



Notice City Commission Study Session

7:00 PM

Monday, October 13, 2014

Governmental Center, Commission Chambers, 400 Boardman Avenue
Traverse City, MI 49684

Posted and Published: 10-10-2014

The meeting informational packet is available for public inspection at the Traverse Area District Library, Law Enforcement Center, 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, MI 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.

At the request of City Manager Jered Ottenwess, City Clerk Benjamin Marentette has called this Study Session.

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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 Study Session!

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.

Agenda

Pledge of Allegiance

Roll Call

1. Presentation by Northwestern Michigan College regarding its proposal to purchase City-owned property adjacent to the Water Treatment Plant. (Jered Ottenwess)
2. Discussion regarding the Snow Summit. (Jered Ottenwess)
3. Announcements from the City Clerk. (Benjamin Marentette)
4. Public comment.
5. Adjournment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 13, 2014

DATE: OCTOBER 10, 2014

FROM: ^{SO}JERED OTTENWESS, CITY MANAGER

SUBJECT: OCTOBER 13 STUDY SESSION

1. *Northwestern Michigan College*

The City received a request from Northwestern Michigan College to purchase a portion of City-owned land off Eastern Avenue adjacent to the City's Water Treatment Plant (see attached letter). Representatives from NMC (Tim Nelson, Vicki Cook, John Dancer) will provide a brief presentation at the study session and be available to answer any questions that City Commissioners may have.

While the Carnegie Ad Hoc Committee is in the process of developing a recommendation for a more standardized method for the City to handle this type of request (and disposition of City-owned property more generally), NMC has indicated that they need to determine whether the City Commission would consider moving forward with discussions to purchase the property or else they will need to work on other possible options for student housing. If the City Commission supports considering the proposal, staff can begin working with NMC officials on due diligence steps, including an appraisal and rezoning process to amend the campus master plan (see attached memo from Planning Director Russell Soyring) and internal City staff review. Please provide direction as to whether or not there is support to consider the proposal.

2. *Snow Summit Debrief*

The first Traverse City Snow Summit was held on Thursday, September 25, 2014 in the 2nd Floor Training Room at the Governmental Center. Assistant City Manager Penny Hill has prepared a summary of the Summit, which is attached.

The Summit was held as an open house style meeting, where attendees could walk around the room and learn more about various aspects of the City's snow management operations; review current City policies and practices regarding snow management; and speak directly to Department staff involved. The Summit seemed well-received and I think there is value in conducting the meeting annually.

The primary issues that came out of the meeting that I would like the City Commission to consider include:

Sidewalk level of service – this was the primary area of concern that came up prior to last winter, that the City was not clearing sidewalks in a timely and effective manner. You will notice that survey results from the Summit confirm this perception.

Recall that the City implemented a novel approach to provide additional service by utilizing Water and Sewer and Parks and Recreation Division staff to augment Streets Division staff that typically operates the Holder sidewalk tractors (see attached memo dated December 11, 2013). The FY14-15 Budget allows for the same level of service to be provided in the upcoming winter. Staff also continues to investigate various ways to improve the difficult issue of removing snow from intersections and BATA transit stops, by working with BATA, DDA, DTCA, and downtown property owners.

Code enforcement – the goal of City code enforcement efforts is compliance with the existing snow removal ordinance (see attachment). The Code Enforcement Officer will take proactive steps to enforce the ordinance this winter, which will follow a process of verbal communication, written warning, then citation. Areas will be prioritized to focus first on areas near schools, emergency/urgent care medical facilities, high traffic commercial areas, and finally on residential areas.

Communication – with special thanks to Commissioner Howe, who has provided a great deal of assistance producing some of the following, City staff has developed a more robust communication effort for the 2014-15 winter than in previous years, which includes:

- Public service announcement available on City website and provided to local media outlets;
- Press release that provides information about snow removal practices and regulations (example used as a template from 2010 attached);
- DDA communication to downtown property owners similar to press release

- (currently being drafted); and
- Door hangers used by the Code Enforcement Officer to provide information to property owners who are not effectively clearing sidewalks adjacent to their property (see attached door hanger).

Traverse Area Recreation and Transportation (TART) Trails – as you know, the City has entered into an agreement with TART in previous years whereby the City provides equipment and TART provides volunteers to operate the equipment necessary to clear the City-owned trails referred to as TART trails within city limits. City and TART staff have been in discussion about the agreement moving forward, expected level of service, and issues associated with relying on volunteer labor. We do not have an agreement in place yet for the 2014-15 winter and it is not yet clear how snow removal service may or may not be provided on the trail system in the 2014-15 winter.

e-copy: Vicki Cook, Vice President of Finance & Administration, NMC
Rob Bacigalupi, Executive Director, DDA
Dave Green, DPS Director
Mike Trombley, Code Enforcement Officer
Julie Clark, Executive Director, TART Trails
Jim Moore, Executive Director, Disability Network/Northern Michigan
Tom Menzel, Executive Director, BATA



1701 E. Front Street | Traverse City, MI 49686-3061
(231) 995-1000 | (800) 748-0566 | www.nmc.edu

**Northwestern
Michigan
College**

July 31, 2014

City of Traverse City
Jered Ottenwess, City Manager
400 Boardman Avenue
Traverse City, Michigan 49684

Regarding: Northwestern Michigan College Housing/Eastern Avenue Property

Pursuant to previous conversations, Northwestern Michigan College is interested in the purchase of a portion of property off Eastern Avenue adjacent to the City of Traverse City water treatment plant. NMC desires this property to build additional housing for our students. This location is advantageous because current student housing options are at capacity and because of the proximity to NMC's main campus.

