



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, October 20, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 10-16-2014

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 October 6, 2014, Regular Meeting and October 13, 2014, Study Session. (Approval recommended)  
(Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing a consultant agreement for the 2014-2015 Topographic Surveying and Mapping Project. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of casting a unanimous ballot for the Board of Directors of the Michigan Municipal League Liability and Property Pool. (Approval recommended) (Jered Ottenwess)
- d. Consideration of authorizing a letter of support from the Mayor on behalf of the City to apply for a free Small Growth America which will be used for a parking audit funded by the United States Environmental Protection Agency, which will provide recommendations for public parking policy. (Approval recommended) (Jered Ottenwess, Rob Bacigalupi)
- e. Consideration of authorizing a service order for downtown snow plowing and snow hauling services for the 2014-2015 Winter Season. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a professional legal services agreement related to litigation associated with the Brown Bridge Deconstruction Project. (Approval recommended) (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required)
- g. Consideration of authorizing an agreement to receive \$1 million in Road and Reserve Risk Project Funds from the Michigan Department of Transportation for the West Front Street Reconstruction from Division Street to Pine Street. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of authorizing a service order for a rapid flash pedestrian crossing sign at West Front Street and Elmwood Avenue. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)

- i. Consideration of adopting a Resolution Establishing Fees for Hickory Hills Ski Area for the 2014-2015 season, which increases the rate for seasonal passes by \$10 for individuals and \$25 for families in all categories and increases the cross country season passes by \$5, as recommended by the Parks and Recreation Commission. (Adoption recommended) (Jered Ottenwess, Dave Green)
- j. Consideration of adopting a resolution recommending approval of a request from Brewery Ferment of MI, Inc., to transfer a Micro Brewers License from Gourmet Organic Products, LLC and authorizing the City Clerk to issue a registration for operation of the license at 511 South Union Street. (Adoption and approval recommended) (Jered Ottenwess, Benjamin Marentette)
- k. Consideration of adopting a Resolution recommending approval of a request from Grand Traverse Senior Living, LLC (Cordia) for a New Redevelopment Liquor License and authorizing the City Clerk to issue a registration for operation of the license at 600 Cottageview Drive. (Adoption and approval recommended) (Jered Ottenwess, Benjamin Marentette)
- l. Consideration of adopting to make permanent the following traffic control orders: #572, which authorizes 'no parking bus stop' signs at designated bus stop locations; and #574, which eliminates the existing 'no parking' signs on Hastings Street from Parsons Road to Carver Street. (Adoption recommended) (Jered Ottenwess, Timothy Lodge)
- m. Consideration of adopting a Resolution Encouraging Traverse City Residents to Avoid the Use of Personal Care Products Containing Microbeads and Urging the Michigan Legislature to Enact Legislation Prohibiting the Manufacture of Personal Care Products Containing Microbeads, as requested by Mayor Pro Tem Carruthers. (Adoption recommended) (Mayor Pro Tem James Carruthers)

- n. Consideration of accepting a revised public utility easement at 442 Fifth Street, to allow the property owner to construct a garage over the existing easement, with conditions. (Acceptance recommended) (Jered Ottenwess, Timothy Lodge)
- o. Consideration of scheduling a public hearing for November 17, 2014, regarding a request from Owen Architects Collaborative, on behalf of Federated Properties, LLC for a Special Land Use Permit which would allow the construction of a five-story mixed-use building at 124 West Front Street, with conditions, as recommended by the Planning Commission. (Schedule public hearing for November 17, 2014, recommended) (Jered Ottenwess, Russell Soyring)

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

- a.
- b.
- c.

### **3. Old Business**

- a. Public Hearing on a request to vacate a portion of the east/west alley north of the 1400 block of East Eighth Street, contingent upon the provision of utility easements, as recommended by the Planning Commission. (Jered Ottenwess, Russell Soyring)

The purpose of this public hearing is to allow the public an opportunity to express, and the opportunity for the City Commission to consider, the public's support, opposition or general comments regarding this matter. To preserve the written record, members of the public are asked to state whether they are in support or opposition of this matter or whether they are expressing general comments. After such statement, the public is welcome to continue to elaborate on the matter.

- b. Consideration of scheduling a public hearing for November 17, 2014, regarding the request from Safe Harbor of Grand Traverse for a Special Land Use Permit to allow an emergency shelter at 517 Wellington Street with conditions, as recommended by the Planning Commission. (Jered Ottenwess, Russell Soyring)

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

None.

#### **5. Appointments**

- a. Consideration of appointment of three members to the United States Coast Guard Committee. (Commissioner Richardson; Chair, Mayor Estes, Commissioner Budros)

#### **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. Reports from members of the Commission serving on boards.
  - 2. Report from the Code Enforcement Officer for July through September 2014.

- e. Reports and correspondence from non-City officials.
  - 1. Fractile Emergency Response Report from North Flight for September 2014.

## **7. Public Comment**

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

## **8. Adjournment**

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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.*

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# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: MINUTES

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

- October 6, 2014, Regular Meeting
- October 13, 2014, Study Session

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

**that the minutes of the October 6, 2014, Regular Meeting and the October 13, 2014, Study Session, be approved.**

JJO/kes

k:\tcclerk\city commission\minutes

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**October 6, 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 Rick Buckhalter, 932 Kelley Street, Agenda Items 2(b) and 2(g) were 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. the minutes of the September 15, 2014, Regular Meeting and the September 22, 2014, Study Session, be approved.
- b. Removed from the Consent Calendar.

- c. the City Manager be authorized to issue a blanket purchase/service order to Kasson Sand and Gravel in the total approximate amount of \$11,640, more or less, for approximately 2,000 tons of winter sand at \$5.82 per ton delivered, to be mixed with road salt for winter ice control for the 2014/2015 season, with funds available in the Streets Fund.
- d. the Mayor and City Clerk execute the third amendment to the parking area lease (lease originally authorized November 3, 2008, and amended January 4, 2010, and February 1, 2010), with Pine Street Development One for the provision of public parking spaces at 305 West Front Street, which increases the monthly rent per space from \$23.82, to \$28.04, subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.
- e. the Mayor and City Clerk execute a unit prices contract with Eckler Building Solutions in the amount of \$158,200, more or less, at the unit prices indicated in its bid, for the 2014 Opera House Dressing Room 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 Opera House Fund, with the cost of the contract to be reimbursed by the City Opera House Heritage Association as outlined in the May 20, 2014, agreement to provide funds, less \$10,000 which represents the cost of additional work items, with the Opera House Fund to fully cover the \$10,000 for this additional work.
- f. the City Manager be authorized to issue a unit prices service order to Windemuller in the total approximate amount of \$29,895, more or less, at the unit prices indicated in its bid, for emergency electrical upgrades at Fire Station #2, with funds available in the Fire Department budget.
- g. Removed from the Consent Calendar.
- h. the Mayor and City Clerk execute a Permission of Encroachment Agreement with Falcner Holdings, LLC for an encroachment into the City right-of-way as described in the memo from the City Engineer dated September 29, 2014, (property known as 144 Hall Street and generally located on the north side of Garland Street), such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, contingent upon the City's receipt of new legal descriptions of the actual encroachments

including a survey drawing prepared by a professional surveyor, and the appropriate insurance documentation being provided to the City Clerk.

- i. the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Dubois-Cooper Associates, Inc., in the amount of \$18,310 to purchase two Walker Alum Rapid Mixing units for use at the Water Treatment Plant, with funds available in the Water Fund.

CARRIED unanimously

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

a.

Consideration of appointing Assistant City Manager Penny Hill as the Official Delegate to cast the votes on behalf of the City at the Michigan Municipal League Annual Convention.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Carruthers, seconded by Richardson, that Assistant City Manager Penny Hill be designated as Official Delegate for the City of Traverse City for the 2014 Annual Meeting of the Michigan Municipal League; and that the City Clerk certify Ms. Hill's designation.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

b.

Consideration of authorizing a contract for urban design services for the street improvements to West Front Street between Division Street and Hall Street, with the costs to be reimbursed by the Michigan Roads and Reserve Fund Program.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Werner, seconded by Easterday, that the competitive bidding process be waived; and that the Mayor and City Clerk execute a consultant agreement with IDF, LLC, in the not-to-exceed amount of \$35,100 for urban design services in connection with street improvements on West Front Street between Division Street and Hall Street, with funds available in the Capital Projects Fund, to be reimbursed by the Michigan Roads and Risk Reserve Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

### **3. Old Business**

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

Consideration of entering into closed session regarding an attorney-client privileged communication associated with the Brown Bridge Dam litigation, with possible action following the closed session.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney

Moved by Richardson, seconded by Howe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss an attorney-client privileged communication from the City's Special Legal Counsel in connection with the Brown Bridge Dam Litigation, as authorized by MCL 15.268 (e) and (h).

Roll Call:

Yes - Budros, Easterday, Howe, Richardson, Werner, Carruthers,

Estes.

No - None.

CARRIED unanimously.

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

##### **4(a).**

Consideration of authorizing power and space agreements with Traverse City Light and Power for it to place equipment and use electrical power to operate a wireless internet system in downtown Traverse City at certain City-owned buildings.

The following addressed the Commission:

Jered Ottenwess, City Manager

Jim Selby, Aspen Wireless President

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute the "Communications Equipment Power and Space Agreement" with Traverse City Light & Power, which agreement shall be for a ten year period, such agreement subject to approval as to its substance by the City Manager and as to its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

##### **4(b).**

Consideration of authorizing a contract for 2014 Phase Two Paving and Resurfacing Projects and authorizing related agreements for reimbursement for portions of this project which specifically benefit certain property owners, with the projects to commence in the Spring of 2015.

The following addressed the Commission:

Jered Ottenwess, City Manager  
Timothy Lodge, City Engineer

Moved by Richardson, seconded by Easterday, that the Mayor and City Clerk execute a unit prices contract with ATP Precision Paving in the amount of \$400,793, more or less, at the unit prices indicated in its bid, for the 2014 Phase Two Paving and Resurfacing Projects, with funds available in the Capital Projects and Special Assessments Funds, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

Moved by Richardson, seconded by Werner, that the Mayor and City Clerk execute an agreement with The Depot Neighborhood LLC (Habitat For Humanity / Homestretch) for payment and reimbursement in the amount of \$32,000, as outlined in the September 29, 2014, communication from the City Engineer, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the Mayor and City Clerk execute an agreement with McClain Management, LLC for it to reimburse the city in the amount of 50% of the public parking, drainage and sidewalk improvement work near its property at 750 East Eighth Street, not-to-exceed \$6,564.74, to be paid back within 5 years, plus interest at the annual rate of 3.80%, as outlined in the September 29, 2014, communication from the City Engineer, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

## **5. Appointments**

### **5(a).**

Consideration of appointing a City Commission representative to serve on the Grand Traverse County Criminal Justice Coordinating Committee.

Moved by Budros, seconded by Howe, that Commissioner Budros be appointed to serve as a Regular Member for a period of up to 24 months, as the City Commission representative on the Grand Traverse County Criminal Justice Coordinating Committee.

CARRIED unanimously.

**5(b).**

Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointments to the Brown Bridge Advisory Committee.

Moved by Carruthers, seconded by Richardson, that Margaret Forgoine (seat previously held by Margaret Forgoine) be reappointed and that Edward Flees (seat previously held by Robert Hortsman) be appointed respectively, each to one three-year term expiring October 2, 2017, on the Brown Bridge Advisory Committee.

CARRIED unanimously.

**5(c).**

Consideration of reappointment of Commissioner Howe as the City Commission representative on the Brown Bridge Advisory Committee.

Moved by Easterday, seconded by Carruthers, that Commissioner Howe be reappointed to one three-year term expiring October 2, 2017, (seat previously held by Commissioner Howe), on the Brown Bridge Advisory Committee.

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. Reports from members of the Commission serving on boards.
  - 2. Minutes of the Act 345 Retirement System meeting of July30, 2014.
  - 3. Minutes of the Historic Districts Commission meeting of August 28, 2014.
- e. Reports and correspondence from non-City officials.
  - 1. Fractile emergency response report from North Flight for August 2014.
  - 2. Monthly operations report for the wastewater treatment plant from CH2M Hill for August 2014 – revised.
  - 3. Annual client report from the City’s wastewater treatment plant operator for 2013-2014.
  - 4. Minutes of the Traverse Area District Library Board meeting of August 21, 2014.

## **7. Public Comment**

The following addressed the Commission:

- 1. Reserved.

Paul A. Soma, Traverse City Area Public Schools, regarding an "informational presentation regarding Traverse City Area Public Schools non-homestead operating millage proposal.

Scott Hardy, Traverse City Area Public Schools Board of Education

2. General.

Scott Rokos (sp?), Cass Street  
Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Ross Richardson  
Mayor Pro Tem Jim Carruthers  
Commissioner Jeanine Easterday

The Commission entered into closed session at 8:04 p.m.

The Commission returned to open session at 8:38 p.m.

Moved by Budros, seconded by Werner, that the Settlement Agreement (“Agreement”) dated September 29, 2014 regarding the “Environmental Claims” in Case No. 14-30150-CZ Consolidated, as defined therein (in connection with the Brown Bridge Dam Deconstruction Project), be approved and that the Mayor and City Clerk be authorized to sign the Agreement subject to approval as to substance by the City Manager and form by the City Attorney. Further that the Mayor and City Clerk be authorized to sign any subsequent redrafting of the Agreement as indicated in Paragraph 6 of the Agreement subject to approval as to substance by the City Manager and form by the City Attorney.

CARRIED unanimously.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:40 pm.

  
Benjamin C. Marentette, CMC  
City Clerk

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



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Study Session**  
**October 13, 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 p.m.

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

The following Commissioners were absent: Jeanine Easterday; Ross Richardson.

Mayor Michael Estes presided at the meeting.

1.

Presentation by Northwestern Michigan College regarding its proposal to purchase City-owned property adjacent to the Water Treatment Plant.

The following addressed the Commission:

Tim Nelson, Northwestern Michigan College President  
John Dancer, Cornerstone Architects

Commissioner Gary Howe made the following disclosure: He is an adjunct professor for Northwestern Michigan College; and while he does not have a financial conflict of interest, he has what may be the appearance of a conflict. He asked the Commission to indicate if they would like him to abstain from the discussion; no member of the Commission indicated a desire for Commissioner Howe to abstain from the discussion.

Jered Ottenwess, City Manager

2.

Discussion regarding the Snow Summit.

The following addressed the Commission:

Jered Ottenwess, City Manager

3.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

Public comment.

Kathleen Ruedisale, 809 Bay Street

Adrienne Rossi, 312 West Seventh Street

Tom Menzel, Bay Area Transportation Authority Executive Director

Carol Hale, 240 Washington Street

Christine Maxbauer, Grand Traverse County Commissioner

Rick Buckhalter, 932 Kelley Street

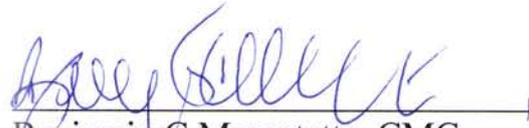
Commissioner Gary Howe

Commissioner Tim Werner

Mayor Pro Tem James Carruthers

Mayor Michael Estes

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:14 pm.

  
Benjamin C Marentette, CMC  
City Clerk

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

DRAFT



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: 2014/2015 TOPOGRAPHIC SURVEYING AND MAPPING

Attached is a memo from City Engineer Timothy Lodge recommending a contract for the 2014/2015 Topographic Surveying and Mapping Project.

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

**that the Mayor and City Clerk execute a consultant agreement with Gosling Czubak Engineering Sciences, Inc., in the amount of \$15,577 for the 2014/2015 Topographic Surveying and Mapping Project, with funds available in the Public 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\topographic surveying and mapping 2014 2015

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: Wednesday, October 08, 2014  
SUBJECT: Request for Proposals- 2014-15 Public Improvement Projects  
Topographic Surveying and Mapping

We have solicited proposals from surveying consultants for topographic surveying and mapping for the street project included in the 2014-15 Public Improvement Projects. This work is required to complete the designs for the related work.

The RFP was issued on September 30, 2014 with four firms responding to our request on October 8, 2014 as follows:

Consultant	Location	Cost
Gosling Czubak	Traverse City	\$ 15,777.00
Fleis & Vandenbrink	Traverse City	\$ 26,470.00
Leading Edge Surveying	Fife Lake	\$ 30,305.00
Gourdie Fraser	Traverse City	\$ 44,300.00

After reviewing the submittals, we recommend that the Mayor and City Clerk be authorized to execute a consultant agreement with Gosling Czubak Engineering Sciences, Inc. in the amount of \$ 15,777.00 with funds available in the Public Improvements Fund, subject to approval as to substance by the City Manager and as to form by the City Attorney.



The City of Traverse City

## Communication to the City Commission

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FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER

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

SUBJECT: MML LIABILITY AND PROPERTY POOL BOARD

The City is a member of the Michigan Municipal League Liability and Property Pool, which is the City's liability and property insurance carrier. The board that governs this organization is elected by its member municipalities. There are three candidates running for three seats on the board, therefore this is not a contested race. Attached is biographical information regarding the three candidates, who are all incumbents. Members Sue Osborn and Dave Post were appointed to fill vacant positions on the Board, so while they are incumbents, they are seeking their first elected term.

I recommend the following motion:

**That the City cast its 2014 ballot for the Michigan Municipal League Liability and Property Pool as follows: Jason Eppler as Board Member; Sue Osborn as Board Member; and Dave Post as Board Member; and further that the City Clerk be authorized to certify the ballot.**

JJO:psh

THE CANDIDATES  
Three-year terms beginning January 1, 2015

*Jason Eppler, City Manager, City of Ionia*



Jason has over seventeen years of experience as a municipal official, serving the last seven as the manager in Ionia. He is a member of the MML Transportation Infrastructure Committee, the International City Management Association and the Michigan Local Government Association. He also serves on the boards of the Sparrow-Ionia Hospital, its foundation, the Ionia County Chamber of Commerce and is past president of the Ionia County United Way. Jason is also a member and director of the Ionia Rotary Club and a director of the Ionia County Economic Alliance. Jason is seeking re-election to his third term.

*Sue Osborn, Mayor, City of Fenton*



Sue has more than twenty-nine years of experience as a municipal official, serving as the mayor in the City of Fenton for the last sixteen. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Prior to her council service, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors and is also active in several local and regional civic organizations. Sue is seeking election to her first term.

**David Post, Village Manager, Village of Hillman**



Dave has more than nineteen years of experience as a municipal official, serving as the manager in the Village of Hillman the entire nineteen years. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the MML Municipal Finance Committee and the Northeast Michigan Council of Governments board. Dave is also active in several local and regional civic organizations. Dave is seeking election to his first term.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: SMART GROWTH AMERICA PARKING AUDIT

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi recommending the City Commission authorize a letter of commitment from Mayor Estes to apply to Smart Growth America for a public parking audit. The program is administered by the United States Environmental Protection Agency. The DDA would provide the necessary staff resources for this audit. No matching funds are needed.

Some of the deliverables from this endeavor would be:

- An evening public forum to provide information about the status of local parking practices nationally
- Recommendations regarding ordinances, parking districts, zoning overlays and other strategies related to public parking

I recommend the following motion:

**That the City Commission authorize a letter of commitment from Mayor Michael Estes for the City's application to Smart Growth America for it to provide a public parking audit.**

JJO/bcm

K:\tcclerk\city commission\grants\smart growth America public parking audit

copy: Rob Bacigalupi, Downtown Development Authority Executive Director



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Executive Director

*RMB*

Re: Smart Growth America Parking Audit

Date: October 14, 2014

Attached is a description of a program offered through Smart Growth America for a no-fee parking audit. The program is funded through an EPA grant and is executed by Charlier and Associates, a "multimodal transportation planning firm, specializing in innovative approaches to improving community mobility."

As managers of the City's parking system, we are always looking to assess parking downtown and beyond. We have considered having a formal parking study conducted for downtown for years (it's been decades since we've had such a study done) but have always resisted out of worry that a parking consultant would have too narrow and too car-centric a perspective. We recently completed a parking ratio study that offers some perspective but falls short of an outside expert look at our parking situation. Though this parking audit is not a comprehensive look at parking and the larger issue of mobility, we believe this would offer a quick but intensive review of how we handle cars in our fair downtown.

Though there is no fee for the service the community must assist with public engagement and commit to three follow up reports. The community must also commit to trying the smart growth techniques recommended by the consultant. We must apply and be chosen through competitive process including submitting a letter of commitment, a draft of which is attached.

This item is also on the October 17 agenda for the Downtown Development Authority. The sequence of approval is tight to meet the October 23 deadline. I am recommending that the City Commission consider authorizing application for this parking audit and authorizing the Mayor to sign the letter of commitment on behalf of the City.



## **Tool: Parking Audits**

**Provider: Smart Growth America and Charlier Associates, Inc.**

### **Summary:**

Parking audits provide a neutral setting where an impartial parking expert can evaluate local policies and practices and offer advice based on the state of the practice, with an emphasis on what works well and what should be avoided. The audit can be community-wide or can focus on a specific district.

### **Community Benefits:**

Most Americans have grown up with the idea that auto parking should be plentiful and free. As a result, cities and commercial districts often struggle with parking policy and with implementation of supply and enforcement strategies. This issue is of crucial importance because parking policy can play a major role in encouraging infill and redevelopment and can also support a balanced, sustainable transportation system. By addressing all five elements of parking – demand, supply, economics, enforcement and administration – an audit helps local leaders and stakeholders see the issue in the context of overall growth management and economic strategies.

### **Subject Matter Covered:**

A parking audit can concentrate on a specific district or neighborhood or can address citywide policies and programs (or both). This one-day program is designed to engage key stakeholders, which in the case of a commercial district might include local business and property owners, or in the case of a neighborhood could involve homeowners and residents. The audit can tackle specific issues like fee-in-lieu payments, on-street parking, shared parking or paid parking, among others. In some cases, a parking audit can help a community address much broader issues such as petroleum dependency and sustainability.

### **Outcomes:**

- An engaging and enlightening evening public forum to provide information about the state of local parking practice nationally
- A locally-targeted set of how-to tools: ordinances, parking districts, zoning overlays and other strategies
- Answers to specific technical questions and problems
- Suggestions for low-cost ways to gather data and estimate demand
- Community members build a common vocabulary, debunk common myths, focus on shared values, build or validate common visions, and learn basic principles and practices
- Practical strategies for improving the built environment in ways that bring about increased economic vitality and greater sustainability



## CITY OF TRAVERSE CITY LETTER OF COMMITMENT

Dear Sirs:

The City of Traverse City is applying to Smart Growth America for a Parking Audit. Traverse City prides itself on pursuing innovative methods of efficient and effective management of the millions cars that traverse our small city annually. We are excited about the parking audit and learning about the latest best practices. The City of Traverse City, through the Downtown Development Authority, who manages the City's Parking System, commits to assisting Smart Growth American with this effort and pursuing methods that come out of the audit.

Sincerely,

Mayor Michael Estes



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: DOWNTOWN SNOW PLOWING AND HAULING SERVICES –  
2014/2015 WINTER SEASON

Attached is a memo from Director of Public Services Dave Green and a memo from Streets Superintendent Mark Jones, recommending a blanket service order for downtown snow plowing and hauling services. The contractor from the last winter season, Molon Excavating, has agreed to maintain last season's prices. As indicated by Mr. Green, they performed well last year; and we recommend retaining Molon Excavating for this winter season's work.

As indicated by Mr. Green, the costs associated with plowing public parking lots and sidewalks downtown are covered by the Parking System Budget and the remaining work is covered by the Streets Division Budget.

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

**that the competitive bidding process be waived; and that the City Manager be authorized to issue a blanket service order to Molon Excavating for downtown snow plowing and snow hauling services, at the rates attached to the October 13, 2014, communication from the Director of Public Services, with funds available in the Parking Services and Streets Division budgets.**

JJO/bcm

K:\tcclerk\city commission\service orders\snow plowing and snow hauling services 2014 2015

copy: Dave Green, Director of Public Services  
Mark Jones, Streets Superintendent

---

# Memorandum

The City of Traverse City  
Department of Public Services



---

TO: Jered Ottenwess, City Manager  
FROM: Dave Green, DPS Director   
DATE: October 13, 2014  
SUBJECT: 2014/2015 Winter Snow Hauling/Plowing Contract

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting that we award our snow removal service order for the 2014-2015 winter season to Molon Excavating. This service order covers plowing of various parking lots and sidewalks in the Traverse City Parking System and hauling of snow removed from City Streets. This is an on-call service order, meaning that services are performed when we request them in support of our snow clearing operations. Molon was awarded the bid for this service last year and performed reliably and responsibly. They have agreed to hold their prices for the upcoming season

During the 2013-2014 season, approximately \$192,000 was paid to Molon under this service order; \$140,000 from TCPS, and the remainder from the Streets accounts.

Please request City Commission approval for a service order to Molon Excavating for the 2014-2015 winter season. Funds are available in the various Streets and Traverse City Parking System accounts.

**Molon Excavating, Inc.** bid the following for snow hauling and plowing equipment:

Lead Trucks	\$ 98.00 per hour
Road Grader	\$120.00 per hour
Pickup w/ Plow	\$80.00 per hour
Sander with Material	\$350.00 per hour
Loaders 3 yard	\$125.00 per hour
Loader 4 yard	\$115.00 per hour
Sidewalk Equipment	\$65.00 per hour
Sidewalk Equipment	\$80.00 per hour

# MEMORANDUM

**To:** Dave Green, DPS Director

**From:** Mark Jones, Street Department Superintendent 

**Date:** 10-02-2014

**Subject:** Winter Snow Hauling / Plowing Contract 2014-2015

Each winter the City Streets Department contracts with a private contractor to address snow removal in the downtown area. The contractor is responsible for removing snow from some municipal parking lots and from public sidewalks in the core downtown area. Auto Parking is financially responsible for paying these costs. In addition, the contractor is responsible for assisting the City Street Department in hauling snow from downtown streets during significant snow fall events. City streets budget pays for contracted snow hauling on downtown streets, and shares the cost of sidewalk snow removal.

