****	0.5 Maximum Monthly Average	*****		3X Weekly	24-Hr Composite
Total Copper	*****	*****		*****	6	*****	0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	(report) Maximum Monthly Average	*****		Quarterly	24-Hr Composite
Total Mercury	*****	*****		*****	.56	*****	0	Quarterly	Grab
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	(report) Maximum Monthly Average	*****		Quarterly	24-Hr Composite
Fecal Coliform	*****	*****		*****	4.08	9.15	0	3X Weekly	Grab
PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean		3X Weekly	Grab
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			Signature of Principal Executive Officer Or Authorized Agent		Telephone No	Date (MM/DD/YY)		
Casey Rose/Project Manager				Elizabeth Hart		231-922-4922	2014-05-08		

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

Page 1

**Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)**

DISTRICT: Cadillac

PERMIT NUMBER: M10027481

PERMITTEE NAME: Traverse City WWTP

MONITORING GROUP: 001A

COUNTY: Grand Traverse

MAILING ADDRESS: 606 Franklin Street  
Traverse City, MI 49684

FACILITY: Traverse City WWTP  
LOCATION: 606 Hannah  
Traverse City, MI 49686

Monitoring Period: 2014-04-01 To: 2014-04-30 NO DISCHARGE FROM SITE: ( )

Parameter	Quantity or Loading		Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum	Minimum	Maximum				
pH	*****	*****	6.9	7.3		0	3X Weekly	Grab
PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1	*****	*****	6.0 Minimum Daily	9.0 Maximum Daily	S.U.		3X Weekly	Grab
Dissolved Oxygen	*****	*****	9.6	*****		0	3X Weekly	Grab
PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1	*****	*****	4.0 Minimum Daily	*****	mg/l		3X Weekly	Grab
CBOD5 Minimum % Removal	*****	*****	98.0	*****		0	Monthly	Calculation
PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	*****	*****	85 Minimum Monthly % Removal	*****	%		Monthly	Calculation
Total Suspended Solids Minimum % Removal	*****	*****	98.8	*****		0	Monthly	Calculation
PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	*****	*****	85 Minimum Monthly % Removal	*****	%		Monthly	Calculation
Name/Title of Principal Executive Officer Or Authorized Agent						Signature of Principal Executive Officer Or Authorized Agent		Date (MM/DD/YYYY)
Casey Rose/Project Manager						Elizabeth Hart		2014-05-08

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

**TOWNSHIP AND CITY BOD CONCENTRATIONS LOADINGS AND FLOWS 2013-2014**

BOD average Concentrations	Average											
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14 to date
Blair Twp	249	268	228	237	231	255	270	273	265	226	#DIV/0!	#DIV/0!
Garfield Twp	381	543	253	230	209	238	273	247	184	165	0	248
Elmwood Twp	277	323	433	437	237	276	237	258	229	221	#DIV/0!	#DIV/0!
East Bay Twp	251	402	211	189	162	164	191	207	144	119	#DIV/0!	#DIV/0!
Acme Twp	151	146	140	139	158	161	167	161	111	135	0	134
Peninsula Twp	289	201	207	196	205	215	217	223	188	196	#DIV/0!	#DIV/0!
City	469	184	36	81	1114	214	1104	121	76	48	#DIV/0!	#DIV/0!
Septage												

\* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration

BOD Loadings in Pounds per day	Limit owned	Average											
		Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14 to date
Blair	404	68	51	45	42	36	39	38	37	35	0	43	
Garfield Twp	3624	2991	2776	2533	2437	2623	3151	2858	2942	2595	0	2751	
Elmwood Twp	780	668	736	306	322	286	348	270	221	295	0	374	
East Bay Twp	1309	984	1184	809	657	446	418	414	389	408	0	659	
Acme Twp	1557	1045	228	397	298	293	392	380	288	257	0	406	
Peninsula Twp	406	71	57	60	68	71	81	65	51	83	0	67	
Septage	0	118	43	19	199	21	74	8	6	6	0	50	
City	12120	5031	5142	4945	4561	4710	4013	4442	4027	4682	0	4594	
Total		10975	10217	9256	8610	8486	8517	8475	7962	8361	0	8944	
Blair	0.170	0.029	0.025	0.023	0.020	0.018	0.020	0.019	0.021	0.021	0.000	0.022	
Garfield Twp	1.525	1.378	1.188	1.265	1.222	1.204	1.374	1.230	1.299	1.343	0.000	1.279	
Elmwood Twp	0.328	0.210	0.163	0.151	0.185	0.144	0.153	0.131	0.144	0.214	0.000	0.164	
East Bay Twp	0.551	0.426	0.439	0.243	0.333	0.194	0.212	0.193	0.204	0.221	0.000	0.269	
Acme Twp	0.655	0.499	0.068	0.273	0.220	0.214	0.247	0.220	0.240	0.259	0.000	0.249	
Peninsula Twp	0.171	0.056	0.047	0.052	0.052	0.053	0.058	0.048	0.055	0.074	0.000	0.055	
Septage	0.000	0.030	0.028	0.023	0.021	0.012	0.008	0.008	0.009	0.015	0.000	0.018	
City	5.100	2.088	3.064	2.678	2.665	2.623	2.220	2.386	2.573	2.865	0.000	2.603	
Total		4.717	5.021	4.671	4.718	4.463	4.291	4.234	4.546	5.013	0.000	4.658	

Average Daily Flows, MGD

5/19 - cc reports

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 04/01/2014 AND 04/30/2014; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
<i>Negative Times</i>	8	8	7.00%	7%
<i>00:00 - 00:59</i>	1	9	1.00%	8%
<i>01:00 - 01:59</i>	3	12	3.00%	11%
<i>02:00 - 02:59</i>	4	16	4.00%	14%
<i>03:00 - 03:59</i>	7	23	6.00%	20%
<i>04:00 - 04:59</i>	18	41	16.00%	36%
<i>05:00 - 05:59</i>	26	67	23.00%	59%
<i>06:00 - 06:59</i>	18	85	16.00%	75%
<i>07:00 - 07:59</i>	12	97	11.00%	85%
<i>08:00 - 08:59</i>	9	106	8.00%	93%
<i>09:00 - 09:59</i>	6	112	5.00%	98%
<i>10:00 - 10:59</i>	1	113	1.00%	99%
<i>11:00 - 11:59</i>	1	114	1.00%	100%
<b>Total Calls:</b>	<b>114</b>			