The NMC Board of Trustees formally approved a Board action item instructing NMC administrators to move forward with new housing plans at their July 28, 2014 regular meeting.

Attached is the property Warranty Deed dated June 11, 1956, showing sale of property from the NMC Foundation to the City of Traverse City. If you need further information or would like to discuss, please call my office at 995-1144 or email me at vcook@nmc.edu.

Sincerely,

Vicki Cook
Vice President of Finance & Administration
Northwestern Michigan College

cc: John E Dancer, Cornerstone Architects

VC/cjm

*Deed on file
w/ City Clerk*

CITY MANAGER'S OFFICE

AUG 01 2014

RECEIVED

Find it here.

Memo

To: Jered Ottenwess, City Manager
From: Russell A. Soyring, Planning Director 
Date: October 6, 2014
Re: Northwestern Michigan College Master Site and Facility Plan

This memo provides some background information regarding the zoning of Northwestern Michigan College's main campus addressed at 1701 East Front Street.

The campus south of Eastern Avenue is zoned NMC-2 (University District). North of Eastern Avenue, the large vacant parcel is zoned NMC-1 (University District). The purpose of this zoning district is to accommodate colleges and other advanced learning institutions and incorporates residential, office, recreational and cultural activities.

The NMC zoning districts require the preparation of a "Master Site Facilities Plan" for the current uses on all contiguous property owned by NMC and all anticipated uses within a minimum of five years. This plan attached was approved by the City Planning Commission prior to 2009. The last time the Planning Commission reviewed the Plan was on July 1, 2009 when a minor change was being made to the document.

The Master Site and Facilities Plan provides flexibility in developing the campus, but there are limitations as well. One particular limitation is the amount of surface parking that is allowed on the campus. The Zone Code stipulates that "surface parking shall not exceed fifteen percent (15%) of the total area of any lot over 10 acres. The current parking areas on the campus come close to 15% limit, based on NMC's calculations.

The proposed location for new apartments and a large parking lot just east of North Campus Drive falls mostly outside of the NMC zoning and onto City-owned property. The City-owned property is zoned G/P (Government Public). This zoning district also requires a Master Site and Facilities Plan. Transitional housing is allowed within G/P zoning, but residential dwellings are not permitted. Should the City Commission approve the sale of this City-owned property, before apartments could be built, the property would need to be rezoned to a district that allows residential development. Should NMC be the purchaser, I would recommend the property be rezoned to NMC-2. The Master Plan designates this area of the community to be part of a Campus neighborhood (TC-C).

Attachment: NMC Master Site and Facilities Plan





Northwestern
Michigan
College

MEMO
President's Office

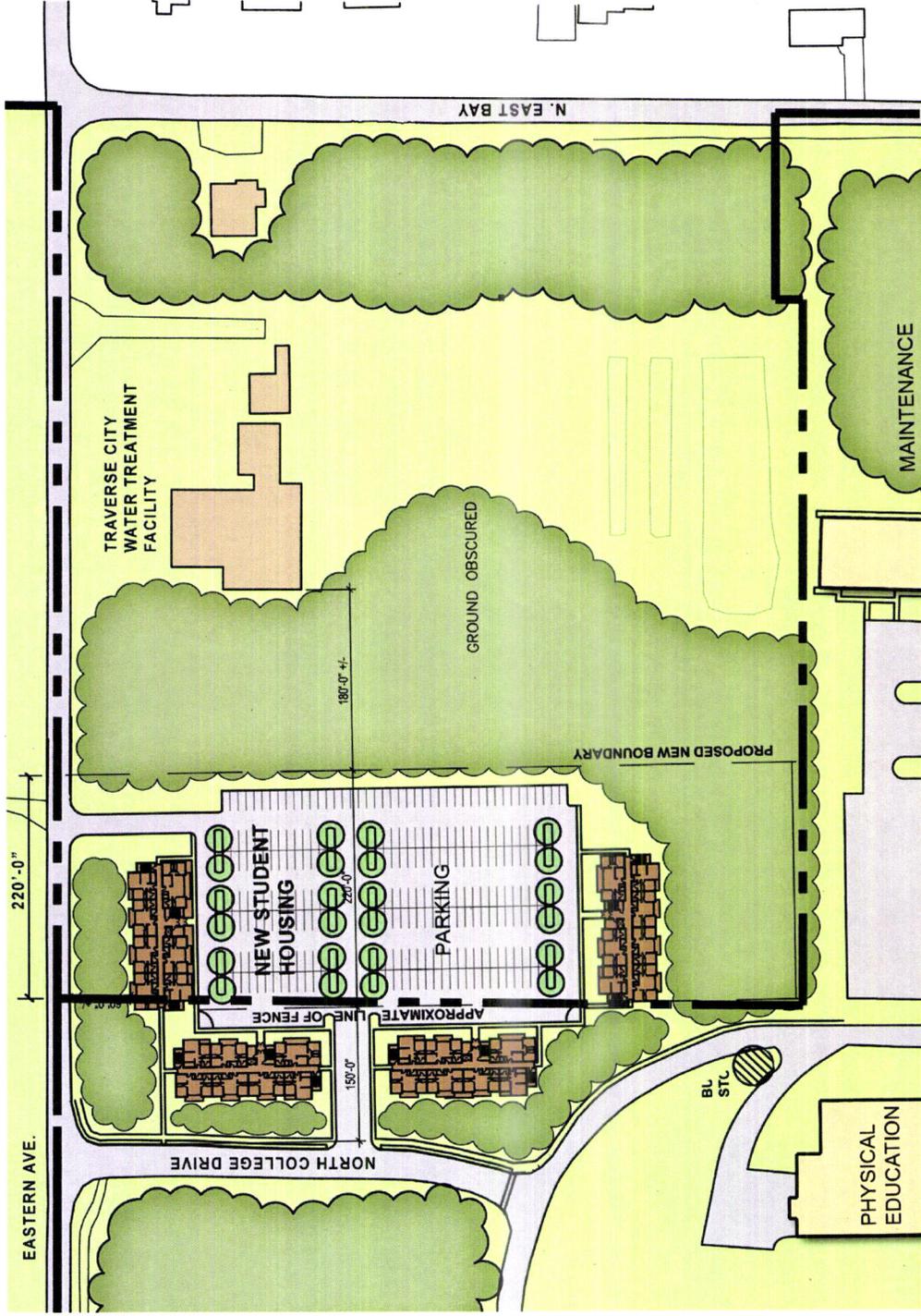
To: Traverse City Commissioners
From: Timothy J. Nelson, President
Date: October 8, 2014
Subject: Eastern Avenue Housing Site