As in the past, the City has allowed contractors to extend their contract for up to two additional years as long as they honor the original contracted price. (per bid specs, September 24, 2013). Molon Excavating was very prompt and professional in the service they provided to the City during the 2013-2014 plowing season. Therefore I would like you to kindly request the City Commission support and approval to waive the normal bidding process and extend the service order for the 2014-2015 plowing season.

Mark Jones  
City of Traverse City  
Street Department Superintendent  
231-922-4901 ex 122



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: BROWN BRIDGE DAM LITIGATION – LEGAL SERVICES

As you are aware, in connection with the Brown Bridge Dam Litigation, the City has been utilizing defense counsel being paid by the City's pollution insurance carrier, American Safety Indemnity Company, which has operated in concert with, and close coordination by, City Attorney Lauren Tribble-Laucht.

The City received an Enforcement Notice from the Michigan Department of Environmental Quality related to the Brown Bridge Dam incident for which the insurance carrier has advised the City attorney that it intends to deny coverage. In addition to responding to the Enforcement Notice, it may become necessary for the City to file a separate action in Circuit Court seeking indemnity from the contractors involved in the removal of the Brown Bridge Dam for any damages related to the Enforcement Notice.

Ms. Tribble-Laucht recommends the same law firm, Foley, Baron, Metzger & Juip (pronounced Foley, Baron, Mets-GER and YIPE), which has been serving as the City's defense counsel in the case, be engaged to assist with these legal matters associated with the Enforcement Notice. Please note the Enforcement Notice is being handled as an issue separate from the property claims, from which the City was dismissed.

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

**Based on the recommendation of the City Attorney, as authorized by City Charter Section 47, the Mayor and City Clerk execute a retention agreement with Foley, Baron, Metzger & Juip, PLLC, for outside legal counsel associated with the Department of Environmental Quality Enforcement Notice and any**

*-Motion continued on following page-*

**associated Circuit Court action in connection with the Brown Bridge Dam Deconstruction Project at the rate of \$225 per hour for Principal Attorneys; \$185 per hour for Associate Principal Attorneys and Senior Associate/Associate Attorneys; and \$75 per hour for legal assistant services, plus expenses, with funds available in the City Attorney Budget, 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\legal services brown bridge dam



**FOLEY • BARON  
METZGER  
JUIP**  
ATTORNEYS

October 20, 2014

*Via Email*

Lauren Tribble-Laucht  
City Attorney  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

**Re: Foley, Baron, Metzger & Juip, PLLC Retention Agreement  
Brown Bridge Dam Removal: Pursuit of Claims against AMEC and Molon**

Dear Ms. Tribble-Laucht:

Thank you for considering Foley, Baron, Metzger & Juip, PLLC to represent the City of Traverse City ("the Client") with respect to the Enforcement Notice issued by the Michigan Department of Environmental Quality related to the October 6, 2012 dam incident and pursuit of indemnity claims against AMEC Environment & Infrastructure, Inc. and Molon Excavating, as further outlined in the Scope of Work below. If approved, we appreciate the opportunity to act as the City's legal counsel under the terms set forth in this letter.

This is a contract for legal services and an effort to explain both the financial aspects of the attorney-client relationship, and the responsibilities and expectations of both parties to the relationship. Please examine this letter carefully and let me know immediately if you have any questions or concerns regarding the terms set forth herein. No work will be performed on this matter and no attorney-client relationship is established until you have signed and returned this agreement.

1. **Who will work on your matter.** As discussed, it is anticipated that both myself and Brian Phinney of this office will be principally responsible for providing legal services to the City, along with assistance from Ben Fruchey as needed. I am a Principal with the firm; Brian Phinney is an Associate Principal; and Ben Fruchey is a Senior Associate. As appropriate, we may delegate work to other lawyers or legal assistants to obtain efficiencies with the work.

Each attorney and legal assistant charges an hourly rate for his or her work. Work is billed in a minimum of six-minute increments. The hourly rates of the attorneys and legal assistants that may work on your matter are:

	<u>Hourly Rates</u>
Principal	\$225.00
Associate Principal	\$185.00
Senior Associate/Associate	\$185.00
Legal Assistant	\$75.00

Lauren Tribble-Laucht

**Re: Retention Agreement: Claims against AMEC and Molon**

October 20, 2014

Page 2

We will make every effort to perform our services in a cost efficient manner, including using services of people with the lowest rates who are capable of performing the task. These rates are subject to periodic and discretionary adjustment. While we always attempt to provide a reasonable estimate based on past experience and what we might anticipate in this instance, unless we agree in writing otherwise, this estimate does not represent a maximum, minimum or fixed-fee quotation. Ultimate fees and expenses may be more or less than the amount estimated.

2. **Scope of Work.** The scope of our retention is revised from the October 14, 2014 Retention Agreement to reflect initiation and prosecution of litigation as follows::

- Assistance and negotiation with MDEQ to resolve the Enforcement Notice of Violation related to the October 6, 2012 incident;
- Coordination with consultants and assist City with recommendations on retention of vendors for technical services for actions contemplated by a negotiated Consent Order;
- Initiation and prosecution of litigation against AMEC Environment & Infrastructure, Inc. and Molon Excavating to enforce indemnity obligations under construction contracts related to the Brown Bridge Dam removal for City obligations associated with the Enforcement Notice and a negotiated Consent Order.

This Scope of Work does not include appeal of any issue and/or dispute. In the event that the scope of work exceeds that outlined and agreed to above, a separate retention agreement or written revision to this Agreement must be entered into if the City wants the Firm to represent it beyond what is contemplated above.

3. **Expenses.** All expenses that this Firm advances or incurs in connection with this matter shall be reimbursed to us at our actual cost. Expenses which are to be reimbursed include, but are not limited to, filing fees, service fees, document procurement, photocopy charges, postage, messenger fees, long distance telephone and fax charges, court fees, computer research charges, and, where necessary, travel, mileage and parking. These expenses will be identified and invoiced with each monthly bill. In the case of outside vendor or expert fees, or any expenses that exceed \$500.00, we reserve the right to submit those fees directly to you to pay. Please note that any failure to pay outside or expert fees will likely result in their refusal to perform any work.

4. **Retainer and billing statements.** At this time, given our past relationships, no retainer is required. Please be advised, however, that where a retainer does not exist, the firm reserves the right to apply interest of 9% per year to all balances that are not paid within 60 days of the billing date. You or whomever you designate will receive a monthly bill detailing the work that was performed on this matter, the identity of the person performing the work, the amount of time

Lauren Tribble-Laucht

**Re: Retention Agreement: Claims against AMEC and Molon**

October 20, 2014

Page 3

spent, the charge for that time and a description and amount of any expenses incurred. Payment of the firm's invoices is expected within 30 days.

5. **What you should expect from us.** We will work diligently on this matter and will keep you, or someone that you designate, informed of the status of your matter. You should expect to be treated with respect and courtesy from all members of the Firm, and you should promptly inform us of any transgression on our part.

We cannot guarantee the outcome of this matter. We shall advise you of the recommended technical and legal tactical issues as they arise so that you may continue to evaluate whether and how you wish to continue the legal representation. However, lawyers are subject to independent ethical obligations and a lawyer is not obligated to pursue objectives or employ means simply because the client may wish that the lawyer do so if the lawyer would be violating another duty by pursuing the requested action.

Generally, the information clients give to our Firm is subject to the attorney-client privilege. You should be aware that lawyers are under an independent ethical duty to reveal privileged information, such as illegal or fraudulent acts committed by clients in the course of the attorney-client relationship, the intention of the client to commit a crime or when the lawyer is required to divulge the information by law or court order.

6. **What we expect from the Client.** In order for an Attorney-Client relationship to work effectively, a Client must be truthful in all discussions with us, even if, and especially when, they think the information is hurtful to the matter. We need to have all information in a timely manner. If we are missing any part of the picture, we cannot represent you effectively.

If you have any concerns about any aspect of our representation, we ask you to notify us immediately. We will work to resolve any such concerns to everyone's satisfaction.

7. **Files and Records.** When the Firm's services are concluded or terminated, the Firm will close its file on the matter. At the time of closing or thereafter, you have the right to review the file and/or have a copy of anything from it you wish to retain, with the exception of the personal notes and memorandums of the legal staff, for a reasonable per page copy cost and if in off-site storage, our retrieval cost. If a client owes the Firm for expenses or fees, the Firm is not required to release the Client's file provided certain ethical requirements are met. The file will be maintained as long as legally required, but in no case can the Client expect that the Firm will keep the file beyond three (3) years after the representation of the Client in that matter has ended. Thereafter, the file may be destroyed without further notice to the client.

NOTE: This is the only notice you will receive regarding future destruction of your file. Please note that we reserve the right to maintain the closed file in an electronic format, only, and to destroy the hard copy of the file.

8. **Discontinuing or Withdrawing from the Representation.** The services of the Firm may be discontinued by the client at any time. Note that in a litigation matter, your ability to

Lauren Tribble-Laucht

**Re: Retention Agreement: Claims against AMEC and Molon**

October 20, 2014

Page 4

substitute counsel may be subject to court approval. Under certain circumstances, the court may not grant the substitution of counsel or agree to delay the proceeding to accommodate the hiring of new counsel.

The Firm reserves the right to withdraw from this representation if invoices are not paid on a timely basis or retainers not replenished per this agreement or if there has been a breakdown of the attorney-client relationship.

Discontinuing the representation does not affect the Client's responsibility to pay for the legal services rendered and the expenses incurred up to the date of termination.

9. **Court awarded fees.** If a court should order payment directed to the Client of attorney's fees by a third party, all court-awarded fees will first be applied to any outstanding bill for fees and expenses owed to the Firm.

10. **Attorney's Lien.** The Firm shall have a lien on all funds obtained by judgment, settlement or award for all unpaid fees and expenses generated pursuant to this agreement.

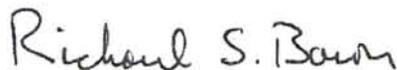
11. **Entire Agreement.** This agreement is complete in its entirety between the Firm and the Client and supersedes all other verbal or written agreements. It may be modified only in writing and must be signed by both a representative of the Firm and the Client. Any part of this agreement shall be severable and remain in effect if any other part or parts are held unenforceable for any reason.

If the City is in agreement with the terms of this letter, please sign where indicated below and return to me. As always, please advise should you have any questions or concerns.

We appreciate the opportunity to work with you on these important matters.

Very truly yours,

FOLEY, BARON, METZGER & JUIP, PLLC



Richard S. Baron

Direct Line: (734) 742-1855

Email: [rbaron@fbmlaw.com](mailto:rbaron@fbmlaw.com)

RSB/ceb

Lauren Tribble-Laucht

**Re: Retention Agreement: Claims against AMEC and Molon**

October 20, 2014

Page 5

**By the signature below, you acknowledge that you have read this Agreement, understand its contents, have authority to enter into this Agreement, and have had any questions answered to your satisfaction.**

CITY OF TRAVERSE CITY

Date:

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

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

APPROVED AS TO SUBSTANCE:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Lauren Tribble-Laucht, City Attorney



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: WEST FRONT STREET RECONSTRUCTION – DIVISION STREET TO PINE STREET

Attached is a memo from City Engineer Timothy Lodge recommending the City Commission authorize an agreement for the City to receive \$1 million in Road and Risk Reserve Project Funds administered by the Michigan Department of Transportation for the reconstruction of West Front Street from Division Street to Pine Street. If you would like a copy of the agreement, please let us know.

This project's estimated cost is \$1,150,000 – MDOT will hold the construction contract. The following are the funding sources:

Funding source:	Funding amount:
Road and Risk Reserve Project Funds (administered by MDOT)	\$1,000,000
Traverse City Light and Power (to fund lighting components)	\$ 150,000
<b>Total:</b>	<b>\$1,150,000</b>

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

**That the Mayor and City Clerk execute a contract with the Michigan Department of Transportation for it to provide funding in the amount of \$1 million in Road and Risk Reserve Project Funds for the West Front Street Reconstruction Project (Division Street to Pine Street), MDOT Project Number 2015-0054, with Traverse City Light and Power to fund \$150,000 of the project for the lighting component, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney;**

*-Motion continued on following page-*

**and further that a budget amendment be approved to increase both budgeted revenue and budgeted expenses by \$1 million in the Capital Projects Fund to reflect the receipt of the funds from the Michigan Department of Transportation and the subsequent expenditure.**

JJO/bcm

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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 *Hodge*  
DATE: October 14, 2014  
SUBJECT: West Front Street Reconstruction  
Division Street to Pine Street  
MDOT Contract Number 2015-0054

We have received the Contract from the Michigan Department of Transportation (MDOT) for reconstruction of West Front Street from Division Street to Pine Street. This document is MDOT's standard contract form used on previous projects that receive federal funding. The contract allows us to receive \$1,000,000 in Road and Risk Reserve Fund Project funds. The project cost is estimated to be \$1,150,000 with \$150,000 from Traverse City Light and Power (to fund lighting components).

The project is for West Front Street reconstruction and will include elements such as: increased traffic management (driveway closures/narrowing) along the corridor, 2 driving lanes, bike lanes, on-street parking, mid-block crosswalks, intersection neck downs and a controlled intersection at Hall/West Front which may include a 4-way stop or traffic signal.

The project schedule includes:

October 6	Hired design consultant
November 20	Design Development Complete
January 16	Construction Plans Complete
February 20	Bid Opening for March 2 award
April 15-June 30	Construction

Please have the City Commission authorize the proper City officials to sign this agreement and reference the MDOT project number in the motion. It is necessary to return the signed contract, along with a certified resolution authorizing those individuals to sign the agreement to MDOT in accordance with the instructions from MDOT.



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION REGULAR MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: WEST FRONT STREET RECONSTRUCTION PROJECT  
MDOT PROJECT #117229A

Attached is a memo from Tim Lodge, City Engineer, requesting that a purchase order be issued to Carrier and Gable, Inc., for traffic signal equipment at the West Front Street and Elmwood Avenue intersection. Competitive bids were not sought in this instance for the reasons outlined in the City Engineer's memo.

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

**that the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Carrier and Gable, Inc., in the amount of \$9,506.10, more or less, to purchase traffic signal equipment for the West Front Street and Elmwood Avenue intersection, with funds available in the Capital Projects Fund.**

JO/jd

cc: Tim Arends, TCL&P  
Dave Green, DPS Director  
Mark Jones, Street Superintendent

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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: October 13, 2014  
SUBJECT: West Front Street Reconstruction Project  
City Limits to Elmwood Avenue  
MDOT Project Number 117229A

Attached is information for a Rectangular Rapid Flash Beacon (RRFB) pedestrian crossing sign that we recommend installing at the West Front Street and Elmwood Avenue intersection to assist with pedestrian crossings of the busy West Front Street. The installation includes push button activation switches, dual sided signs and the rapid flashing beacons that are activated by the person crossing the street. The intent of the device is to increase the visibility for pedestrians crossing the street.

We have received a quote in the amount of \$9,506.10 from our standard supplier of traffic signal equipment, Carrier and Gable, Inc., for this equipment and are requesting that the City Commission authorize the proper City officials to execute a service order with the above-mentioned supplier, in the amount of \$9,506.10, more or less, with the cost charged to the traffic calming allocation in the capital projects fund.

The installation will be coordinated with TCLP and the City Street's Department and is planned to be completed once the equipment is received, yet this fall.

# Rectangular Rapid Flash Beacon: RRFB-XL

Extra-large beacons provide greater visibility, ideal for high-speed and multi-lane pedestrian & school crossings

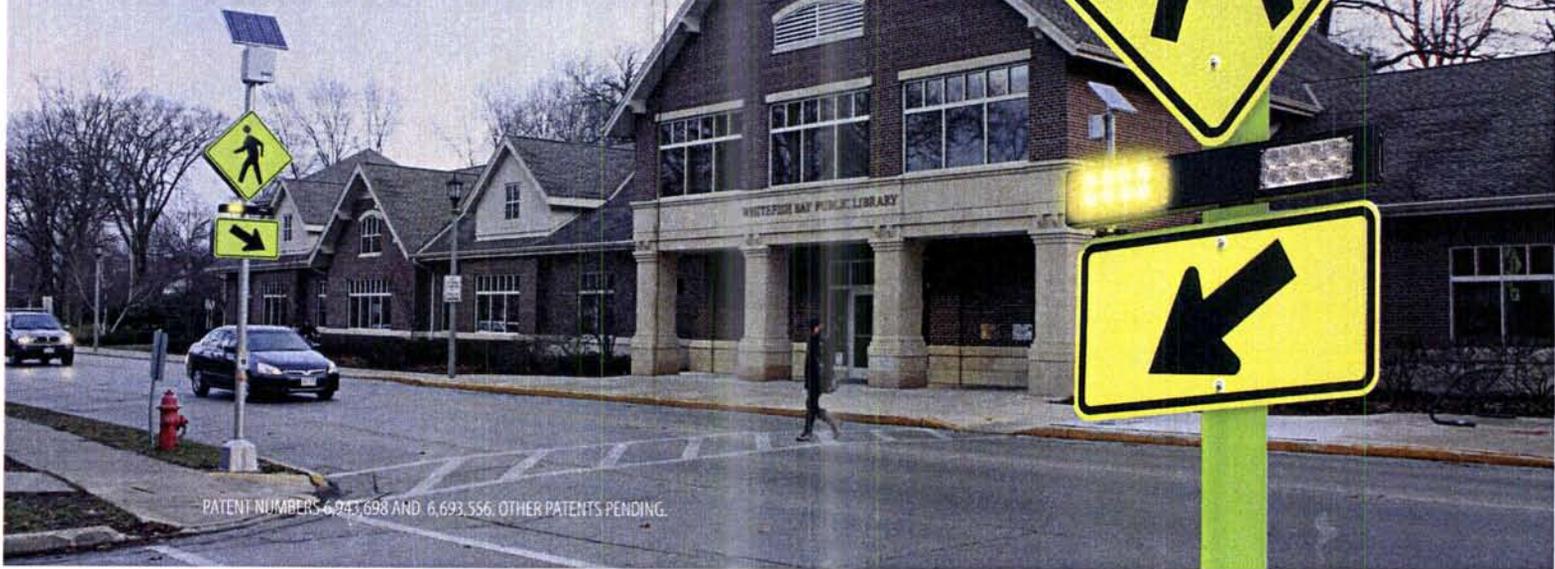
- Driver yielding rates of 80-90%
- Large LEDs exceed FHWA standards
- Wireless, synchronized LEDs
- Solar powered, eco-friendly
- Up to 30 days autonomy
- Easy installation, maintenance free
- Web-based monitoring/alert option

TAPCO's pedestrian-activated RRFB systems feature large, 7" x 3" LED arrays that exceed FHWA standards. They provide greater visibility, ideal for high speed and multi-lane pedestrian and school crossings. When activated, the SAE J595 certified LED arrays flash an FHWA specified, alternating 'wig-wag' pattern. Side-mounted LED arrays flash concurrently to advise pedestrians that the units are flashing.

RRFBs have produced 80% to 90% driver compliance in yielding to pedestrians at high-risk uncontrolled crossings. This is the highest yielding rate of all devices not featuring a red display, and up to 4 times greater than standard round beacons. RRFBs cost less than other devices with similar vehicular yield rates.

RRFB options include:

- Advance RRFB, wirelessly linked to Crossing RRFB
- Self-powered remote bollard-mounted pushbutton
- Passively activated systems: microwave or infrared



## Applications

- High-speed and multi-lane crossings
- School crossings
- Pedestrian crossings
- Roundabout crossings

## Benefits

- Larger 7" x 3" LED arrays provide increased visibility
- Significantly higher driver awareness and compliance
- High-intensity leds command attention, day and night

## Features

- Multiple units are wirelessly synchronized, flash in unison
- Installation onto new or existing sign poles: single bar or back-to-back available
- Stand-alone, self-powered remote pushbutton bollard available
- 3-Year warranty



Visit **Traffic and Parking** on YouTube for videos on these products and more.



Pedestrian activated (active or passive)

### Optional Push Button Activation

Activated with less than 2 lbs. of force. Provides two-tone audible confirmation as well as visual confirmation. Meets ADA, MUTCD and TAC requirements, and housing meets NEMA specifications. Remote mounting available. Audible navigation units are available.



### Optional Pedestrian Motion Detector

Active infrared and microwave technologies work together to provide precise presence and accurate motion detection. Mountable between 8' and 16'. Impervious to light, sun rain and snow. Housing is rated NEMA-4.



### Optional Wireless Bollard Activation

Pedestrians and bicyclists can passively trigger flashing BlinkerSign™ LED signs, RRFB, BlinkerBeacon™ LED Beacons, pavement LEDs and other ITS devices. Actuators are housed in anodized aluminum cabinets that can be secured to concrete or asphalt. Battery operated: no grid wiring required.



Top view



Front view



Side view



Standard specifications (subject to change without notice)

#### Extra Large Rectangular Rapid Flash Beacon RRFB-XL

MUTCD Approval	Interim FHWA Approval Memorandum (1A-11)
Housing	Powder coated aluminum
LED modules: 7¼" x 3"	2 arrays of 8 amber LEDs, SAE J595 certified
Pedestrian LED module: 1½" x 3¾"	Side-mounted, flash concurrent with Vehicle LEDs
Flash pattern	MUTCD specified 'wig-wag' flash pattern
Mounting hardware	Stainless steel u-bolts for 4" to 4½" O.D. pole

#### Solar-assisted Battery-powered System

Housing	NEMA 4X rated fiberglass or aluminum cabinet with lockable clasps
Solar panel: 55 watt	25¼"H x 25¾"W x 1½"D. Adjustable 40° to 60°. Articulating mount rotates and pivots. Conforms to IP-67
Mounting	Aluminum mounting bracket (fits 4"– 4½" O.D. pole)
Battery (one per assembly)	12V, 40AH sealed gel battery requires no periodic watering. Sealed construction eliminates corrosive acid fumes and spills.
Battery lifespan	Up to 5 years
Autonomy	Up to 30 days without sun
Control Circuit	IP-67 NEMA rated enclosure: dust proof and waterproof (up to 30 minutes in 3 feet of water)

#### BlinkerBeam™ Wireless Communication System

Frequency	900 MHz FHSS
Range	3 miles with optional external antennas. For system separation over 900', a site survey is recommended
Radio	Operates on 900 MHz frequency hopping spread spectrum network. Operating range from 3.6vdc to 15vdc
Connectivity	Crosswalk and optional Advance LEDs flash concurrently
BlinkSync™ Wireless Synchronized Activation	Individual units in one system flash in synchronized patterns (avoids light noise of system operation). Ideal for multiple assemblies flashing in the same direction.
Push-button activation*	ADA pushbutton, typical (<120 millisecond)

\*Optional remote, stand-alone pushbutton available (includes self-contained, replaceable battery with typical two-year life)

#### Programming

- Windows TAPCO configuration software
- Optional web-based cellular communication for monitoring and control available
- Optional time clock system available for school zone signs

#### Warranty

3 year standard warranty



1-800-236-0112 • www.tapconet.com • blinkersales@tapconet.com





# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: HICKORY HILLS SKI AREA – RATES

Attached is a memo from Director of Public Services Dave Green and a memo from Parks and Recreation Superintendent Lauren Vaughn regarding rates at the Hickory Hills Ski Area. Mr. Vaughn outlines the Parks and Recreation Commission's recommendation for certain rate increases, which are as follows:

Category:	Increase:
Downhill season passes – for individuals (City and non-City resident rates)	\$10
Downhill season passes – for families (City resident and non-City resident rates)	\$25
Cross Country Season passes – for families (City resident and non-City resident rates)	\$ 5

As indicated by Mr. Vaughn, the rate increases will provide an anticipated \$5,000 in additional revenue. As you will note on the attached resolution, City residents pay a lower rate in all categories. I recommend the following motion:

**that the Resolution Establishing Fees for Hickory Hills Ski Area 2014-2015 season, which increases the rates for downhill season passes and cross country season passes, as recommended by the Parks and Recreation Commission, be adopted.**

JJO/bcm K:\tcclerk\city commission\fees\hickory hills ski area 2014 2015

copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Superintendent

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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   
DATE: October 10, 2014  
SUBJECT: 2014/2015 Hickory Hills Ski Rates

Attached is a memorandum from Lauren Vaughn, Parks and Recreation Superintendent, requesting that the City Commission approve a resolution adopting rates for the Hickory Hills Ski Area for the 2014-2015 ski season.

The Parks and Recreation Commission and staff agreed on raising the rates for season passes in all categories by a minimal amount and also that the daily rates at Hickory should stay at the same level as last year and I concur as well.

Please request that the City Commission approve a resolution establishing the Hickory Hills Ski Rates for the 2014-2015 winter season as presented.



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# Memorandum

The City of Traverse City

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TO: Jered Ottenwess, City Manager

FROM: Lauren Vaughn, Parks and Recreation Superintendent

DATE: October 8, 2014

SUBJECT: *Hickory Rate Proposal*

At the Parks and Recreation Commission meeting of October 2, 2014, the Commission approved a motion to recommend the set of rates for Hickory Hills for the 2014-2015 ski season. The last increase was in 2012 when the rates were raised \$10.00 for individual and \$25.00 for family downhill season passes for City residents and increased \$20.00 to \$30.00 for individual and \$50.00 to \$75.00 for family downhill season passes for non-residents. The additional family member rate for non-residents increased by \$10.00. The Cross Country season passes were raised by \$5.00 for City residents and \$10.00 to \$15.00 for non residents. Daily passes were increased by \$1.00 for City residents and \$2.00 for non-residents in all categories. We also eliminated the category for non-resident members of the Grand Traverse Ski Club which was between the City and non-resident rates.

This year, the Parks and Recreation Commission concurred with the staff recommendation keeping the daily rates the same as last year but raising the amount for season passes by \$10.00 for individual and \$25.00 for family downhill season passes in all categories. Depending on the day of the week attending, it would take between 8 and 10 visits to pay for the season pass. The Cross Country season passes were raised by \$5.00. The rates for the 2013-14 season are shown for comparison. These increases would increase revenue by approximately \$5,000.00 for the year.

This recommendation also keeps last year's policy that for City resident children that qualify for the TCAPS reduced price lunch program, rates are 50% off. This is for both daily passes and season passes.

Attached is the set of rates that the Parks and Recreation Commission reviewed and is recommending.