We are asking you to consider a proposal from NMC to acquire a portion of city property off of Eastern Avenue to allow the college to build new apartments to serve our students. It has become apparent that housing options within the city limits are at capacity with the college and other local institutions developing initiatives to attract people to the area. One of the college's strategic initiatives is to attract up to 500 people in the next five years to engage in college programs. NMC's on-campus housing options of East Hall and the apartments are currently at capacity. We have leased 24 units on Munson Avenue for this school year that were filled within 10 days of the Board approving the lease agreement.

The Campus Master Plan suggests housing to be built near Eastern Avenue, which may require purchase of property adjacent to the water treatment plant from the City of Traverse City. The NMC Board of Trustees reviewed two options for the placement of new apartments at their retreat last January. Those options included building in the current location, or to explore the alternative site off Eastern Avenue. The site off Eastern Avenue is preferred because it gives us the ability to retain the current apartments during construction of new apartments. In addition, development of the Eastern Avenue property would preserve the current apartments' site for future construction of academic buildings if needed. NMC students and the community would benefit from this purchase by having additional housing on main campus and within the city limits.

Thank you for taking the time to consider our proposal that could have a mutual benefit to NMC and the city.

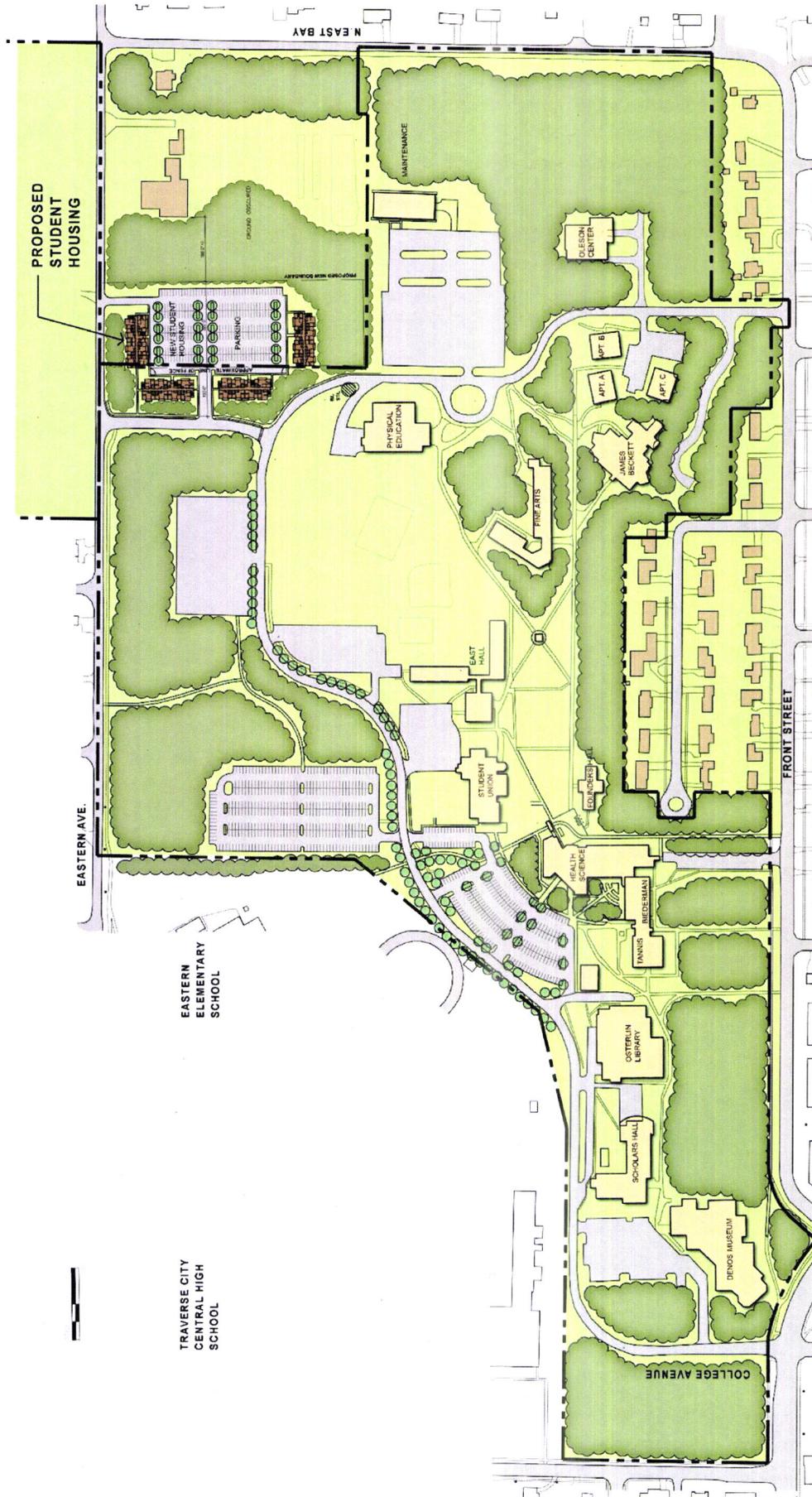
Attachments: conceptual site drawings



cornerstone architects

10.08.14

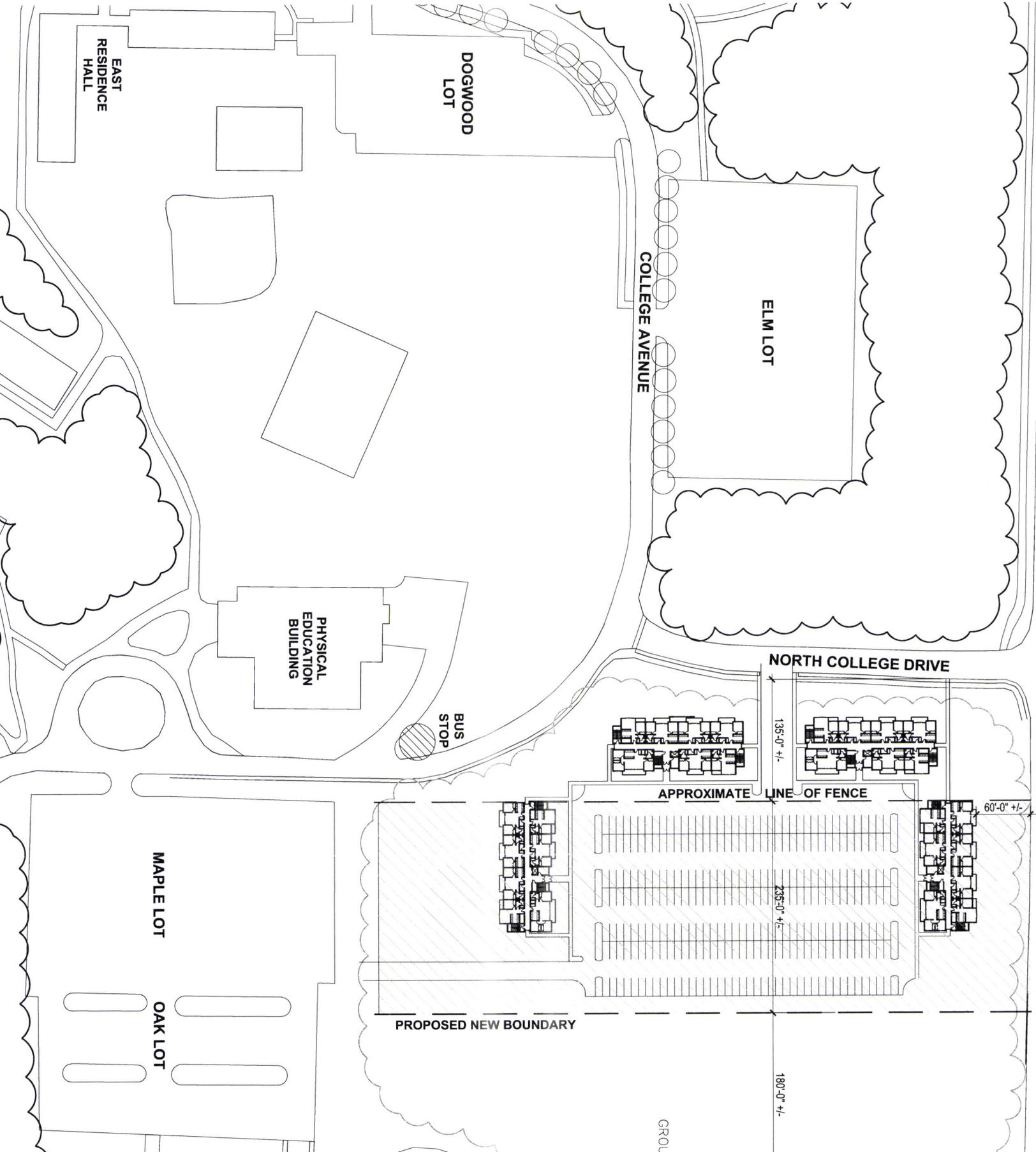
Northwestern Michigan College - Student Housing