TO: Parks and Recreation Commission  
 FROM: Lauren Vaughn   
 RE: Proposed Hickory Hills Rates  
 DATE: September 26, 2014

Listed below are the suggested rates for this ski season. I am recommending keeping the daily rates the same as last year but raising the amount for season passes by \$10.00 for individual and \$25.00 for family downhill season passes in all categories. Depending on the day of the week attending, it would take between 8 and 10 visits to pay for the season pass. The Cross Country season passes were raised by \$5.00 for season passes. The rates for the 2013-14 season are shown for comparison. We would keep the half price rates for City resident children that are on free or reduced TCAPS lunch program with documentation letter from TCAPS. These increases would increase revenue by approximately \$5,000.00 for the year.

**SUGGESTED RATE SCENARIO FOR 2014-15**

<b>Daily Rates</b>	City Residents	Non-Residents	2013-14 Rates City Res.	2013-14 Rates Non-Res
Saturday all day pass adult	\$18.00	\$21.00	\$18.00	\$21.00
Saturday all day pass child (12 and under)	\$16.00	\$19.00	\$16.00	\$19.00
Adult after 4pm Sat. and all other days	\$14.00	\$17.00	\$14.00	\$17.00
Child (12 and under) after 4pm Sat. and all other days	\$13.00	\$16.00	\$13.00	\$16.00
Senior 60 and over all days	\$13.00	\$16.00	\$13.00	\$16.00
Cross Country at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00

<b>Season Pass Rates</b>	City Residents	Non-Residents	2013-14 Rates City Residents	2013-14 Rates Non-Resident
Adult	\$140.00	\$180.00	\$130.00	\$170.00
Child 12 and under	\$120.00	\$160.00	\$110.00	\$150.00
Senior 60 and over	\$120.00	\$160.00	\$110.00	\$150.00
Family (up to 4 people)	\$300.00	\$400.00	\$275.00	\$375.00
Each additional family member	\$ 30.00	\$ 40.00	\$ 30.00	\$40.00
Cross Country Family	\$ 50.00	\$ 70.00	\$ 45.00	\$65.00



**RESOLUTION ESTABLISHING FEES  
 FOR HICKORY HILLS SKI AREA  
 2014-2015 SEASON**

Because, services are provided for the winter operation of a ski area at Hickory Hills located at 2000 Randolph Street in Traverse City that require expenditures of time and materials; and

Because, the City Commission believes it is important that the actual costs associated with this service are not fully subsidized by the general taxpayer; and

Because, the fees represent the recommended charges for the 2014-2015 winter season at Hickory Hills ski area; therefore, be it

**RESOLVED,** that the City Commission of the City of Traverse City does hereby establish the following seasonal ski rates for the 2014-2015 winter season at Hickory Hills:

<u>SEASON PASS</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult	\$140.00	\$180.00
Child 12 and under	\$120.00	\$160.00
Senior 60 and over	\$120.00	\$160.00
Family (up to 4 people)	\$300.00	\$400.00
Each additional family member	\$ 30.00	\$ 40.00
Cross Country family	\$ 50.00	\$ 70.00

<u>DAILY RATES</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 18.00	\$ 21.00
Child 12 and under (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 16.00	\$ 19.00
Adult (Saturday and Holidays after 4 p.m. and all other days)	\$ 14.00	\$ 17.00
Child (Saturday and Holidays after 4 p.m. and all other days)	\$ 13.00	\$ 16.00

<u>DAILY RATES</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Senior 60 and over (all days)	\$ 13.00	\$ 16.00
Cross Country at all times	\$ 6.00	\$ 7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00

This resolution also authorizes issuing discount coupons for promotional advertising in print or electronic media or on discount cards and offering half price rates for City Resident TCAPS students that participate in the reduced price lunch program.

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

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Benjamin C Marentette, CMC, City Clerk



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: LIQUOR LICENSE REGISTRATION REQUEST – BREWERY  
FERMENT OF MI, INC.

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Brewery Ferment of MI, Inc. (Carly Anderson, Dustin Jones, and Kirsten Jones) to have transferred to them a Micro-Brewers License for operation at 511 S. Union Street. It is also recommended to approve the registration of this license with the City.

I recommend the following motion:

**That the resolution recommending approval of the request to transfer ownership of a Micro-Brewers Liquor License from Gourmet Organic Products, LLC to Brewery Ferment of MI, Inc. be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Brewery Ferment of MI, Inc. to operate such license at 511 S. Union Street.**

JJO/kes

K:\tcclerk\City Commission Communications\liquor license\_regular\Xfer License\_Brewery Ferment\_20141020.doc

copy: Carly Anderson, Dustin Jones, and Kristen Jones –  
[breweryferment@gmail.com](mailto:breweryferment@gmail.com)

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# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk

A handwritten signature in blue ink, appearing to read "Ben Marentette", written over the printed name of the City Clerk.

DATE: Thursday, October 16, 2014

SUBJECT: Liquor License Registration Request – Brewery Ferment of MI, Inc.

Brewery Ferment of MI, Inc. (Carly Anderson, Dustin Jones, and Kirsten Jones) has requested to have transferred to them a Micro-Brewer Liquor License from Gourmet Organic Products, LLC (Ben Crow and Stanley Silverman). Brewery Ferment of MI, Inc. would also like to register this license with the City as required under Chapter 834 of the Code of Ordinances. The license will continue operation at 511 S. Union Street under its current business name Brewery Ferment.

A Micro-Brewer license allows a business to sell beer produced on the premises to consumers for consumption on the premises or for take-out (MCL 436.1109(2)).

The applicant has paid the appropriate application fee and this request has been 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.

This license cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Brewery Ferment of MI. I respectfully recommend that the City Commission authorize the City Clerk to issue the registration.

As always, please let me know if you have any questions or if I may be of further assistance.



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_  
 (For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

**Instructions for Local Legislative Body:**

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a Regular meeting of the Traverse City council/board  
(regular or special) (township, city, village)

called to order by Mayor Michael Estes on 10/20/2014 at 7:00 PM  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Brewery Ferment of MI, Inc.  
(name of applicant)

for the following license(s): Micro Brewers License (Transfer from Gourmet Organic Products, LLC)  
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for:  Dance Permit  Entertainment Permit  Topless Activity Permit

to be located at 511 S. Union Street, Traverse City, MI 49684

be considered for \_\_\_\_\_  
(approval or disapproval)

**Approval**

**Disapproval**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Traverse City  
 council/board at a Regular meeting held on 10/20/2014.  
(regular or special) (date) (township, city, village)

Name and title of authorized officer (please print): Benjamin C. Marentette, CMC, City Clerk

Signature and date of authorized clerk: \_\_\_\_\_

Phone number and e-mail of authorized officer: 231-922-4480, tcclerk@traversecitymi.gov



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE  
REQUEST – GRAND TRAVERSE SENIOR LIVING, LLC, D/B/A  
CORDIA (KAREN ANDERSON)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Grand Traverse Senior Living, LLC, d/b/a Cordia (Karen Anderson) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 600 Cottageview Drive, Traverse City.

I recommend the following motion:

**that the resolution recommending approval of the request for a new Redevelopment Liquor License with Class C Privileges from Grand Traverse Senior Living, LLC, d/b/a Cordia, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Grand Traverse Senior Living, LLC, to operate such license at 600 Cottageview Drive.**

JJO/kes

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license\_Redevelopment\liqlc\_redevprojectarea\_Cordia\_20141020.doc

copy: Karen Anderson, [kanderson@cordia.biz](mailto:kanderson@cordia.biz)

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# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk *B. Marentette*

DATE: Thursday, October 16, 2014

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE  
REQUEST – GRAND TRAVERSE SENIOR LIVING, LLC, D/B/A CORDIA  
(KAREN ANDERSON)

Grand Traverse Senior Living, also known as Cordia (Karen Anderson), has applied for a Redevelopment Project Area Liquor License. The license would be operated at 600 Cottageview Drive; and they would enjoy Class C Liquor License privileges. Meaning, they could sell beer, liquor and mixed spirit drinks for on-premises consumption.

Three Redevelopment Project Area Liquor Licenses were made available to Traverse City within the Grand Traverse Commons in July 2011. There is currently one active Redevelopment Liquor License within this area; if the license to Cordia is approved, there will be one remaining license available at the Commons.

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 Grand Traverse Senior Living, LLC.

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



**Resolution Approving Redevelopment Area Liquor License**

Resolved, that the City Commission for the City of Traverse City hereby approves the request for issuance of a State of Michigan **LIQUOR LICENSE under PA 501 of 2006, with Class C Liquor License privileges issued under MCL 436.1521a(1)(a)**, to Grand Traverse Senior Living, LLC, with the license to be located at 600 Cottageview Drive, Traverse City, MI 49684, Grand Traverse County, City of Traverse City, which is located within the established Redevelopment District; be it further,

Resolved, that the City Commission for the City of Traverse City recommends this request above all others.

Motion by: \_\_\_\_\_

Support by: \_\_\_\_\_

Vote:

Yeas:            \_

Nays:             \_

Abstained:      \_

I, Benjamin C. Marentette, City Clerk for the City of Traverse City, Grand Traverse and Leelanau Counties, Michigan, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Commission of the City of Traverse City at a regular City Commission meeting held on October 20, 2014.

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



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

FROM:  JERED OTTENWESS, CITY MANAGER

SUBJECT: TRAFFIC CONTROL ORDERS TO BE MADE PERMANENT

Attached is a memo from the Engineering Department recommending that Temporary Traffic Control Orders 572 and 574 be made permanent.

I recommend the following motion:

**That the Temporary Traffic Control Orders:**

**#572, authorizing “(No Parking) Bus Stop” at all designated bus stop locations throughout the city; and**

**#574, Removal of “No Parking at Any Time” signs on both sides of Hastings Street from Parsons Road to Carver Street,**

**be adopted to be made permanent.**

JJO/kes

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cc: Tim Lodge, City Engineer

# Memorandum

The City of Traverse City  
Engineering Department



TO: Jered Ottenwess, City Manager  
Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Cichowski, E.I.T., Engineering Technician *JL/C*

DATE: Tuesday, October 14, 2014

SUBJECT: Traffic Control Orders 572 and 574 to be made permanent

The following Temporary Traffic Control Orders have been in effect for at least 90 days and are ready to be made permanent.

#	What	Where
572	(No Parking) Bus Stop	At all designated bus stop locations throughout the City
574	Removal of "No Parking at Any Time" Signs	On both sides of Hastings Street from Parsons Road to Carver Street

TCO 572 is required to ensure that the new BATA bus route stops are compliant with City Traffic Control Orders. The bus stop locations were reviewed by the Transportation Committee and it was the consensus to approve the proposed BATA bus stop locations.

TCO 574 was in response to a request from staff to narrow the driving lanes on Hastings Street by adding shoulder striping and allowing parking. This request was reviewed by the Transportation Committee and it was the consensus to remove the existing "No Parking" signs on Hastings Street.

The authority of the City Manager for these Temporary Traffic Control orders has expired and they must be extended or made permanent by the City Commission in order to continue. The City Commission can always rescind a Traffic Control Order at a later date if they so choose.

Staff is recommending that TCOs 572 and 574 be made permanent.

Temporary Traffic Control Orders are on file with the City Clerk's office.

TRAFFIC CONTROL ORDER NO.: 572

DATE: July 18, 2014

Bus Stop signs shall be placed as follows in connection with the Bay Area Transit Authority fixed route system:

(NO PARKING)  
"BUS STOP"

shall be placed at all designate bus stop locations throughout the City.

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

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE: This traffic control order shall supersede TCO #562 and #445 as they relate to bus stops throughout the City.

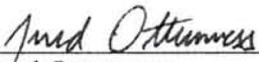
TRAFFIC CONTROL ORDER NO.: 574

DATE: August 6, 2014

The following signs regulating traffic shall be removed at the following locations:

**“NO PARKING AT ANY TIME”**

on both sides of Hastings Street from Parsons Road to Carver Street.

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

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE: This traffic control order shall make null and void TCO #454 as it relates to parking on this section of Hastings Street.



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# Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: MICROBEADS

Mayor Pro Tem Carruthers has requested that the City Commission consider adopting a resolution which would encourage residents to use personal care products which do not contain microbeads as well as urge the Michigan Legislature to pass the legislation that has been introduced which would ban the manufacture of personal care products that contain microbeads.

The following motion would adopt the resolution:

**that the Resolution Encouraging Traverse City Residents to Avoid the Use of Personal Care Products Containing Microbeads and Urging the Michigan Legislature to Enact Legislation Prohibiting the Manufacture of Personal Products that Contain Microbeads, be adopted.**

JJO/bcm

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**Resolution Encouraging Traverse City Residents to  
Avoid the Use of Products Containing Microbeads and Urging the Michigan  
Legislature to Enact Legislation Prohibiting the Manufacture of Personal  
Care Products that Contain Microbeads**

- Because, microbeads are tiny plastic particles used as an abrasive in many common every day products such as facial scrubs and soaps; and
- Because, many personal care products contain small plastic microbeads that enter the watershed through various ways, including through home drains; and
- Because, microbeads do not decompose and most are so small that they pass through wastewater treatment plants and are eventually discharged into the Great Lakes where they persist and collect toxic chemical pollutants on their surface; and
- Because, plastic is mistaken for food by organisms throughout the aquatic food web, where it can cause physical blockages, internal damage, and serve as a pathway for dangerous toxic pollutants to enter the food web and contaminate the fish and wildlife we eat; and
- Because, once ingested, the toxic microbeads can cause health problems for people who might ingest them; and
- Because, The 5 Gyres Institute, the only organization to conduct micro-plastic survey work of all 5 of the world's oceans, in collaboration with researchers from SUNY Fredonia, have published the first micro-plastic pollution survey of the Great Lakes Region in the Marine Pollution Bulletin, and found a high concentration of micro-plastics, more than most ocean samples collected worldwide, with 90% of the micro-plastics observed in Lake Erie; and
- Because, companies such as L'Oreal, The Body Shop, Colgate-Palmolive, Unilever, Johnson & Johnson, and Procter & Gamble have agreed to phase out the use of microbeads; and
- Because, state legislatures in Michigan, Minnesota, New York, Ohio, and California, as well as representatives at the federal level have introduced legislation to prohibit the sale of cosmetic and personal care products containing, microbeads; and

- Because, the State of Illinois has adopted legislation that bans the manufacture of personal care products that contain microbeads; now therefore, be it
- Resolved,** the City Commission of the City of Traverse City supports the use of personal care products that do not contain microbeads; and further, be it
- Resolved,** that the City of Traverse City calls on its residents to find an alternative product to those products containing microbeads; and finally, be it
- Resolved,** that the City Commission of the City of Traverse City urges the Michigan Legislature to act swiftly and pass the legislation it has introduced which would ban the manufacture of personal care products that contain microbeads.

I certify that this resolution was adopted by the City Commission for the City of Traverse City, at its regular meeting held on October 20, 2014, in the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, CMC, City Clerk



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: UTILITY EASEMENT – 442 FIFTH STREET

Attached is a memo from City Engineer Timothy Lodge requesting that the City Commission accept a revised easement from Eric Strang located at 442 Fifth Street.

As mentioned by Mr. Lodge, the City obtained an easement for this property from a previous property owner in 2001 for the installation and maintenance of a sanitary sewer line. Mr. Strang, the current owner, approached the City to install a garage over the area encumbered by the easement. After consideration, it was determined to accept the easement with additional stipulations.

I recommend the following motion:

**That the City Commission accepts the executed Public Utility Easement from Eric Strang at 442 Fifth Street with the additional stipulations outlined in the City Engineer's October 13, 2014, communication.**

JJO/kes

k:\tcclerk\city commission\deeds and easements\easement\_442 fifth street.doc

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: October 13, 2014

SUBJECT: Revised Public Utility Easement  
442 Fifth Street

In 2001 the City obtained easements from the property owners of 442, 438 and 420 Fifth Street for the installation and maintenance of a sanitary sewer line that serves these parcels. Recently, the property at 442 Fifth Street was acquired by a new property owner who approached the City to install a garage over the area encumbered by the easement. After considering the requirements for continued operation and maintenance of the sewer line we concluded that the request can be granted and the property owner agreed to the following additional stipulations for the easement:

1. The property owner is responsible for any and all cost for work to operate and maintain the line in excess of usual costs.
2. The easement width is increased from 15 feet to 20 feet.
3. The property owner is responsible for installing a casing pipe under the proposed garage for future repair and maintenance.
4. The property owner shall provide a minimum 10 feet wide ingress and egress to the sewer.
5. The property owner is solely responsible for any and all costs associated with the structures placed over the public sewer.

The property owner has agreed with all of these stipulations and provided the revised public utility easement which is attached. Please have the City Commission accept the revised easement at the next available meeting.

## PUBLIC UTILITY EASEMENT

Grantors Eric Strang whose address is 442 Fifth Street, Traverse City MI 49684, grant(s) and convey(s) to the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan, 49684, ("the City"), its successors and assigns, an easement for public utility purposes in, over, upon, and under the real estate situated in the City of Traverse City, County of Grand Traverse, State of Michigan, described as:

Lots 41 and 42, Except the North 65 feet, Block 3, Hannah Lay and Company's 10<sup>th</sup> addition.

(the "Burdened Property"). The easement is legally described as:

Ten (10) feet to either side of the public utilities as constructed.

This conveyance includes the right to install public utility facilities including but not limited to water mains, meters, hydrants, sanitary sewers, storm drains, catch basins, conduits, poles and wires. This conveyance includes the consent of the Grantors to the removal at any time of such trees, shrubs and vegetation as, in the judgment of the City, is necessary to the construction and maintenance of the highway or public utilities.

The City has the right to temporarily use any adjacent property of the Grantor for ingress and egress to said easement as necessary to affect the purposes of the right of way granted by this instrument.

The right herein granted shall include the right to excavate and to install, repair, maintain and improve all facilities placed in, over and upon said land as necessary in the sole discretion of the City, including the right to change the grade of and drain the Burdened Property as necessary for the City's use of the easement.

Grantor agrees that unless it shall first secure the consent of the City, it will not place any additional buildings or other structures within the Burdened Property. Consent by the City to any such placement shall be in writing and on such terms and conditions as shall be approved by the City; however such consent shall not be unreasonably withheld. In the event the City consents to such placement and the City subsequently requires access to the facilities located with the easement it shall notify the Grantor of such need and the Grantor, at its sole expense shall make access to the utilities for purposes of repair and maintenance feasible. The City shall, as reasonably practicable, cooperate and coordinate with the Grantor in terms of timing of the

modifications of the structures and the staging of the work.

The parties acknowledge that the Grantor's garage will lie within the Burdened Property. The parties agree to work cooperatively to ensure that excavation in that portion of the Burdened Property can occur without removal of the garage. To that end, the Grantor shall install a casing pipe for future repair, maintenance and/or replacement of the public utilities as required by the City Engineer in the area of the Burdened Property where the garage is anticipated to be constructed. Grantor shall construct the garage so as to ensure a ten (10) foot clear access path for equipment to access the northeast portion of the Burdened Property east of the anticipated location of the garage. Alternatively, if it is determine that that is not feasible, the Grantor shall take necessary steps so as to permit excavation at Grantor's sole cost and expense. Grantor agrees to reimburse the City for costs incurred by the City as a result of the placement of the garage within the Burdened Property, in the event that such costs exceed the City's usual costs of operating, maintaining or replacing the public infrastructure within its easement.

Any repairs to or replacement of structures placed within the Burdened Property by Grantor shall be at the sole cost and expense of the Grantor. Grantor shall indemnify and hold the City harmless from any and all cost, expense or liability resulting from or on account of Grantor's placement of any building or structure within the Burdened property.

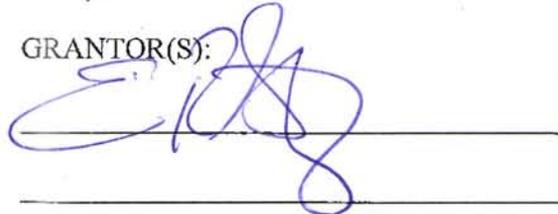
Consideration for this easement is \$ 1.00 the adequacy and receipt of which is acknowledged.

As part of the consideration for the granting of this easement, the City will make a reasonable effort to leave the premises in good condition. This conveyance includes a release of any and all claims of damages to Grantors or the Burdened Property, arising from or incidental to the City's use of the easement.

The easement described herein is in gross for the benefit of the public, runs with the Burdened Property, and may be assigned or transferred by the City in whole or in part to another public entity.

Executed this 1<sup>st</sup> day of October, 2014.

GRANTOR(S):



STATE OF California )  
COUNTY OF Sonoma )

The foregoing instrument was acknowledged before me this 1st day of October,  
2014, by Eric R. Strang

Michelle Jackson, Notary Public  
Sonoma County, California



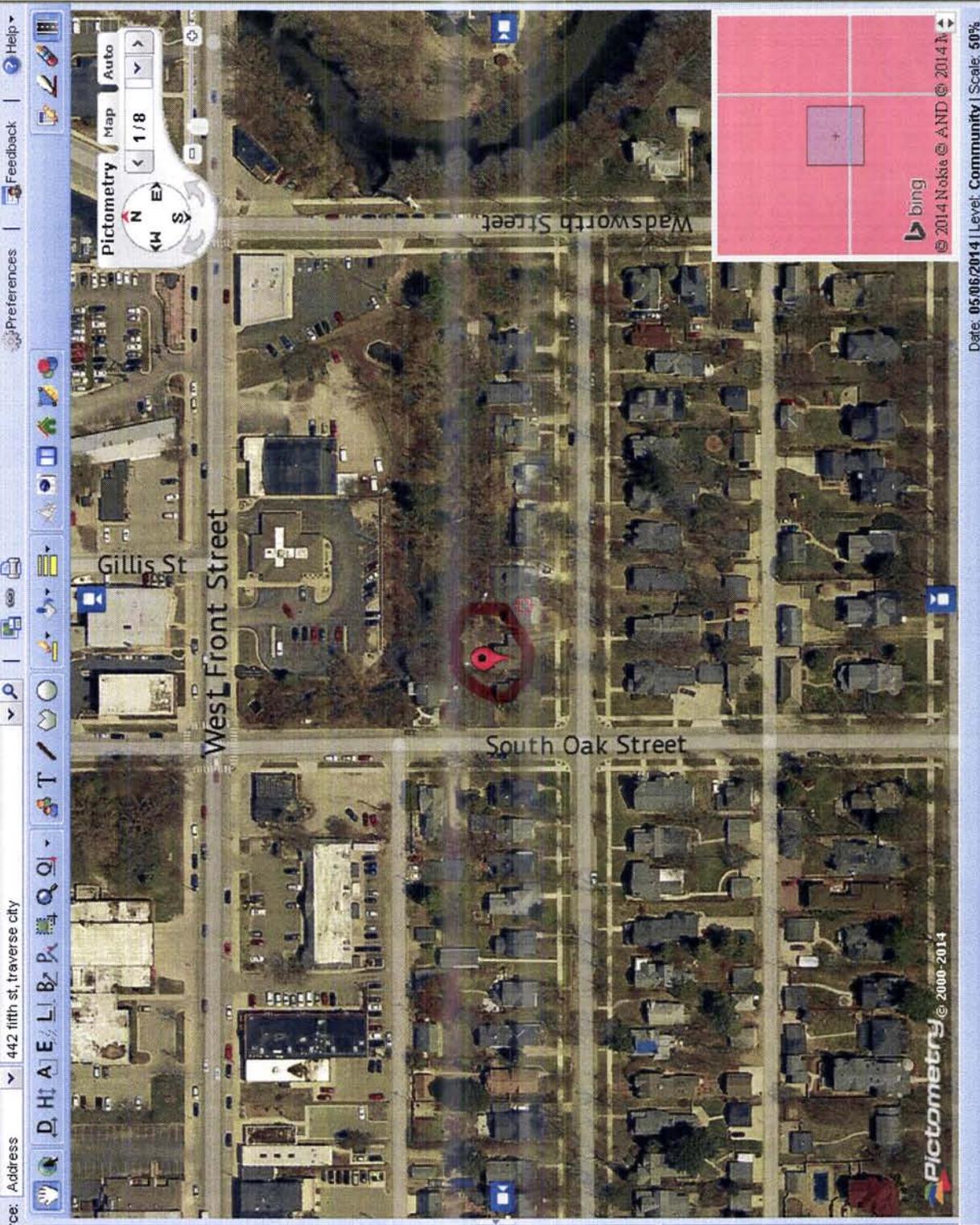
My Commission Expires: Oct. 17th 2017  
Acting in the County of Sonoma

This instrument drafted by:

Timothy J. Lodge, City Engineer  
400 Boardman Avenue  
Traverse City, MI 49684

When recorded return to:

Benjamin Marentette, City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684





# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: REQUEST FOR SPECIAL LAND USE PERMIT 14-SLUP-02 –  
MIXED-USE BUILDING AT 124 WEST FRONT STREET

Attached is a memo from City Planning Director Russell Soyring, regarding the above matter.

Also attached is an application and accompanying information submitted by Applicant W. Keith Owen of Owen Architects Collaborative, on behalf of the land owner, Federated Properties, LLC. This Special Land Use Permit would allow a 68' tall, five-story mixed-use building at 124 West Front Street, consisting of 47 residential units as well as first floor commercial space. The action for the Commission's consideration Monday evening is to schedule a public hearing on this request for Monday, November 17, 2014.

The following motion would schedule this request for a public hearing on November 17, 2014:

**that the request from Applicant Owen Architects Collaborative, LLC, on behalf of land owner Federated Properties, LLC, for Special Land Use Permit 14-SLUP-02, to allow for the construction of a 68' tall mixed-use building at 124 West Front Street, with conditions, as recommended by the Planning Commission, be scheduled for public hearing on November 17, 2014.**

JJO/bcm

copy – Russell Soyring, City Planning Director  
W. Keith Owen, Architect for Federated Properties

K:\tcclerk\city commission\special land use permit\slup\_phschedule\_14\_SLUP\_02\_federated properties

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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: October 9, 2014

SUBJECT: Special Land Use Permit request and Site Plan Review request by W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC to allow for a taller building at 124 W. Front Street

The Planning Commission received a request from W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for a Special Land Use Permit for a taller building and Site Plan Approval at 124 W. Front Street. The request was discussed by the Commission on September 3, 2014 and a Public Hearing was held on October 7, 2014.

The proposal is to build a five-story mixed use development with a single driveway access from Front Street. The proposed development will include lower level parking, first floor commercial and residential; and residential use on floors two through five (for a total of 47 residential units). The site is currently vacant. In 2007, the former Grand Traverse Auto building was demolished and the site was prepared for construction of a new building. J&S Hamburg, a one-story building, is located to the west and the Traverse City Record Eagle, a one-story building, is located to the east.

Included with this memo is the staff report for the SLUP along with an Order Granting for the SLUP should the City Commission agree with the Planning Commission's recommendation.

At the Public Hearing, one person made public comment; it was a general statement. After the Public Hearing was closed, the Planning Commission made the following motion:

Motion by Commissioner McNally, second by Commissioner Warren, that the request by W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for a Special Land Use Permit and Site Plan Review to allow for a taller building at 124 W. Front Street be approved with conditions as outlined in the Staff Report 14-SLUP-02 dated October 3, 2014 and Staff Report 14-SPR-01 dated October 3, 2014 with the deletion of "or" on condition #6 and that an additional condition be added that would read: windows on the west side shall reflect the general window pattern in the submittal on the west elevation; and further that the Planning Commission's recommendation be forwarded to the City Commission for their consideration. Motion carried 8-1 (Commissioner Bergman opposed).

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

RAS:ml  
Attachments: Application submission materials  
Images of the proposed building  
Staff Report 14-SLUP-02 dated October 3, 2014  
Draft Order Granting



City of Traverse City

### SPECIAL LAND USE PERMIT APPLICATION

Planning Department, 400 Boardman, Traverse City, MI 49684 (231) 922-4778 Telefax (231) 922-4457

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

APPLICATION FEE: \$830.00	DATE: _____
CHECK NO. _____	HEARING DATE: _____
RECEIPT NO. _____	PARCEL NUMBER: _____

Property address: 124 W. Front Street Traverse City, MI

Legal description: See Attached Legal Description

Description of request: Federated Properties proposes a mixed use development on the site including lower level parking, first floor commercial and residential use and residential use on floors 2 through 5. The developer requests that building height be allowed 68 feet per Article 1368.01

THE COMPLETED APPLICATION AND FOURTEEN (14)\* COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, SITE PLANS AND SITE DEVELOPMENT STANDARDS.

Names of all property owners: Federated Properties, LLC  
30955 Northwestern Hwy Farmington Hills, MI 48334  
W. Keith Owen

Applicants name: \_\_\_\_\_

Address: 333 Touraine Grosse Pointe Farms, MI 48236

Telephone: 313-236-2595 Telefax: 313-882-5002

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1322.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including, but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance

Signature of owner(s): [Signature]

Signature of applicant (if different than owner): W. Keith Owen

Relationship of applicant to owner: W. Keith Owen is the Architect for the project

\*Note: After the Planning Commission has acted upon the request, ten (10) additional copies of the site plan shall be submitted to the City Clerk. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

LEGAL DESCRIPTION AS FURNISHED:

TRANSNATION TITLE INSURANCE CORPORATION FILE NO. 05177954

BEGINNING AT THE SOUTHEAST CORNER OF LOT 14, OF HANNAH, LAY & CO'S FIFTH SUBDIVISION OF BLOCK 26 OF THE ORIGINAL PLAT OF THE CITY OF TRAVERSE CITY, MICHIGAN; THENCE WEST ALONG THE SOUTH LINE OF SAID BLOCK 26 TO THE SOUTHWEST CORNER OF LOT 24 OF HANNAH, LAY & CO'S FIFTH SUBDIVISION OF BLOCK 26; THENCE NORTHERLY TO THE NORTHWEST CORNER OF SAID LOT 24, BEING ALSO THE NORTHEAST CORNER OF LOT 25 OF SAID PLAT; THENCE WEST ALONG THE NORTH LINE OF SAID LOT 25 TO THE NORTHWEST CORNER OF SAID LOT 25; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 25, EXTENDED NORTHERLY, 27.02 FEET; THENCE NORTHEASTERLY TO A POINT ON THE EAST LINE OF SAID LOT 24, EXTENDED NORTHERLY, 32.30 FEET NORTH OF THE NORTHEAST CORNER OF SAID LOT 24; THENCE NORTH ALONG THE EAST LINE, EXTENDED NORTHERLY, OF SAID LOT 24, TO THE THREAD OF THE BOARDMAN RIVER; THENCE EASTERLY ALONG THE THREAD OF THE BOARDMAN RIVER TO THE EAST LINE, EXTENDED NORTHERLY, OF SAID LOT 141; THENCE SOUTH ALONG SAID EAST LINE EXTENDED, AND EAST LINE OF SAID LOT 14, TO THE POINT OF BEGINNING.

EXCEPTIONS:

RESERVATIONS OF RIPARIAN RIGHTS AND FLOWAGE RIGHTS AS DISCLOSED IN LIBER 140, PAGE 8.

BEARING BASIS:

PREVIOUS GFA FILE NUMBER: 021480

## SITE PLANS - TRAVERSE CITY CODE - APPLICABLE CODE SECTIONS

### 1364.03 SPECIAL LAND USE APPLICATIONS.

All land for which an application for a special land use permit is made shall be owned by the applicant or by a person who has consented, in writing, to the application. The parcel must be capable of being planned and developed as one integral land use unit. Noncontiguous parcels may be considered. The application must be signed by the applicant and by the owner or a person with the owner's written consent and must contain:

- (a) A site plan as described by this Zoning Code;
- (b) A statement of present ownership of all land which is the subject of the request;
- (c) An application fee. This application fee shall be non-refundable. The City Commission shall, by resolution, establish the amount of the application fee.
- (d) Upon the request of the Planning Director or the Planning Commission, the applicant shall provide such other information pertinent to the special land use application. Failure of the applicant to provide such requested information with a reasonable time may be grounds for denial of the application.
- (e) If the application is approved, the applicants shall pay all Register of Deeds recording fees to record the special land use permit.

### 1364.02 GENERAL STANDARDS FOR APPROVAL.

Each application for a special land use shall be reviewed for the purpose of determining that the proposed use meets all of the following standards:

- (a) The use shall be harmonious with and in accordance with the general principles and proposals of the City Plan.
- (b) The use shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- (c) The use shall not be hazardous or disturbing to existing or planned future uses in the same general vicinity.
- (d) The use shall be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
- (e) The use shall not create excessive additional requirements at public cost for public facilities and services.
- (f) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.
- (g) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.
- (h) Elements shall relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.
- (i) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.
- (j) The specific requirements outlined in each applicable section of this Zoning Code shall be satisfied.

# Owen Architects Collaborative, LLC

## 124 W. Front St Mixed Use Project Traverse City, MI

### Narrative Description and Response to General Standards for Approval in Article 1364.02

- A) The design of the proposed building is intended to enhance and reinforce the architectural character of Front St in Traverse City. The building facades use materials, scale and detailing compatible with the existing masonry and stone elevations along Front St and typical of downtown environments of the era. The building is articulated both horizontally and vertically to help reduce the scale of the proposed building to that of its neighbors. The upper most level of the building is pull back off of the main wall on Front to further minimize the impact of the additional building height.
- B) The uses proposed are lower level parking for building residents, first floor commercial and residential use, and residential use on levels two through five. The proposed uses are consistent with the current zoning for the site and support the goal of more residential units in the downtown area. There are no hazardous activities proposed on the site. The project includes the cleanup of an existing brownfield site.
- C) The project is served by existing W Front St and existing sewer, water, electrical and support services are currently available. A letter from the Fire Marshal regarding firefighting at the site is included with the application.

## Owen Architects Collaborative, LLC

- D) The use does not appear to create any excessive demand on existing infrastructure and significantly increases the value of the property and neighborhood.
- E) The proposed uses are consistent with zoning uses allowed and do not include and detrimental uses. Traffic and parking should be helped by including on-site parking for the residential units although not required by ordinance. To minimize storm water impact some rain water capture will be employed and swirl containment will be employed before the storm water is discharged from the site.
- F) No historic buildings exist on the site. The site was a brownfield which has been cleaned up as part of the overall development of the site.
- G) As indicated in item "A" above the scale, materials and details in the design of the proposed building are intended to reflect and reinforce the downtown development pattern and improve the neighborhood street scape. The design uses vertical and horizontal relief to make the components of the building similar in scale to other downtown building while also allowing the building to be a contemporary addition to the community.
- H) All of the uses proposed by the project are consistent with the uses allowed in the site C4b zoning. The Special Land Use permit is requested to allow the building height to be 68 feet in lieu of 60 feet which is allowed by Ordinance if more than twenty percent of the project is residential use which the proposed project significantly exceeds.



City of Traverse City

**PLANNING COMMISSION SITE PLAN REVIEW APPLICATION\***

Planning Department, 400 Boardman, Traverse City MI 49684 (231) 922-4778 (231)922-4457 fax

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

APPLICATION FEE:	\$200.00	DATE:	_____
CHECK NO.:	_____	HEARING DATE:	_____
RECEIPT NO.:	_____	PARCEL NUMBER:	_____

Property address: 124 W. Front Street Traverse City, MI  
 Legal description: See Attached Legal Description

Description of request: Federated Properties requests Site Plan Approval for it's proposed mixed use development on it's site at 124 W. Front St. The proposed development will include lower level parking for residential use, first floor commercial & residential use and residential use on floors 2 through 5.

THE COMPLETED APPLICATION AND FOURTEEN (14)\* COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT A MINIMUM OF 21 DAYS PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, SITE PLANS AND SITE DEVELOPMENT STANDARDS.

Names of all property owners: Federated Properties, LLC  
30955 Northwestern Highway  
Farmington Hills, MI 48334

Applicant's name: W. Keith Owen  
 Address: 333 Touraine Grosse Pointe Farms, MI 48236  
 Phone: 313-236-2595 Fax: 313-882-5002

Signature of owner(s): [Signature]  
 Signature of applicant (if different than owner): [Signature]

Relationship of applicant to owner: Applicant is the Architect for the Project

\*For Planning Commission-approved special land use permits, planned unit developments or for land use permits for a use generating more than 500 motor vehicle trips per day.

**SITE PLAN REQUIREMENTS CHECKLIST**

Yes	No	Site plans are required to meet the following requirements:
<input checked="" type="checkbox"/>		Filing fee
<input checked="" type="checkbox"/>		Sealed by a registered architect or engineer (except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval.)
<input checked="" type="checkbox"/>		Drawn to scale with a scale on the plan
<input checked="" type="checkbox"/>		Rendered on a minimum sheet size of 24 inches by 36 inches
<input checked="" type="checkbox"/>		Legal description
<input checked="" type="checkbox"/>		Property lines and dimensions
<input checked="" type="checkbox"/>		North arrow
<input checked="" type="checkbox"/>		Date
<input checked="" type="checkbox"/>		Vicinity map
<input checked="" type="checkbox"/>		Property owner's and applicant's name and address
<input checked="" type="checkbox"/>		Preparer's name and address
<input checked="" type="checkbox"/>		Street names
<input checked="" type="checkbox"/>		Existing street and alley widths
<input checked="" type="checkbox"/>		Location and width of utility easements
<input checked="" type="checkbox"/>		Size and location of existing and proposed utilities and building service lines
<input checked="" type="checkbox"/>		The zoning classification of the site and surrounding properties and, where applicable, the zoning request
<input checked="" type="checkbox"/>		Required setback lines, lot size, lot coverage (impervious surface) and any variance to be requested
<input checked="" type="checkbox"/>		The size and location of existing buildings and improvements on and adjacent to the subject parcel
<input checked="" type="checkbox"/>		The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials
<input checked="" type="checkbox"/>		A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities
<input checked="" type="checkbox"/>		The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys

Yes	No	Site plans are required to meet the following requirements:
X		The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls
X		Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development
X		Any other information necessary to establish compliance with City ordinances.
X		Landscaping - meets landscaping requirements of Chapter 1372
X		Parking - meets parking requirements of Chapter 1374
<b>The following additional information if requested by the Planning Director:</b>		
	X	A report describing the soil types and the ability of soils to accommodate the proposed development.
	X	A tree location survey signed by an engineer, surveyor, landscape architect, showing all existing trees having a diameter at breast height of six inches or greater, the common and/or scientific names and the diameter at breast height of these trees, plus an indication of trees to be preserved, to be transplanted, or to be removed during site development. Closely grouped trees shall be designated by the predominate species represented, the number present and the diameter at breast height range of the group or clump.
	X	The existing and proposed topography at 2 foot intervals

**CHECKLIST OF STANDARDS  
FOR GRANTING SITE PLAN APPROVAL**

Yes	No	
		The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
X		Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
X		All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from public sidewalks adjacent to the site by a parapet wall or similar architectural feature.
X		Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.
	X	Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.
X		Every development shall have legal access to a public or private street.
X		The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.
X		A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.
X		All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.
	X	Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
	X	All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible from residential districts or public rights-of-way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.
X		Exterior light sources shall be deflected downward and away from adjacent properties and rights-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.
X		Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.
X		Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.

LEGAL DESCRIPTION AS FURNISHED:

TRANSNATION TITLE INSURANCE CORPORATION FILE NO. 05177954

BEGINNING AT THE SOUTHEAST CORNER OF LOT 14, OF HANNAH, LAY & CO'S FIFTH SUBDIVISION OF BLOCK 26 OF THE ORIGINAL PLAT OF THE CITY OF TRAVERSE CITY, MICHIGAN; THENCE WEST ALONG THE SOUTH LINE OF SAID BLOCK 26 TO THE SOUTHWEST CORNER OF LOT 24 OF HANNAH, LAY & CO'S FIFTH SUBDIVISION OF BLOCK 26; THENCE NORTHERLY TO THE NORTHWEST CORNER OF SAID LOT 24, BEING ALSO THE NORTHEAST CORNER OF LOT 25 OF SAID PLAT; THENCE WEST ALONG THE NORTH LINE OF SAID LOT 25 TO THE NORTHWEST CORNER OF SAID LOT 25; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 25, EXTENDED NORTHERLY, 27.02 FEET; THENCE NORTHEASTERLY TO A POINT ON THE EAST LINE OF SAID LOT 24, EXTENDED NORTHERLY, 32.30 FEET NORTH OF THE NORTHEAST CORNER OF SAID LOT 24; THENCE NORTH ALONG THE EAST LINE, EXTENDED NORTHERLY, OF SAID LOT 24, TO THE THREAD OF THE BOARDMAN RIVER; THENCE EASTERLY ALONG THE THREAD OF THE BOARDMAN RIVER TO THE EAST LINE, EXTENDED NORTHERLY, OF SAID LOT 141; THENCE SOUTH ALONG SAID EAST LINE EXTENDED, AND EAST LINE OF SAID LOT 14, TO THE POINT OF BEGINNING.

EXCEPTIONS:

RESERVATIONS OF RIPARIAN RIGHTS AND FLOWAGE RIGHTS AS DISCLOSED IN LIBER 140, PAGE 8.

BEARING BASIS:

PREVIOUS GFA FILE NUMBER: 021480

# STAFF REPORT

14-SLUP-02

DATE: October 3, 2014

**APPLICANT:** W. Keith Owen, Owen Architects  
Collaborative, L.L.C.  
333 Touraine  
Grosse Pointe Farms, MI 48236

**PROPERTY OWNERS:** Federated Properties, LLC  
30955 Northwestern Hwy.  
Farmington Hills, MI 48334

**STATUS OF APPLICANT:** Architect.

**PROPERTY ADDRESS:** 124 W. Front Street.  
Tax I.D. # 28-51-706-004-00

**REQUESTED ACTION:** Construct a 5 story multi-use building with  
a building height of 65.5 feet.

**DESCRIPTION:** 124 W. Front Street. LOTS 14 THRU 24  
INCL HANNAH LAY & CO'S 5TH SUB &  
THT PRT OF BLOCK 26 OF ORIG PLAT  
LYING S OF BOARDMAN RIVER AND  
ADJ TO ABOVE REFERENCED LOTS  
(TAX DESCRIPTION) .

**EXISTING CONDITIONS:**

**SITE SIZE:** 1.04 acres (275' x 165')

**TOPOGRAPHY:** Sloping from Front Street to Boardman  
River.

**VEGETATION:** Grass with some scrub vegetation.

**SOILS:** Remediated brownfield site with sandy  
soils.

**EXISTING ZONING:** C-4b (Regional Center District).

**SURROUNDING ZONING/LAND USE:**

NORTH: C-4a (Regional Center District) / Boardman River.  
SOUTH: C-4c (Regional Center District) / office and parking.  
EAST: C-4b (Regional Center District) / Record Eagle.  
WEST: C-4b (Regional Center District) / J&S Hamburger.

ZONING HISTORY: From 1958 to 1999 the property was zoned C-4 (Central Business District). In 1999 the property was rezoned to C-4b (Regional Center District).

**RELEVANT SECTIONS OF THE ZONING ORDINANCE:**

Chapter 1346 C-4 Regional Center Districts (p. 79).  
Section 1346.02 Uses Allowed By S.L.U.P. (p. 81).  
Section 1364.02 General Standards For SLUP Approval (p. 137).  
Section 1364.08(m) Specific Requirements for Taller buildings (p. 146).

**RELATIONSHIP TO THE CITY PLAN:**

The Future Land Use Map designates this neighborhood as a TC-5 Neighborhood. The TC-5 *Downtown* Neighborhood is the most formally and intensely developed neighborhood in the City Plan. The plan calls for the greatest building mass within the city with appropriate balance and scale. Buildings shall typically be placed close to the street or civic spaces to provide a sense of enclosure to the public realm.

The proposed plans are consisted with the goals and objectives of the TC-5 Urban Design Element.

**PUBLIC UTILITIES:**

There are adequate utilities to serve this building. Overhead electrical lines that run from the Warehouse District across the river south to Hannah Park are planned to be undergrounded in 2015. The developer will work with Traverse City Light and Power and City Engineering for a plan to have a power supply once the undergrounding takes place. A 12-inch water main is located in Front Street and on a City

owned parcel next to J&S Hamburger. An 8" sanitary sewer is located adjacent to the north west corner of the property behind the Record Eagle building. Utility connections shall require approval from the City Engineer.

**TRAFFIC**

The total square footage of the proposed building is 174,173 square feet which includes lower level parking and five floors. The project will consist of 33,526 square feet of lower level parking (70 spaces), 13,762 square feet of retail and 126,825 square feet of residential (47 dwelling units) The project is anticipated to generate approximately 1,347 trip ends per day based on the Trip Generation Manual. This number may be overly high as the Trip Generation Manual does not take into account that this project is located downtown where many trips utilize non-motorized travel (walking, biking) or utilize public transit.

**ACCESS:**

The underground parking is proposed to be accessed from Front Street. A complete sidewalk network is in the general vicinity and a pedestrian bridge and walkway connecting the Warehouse District to the downtown is planned to be constructed in 2015 and is adjacent to the property. All the bus lines can be accessed at the transit center site three blocks from the property. The boardwalk along the river is not a part of this project and would likely be a project initiated by the City. If the boardwalk was constructed the City would like a pedestrian easement from the property to cross the developer's property to access the boardwalk. The public transit service and sidewalk system will help to reduce the number of motor vehicle trip end generated by this project.

**PARKING:**

Parking is not required in the C-4 districts. However the applicant is proposing to construct lower level parking which will have accommodations for 70 parking spaces. Private parking areas are allowed in the C-4 District provided it can be a

demonstrated need for private parking which will not be satisfied by existing public parking within 500 feet of the proposed use. (See letter from Parking Services that indicates there is a demonstrated need for additional parking.)

## **ANALYSIS:**

### General Standards 1364.02:

- (a) The use shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.

*The design of the building will be traditional masonry construction (brick veneer, stone, sill accents, etc.) with numerous windows and pedestrian entrances which will be harmonious with the character of the downtown and the general vicinity. The windows on the west elevation will not meet building code due to the close proximity to the property line. The applicant will need to secure more property or eliminate the windows.*

- (b) The use shall not be hazardous or disturbing to existing or planned future uses in the same general vicinity.

*The proposed 5-story mixed use of the building (retail, residential and parking) reflects the proposed land uses and intensities in the area. Taller and larger buildings are intended for the TC-5 Neighborhood type. The Zoning Code required a minimum height of 30 feet. .*

- (c) The use shall be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

*The proposed building is located on Front Street and across from Pine Street which are designated as collector streets. Nearby are Division Street and Grandview Parkway which are designated as arterials. Schools should not be significantly impacted by the proposed residential dwellings in this building. There are adequate utilities to serve this building. Overhead electrical lines that run from the Warehouse District across the river south to Hannah Park are planned to be undergrounded in 2015. The developer will work with Traverse City Light and Power and City Engineering for a plan to have a power supply once the undergrounding takes place. A 12-inch water main is located under Front Street and on a City owned parcel next to J&S Hamburger. An 8" sanitary sewer is located adjacent to the northwest corner*

*of the property behind the Record Eagle building. The City Engineer has provided a memo as to the specific requirements for the utility connections.*

- (d) The use shall not create excessive additional requirements at public cost for public facilities and services.

*The pedestrian bridge and electrical undergrounding are planned capital project improvements to the district. The building will not create any excessive expenditures with public funds.*

- (e) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, orders or water runoff.

*The current street system can support the potential increased traffic volume. The proposed use of retail, residential, and a parking will not involve activities, processes, materials, equipment or nuisances that will be detrimental to any person or property. Storm water runoff control will need to meet the requirements of Chapter 1068.*

- (f) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.

*There are no historic buildings on the site. The parcel is a brownfield which was cleared several years ago as part of the overall development of the site.*

- (g) Elements shall relate to the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.

*The design of the building has prominent store fronts with numerous windows and pedestrian entrances which will help break up the length of the building. The scale, materials and details in the design of the proposed building appear to reflect and reinforce the downtown development pattern and improve the pedestrian experience through an enhanced streetscape. The design uses vertical and horizontal relief to make components of the building in scale to other downtown buildings.*

- (h) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.

*The uses proposed for the building are permitted by right in the C-4 District. Taller buildings greater than 60 feet are allowed as a special use if all of the general and specific standards are met.*

- (i) The specific requirements outlined in each applicable section of this Zoning Code shall be satisfied.

*The plans submitted appear to be substantially in compliance with the Zoning Code*

#### Specific Requirements 1364.08 (m)

- (1) The building stories and height are consistent with Section 1368.01.

*The permitted building height for the C-4b Zoning District is as follows:*

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

*The proposed 5- story building will have a height of 65.5 feet to the roof deck at the west end of the building on Front Street. Not including the lower level parking area (which is for the residents) the building consists of 90% residential dwellings.*

- (2) Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.

*There will rooftop mechanical equipment located in the center of the building roof which will be screen by a 4 foot tall parapet wall that goes around the entire roof structure.*

- (3) Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.

*No steeples or other architectural embellishments are planned as apart of this project.*

- (4) The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of a taller building in relation to surrounding land and buildings.

*The applicant will be presenting a computer model from different vantage points at the public hearing.*

**RECOMMENDATION:**

Staff recommends that Special Land Use Permit No. 14-SLUP-02 to construct an 5-story, 65.5 foot, mixed-use building be approved contingent on the following:

1. The applicant and owner continue to work with City Engineering and Light and Power on utility extensions and service lines.
2. The owner shall be responsible for extending and relocating service extensions to the proposed building. These utilities must meet all applicable ordinance and City requirements.
3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.
4. The stormwater requirements outlined in the City Ordinance are met.
5. If the public riverwalk is constructed adjacent to the parcel and extends down to Union Street a mutually agreeable pedestrian easement between the City and the owner shall be provided.
6. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
7. The public sidewalk along Front Street shall extend across the proposed driveway.
8. Windows on the west side shall reflect the general window pattern in the submittal on the west elevation.