cornerstone architects

10.08.14

Northwestern Michigan College - Student Housing



EAST
RESIDENCE
HALL

DOGWOOD
LOT

ELM LOT

COLLEGE AVENUE

PHYSICAL
EDUCATION
BUILDING

BUS
STOP

NORTH COLLEGE DRIVE

MAPLE LOT

OAK LOT

PROPOSED NEW BOUNDARY

APPROXIMATE LINE OF FENCE

135'-0" +/-

235'-0" +/-

180'-0" +/-

60'-0" +/-

GROU

Memorandum

The City of Traverse City



TO: JERED OTTENWESS, CITY MANAGER

COPY: Dave Green, DPS Supervisor
Mark Jones, Streets Superintendent
Lauren Vaughn, Parks & Recreation Director
Mike Trombley, Code Enforcement Officer
Rob Bacigalupi, DDA Director

FROM: Penny Hill, Assistant City Manager

A handwritten signature in black ink, appearing to read "Penny Hill".

DATE: October 4, 2014

SUBJECT: 2014 SNOW SUMMIT

The purpose of this memo is to provide you with a formal report regarding the 2014 Snow Summit.

Overview:

This is the first year that a Snow Summit was held. Approximately 30 people attended, and the summit in general was well received. The summit was held in the second-floor training room of the Governmental Center, and the room was set up similar to that for a charrette. Four separate stations represented four different aspects of snow management; Streets, Sidewalks, Code Enforcement, and DDA. Attendees were given the opportunity to interact with city staff regarding policies and procedures, and roles and responsibilities for snow management. A Public Service Announcement (PSA) video that Commissioner Howe has helped produce ran in a continuous loop throughout the summit. The PSA reinforces the need for the public's involvement and cooperation with snow management in order to maintain continuous accessibility to our city streets and sidewalks for people of all ages and abilities. A citizen survey was provided, and the survey results are attached to this memo.

Formal Debrief:

A formal debrief with city staff was held on Wednesday, October 1, 2014; those in attendance were: Dave Green-DPS, Larry Lacross-DPS, Mike Trombley-Code Enforcement, Rob Bacigalupi-DDA, Jered Ottenwess, City Manager, and myself.

Staff reviewed the survey results. We received 20 responses to the survey, and in general, respondents felt that the City did a better job at managing the snow on the streets and public parking lots than on the sidewalks.

Several areas of concern were noted by attendees and communicated to staff. These are:

- TART Trail:
 - a. Several people commented that the survey did not include snow management on the TART Trail. It was noted that the number of volunteers who clear the TART Trail has been dwindling, and representatives from TART have indicated that they are not able to keep up with managing the snow, especially during winters similar to last year's. The arrangement that the City has had in the past with TART is that we allow TART volunteers to utilize our backup Holder (sidewalk snow removal equipment) in exchange for their labor in keeping the trail passable. City staff emphasized that if it is the City's desire to make clearing the TART Trail a priority for City staff, then there will be less staff time available for snow management on sidewalks.
Future Task: To meet with representatives from TART, surrounding Townships, and the County to develop a long term plan for winter maintenance on the TART Trail.

- Code Enforcement:
 - a. Several people were concerned about the existing ordinance as it relates to the elderly or disabled, especially those who are unable to afford to hire someone to provide snow removal service. While the Ordinance is explicit that the property owner is ultimately responsible for maintaining the sidewalk, it was noted that priority areas for Code Enforcement will be Police/Fire stations, hospital zones, school zones, and the downtown. Enforcement in residential areas will be on a "complaint received" basis due to the current staffing levels for Code Enforcement. A related question was brought up by a resident who has a gap in the sidewalk; adjoining neighbors have sidewalk in front of their homes, but the resident does not. The letter of the Ordinance would mean that this resident would not be required to keep the "gap area" passable for pedestrians.
 - b. It was noted that last year the magistrate indicated that there was currently no "schedule of fines" for violation of Ordinance 688.1(a).
Future Task: Review Ordinance to strengthen the section regarding penalty for violation.
 - c. It was emphasized that the goal for Code Enforcement is compliance with the Ordinance, not writing tickets.

- Streets:
 - a. Several comments were received regarding snow and ice buildup at intersections, particularly when there are periods of freeze/thaw cycles. DPS continues to work on improving the clearing of intersections, and is more pro-active in high priority areas such as Police/Fire Stations, hospital zones, school zones, and the downtown.
 - b. Comments were received regarding the timing of street plowing and sidewalk snow removal; for example, a sidewalk will get plowed, then the snow plow comes along and throws the snow from the street back onto the sidewalk. This is a condition that is unavoidable due to the speed of operation of the Holder, with an average speed of 5 mph, and the speed of operation of the plow trucks, with average speeds of 20 mph. At some point, the plow truck will overtake the Holder and plow snow into the sidewalk.
 - c. One resident suggested that we review our Storm Water Ordinance with respect to snow storage areas; both for the City and for private property owners, paying particular attention to those snow storage areas that are adjacent to the Boardman River or other waterways.

- Sidewalks:
 - a. As noted above, in general people felt that snow management on the sidewalks was less than optimal. Several people with disabilities attended the Summit and stated that sidewalks, intersections and bus stops all had problems with snow and ice buildup, especially during freeze/thaw cycles. It was noted that people in wheelchairs sometimes have to go out into the street in order to get around.
Future Task: Improve and expand public outreach and education program. Develop partnerships and innovative ways to more effectively address intersections. Consider level of service in future budget priorities.

In conclusion, people felt that the streets in Traverse City were cleared very well and very timely. We anticipate no change to current snow management operations for streets from last year. (See attached copy of a Memo Dated 12-11-13 from Manager Ottenwess to the DPS Director.)

With regard to sidewalks, we need to improve our program for educating the public on City policies and procedures, and roles and responsibilities for snow management. To this end, we will distribute the Public Service Announcement to local media. Door hangers were developed and used last year by Code Enforcement (copy attached), and will be utilized this year as well. City staff will also work toward getting Public Service messages placed on our website, similar to the press release from 01-04-2010 (copy attached).

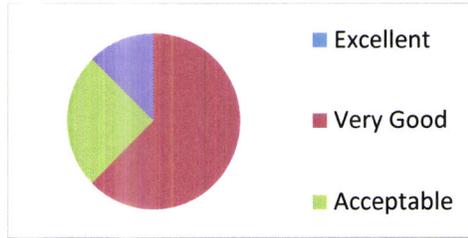


City of Traverse City Snow Summit - September 25, 2014 Citizen Survey

RECEIVED 20 RESPONSES TO THE SURVEY

1. How would you rate Traverse City's overall snow removal operations?

- 0 - Excellent
- 10 - Very Good
- 4 - Acceptable
- 2 - Not Very Good
- 0 - Poor

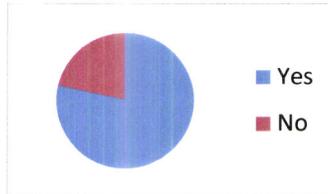


COMMENTS:

- Roads – very good; sidewalks not very good
- Sidewalks can be better
- Trail – TART & Boardman, Mall, Buffalo Ridge Trail

2. If you have been here for more than one winter season, would you say that Traverse City's snow removal services have improved?

- 11 - Yes
- 3 - No

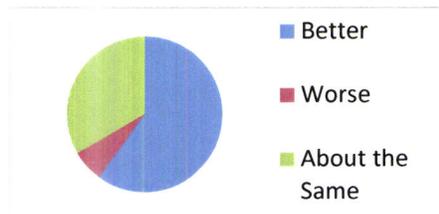


COMMENTS:

- Last year was awesome!! The city made snow removal a priority.
- Last year was good
- Somewhat sidewalks TART partnership to clear

3. Is it your impression that Traverse City is better or worse than other municipalities at snow removal?

- 9 - Better
- 1 - Worse
- 5 - About the Same



COMMENTS:

- I have nothing to compare it to.
- Proactive and anticipates major snow events. They do well for what they have to work with.
- I have nothing to compare it to.
- Portage clears trails before roads
- Not sure
- I live on 7th St. it is well plowed.

4. How satisfied are you with the *timeliness* of snow clearing for the following:

Streets

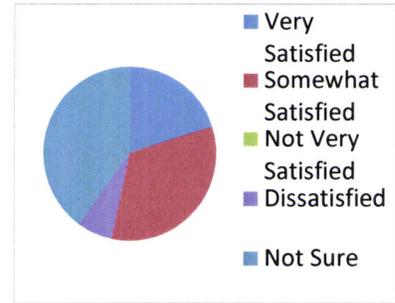
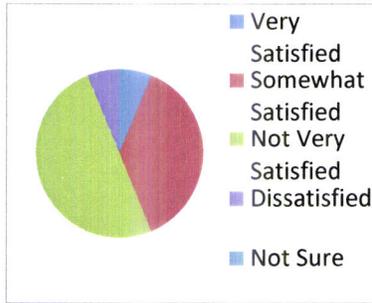
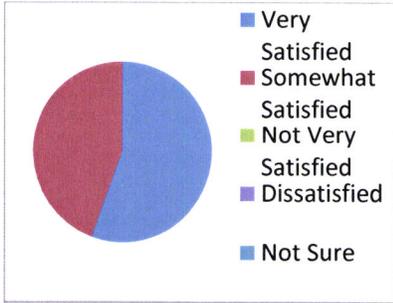
- 10 - Very Satisfied
- 8 - Somewhat Satisfied
- 0 - Not Very Satisfied
- 0 - Dissatisfied
- 0 - Not Sure

Sidewalks

- 1 - Very Satisfied
- 6 - Somewhat Satisfied
- 8 - Not Very Satisfied
- 1 - Dissatisfied
- 0 - Not Sure

Public Parking Lots

- 3 - Very Satisfied
- 5 - Somewhat Satisfied
- 0 - Not Very Satisfied
- 1 - Dissatisfied
- 6 - Not Sure