# Site Plan Review

## Staff Report

October 3, 2014

14-SPR-01: Prepared for property commonly known as 124 West Front Street

### SITE PLAN REQUIREMENTS CHECKLIST

Yes	No	Site plans are required to meet the following requirements:
x		Filing fee
x		Sealed by a registered architect or engineer (except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval.)
x		Drawn to scale with a scale on the plan
x		Rendered on a minimum sheet size of 24 inches by 36 inches
x		Legal description
x		Property lines and dimensions
x		North arrow
x		Date
x		Vicinity map
x		Property owner's and applicant's name and address
x		Preparer's name and address
x		Street names
x		Existing street and alley widths
x		Location and width of utility easements
x		Size and location of existing and proposed utilities and building service lines
x		The zoning classification of the site and surrounding properties and, where applicable, the zoning request
x		Required setback lines, lot size, lot coverage (impervious surface) and any variance to be requested.  <i>It appears the upper level shading device extends into the Front Street right-of-way approximately 6 inches. This device will need to be reduced in size or an encroachment</i>

Yes	No	Site plans are required to meet the following requirements:
		<i>agreement will need to be obtained. The applicant has indicated that it is the intent to stay within the property lines.</i>
x		The size and location of existing buildings and improvements on and adjacent to the subject parcel
x		<p>The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials</p> <p><i>The total square footage of the proposed building is 174,173 square feet which includes lower level parking and five floors. The project will consist of 33,526 square feet of lower level parking (70 spaces), 13,762 square feet of retail and 126,825 square feet of residential (47 dwelling units). The design of the building will be traditional masonry construction (brick veneer, stone, sill accents, etc.) with numerous windows and pedestrian entrances which will be harmonious with, and extend (to the west) the character of the downtown and the general vicinity. The windows on the west elevation will not meet building code due to the close proximity to the property line. The applicant will need to secure more property or eliminate the windows.</i></p>
x		A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities
x		<p>The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys.</p> <p><i>The parcel is not served by an alley and attempts to negotiate access from the Record Eagle property to the east, failed. No parking is required, however the project proposes lower level parking (70 spaces) within the building with a driveway accessing Front Street. The driveway accessing Front Street does not meet City design standards and will need to be redrawn to show the public sidewalk continuing through the drive.</i></p>
x		<p>The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls.</p> <p><i>The applicant shall meet the requirements of the Storm Water Runoff Control Ordinance and the requirements of the D.E.Q. for a contaminated site. Pedestrian travel ways adequately serve the proposed development. The applicant shows a plaza, bike racks and landscaping on the west side of the building. This property is not owned by the applicant and will need to be obtained in order for the improvements to be made. A pedestrian bridge over Boardman River is expected to be constructed in 2015 and the applicant is proposing a private plaza on the north side of the building with connections to a future 10 foot wide river walk. When the riverwalk is constructed, the City would like a pedestrian easement from the property to cross the developer's property to access the boardwalk.</i></p>

Yes	No	Site plans are required to meet the following requirements:
x		<p>Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development.</p> <p><i>Except for some scrub vegetation the site was cleared in 2007 as part of the overall development of the site. The plaza and walkway improvements are located outside the 100-year flood plain of Boardman River.</i></p>
x		<p>Any other information necessary to establish compliance with City ordinances.</p> <p><i>The applicant has stated that the exterior building lighting shall be dark sky compliant and shielded from neighboring properties and public streets.</i></p>
x		<p>Landscaping - meets landscaping requirements of Chapter 1372.</p> <p><i>The landscape plan meets the requirements of Chapter 1373.</i></p>
x		<p>Parking - meets parking requirements of Chapter 1374.</p> <p><i>No parking is required, however the project proposes lower level parking (70 spaces) within the building with a driveway accessing Front Street. The driveway accessing Front Street does not meet City design standards and will need to be redrawn to show the public sidewalk continuing through the drive. Six bike racks are shown on a neighboring property. In the event the applicant does not secure this property the bike racks will need to be installed on the applicant's property or in the public right-of-way. The bike racks will need to meet the requirements of Section 1374.02(c)(2). Private parking for residents are allowed by right with a maximum of one per dwelling unit. The additional 23 spaces are allowed based on a letter from Traverse City Parking Services which states there is not sufficient public parking within 500 of the proposed use.</i></p>

**CHECKLIST OF STANDARDS  
FOR GRANTING SITE PLAN APPROVAL**

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
x		<p>Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.</p> <p><i>The proposed building is located on Front Street with numerous windows and pedestrian entrances which will be harmonious with, and extend (to the west) the character of the downtown and the general vicinity.</i></p>

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
x		<p>All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from public sidewalks adjacent to the site by a parapet wall or similar architectural feature.</p> <p><i>There will be rooftop mechanical equipment located in the center of the building roof which will be screened by a 4 foot tall parapet wall that goes around the entire roof structure.</i></p>
x		<p>Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.</p> <p><i>There are 47 dwelling units proposed with this project. The dwelling units on the first level are on the river side and are buffered with retail spaces that line Front Street. The fifth floor is recessed back from the building facade and Front Street.</i></p>
x		<p>Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.</p> <p><i>The project has vehicular and pedestrian access from Front Street. Pedestrians and small utility vehicles can access the north and west sides of the building. Provided the current street width of Front Street remains the same, street trees are maintained at a height below the third story window and there are no overhead utilities adjacent to the building, the City Fire Marshall approves the Special Land Use Permit / Site Plan Review request.</i></p>
x		<p>Every development shall have legal access to a public or private street.</p>
x		<p>The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travel ways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.</p> <p><i>Pedestrian travel ways adequately serve the proposed development. The proposed building is located on Front Street and across from Pine Street which are designated as collector streets. Nearby are Division Street and Grandview Parkway which are designated as arterials and can support the potential increased traffic volume.</i></p>
x		<p>A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.</p> <p><i>The public sidewalk along Front Street needs to extend across the proposed driveway. The proposal shows the public walk breaking for the driveway.</i></p>

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
x		<p>All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.</p> <p><i>There is no public alley adjacent to this site. There are two driveways accessing Front Street which will be eliminated. One new driveway will be added to the east side of the property to access the lower level parking area. Equipment will be installed to warn pedestrians when a motor vehicle is about to cross the sidewalk.</i></p>
x		<p>Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.</p> <p><i>The parcel is not served by an alley and attempts to negotiate access from the Record Eagle property to the east, failed. There will only be one driveway accessing the building.</i></p>
X		<p>All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible from residential districts or public rights-of-way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.</p> <p><i>Deliveries will occur on Front Street. The dumpster will be located in the lower level parking area.</i></p>
X		<p>Exterior light sources shall be deflected downward and away from adjacent properties and rights-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.</p> <p><i>The applicant has stated that the building lighting and landscape lighting will be dark sky compliant and be shielded from neighboring properties and streets.</i></p>
X		<p>Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.</p> <p><i>There are adequate utilities to serve the development. All utilities will be placed underground. The applicant will need to provide a site utility plan meeting the requirements of the City Engineer as a part of the permit process.</i></p>

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
X		<p>Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.</p> <p><i>The site is part of the Brownfield Redevelopment Plan. The storm water may not be allowed to be stored on site because of DEQ / DNR prohibition. An oil-grit separator will be required for the site storm water system.</i></p>

**The Special requirements for the C-4b District are as follows:**

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

*Met*

- (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.

*The building occupies 99% 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.

*Met.*

- (d) Horizontal building modulation, like awnings, balconies and roof features shall be used to reduce the perceived mass of a large building.

*Met.*

- (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.

*Met.*

- (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.

*The submitted drawings are not detailed enough to determine if this requirement is met. The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted.*

- (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.

*The submitted drawings are not detailed enough to determine if this requirement is met. The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted.*

- (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.

*The design of the building will be traditional masonry construction (brick veneer, stone, sill accents, etc.) with numerous windows and pedestrian entrances which will be harmonious with, and extend (to the west) the character of the downtown and the general vicinity.*

- (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.

*The rooftop mechanical equipment will be located in the center of the building roof which will be screened by a 4 foot tall parapet wall that goes around the entire roof structure.*

- (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.

*Met.*

**Staff recommends that 14-SPR-01 for the property commonly known as 124 West Front Street be approved provided the following conditions are met.**

1. The applicant and owner continue to work with City Engineering and Light and Power on utility extensions and service lines.
2. The owner shall be responsible for extending and relocating service extensions to the proposed building. These utilities must meet all applicable ordinance and City requirements.
3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.

4. The stormwater requirements outlined in the City Ordinance are met.
5. If the public riverwalk is constructed adjacent to the parcel and extends down to Union Street a mutually agreeable pedestrian easement between the City and the owner shall be provided.
6. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
7. The public sidewalk along Front Street shall extend across the proposed driveway.
8. Windows on the west side shall reflect the general window pattern in the submittal on the west elevation.



To: Russ Soyring, Planning Director

From: Rob Bacigalupi, Executive Director

*RB*

Re: 124 West Front

Date: Thursday, October 2, 2014

I have reviewed site plans for 124 West Front submitted by Federated Properties, LLC. The purpose of this memorandum is to convey my determination that there is not sufficient public parking nearby to serve the proposed project without the benefit of proposed private parking included in the project.

The proposed 174,000 square foot five-story building includes 47 residential units and 30,000 square feet of commercial space on the first floor. It also proposes 70 parking spaces in the basement level. The Zoning Ordinance prohibits private parking in the C-4 district with a few exceptions. One exception includes in locations where it is determined that there is not sufficient public parking within 500 feet of the proposed project. Parking that currently exists within a 500 foot radius of the 124 West Front project includes permit lots P, S, T, V, and Z, as well as metered lots A, E H and X and metered spaces on West Front, Pine, West State and Union streets. All of the permit lots with the exception of Lot S and Z are fully utilized, which in parking terms means occupancy of over 85%. Lot S has approximately 15 spaces available making it around 82% occupied. Lot Z has around 30 though those will be greatly reduced when Hotel Indigo opens. Hotel Indigo plans on using that lot for employee and valet parking. Metered spaces are heavily utilized though there is capacity on Pine and West State streets.

Permit spaces nearby would serve the projects residents and employees of the commercial space, if there were no parking on site. There is clearly not enough permit parking nearby to serve 47 condominiums and the proposed commercial space. Metered spaces would primarily serve customers of the commercial space. Though spaces on that stretch of West Front Street are heavily utilized open meters

further down West Front and around the corner on Pine and State could accommodate many retail uses at the site.

Given these observations, we determine that there is not sufficient public parking within 500 feet of the proposed project to serve all of the parking needs of the proposed project at 124 West Front.

As always, if you have any questions regarding this memorandum, just let me know.

CITY OF TRAVERSE CITY

**ORDER GRANTING**

**SPECIAL LAND USE PERMIT NO. 14-SLUP-02**

Pursuant to City Zoning Ordinance §1364, *Special Land Use Regulations*, the City Commission hereby grants a special land use permit for the following:

Street Address: 124 W Front Street

Property Description: LOTS 14 THRU 24 INCL HANNAH LAY & CO'S 5TH SUB & THT PRT OF BLOCK 26 OF ORIG PLAT LYING S OF BOARDMAN RIVER AND ADJ TO ABOVE REFERENCED LOTS (TAX DESCRIPTION) .

Special Use: Allowance for a Taller Building

Applicant: W. Keith Owen, Owen Architects Collaborative, L.L.C.  
333 Touraine  
Grosse Pointe Farms, MI 48236

Owners: Federated Properties, LLC  
30955 Northwestern Hwy.  
Farmington Hills, MI 48334

It is determined that the application is consistent with the intent of the Zoning Ordinance and the standards and requirements therein contained. The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions is incorporated herein by reference.
2. The procedures and requirements for special land use decisions required by law and ordinance have been followed.
3. Any conditions imposed are necessary to carry out the intent, purpose and standards of the ordinance and to protect the public health, safety and welfare.

The land use authorized by this Order shall be in accordance with the application, site plan and final material submitted by the applicant showing the development and use of the land. The land use and this Permit and Order shall also be subject to the following conditions and restrictions:

**Conditions**

1. The applicant and owner continue to work with City Engineering and Light and Power on utility extensions and service lines.
2. The owner shall be responsible for extending and relocating service extensions to the

proposed building. These utilities must meet all applicable ordinance and City requirements.

3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.
4. The stormwater requirements outlined in the City Ordinance are met.
5. If the public riverwalk is constructed adjacent to the parcel and extends down to Union Street a mutually agreeable pedestrian easement between the City and the owner shall be provided.
6. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
7. The public sidewalk along Front Street shall extend across the proposed driveway.
8. Windows on the west side shall reflect the general window pattern in the submittal on the west elevation.

This order shall not be deemed to be City approval for anything other than the zoning approval for the expressed Special Land Use Permit described above, and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance. The land use and this permit and order shall also be subject to the provisions of Traverse City Code Section 1364.02, General Standards and 1364.08, Specific Requirement Section as may be amended from time to time and all other ordinances of the City of Traverse City.

I hereby certify that the above Order was adopted on \_\_\_\_\_, 2014 at a \_\_\_\_\_ meeting of the City Commission of the City of Traverse City at the Commission Chamber, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Benjamin Marentette, City Clerk

Dated: \_\_\_\_\_

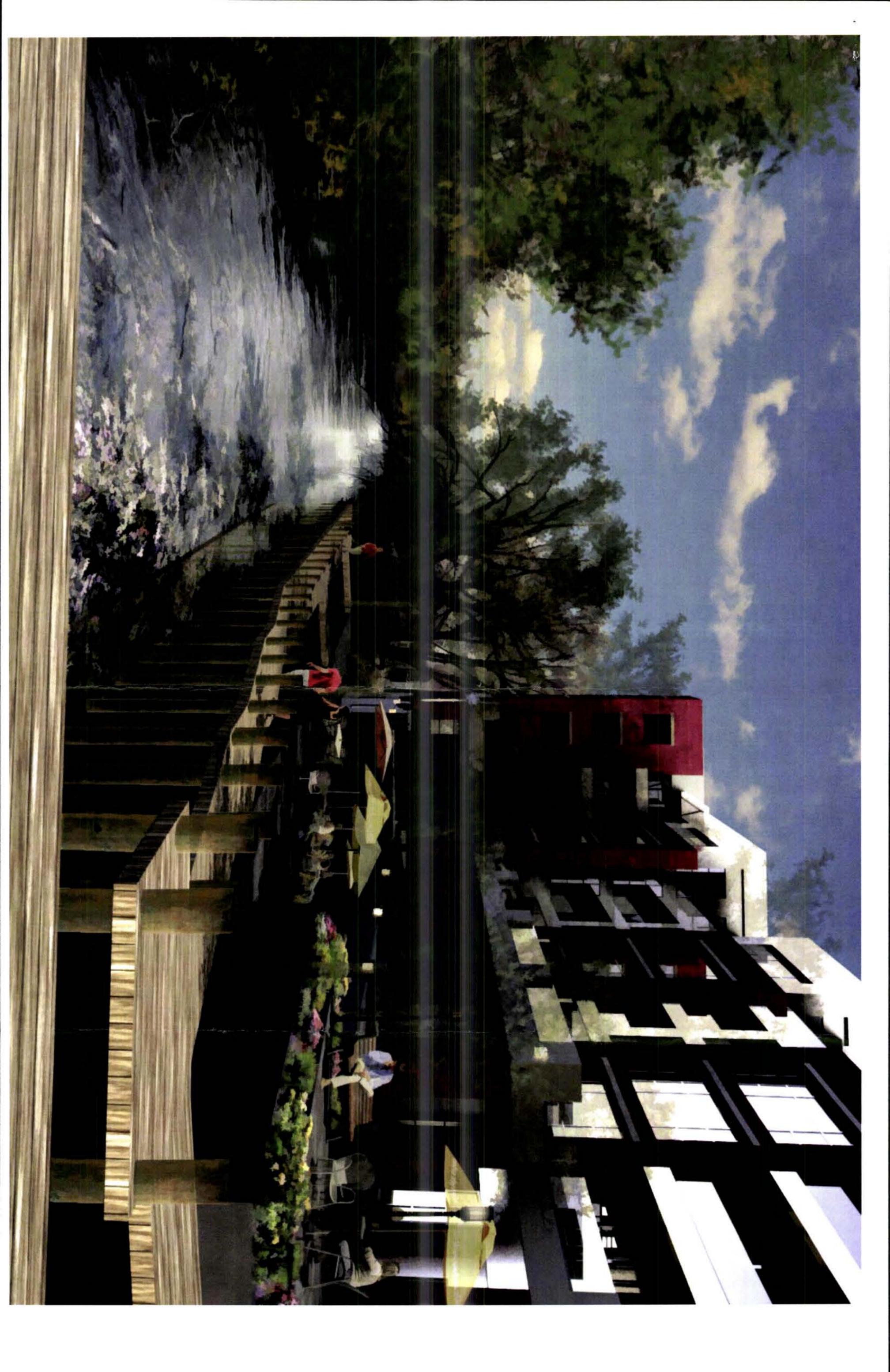
## STATEMENT OF CONCLUSIONS

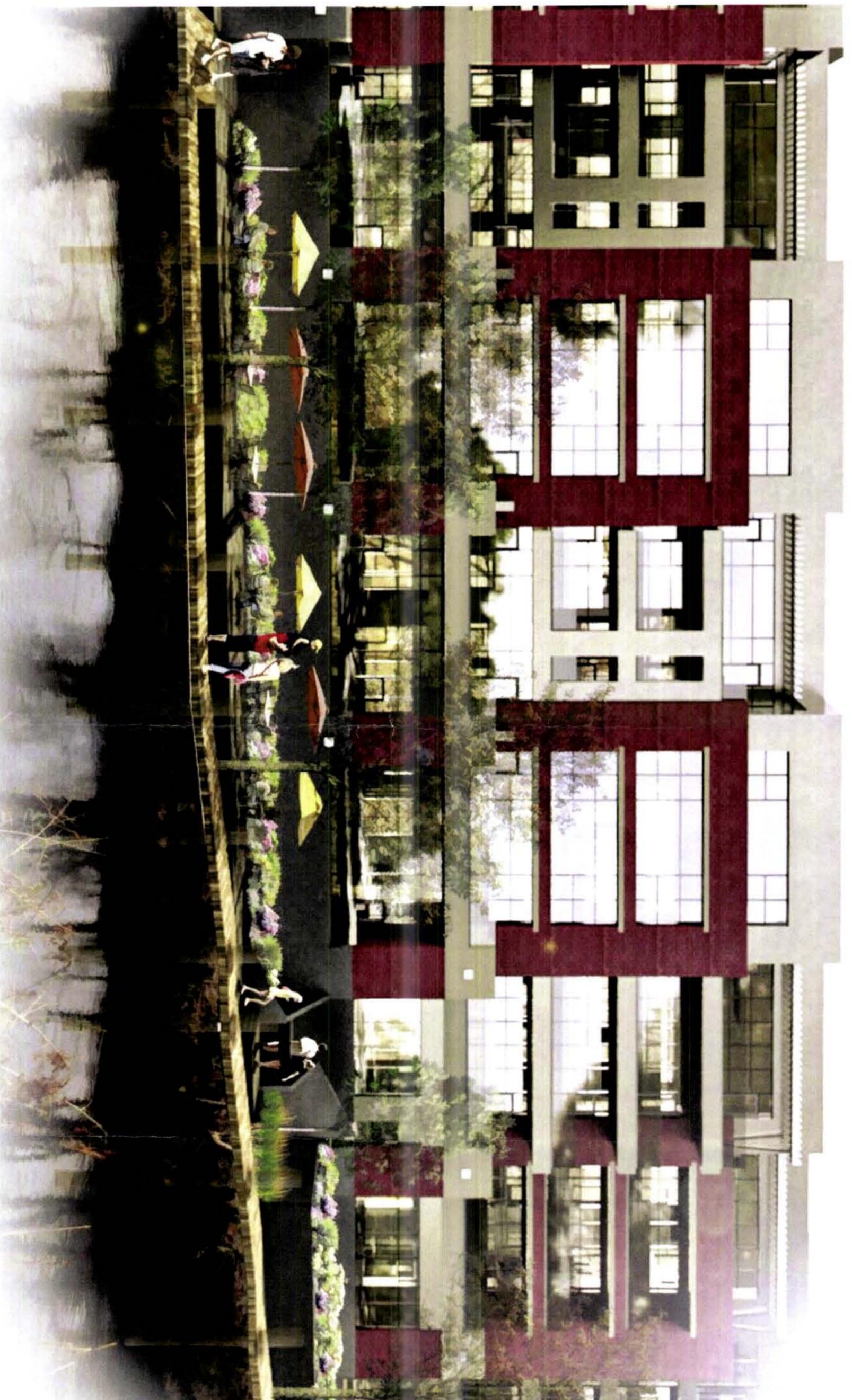
The following statements of conclusion and determinations of fact supported by evidence submitted to the City in connection with Special Land Use Permit Application No. 14-SLUP-02 from W. Keith Owen of Owen Architects Collaborative, LLC:

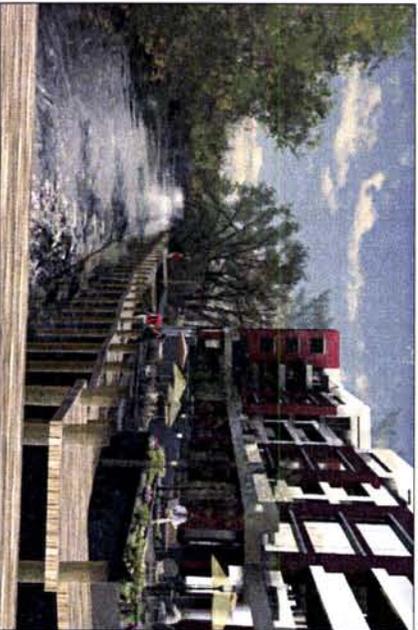
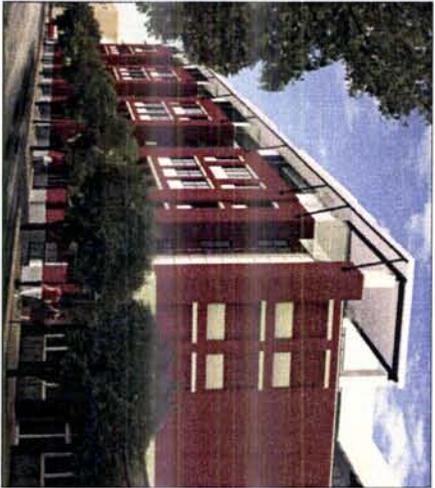
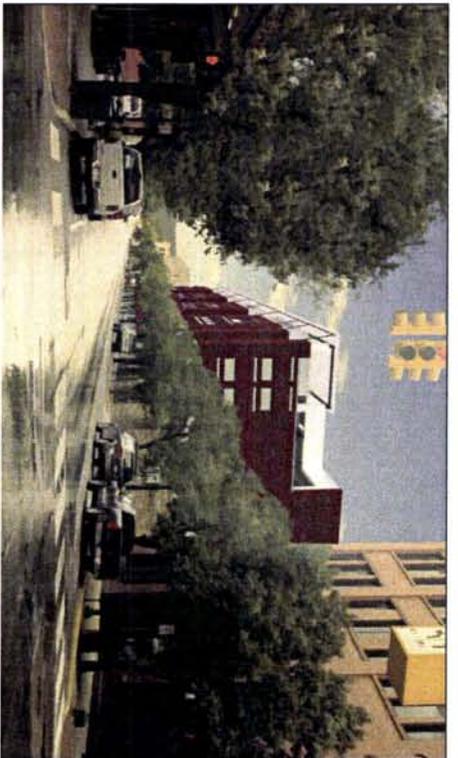
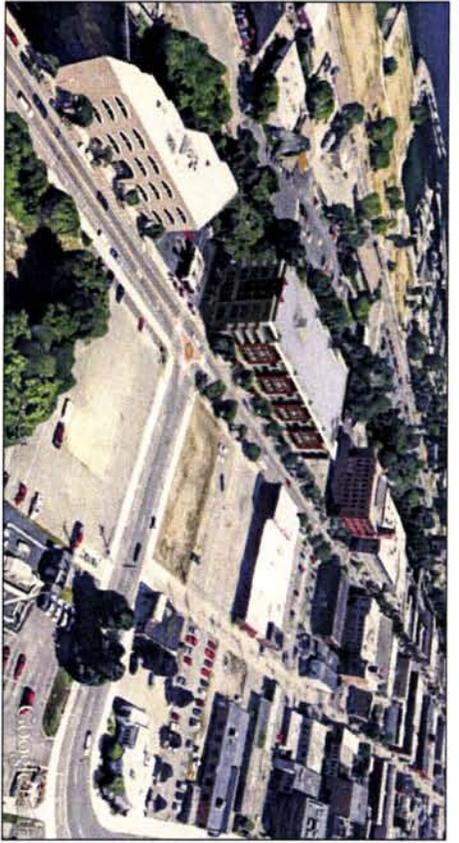
- a. The use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- b. The use will not be hazardous or disturbing to existing or planned future uses in the same general vicinity.
- c. The use will be serviced adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools.
- d. As approved, the use will not create excessive additional requirements at public cost for public facilities and services.
- e. The use will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.
- f. Historic buildings or landmarks will not be affected by the development.
- g. Elements will relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.
- h. The use will be consistent with the intent and purposes of the zoning district.











124 West  
Front Street.

# FEDERATED PROPERTIES 124 WEST FRONT STREET

124 WEST FRONT STREET, TRAVERSE CITY, MICHIGAN



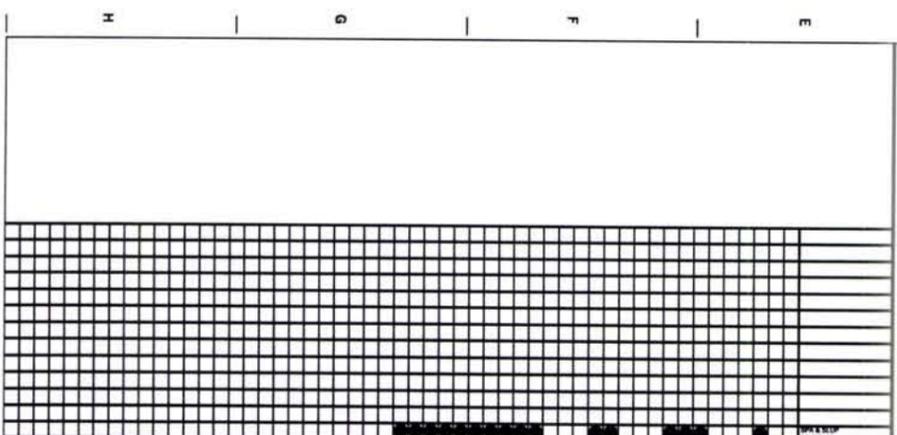
## OAC

Owen Architects Collaborative, LLC  
333 Touraine Drive, Traverse City, MI 49786  
Tel: (231) 941-5200  
Fax: (231) 941-5202  
www.owenarchitects.com

## SITE PLAN APPROVAL and SPECIAL LAND USE PERMIT

FEDERATED PROPERTIES  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

TITLE SHEET



### DRAWING INDEX

- GENERAL INFORMATION
- TO01 TITLE SHEET
- CIVIL
- C100 EXISTING CONDITIONS / REVOLUTION PLAN
- C101 PROPOSED SITE PLAN
- C102 CONSTRUCTION DETAILS
- LANDSCAPE
- L101 LANDSCAPE PLAN
- L102 LANDSCAPE SCHEDULES
- ARCHITECTURAL
- A100 LOWER LEVEL FLOOR PLAN
- A101 FIRST LEVEL FLOOR PLAN
- A102 SECOND LEVEL FLOOR PLAN
- A103 THIRD LEVEL FLOOR PLAN
- A104 FOURTH LEVEL FLOOR PLAN
- A105 FIFTH LEVEL FLOOR PLAN
- A106 ROOF PLAN
- A201 NORTH AND WEST EXTERIOR ELEVATIONS
- A202 SOUTH AND EAST EXTERIOR ELEVATIONS
- A203 RENDERED - SOUTH EXTERIOR ELEVATION

### SITE DATA

**ZONING**  
C-4b

**SITE AREA**  
1.17 ACRES (50,965 SF)

**BUILDING AREA**  
LOWER LEVEL (AT GRADE) 33,526 SF (66% LOT COVERAGE)  
FIRST LEVEL 30,026 SF  
SECOND LEVEL 28,506 SF  
FOURTH LEVEL 28,117 SF  
FIFTH LEVEL 20,129 SF  
TOTAL BUILDING AREA 140,304 SF

**SETBACKS**  
FRONT - 25'  
SIDE - 10'  
REAR (WATER SETBACK) - 10' AWAY FROM ORDINARY-HAUNTER MARK ON DOCK LINE ENJOACHMENT INTO SETBACKS - 25' AT FRONT YARD

**BUILDING HEIGHT**  
60' MAX. - HOWEVER 66' IS ALLOWED BY SPECIAL LAND USE PERMIT IF MINIMUM 20% OF BUILDING DESIGNED FOR DWELLINGS.  
PROPOSED HEIGHT AT PERMIT - 66'-0"

### OWNER

Federated Properties, LLC  
30955 Northwestern Highway  
Farmington Hills, MI 48334

### ARCHITECT and APPLICANT

Owen Architects Collaborative, LLC  
333 Touraine  
Gross Pointe Farms, MI 48236  
Contact: W. Keith Owen (313) - 236-2595

### PROJECT DESCRIPTION

PROPOSED MIXED USE DEVELOPMENT AT 124 W. FRONT STREET. THE PROPOSED DEVELOPMENT WILL INCLUDE LOWER LEVEL PARKING FOR RESIDENTIAL USE, FIRST FLOOR COMMERCIAL AND RESIDENTIAL USE AND RESIDENTIAL USE ON SECOND FLOOR THROUGH FIFTH FLOOR.