COMMENTS:

- Although sometimes the handicap parking spots are used for excess snow.
- (under Streets) Too well cleared, (under Sidewalks) getting better, (under Public Parking Lots) too well cleared
- (under Public Parking Lots) Too much

5. How satisfied are you with the *thoroughness* of snow clearing for the following:

Streets

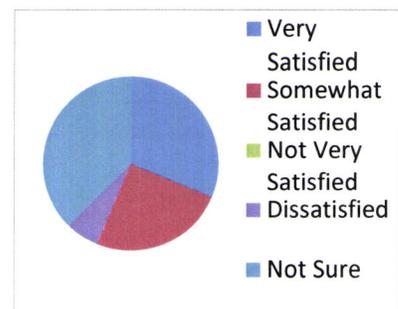
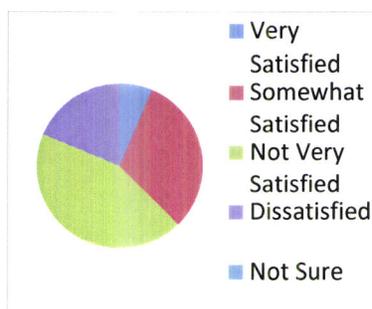
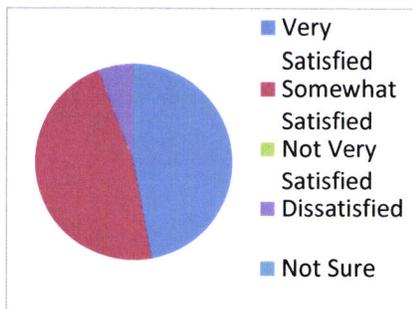
- 8 - Very Satisfied
- 8 - Somewhat Satisfied
- 0 - Not Very Satisfied
- 1 - Dissatisfied
- 0 - Not Sure

Sidewalks

- 1 - Very Satisfied
- 5 - Somewhat Satisfied
- 7 - Not Very Satisfied
- 3 - Dissatisfied
- 0 - Not Sure

Public Parking Lots

- 5 - Very Satisfied
- 4 - Somewhat Satisfied
- 0 - Not Very Satisfied
- 1 - Dissatisfied
- 6 - Not Sure



COMMENTS:

- (under Streets) too thorough, (under Sidewalks) better, (under Public Parking Lots) too thorough
Dissatisfied
 - (under Streets) too much, (under Public Parking Lots) too much
6. Are there any particular roads, sidewalks, intersections, etc., that seem to have regular problems?
- Sidewalks along 8th
 - Weekend sidewalk clearing
 - City sidewalks around schools
 - I would hope our objective would be a walkable community (year round!!)
 - West Front – at intersections for crosswalks (bumps that build up)
 - Pine and State
 - TART Trail and other trails – sidewalks snowbank build-up at intersections on sidewalks
 - Boardman Ave – corners get snowed in by Street plows and not cleared later
 - One of the problems with the sidewalk plowing is that it does NOT get to the sidewalk itself which would not be a problem if the remaining snow did not melt (usually unevenly) and turn to ice, which is then covered up adding to the problem.
 - Last winter was just tough – so much snow!
 - Sidewalks are under construction
 - Side streets are not cleared efficiently
 - I'm a year round bike commuter & I've noticed when roads with bike lanes like Woodmere get plowed the bike lanes don't get plowed & snow collects in the lanes.
7. Do you have any additional comments or questions you would like answered?
- Why is TART Trail snow removal not on survey?
 - Weekend sidewalk clearing
 - Develop skeleton sidewalk priority routes across town
 - No
 - Soliciting neighborhood volunteers (perhaps reimbursing fuel costs) with snowblowers to clear certain sidewalks. What a positive way to include residents and engage neighborhoods in civic responsibility!!
 - Some sidewalks experience a buildup of snow and ice in areas where foot traffic is high. Maybe a scraper with down pressure? People will walk in the roadway to avoid these sidewalks.
 - I'd love to see more efforts to remove snow at intersections where sidewalks meet the streets.
Thank you!
 - Please consider eliciting (asking for) neighborhood
 - How will we clear the TART Trail system this year? Why isn't TART on this survey?
 - Even though the City does the sidewalks are businesses still responsible for getting down to the cement?
 - I would recommend a better way to let citizens know they're responsible for sidewalks. Incentives for businesses downtown?

- We need to have the TART Trail in town to be plowed clear. Also from Cherry Bend parking lot to Carter Rd and Three Mile to 5 Mile Rd.
- What is the plan for clearing the TART Trail?
- Because of my vision it is hard when there are piles of snow on the sidewalk particularly at intersections. I use a cane because of my vision but often trip on piles of snow that I can't see.
- I wish sidewalks were better maintained by both homeowners & the City. Often people plow after the blower goes through and they don't bother cleaning up their plowed snow.

Memorandum

The City of Traverse City



TO: DAVE GREEN, DPS DIRECTOR
CC: MAKAYLA VITOUS, ASSISTANT CITY MANAGER
DATE: DECEMBER 11, 2013
FROM: JERED OTTENWESS, CITY MANAGER
SUBJECT: SNOW REMOVAL

Based on discussion and feedback from the City Commission at the recent December 9th study session and our internal staff deliberations, the purpose of this memo is to provide new, additional guidelines regarding DPS snow removal operations. These guidelines are not intended to supplant all other DPS priorities and responsibilities related to snow removal. For example, it is clearly more important to clear the Fire Station's grounds than to remove snow from sidewalks. I ask that you balance and reprioritize existing responsibilities with these guidelines. With that in mind, please implement the following priorities as soon as practicable:

1. Operate two (2) Holder tractors for sidewalk snow removal simultaneous with street and alley snow removal operations. Parks and Recreation and Water and Sewer Division staff should be used as needed with the understanding that their other Division responsibilities may need to be adjusted. Priorities for sidewalk snow removal are (i) primary routes and (ii) intersections in high traffic areas, including core neighborhoods.
2. Operate three (3) Holder tractors for sidewalk snow removal as soon as practicable after a snow event for primary sidewalk routes, including the use of overtime for weekend and holiday shifts when crews are called out for street and alley work during and after heavy events.
3. Update and optimize GIS route maps. Verify accuracy.
4. Plan and implement a community summit in the fall of 2014 in collaboration with my office to help create a partnership with the City.

Please remember that my office, in coordination with various other departments, will continue working on other snow related issues as well, including improving communication efforts; educating private property owners about the snow removal ordinance; and considering possible amendments to the snow removal ordinance.

By maximizing the use of existing staff resources, we will be in a much better position to evaluate the level of service the new City Commission desires as we move into the FY14-15 budget process and what additional resources may be necessary. Finally, I plan to utilize this memorandum as one method to report back to the City Commission on our snow removal efforts now and follow up in January.

EXCERPT FROM CITY OF TRAVERSE CITY CODE OF ORDINANCES
CHAPTER 668 Safety, Sanitation and Health:

668.11 REMOVAL OF SNOW AND ICE; RESPONSIBILITY; COSTS.

(a) The removal of snow and ice from private property and the sidewalk abutting or crossing private property shall be the responsibility of the occupant of such private property. However, if there is no occupant or if the occupant cannot be determined due to multiple occupancy of the property, then the responsibility shall be the owners of such private property. The removal of snow and ice from public property and the sidewalk abutting or crossing such public property shall be the responsibility of the political subdivision or governmental agency that either owns or occupies the public property.

(b) No person shall place snow removed from private property or accumulated on private property upon any public street, alley, sidewalk or other public property. No person shall conduct or cause to be conducted snow removal operations which remove snow from commercial, industrial, motel or multifamily residence premises or parking lots and deposit it upon private property that is zoned for single or two-family residences.

(c) A person who violates this section is responsible for a civil infraction. In addition to the standard sanction imposed by these Codified Ordinances, any person whose act or omission violates this section and results in the City causing work to be done for the removal of snow and ice shall be liable to the City for the cost of such work, plus an administrative and overhead charge of ten percent of the cost of such work.

(Ord. 50. Passed 4-3-78. Ord. No. 409. Passed 12-19-94.)

**PRESS RELEASE
FOR IMMEDIATE RELEASE**

Contact: R. Ben Bifoss, City Manager: 231-922-4440
Bob Cole, DPS Director: 231-922-4910

***Traverse City Snow Removal
January 4, 2010***

With winter in full force, the City of Traverse City would like to remind everyone of the various snow removal policies.

SIDEWALKS: Sidewalks are to be cleared for pedestrians. Removal of snow and ice from the sidewalk abutting or crossing private property is the responsibility of the occupant of the property; or in the event the occupant cannot be determined, the property owner. (City Ordinance 668.11(a)) As a courtesy to pedestrians, the City does remove heavy accumulations from the sidewalks, which typically takes three days after the snow stops. **However, residents are reminded that they are responsible for snow and ice removal from the sidewalks in front of their home or business.**

PARKING REGULATIONS: Parking on City streets is prohibited from November 16 through April 14 between the hours of 3am and 6am (except emergency vehicles). (City Ordinance 410.04(d)(i)) Snow removal operations are hindered by cars parked in the roadway. Vehicles may be ticketed or towed.

SAFETY: City Ordinance (Section 668.11(b)) and State law prohibit plowing, shoveling, blowing or placing snow onto any public roadways.

FIRE HYDRANTS: Do not plow in fire hydrants! And if you can, please assist our Fire Department by removing snow around fire hydrants that may be located on or near your property.

Questions or concerns regarding snow removal in the City should be directed to the City Street Department at 231-922-4900 Monday through Friday 8am to 4pm.

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Make Traverse City safe for everyone by clearing snow and ice from the sidewalks around your property.



The Traverse City Streets Department is committed to clearing sidewalks after major snow events, but we need your help for day-to-day upkeep, over the weekends and during heavy snow events.

As a reminder, under City Ordinance 668.11:

"The removal of snow and ice from private property and the sidewalk abutting or crossing private property shall be the responsibility of the occupant of such private property."

Be a good neighbor and offer help to those in your community who are physically unable to clear their own sidewalks.

Let's make our city safe and accessible for everyone.

Door Hanger

If you have questions or if there is an area that is being neglected, please let us know.

Code Enforcement: (231) 922-4414
Streets Department: (231) 922-4901



The City of
TRAVERSE CITY