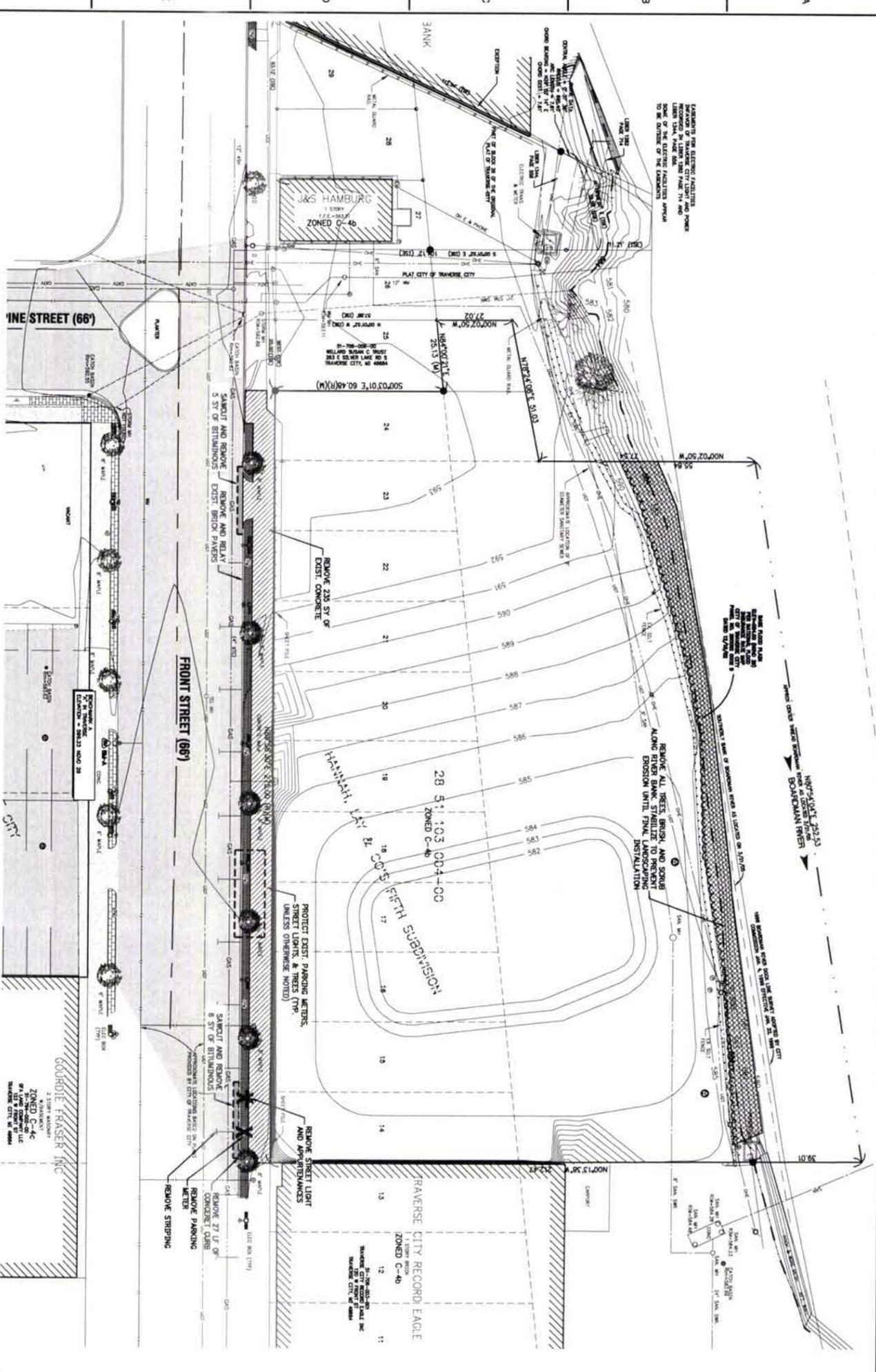
### RESIDENTIAL UNIT COUNT

FIRST LEVEL	6 UNITS
SECOND LEVEL	14 UNITS
THIRD LEVEL	9 UNITS
FOURTH LEVEL	9 UNITS
FIFTH LEVEL	9 UNITS
<b>TOTAL UNITS</b>	<b>47 UNITS</b>

### LOCATION MAP



Scale	08/27/14
Drawn by	FSJ
Checked by	TZ / RW
Approved by	WHO
Project No.	14002
Sheet No.	TO01



PH 231.946.5874  
 FAX 231.946.3703  
 www.gourdiefraser.com  
 123 W Front Street  
 Traverse City, MI 49664



Overt Architects Collaborative, LLC  
 333  
 Tel (113)206-2595 Fax (113)863-5002  
 www.overt-architects-collaborative.com

**OAC**

FEDERATED  
 PROPERTIES  
 1224 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

EXISTING CONDITIONS/  
 DEMOLITION PLAN

**Legal Description**

LEGAL DESCRIPTION AS FURNISHED:  
 TRANSMISSION TITLE INSURANCE CORPORATION FILE NO. 03177834  
 BEGINNING AT THE SOUTHEAST CORNER OF LOT 14, OF HUNN, L.V. & DGS FTH, SUBDIVISION OF BLOCK 26 OF THE ORIGINAL PLAT OF THE CITY OF TRAVERSE CITY, TRAVVERSE CITY RECORD EAGLE ZONED C-4b, COMMENCING AT THE SOUTHWEST CORNER OF LOT 24, EXTENDING NORTHERLY TO THE NORTHWEST CORNER OF SAID LOT 24, BEING ALSO THE NORTHWEST CORNER OF LOT 25, EXTENDING NORTHERLY TO THE NORTHWEST CORNER OF SAID LOT 25, EXTENDING NORTHERLY 27.02 FEET, THENCE NORTHEASTERLY TO A POINT ON THE WEST LINE OF SAID LOT 24, EXTENDED NORTHERLY, 32.50 FEET, NORTH OF SAID POINT, THENCE SOUTHWESTERLY TO THE POINT OF BEGINNING, BEING THE SOUTHWEST CORNER OF SAID LOT 24, TO THE THIRDO OF THE BORDMAN RIVER, THENCE SOUTHWESTERLY ALONG THE THIRDO OF THE BORDMAN RIVER TO THE EAST LINE, EXTENDED EAST LINE OF SAID LOT 14, TO THE POINT OF BEGINNING.

EXCEPTIONS OF REMAINT RIGHTS AND FLOWAGE RIGHTS AS DISCLOSED IN LIBER 140, BEARING DATE FILE NUMBER: 0211400

- General Notes**
1. SIDEWALK SHALL REMAIN OPEN DURING CONSTRUCTION BUT SHALL BE CLOSED AS NECESSARY TO PROVIDE FOR PUBLIC SAFETY OR AS REQUIRED BY CONDITIONS OF THE CITY OF TRAVERSE CITY LAND USE PERMITS.
  2. CONTRACTOR SHALL TAKE PRECAUTIONS AND WORK WITH EXTREME CARE AS NECESSARY TO PREVENT DAMAGE TO THE CURB, ROADWAY AND STREET TREES ASSOCIATED WITH DAMAGE TO THESE TITLES THAT OCCURS DURING THE COURSE OF CONSTRUCTION.
  3. CONTRACTOR SHALL CONDUIT AND PAY FOR ALL PARKING CLOSURES REQUIRED DURING CONSTRUCTION.
  4. CONTRACTOR SHALL PROTECT EXISTING SANITARY SEWER DURING CONSTRUCTION. IMMEDIATELY AT NO COST TO THE CITY, SPECIAL CARE REPAIRS SHALL BE INSTALLED BY A CITY REPRESENTATIVE PRIOR TO COMMENCING WORK.
  5. SIGNAGE, TRAFFIC SIGNALS, AND OTHER AVAILABLE INFORMATION AND ARE SHOWN SCHEMATICALLY. THE CONTRACTOR SHALL MAKE THE CITY RECORDS IMMEDIATELY AT NO COST TO THE CITY. SPECIAL CARE REPAIRS SHALL BE INSTALLED BY A CITY REPRESENTATIVE PRIOR TO COMMENCING WORK.
  6. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR DAMAGE TO ITEMS NOT SCHEDULED FOR REMOVAL.
  7. CONTRACTOR SHALL PROTECT ALL EXISTING CATCH BASINS EXPOSED TO CONSTRUCTION DEBRIS WITH STONE FILTERS AND SILT FENCE.
  8. CONTRACTOR TO INSTALL 20" DIA. STONE EXIT FOR ALL CONSTRUCTION TRAFFIC.

- Soil Erosion/Storm Water Control Notes**
1. THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED, WITH THE USE OF SILT FENCE AND OTHER EROSION CONTROL MEASURES. THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM EROSION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT.
  2. INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
  3. SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED TO BE NECESSARY BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE ENGINEER, THEY SHALL BE IN PLACE NO LATER THAN 24 HOURS FROM THE TIME OF NOTIFICATION TO THE GENERAL CONTRACTOR FOR THE PROJECT. IF NOT INSTALLED AND MAINTAINED AS REQUIRED, THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE ADJACENT AREA.
  4. ALL DISTURBED NON-HARD SURFACE AREAS TO BE STABILIZED WITH TOPSOIL, SEEDS, FERTILIZER AND MULCH. MULCH SHALL BE APPLIED AT A RATE OF 1.0 ON A DEPTH NOT LESS THAN FOUR (4) INCHES. SLOPES BETWEEN 1 ON 3 AND 1 ON 2 SHALL BE SOODED AND STAVED OR RECEIVE SEED WITH MULCH BLANKET.
  5. IF REQUESTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, A WATER TRUCK SHALL BE KEPT ON STANDBY ON SITE DURING THE CONSTRUCTION PHASE OF THE PROJECT. THE WATER TRUCK SHALL BE USED AS DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER TO CONTROL WIND EROSION.
  6. THE CONTRACTOR SHALL REMOVE OR CAUSE TO BE REMOVED ALL SEDIMENT OR SOILS THAT HAVE BEEN PROPPED, WASHED ONTO OR TRACKED OUT ONTO THE ADJACENT RIGHT-OF-WAY AT THE END OF EACH WORKING DAY OR AFTER EACH RAIN EVENT OR HIGH-WATER EVENTS.



SHA & SLIP	08/27/14
REVIEW	09/22/14
REVIEW	09/09/14
CONCEPT	01/22/14
Drawn by: C98	
Checked by: TUMB	
Approved by: RAW	

14002  
 C100



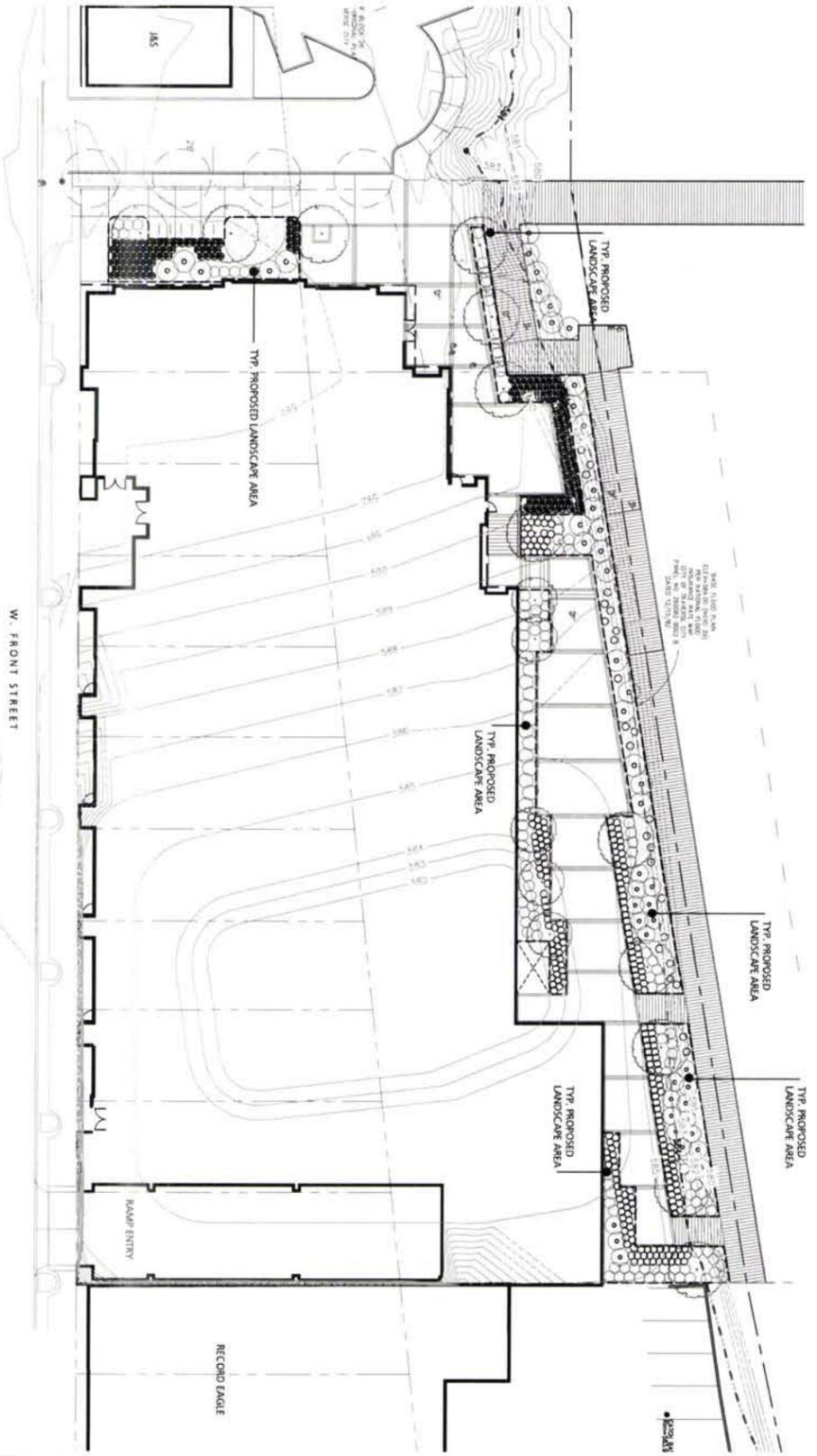




**PLANT SCHEDULE**

QTY.	SYMBOL	MATERIAL	SIZE	COMMENTS
* 3	TA	CANDY TREES TELA AMERICANA AMERICAN LINDBERGH	2-1/2" CAL.	SINGLE STRAIGHT TRUNK, FULL UNIFORM HEAD
* 3	BN	UNDERSTORY TREES BETULA NIGRA RIVER BIRCH	12'-16'	5 LEAGERS MIN. FULL UNIFORM HEAD
* 5	CA	CORNUS ALTERNIFOLIA PAGODA DOGWOOD	10'-12' HGT.	3 LEAGERS MIN. FULL UNIFORM HEAD
* 5	OV	OSTRYA VIRGINIANA AMERICAN HORNBEAM	2-1/2" CAL.	SINGLE STRAIGHT TRUNK, FULL UNIFORM HEAD
* 20	AA	LARGE SHRUBS ARONIA ARGENTIFOLIA RED CHOKERBERRY	30"	
* 16	C5	CORNUS SERICEA RED TWIG DOGWOOD	36"	
* 13	N	LEX VERTICILLATA WINTERBERRY	36"	
* 8	VD	VIBURNUM DENTATUM ARROWWOOD	36"	
* 7	VT	VIBURNUM TIBICOLA AMERICAN CRANBERRY BUSH	36"	
* 59	CE	SMALL SHRUBS CEANOTHUS AMERICANUS NEW ENGLAND TEA	24" / 5 GAL.	
5	JP	JUNIPERUS PROCLUMBENS DWARF PROCLUMBENS JUNIPER	24" / 5 GAL.	
18	IG	LEX GLABRA RUBENBERRY	24" / 5 GAL.	
40	RA	RHUS AROMATICA GOLDEN YEW	24" / 5 GAL.	
** 79	HP	GRASSES AND PERENNIALS HYDRITIS MATULA BOTTLEBRUSH GRASS	2 GAL.	
** 27	PV	PANICUM VIRGATUM SYMPLOCARIS		
** 18	RH	RUDBECKIA HIRTIA BLACK-EYED SUSAN		
** 215	TC	TINNELIA CORDIFOLIA FOAMFLOWER	24" / 5 GAL.	

\*\* PLANT SPECIES INCLUDED IN TRAVERSE CITY LANDSCAPE ORDINANCE AS RECOMMENDED NATIVE SPECIES.  
\* PLANT SPECIES NOTED AS NATIVE BY THE MTTI WATERSHED CENTER, OR SOLD AS NATIVE BY WILDTYPE NURSERY.  
REMARKING PLANT SPECIES CONSIDERED NATIVE TO THE STATE OF MICHIGAN OR THE MIDWEST U.S.



**AREA MAP AND LANDSCAPE AREA** NOTE: IT IS THE ARCHITECT'S INTENT TO MEET OR EXCEED THE ORDINANCE REQUIREMENT OF 80% PLANT MATERIAL COVERAGE OF DESIGNATED LANDSCAPE AREAS INDICATED WITH DASHED LINE.  
1" = 20'

**LANDSCAPE SITE PLAN NOTES**

1. THIS IS NOT A CONSTRUCTION PLAN. PLAN FOR SITE PLAN APPLICATION ONLY.
2. ALL PROPOSED PLANTING AREAS TO RECEIVE UNDERGROUND AUTOMATIC IRRIGATION SYSTEM, UTILIZE DHP AND 1/2" POLYETHYLENE TUBING WITH 1/2" DRAINAGE HOLES.
3. ALL PROPOSED PLANTING AREAS TO RECEIVE 1/2" DRAINAGE HOLES, UNLESS OTHERWISE NOTED.
4. ALL PROPOSED PERENNIAL PLANTINGS TO RECEIVE 1'-2" SHREDDED BARK MULCH.
5. ALL PROPOSED NATIVE SEEDING AND LIVE STAKING AREAS TO RECEIVE 2" COMPOST.
6. PRIOR TO CONSTRUCTION PLAN COMPLETION, IDENTIFY ALL EXISTING TREES 6" AND LARGER TO BE PROTECTED.
7. PLACE PROTECTIVE FENCING AROUND EXISTING TREES TO REMAIN, PLACE PROTECTIVE FENCING AT EDGE OF EXISTING CANOPY.
8. CANOPY, EROSION AND SEDIMENTATION CONTROL MEASURES AT BEGINNING OF PROJECT PER GRAND TRAVERSE COUNTY STANDARDS. REMOVE TEMPORARY SOIL EROSION MEASURES AT END OF PROJECT UPON APPROVAL OF COUNTY SOIL EROSION INSPECTOR.

**L102 LANDSCAPE NOTES**

1" = 20'

**OAC**  
Owens Architects Collaborative, LLC  
3311 1st (313)256-2595 Fax (313)882-5002  
www.owens-architects-collab.com

**Beckett & Raeder**  
Landscape Architecture  
Planning & Engineering  
Beckett & Raeder Inc.  
616 Ramsey St., Suite 100  
Plymouth, MI 48170  
231.947.2533 ext  
231.947.2534 fax

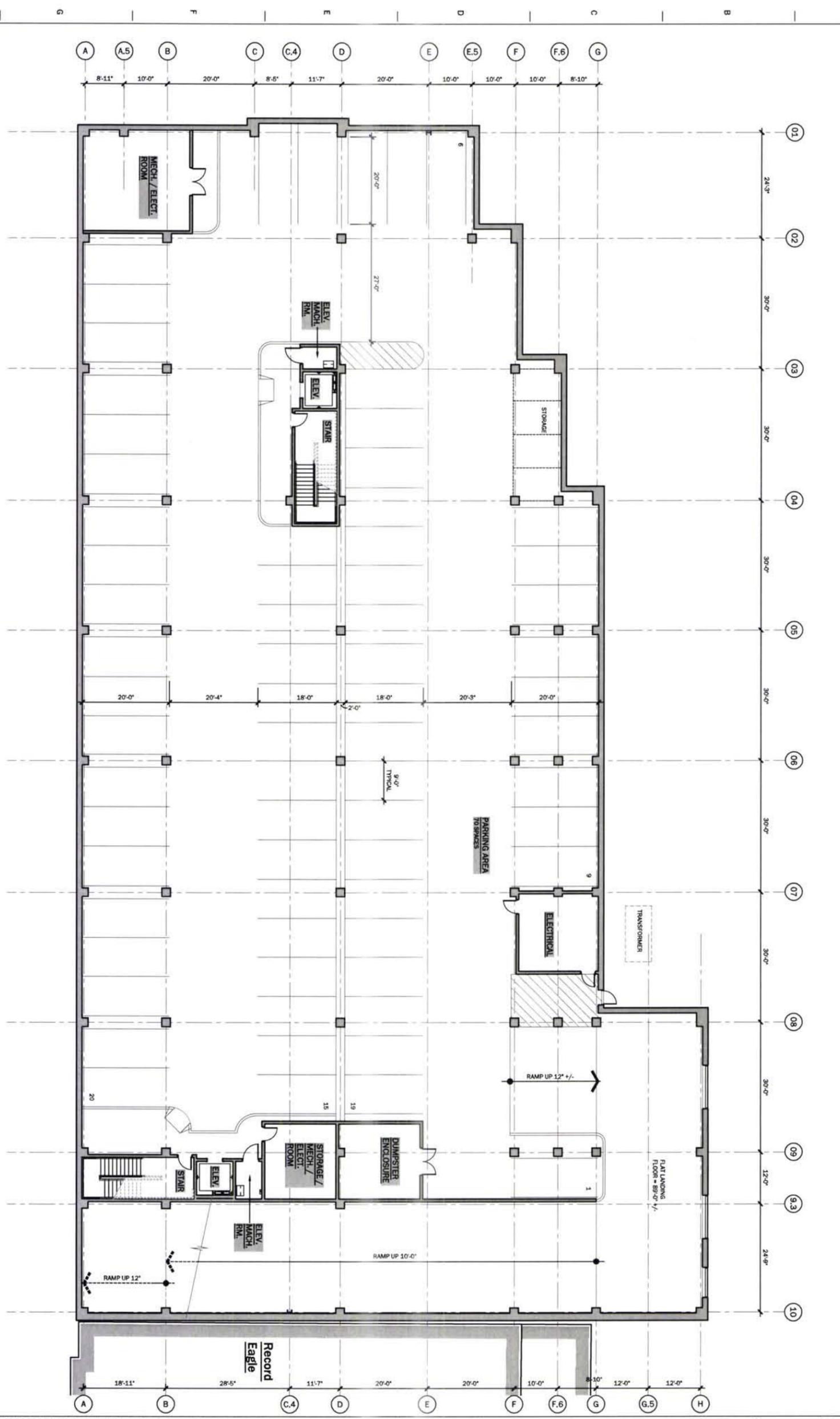
**FEDERATED PROPERTIES**  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

**LANDSCAPE NOTES**

Project No.	14002
Sheet No.	L102
SP & SLUP	08/27/14
REVIEW	07/28/14
REVIEW	05/22/14
REVIEW	05/09/14
CONCEPT	01/22/14
Drawn By	TK
Checked By	TK
Approved By	TK

10 9 8 7 6 5 4 3 2 1

A B C D E F G H



H10 LOWER LEVEL FLOOR PLAN  
3/32"-1/8"

**LOWER LEVEL AREA**  
FLOOR ELEV. = 89'-0" +/-  
GROSS AREA (ALL RESIDENTIAL) 33,526 SF

**OAC**

Owen Architects Collaborative, LLC  
3317 Fourteen Grove Pointe Farms, MD 42316  
Tel (615) 226-2595 Fax (615) 982-5802  
www.owen-architects-collab.com

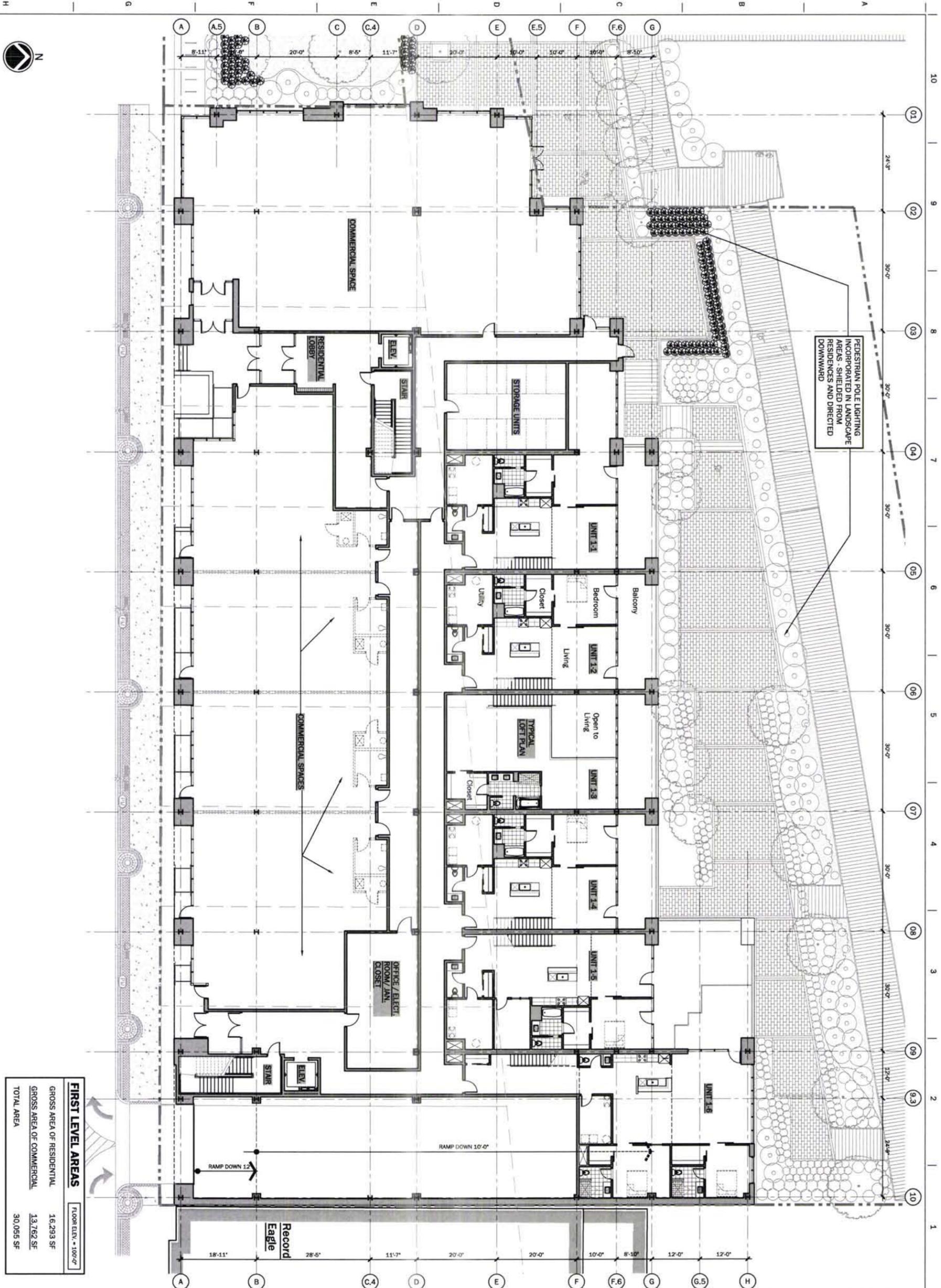
FEDERATED  
PROPERTIES  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

LOWER LEVEL  
FLOOR PLAN

SPR & S/LUP	08/27/14
REVIEW	07/28/14
REVIEW	06/22/14
REVIEW	06/05/14
CONCEPT	01/22/14
Drawn by	FEA / BAC
Checked by	TJZ / RAW
Approved by	WHO

14002

A100



PEDESTRIAN POLE LIGHTING  
INCORPORATED IN LANDSCAPE  
AREAS - SHIELDED FROM  
RESIDENCES AND DIRECTED  
DOWNWARD

FIRST LEVEL AREAS		FLOOR ELEV. = 100'-0"
GROSS AREA OF RESIDENTIAL	16,293 SF	
GROSS AREA OF COMMERCIAL	13,762 SF	
TOTAL AREA	30,055 SF	

SPR & SLUP	08/27/14
REVIEW	07/29/14
REVIEW	06/22/14
REVIEW	05/06/14
CONCEPT	01/22/14
Drawn By: FEJ / BAG	
Checked By: TZJ / RAW	
Approved By: WMO	

FEDERATED  
PROPERTIES  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

FIRST LEVEL  
FLOOR PLAN

**OAC**

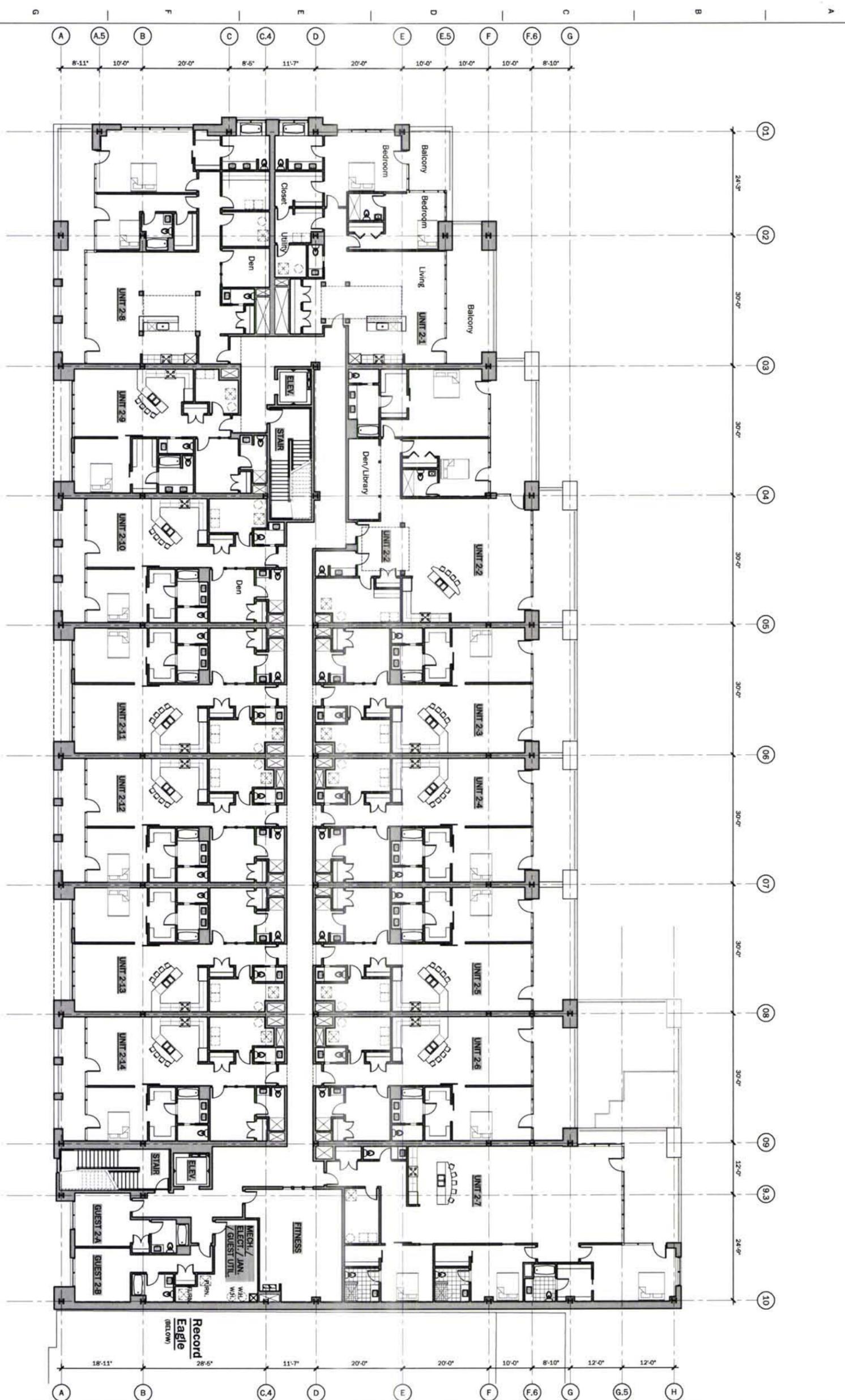
Owen Architects Collaborative, LLC  
333 Tontine Green Pointe Farms, MI 48226  
Tel (517)278-2595 Fax (517)282-5062  
www.owen-architects.com

14002

A101

H10 FIRST LEVEL FLOOR PLAN  
3/8"=1'-0"

10 9 8 7 6 5 4 3 2 1



**SECOND LEVEL AREA** FLOOR ELEV. = 118'-0"  
 GROSS AREA (ALL RESIDENTIAL) 28,506 SF

**OAC**

Owen Architects Collaborative, LLC  
 315 Tontona Grove Pointe Farms, Mill 48216  
 Tel: (313) 256-2595 Fax: (313) 962-2982  
 www.owenarchitects.com

FEDERATED  
 PROPERTIES  
 124 WEST FRONT STREET  
 TRAMERSE CITY, MICHIGAN

SECOND LEVEL  
 FLOOR PLAN

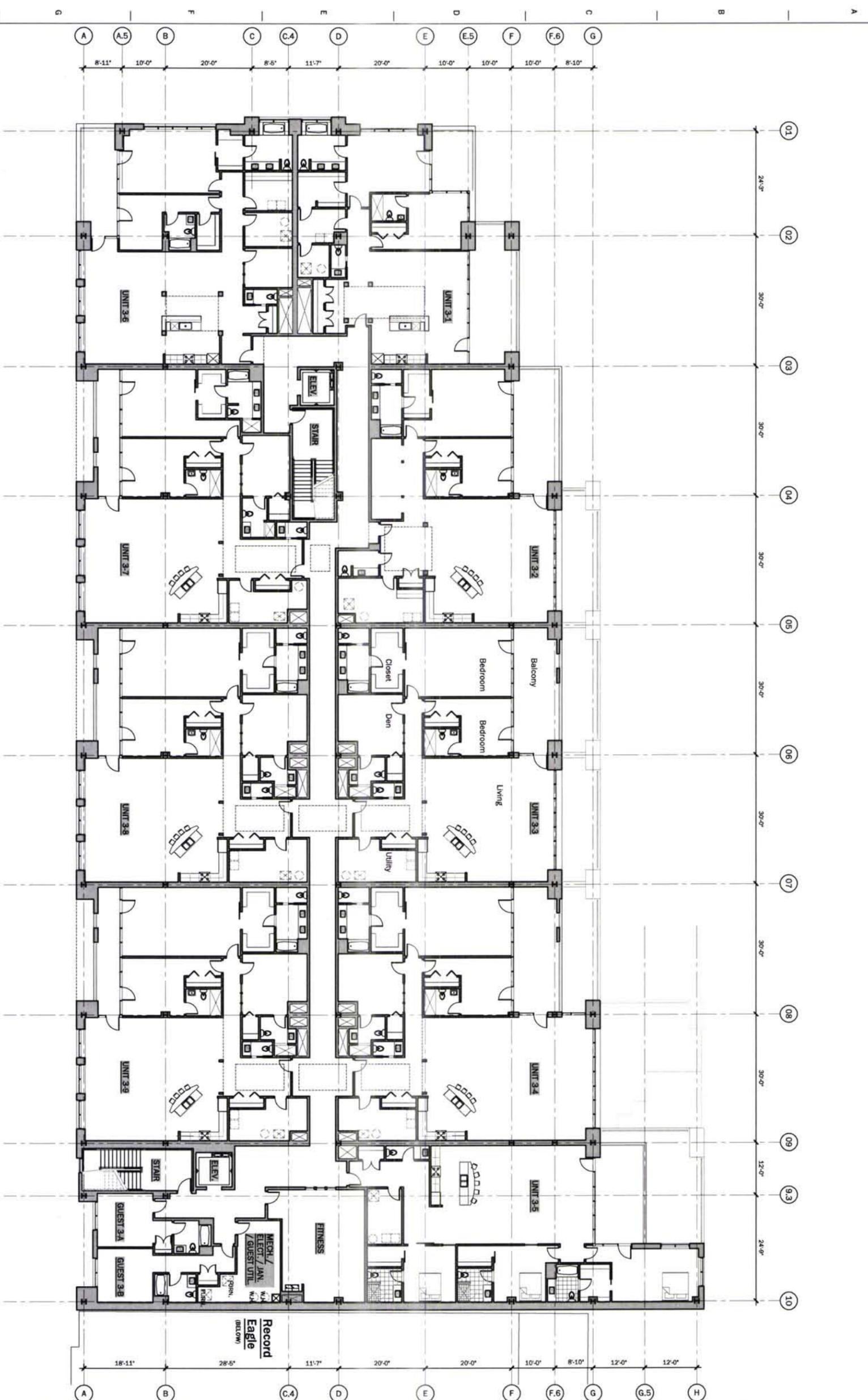
SPN & SLUP	06/27/14
REVIEW	07/29/14
REVIEW	09/22/14
REVIEW	09/09/14
CONCEPT	01/22/14
Drawn By	TEA / BMS
Checked By	TJZ / RAW
Approved By	WMO

14002

A102

H10 SECOND LEVEL FLOOR PLAN  
 3/27-1-0"

10 9 8 7 6 5 4 3 2 1



H10 THIRD LEVEL FLOOR PLAN

**THIRD LEVEL AREA**  
 FLOOR ELEV. = 129'-4"  
 GROSS AREA (ALL RESIDENTIAL) 28,177 SF

**OAC**

Owen Architects Collaborative, LLC  
 333 Terrace Grove Pointe Farms, MI 48216  
 Tel: (313) 258-2545 Fax: (313) 962-2802  
[www.owenarchitects.com](http://www.owenarchitects.com)

FEDERATED  
 PROPERTIES  
 124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

THIRD LEVEL  
 FLOOR PLAN

DATE	DESCRIPTION
08/27/14	SVA & SLUP
07/20/14	REVIEW
06/22/14	REVIEW
06/08/14	REVIEW
01/22/14	CONCEPT
DATE	DESCRIPTION
	PREPARED BY: TIZ / RAW
	APPROVED BY: WND

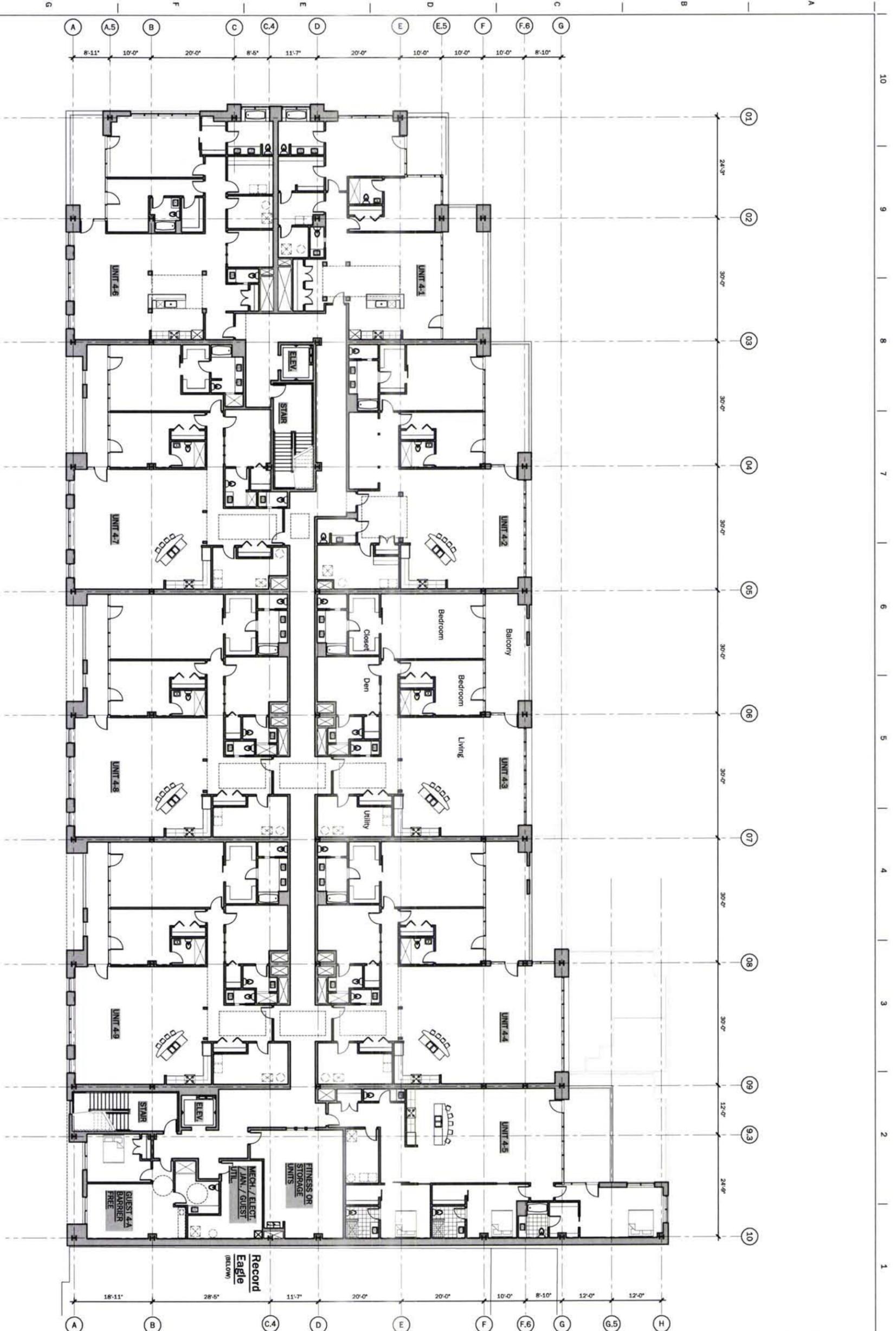
14002

A103

SPR & SLIP	08/27/14
REVIEW	07/30/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14
Drawn by:	TEA / BAC
Checked by:	TZ / RW
Approved by:	WMO

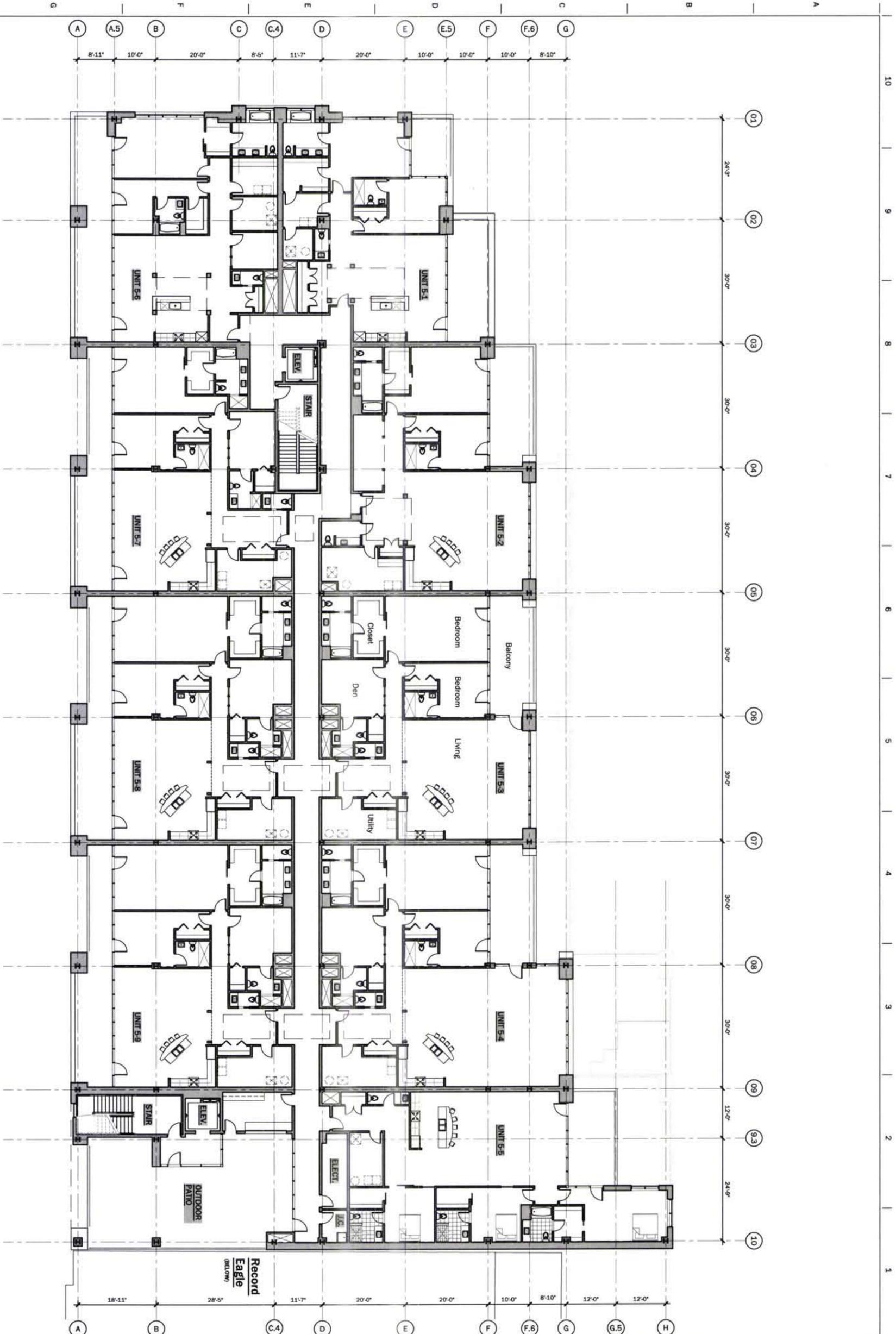
Project No:  
**14002**

Sheet No:  
**A104**



**FOURTH LEVEL AREA** FLOOR ELEV. = 146'-0"  
 GROSS AREA (ALL RESIDENTIAL) 28,177 SF

H10 FOURTH LEVEL FLOOR PLAN  
 3/22-14



**FIFTH LEVEL AREA**  
FLOOR ELEV. = 152'-0"  
GROSS AREA (ALL RESIDENTIAL) 25,732 SF

DATE	DESCRIPTION
08/27/14	SQA & SLIP
07/30/14	REVIEW
06/22/14	REVIEW
06/05/14	REVIEW
01/22/14	CONCEPT

Prepared by: FTA  
Checked by: TZ  
Approved by: WMO

14002

A105

H10  
FIFTH LEVEL FLOOR PLAN  
3/27-1-0'

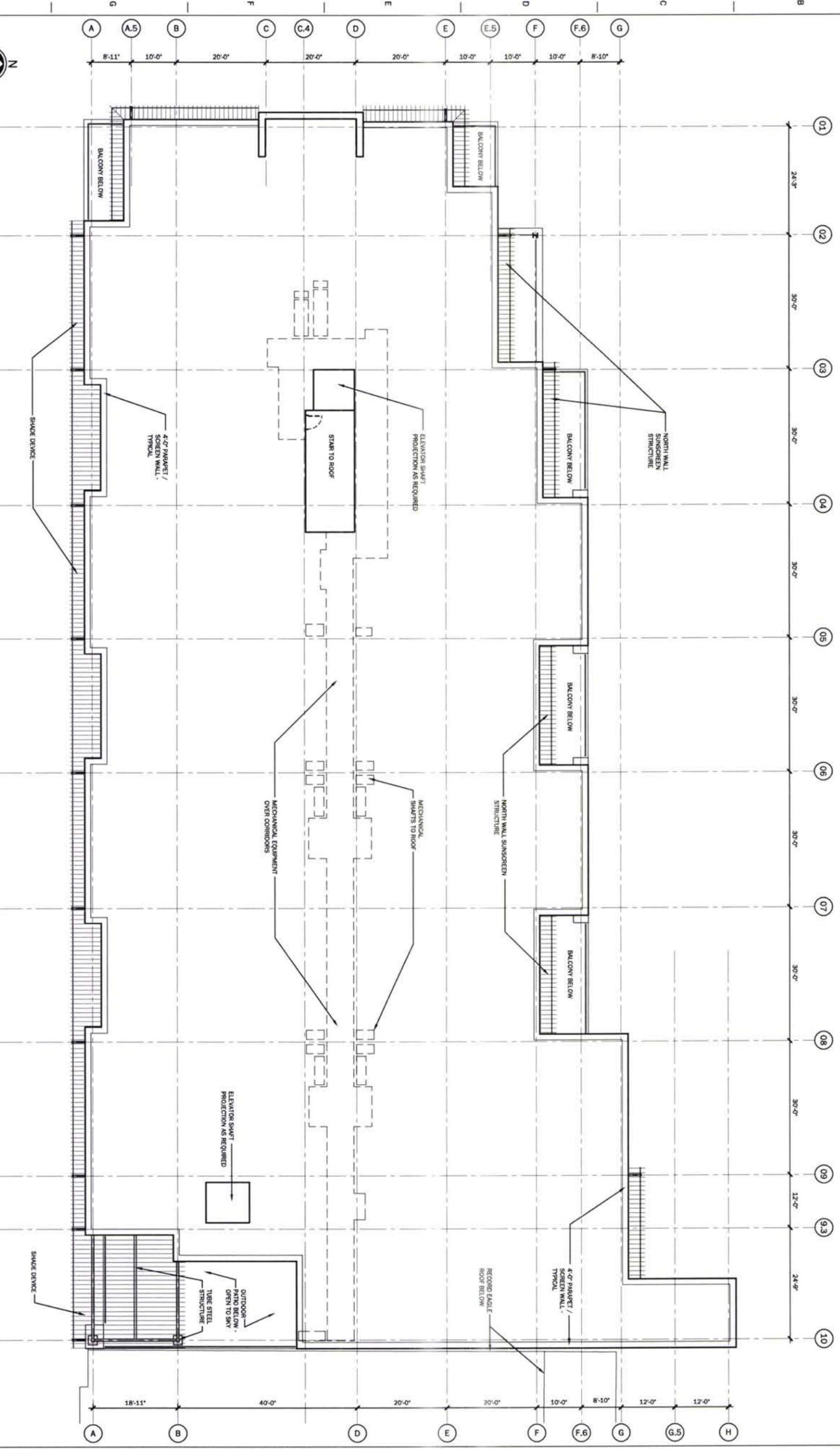
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# OAC

Owen Architects Collaborative, LLC  
333  
741.1131031x-2393 Fax: 01131802-5982  
www.owen-architects-collab.com

FEDERATED  
PROPERTIES  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

ROOF PLAN

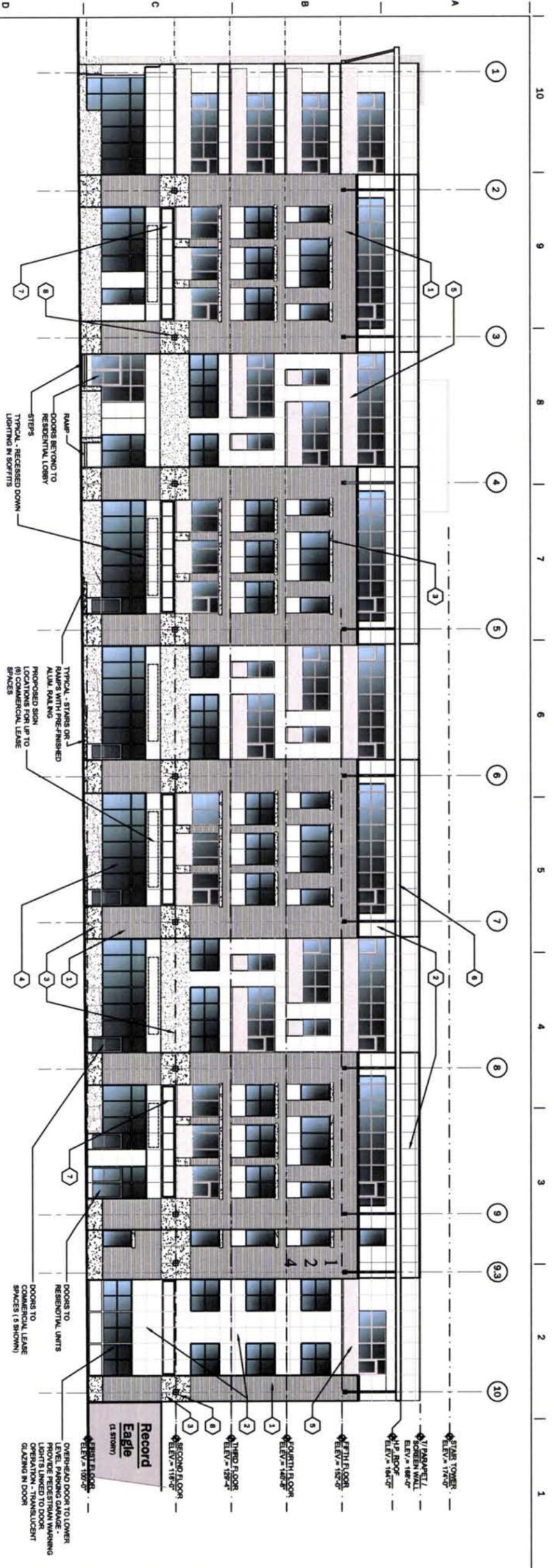


H10 ROOF PLAN 3/27-1'-0"

SPN & SLIP	08/27/14
Drawn By	FEA
Checked By	TJZ
Approved By	WNO
Project No.	
Sheet No.	
Scale	

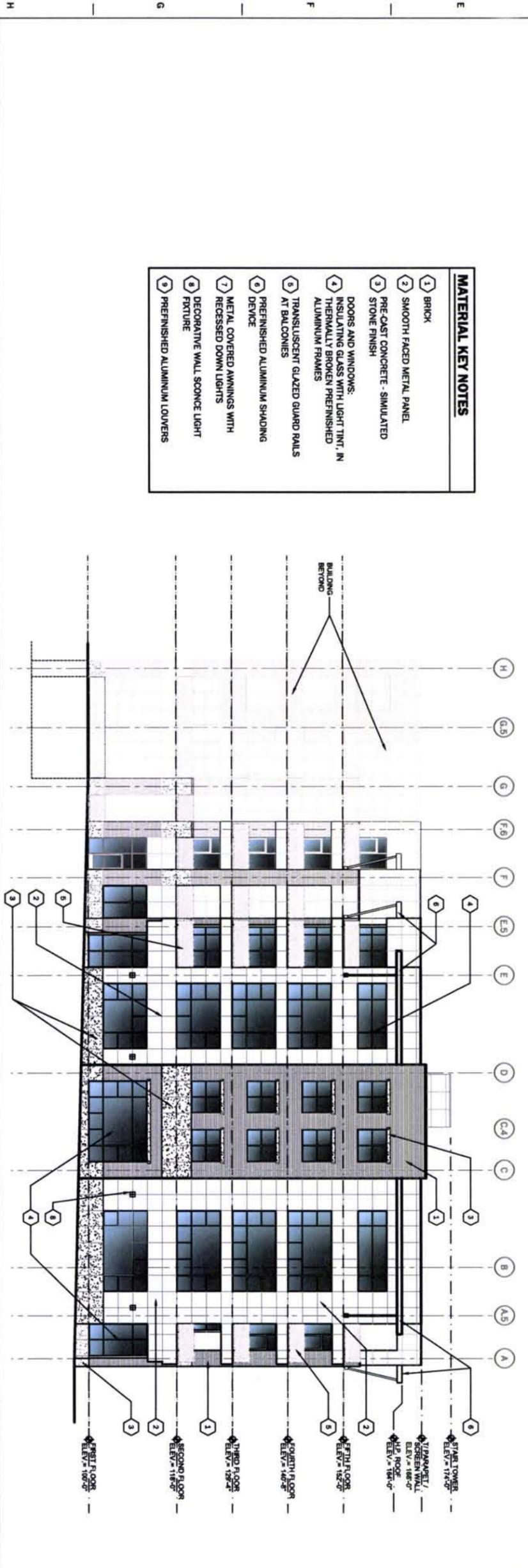
14002

A106



D10 SOUTH ELEVATION  
3/8"=1'-0"  
A100, A101, A012, A103, A104, A105

- MATERIAL KEY NOTES**
- 1 BRICK
  - 2 SMOOTH FACED METAL PANEL
  - 3 PRE-CAST CONCRETE - SIMULATED STONE FINISH
  - 4 DOORS AND WINDOWS: INSULATING GLASS WITH LIGHT TINT, IN THERMALLY BROKEN PREFINISHED ALUMINUM FRAMES
  - 5 TRANSLUCENT GLAZED GUARD RAILS AT BALCONIES
  - 6 PREFINISHED ALUMINUM SHADING DEVICE
  - 7 METAL COVERED AWNINGS WITH RECESSED DOWN LIGHTS
  - 8 DECORATIVE WALL SOURCE LIGHT FIXTURE
  - 9 PREFINISHED ALUMINUM LOUVERS



H10 WEST ELEVATION  
3/8"=1'-0"  
A100, A101, A012, A103, A104, A105

**OAC**

Owens Architect Collaborative, LLC  
3151 141ST AVE, SUITE 100, FARMINGTON, MI 48334  
313.483.5400  
www.owensarchitectcollaborative.com

FEDERATED PROPERTIES  
124 WEST FRONT STREET  
TROY, MI 48063

SOUTH AND WEST EXTERIOR ELEVATIONS

DATE	DESCRIPTION
08/27/14	SHA & SLIP
09/22/14	REVIEW
09/08/14	REVIEW
01/22/14	CONCEPT
DESIGNED BY	FEA
CHECKED BY	TZ
APPROVED BY	WMO

14002

A201







# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: PUBLIC HEARING – REQUEST – BONNIE ADAMS –  
VACATION OF UNIMPROVED ALLEY LOCATED ON 1400  
BLOCK OF EIGHTH STREET

A public hearing regarding a request from Bonnie Adams, 441 Fair Street, to vacate the north 12.5 feet by approximately 65 feet of the dead-end alley that is a portion of an east/west alley north of the 1400 block of East Eighth Street has been scheduled for Monday evening.

Attached is a previously submitted memo from City Planning Director Russell Soyring which has been recommended for approval by the City Planning Commission.

Following the public hearing, I recommend the following motion (5 affirmative votes required):

**that the Resolution Deeming it Advisable to Vacate Certain Unimproved Alley (located at the 1400 block of East Eighth Street), as recommended by the City Planning Commission, be adopted.**

JJO/bcm

K:\tcclerk\city commission\vacations\template public hearing\_adams

copy: Bonnie Adams, Applicant  
Timothy Lodge, City Engineer  
Russell Soyring, City Planning Director

---

# Memorandum

The City of Traverse City  
Planning Department



---

TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyring, Planning Director *Russ Soyring ml*

DATE: September 8, 2014

SUBJECT: Request from Bonnie Adams to vacate a portion of an unimproved alley on the 1400 Block of Eighth Street

In November 2013, the Planning Commission considered a request by Bonnie Adams, 441 Fair Street, to vacate a portion of unimproved alley near the corner of 8<sup>th</sup> and Fair Streets. The alley requested to be vacated provides vehicular access to 449 Fair Street and could provide formal access to 1409 East Eighth Street. 1409 East Eighth Street is served by a driveway on East Eighth Street. The alley falls within a TC-3 Traditional Neighborhood.

Last year, City Departments reviewed the request and were supportive provided that utility easements are provided on the vacated portion of the alley. The Planning Department was supportive of the request provided an ingress/egress easements are recorded for 449 Fair Street and 1409 East Eighth Street. However, due to the difficulty providing access for 449 Fair and 1409 8th St by vacating the entire alley, Ms. Adams, upon consultation with Russ Soyring and Lauren Tribble-Laucht, has amended her alley vacation request to be only the northern ½ of the alley (see attached map), thus ingress/egress for 449 Fair and 1409 E. Eighth Street are still provided by the remaining southern ½ of the alley.

City Departments reviewed the amended request and are supportive provided that utility easements are provided on the vacated portion of the alley.

At the July 1, 2014 Planning Commission meeting staff was asked to verify how the vacated alley would be divided and to provide a better map depicting the subject city alleyway. After conferring with Lauren Tribble-Laucht, City Attorney if the alley is vacated as shown in the highlighted area on the attached map, the vacated portion of the alleyway would go entirely to the parcel addressed 441 Fair Street. Staff was also able to determine that should a person access property at 1409 East Eighth Street via the alley, it is theoretically possible to turn a full size vehicle with a 20-foot boat on a trailer around in the rear yard. This assumes any trees or other obstructions are removed.

The Michigan Municipal Planning Act states that a master plan shall include those subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction. Included in the list of subjects is the vacating or extension of streets. The Traverse City Master Plan mentions alleys as part of the infrastructure that is characteristic of a TC-3

Neighborhood. Although, formal review by the Planning Commission is not required, as a matter of practice, the Planning Commission has reviewed street and alley vacations since it impacts land use and circulation patterns. According to the Planning Commission Rules and Procedures, the "(Planning) Commission may hold a public hearing as is deemed advisable for public street and alley vacations and openings." The City Commission is the body that formally makes a decision by resolution after holding a public hearing. At the August 5, 2014 meeting, the Planning Commission set a Public Hearing on the subject for September 3, 2014. The Planning Department received 14 letters in response to the Public Notice mailing, all in favor of the vacation request.

At the Public Hearing on September 3, 2014, 5 individuals made public comment, 3 expressed support, 1 made general comments and 1 expressed opposition.

The following action was taken by the Planning Commission:

Motion by Commissioner Easterday, second by Commissioner Warren, that the request from Bonnie Adams, of 441 Fair Street, to vacate a portion of an east/west alley north of the 1400 block of East 8<sup>th</sup> Street provided utility easements are provided be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Commission discussion included the possibility of reducing the alley vacation width to allow for better ingress/egress to 1409 E. 8<sup>th</sup> Street. Staff concluded that they do not object to a reduction in the alley vacation size adjustment if the applicant makes such an offer.

- Bonnie Adams, 441 Fair Street, applicant, stated that she was willing to further reduce her alley vacation request to approximately 12.5 feet by 65 feet.

Moved by Commissioner McNally, seconded by Commissioner Easterday, that motion be amended to vacate the north 12.5 feet by approximately 65 feet of the dead-end alley that is a portion of an east/west alley north of the 1400 block of East 8<sup>th</sup> Street.

Motion carried 7-0 (Chairperson Serratelli and Commissioner Twietmeyer absent).

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

RAS/ml

Attachments: Map of alley vacation

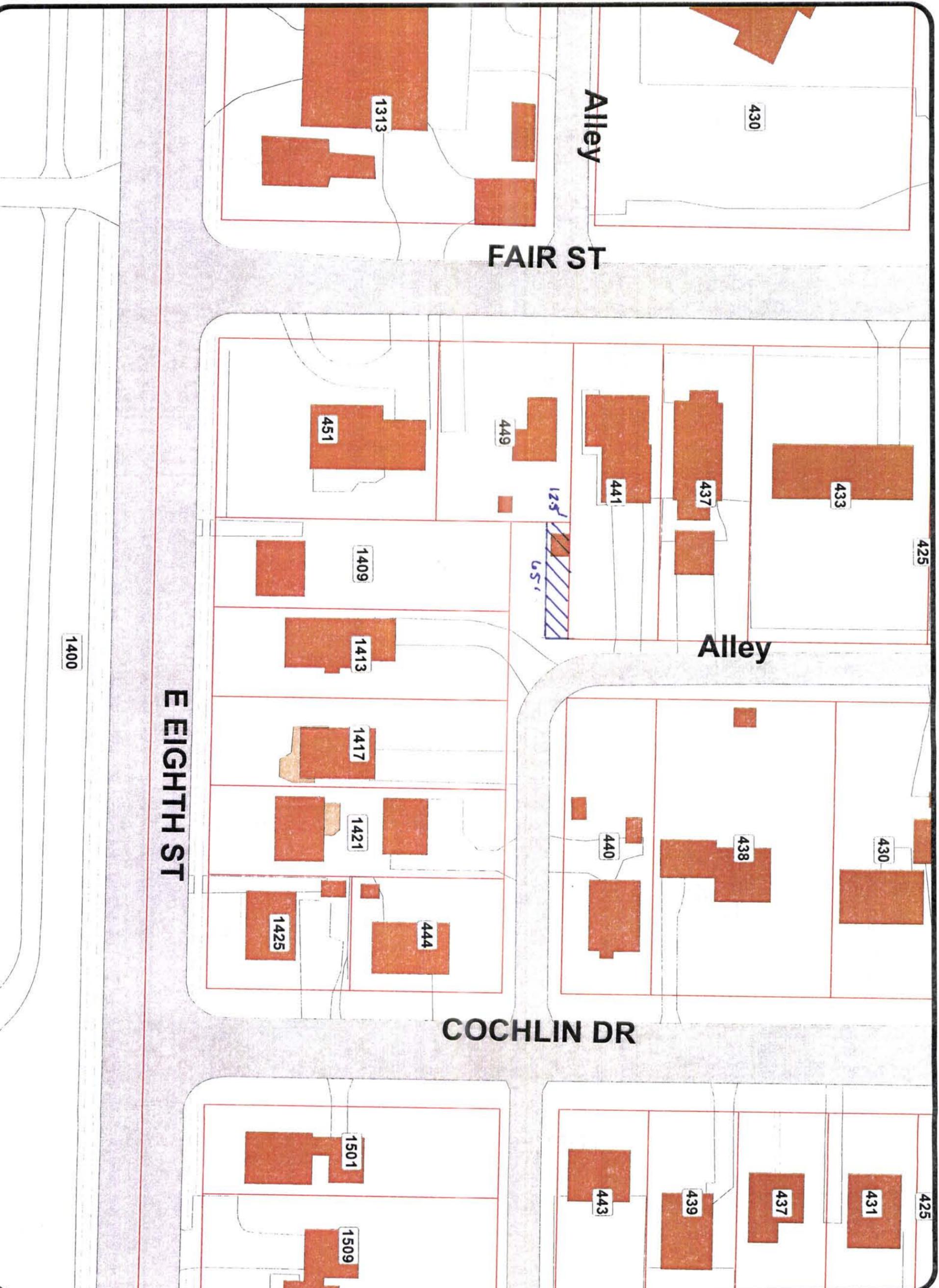
  
Alley vacation  
area

Legend  
Road Names  
Parcels



1 inch = 50 feet

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.





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CITY OF TRAVERSE CITY  
RESOLUTION DEEMING IT ADVISABLE TO VACATE CERTAIN UNIMPROVED  
ALLEY

- Because,** the City has received an unimproved alley vacation request from Bonnie Adams regarding the parcel of property described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** a review of title documents indicates that the property which is the subject of this request is an unimproved, platted alley.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate the north 12.5 feet by approximately 65 feet of the dead-end unimproved alley that is a portion of an east/west alley north of the 1400 block of East Eighth Street, located in the City of Traverse City, Grand Traverse County, Michigan, which is more fully described below:

Commencing a the Southwest corner of Lot Thirty-three, Foster & Crotser's Addition, thence East one hundred feet to the point of beginning, thence East 65 feet to the West line of the platted north-south alley, thence 12.5 feet South, thence sixty-five feet West, thence 12.5 feet North to the point of beginning; reserving unto the City of Traverse City the right to install and maintain public utilities.

**Be it further resolved,** that such vacation is subject to the following conditions:

1. All utility easements of record shall be reserved.

I hereby certify that the above resolution was adopted by the City Commission at a regular meeting held on Monday, October 20, 2014 at the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, CMC, City Clerk

Prepared by:

Lauren Tribble-Laucht, City Attorney  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440

When recorded return to:

Benjamin Marentette, City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: REQUEST FOR SPECIAL LAND USE PERMIT 14-SLUP-03 –  
EMERGENCY SHELTER AT 517 WELLINGTON STREET

Attached is a memo from City Planning Director Russell Soyring, regarding the above matter.

Also attached is an application and accompanying information submitted by Applicant Peter Starkel of Safe Harbor of Grand Traverse. This Special Land Use Permit would allow an emergency shelter at 517 Wellington Street from November to April of each year, open from 6 p.m. to 8 a.m. daily. The action for the Commission's consideration Monday evening is to schedule a public hearing on this request for Monday, November 17, 2014.

The following motion would schedule this request for a public hearing on November 17, 2014:

**that the request from Applicant Safe Harbor of Grand Traverse, Inc. for Special Land Use Permit 14-SLUP-03, to allow an emergency shelter at 517 Wellington Street, with conditions, as recommended by the Planning Commission, be scheduled for public hearing on November 17, 2014.**

JJO/bcm

K:\tcclerk\city commission\special land use permit\slup\_phschedule\_14\_SLUP\_03\_safe harbor  
copy : Russell Soyring, City Planning Director  
Peter Starkel, Safe Harbor of Grand Traverse, Inc.

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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 *R. Soyring*

SUBJECT: Special Land Use Permit Request by Peter Starkel on behalf of Safe Harbor of Grand Traverse, Inc. to allow for an Emergency Shelter at 517 Wellington Street, a property owned by the City of Traverse City

DATE: October 2, 2014

The Planning Department received a request from Peter Starkel on behalf of Safe Harbor of Grand Traverse, Inc. for a Special Land Use Permit to allow for an Emergency Shelter at 517 Wellington Street, a property owned by the City of Traverse City. The proposal is to renovate the existing building to operate a 90-bed emergency shelter that will be open from November to April each year, from 6:00 p.m. to 8:00 a.m. daily. The building is currently under lease with the Traverse City Film Festival as a storage facility. A small portion of the building currently houses artifacts from the Con Foster collection that are managed by the Traverse City History Center.

On October 7, 2014 the Planning Commission held a public hearing on the request. After a lengthy public hearing with many speaking for and against the request, the Planning Commission, on a 5-3 vote, recommended the Special Land Use Permit for an Emergency Shelter at 517 Wellington Street be approved with conditions outlined in the revised Staff Report 14-SLUP-03 dated October 2 2014; and further that the Planning Commission's recommendation be forwarded to the City Commission for their consideration. Please note the revisions to the staff report (attached) are highlighted in gray.

Below are the conditions the Planning Commission incorporated as part of their recommendation for approval:

1. Sidewalks are constructed along Wellington Street, meeting the City Engineer's specifications so there are continuous sidewalks from 517 Wellington Street to the Eighth Street sidewalks prior to the issuance of occupancy permit. This requirement may include the entire reconstruction of Wellington Street to accommodate travel lanes and on-street parking.
2. The Operations Plan dated September 2014 is implemented and followed. Minor operational changes such as meal times, facility locked times, training program adjustments and alike are permissible for good cause. Changes in the number of beds beyond ninety (90) beds, length of the

- seasonal operation, staffing levels below the stated minimums and alike are considered major changes that will require following the procedures for a "Major amendment" to the Special Land Use Permit.
3. The Emergency Shelter is limited to a maximum of 90 beds or sleeping pads.
  4. The Emergency Shelter shall be seasonal and not be operated for shelter between May 15 to October 15.
  5. The stormwater drainage for the site and adjacent street and alleys shall be evaluated to determine if there are any negative issues related to drainage and if so, remedies are implemented to properly address the drainage issues.
  6. A site plan is prepared that includes modifications to parking lot to bring it into compliance with current requirements.
  7. The Special Land Use Permit will remain valid so long as the building is occupied by the applicant and used in compliance with the Special Land Use Permit.
  8. The sections of the Operations Plan Written Management Plan (Attachment D) dated September 2014 shall include sections entitled "Community Outreach" and "Crime Prevention Plan" that were part of the application submittals that were included in the City Planning Commission's September 16, 2014 packet.

The property is zoned D-2 (Development District) which allows Transitional housing and Emergency shelters by Special Land Use Permit provided the proposed request meets the general and specific standards within the Special Land Use Permit chapter sections 1364.02 *General Standards for Approval* and 1364.08 (q) *Transitional Housing and Emergency Shelters*. Please pass on the Planning Commission's recommendation for approval with conditions to the City Commission for their consideration.

RAS

Attachments: Special Land Use Permit Application Package (as revised by applicant)  
Staff Report 14-SLUP-03 (amended) dated October 2, 2014



City of Traverse City

revised by Applicant  
received October 10, 2014

### SPECIAL LAND USE PERMIT APPLICATION

Planning Department, 400 Boardman, Traverse City, MI 49684 (231) 922-4778 Telefax (231) 922-4457

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

APPLICATION FEE: \$830.00	DATE: _____
CHECK NO. _____	HEARING DATE: _____
RECEIPT NO. _____	PARCEL NUMBER: _____

Property address: 517 Wellington Street, Traverse City Michigan

Legal description: See Attachment 'A'

Description of request: Change of use to operate an Emergency Shelter

THE COMPLETED APPLICATION AND FOURTEEN (14)\* COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, SITE PLANS AND SITE DEVELOPMENT STANDARDS.

Names of all property owners: City of Traverse City

Applicants name: Peter Staerkel, SAFE Harbor of Grand Traverse, INC

Address: P.O. Box 403, 701 Westminster Road, Traverse City MI 49686

Telephone: (231) 714-9590 Telefax: (877) 486-0835

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1322.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including, but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance

Signature of owner(s): \_\_\_\_\_

Signature of applicant (if different than owner): Peter Staerkel

Relationship of applicant to owner: Prospective Lessee

\*Note: After the Planning Commission has acted upon the request, ten (10) additional copies of the site plan shall be submitted to the City Clerk. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

# Attachments

## Attachment "A" Legal Description

517 Wellington Street, Traverse City, Michigan, more fully described as follows:

That part of Government Lot 1, Section II, T27N, R11W, described as:

Commencing at the NW corner of Lot 42, Block 2, Hannah, Lay & Co's Fifth Addition to the City of Traverse City: thence West 33 feet to the centerline of Wellington Street; thence South on the centerline of Wellington Street extended, to the northerly line of the right-of-way of the Chesapeake & Ohio Railway; thence easterly along the northerly line of said right-of-way to a point where the East line of Lot 31 of said Fifth Addition projected South intersects the Northerly line of said right-of-way; thence North on said projected line and East line of Lot 31 to South line of alley running East and West through said Block 2; thence West along South line of said alley to point of beginning; and together with joint access to and use of a sidetrack as reserved by the first party in a deed to Herman Cox and Clinton Cox dated August 10, 1945, recorded in Liber 153 of Deeds, Page 124.



August 23, 2014

Russ Soyring, Planning Director  
Planning Commission  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Soyring and Planning Commissioners,

Safe Harbor of Grand Traverse, Inc. is a local non-profit organization that has been providing seasonal emergency shelter in the Grand Traverse region for 10 years. We are requesting a Special Land Use Permit for the change of use for the property located at 517 Wellington Street, Traverse City to create a Transitional Housing, Emergency Shelter.

The approval of our request will allow Safe Harbor to continue to provide protection for all those persons experiencing homelessness who seek shelter. This proposed use will have a lesser impact on the surrounding neighborhood than the former uses of this building as an alternative High School (105 students) or Boys and Girls Club (with 117 users).

We look forward to meeting with you to discuss our plan in more detail. This plan meets or exceeds all of the General Standards outlined in City Code 1364.02 and Specific Standards for Emergency Shelters outlined in City Code 1364.08 (Q). Our proposed change of use will not increase potential discomfort of surrounding residents, but will more effectively tackle a well acknowledged community challenge; in a location that will lower impact on the adjacent Boardman Neighborhood than today.

Our services will also lower emergency services costs, protect citizens from risk of death, and will contribute to granting requirements by the Michigan Economic Development Corporation as they stated at the July Commission study session. Given Traverse City's challenges with homelessness today, you will agree that protecting our citizens from the freezing in our winter climate is the best use of this building capable of housing the need while being properly located within the available zoned areas for an Emergency Shelter.

We appreciate the service you provide our city and look forward to working with you to create this needed resource. We are confident that you will be impressed with our comprehensive plan and commitment to Traverse City.

Thank you for your consideration,

Handwritten signature of Peter Starkel in blue ink.

Peter Starkel  
Chairperson

Handwritten signature of Christie Minervini in blue ink.

Christie Minervini  
Chairperson, Fundraising

Handwritten signature of Ryan Hannon in blue ink.

Ryan Hannon  
Goodwill Street Outreach

# Safe Harbor of Grand Traverse, Inc

## Special Land Use Permit Application

517 Wellington Street

September 2014

1364.03 Special Land Use Application

Present ownership of 517 Wellington Street is the City of Traverse City. Requested change of use by Lessee Safe Harbor of Grand Traverse, Inc.

Included in this package:

- A) Legal Description of Property (Attachment A)
- B) Proposed Site Plan (Attachment B)
- C) Existing Site Plan (Attachment C)
- D) Application Fee (Attached)
- E) Additional requested information: None requested
- F) Comprehensive Management Plan (Attachment D)
- G) Ongoing Housing Assistance Program (Attachment E)
- H) Sidewalk Site Plan and Construction Notes (Attachment F)
- I) Landscaping Bid (Attachment G)

## 1364.02 General Standards For Approval

All General Standards are met by this proposal

A) 517 Wellington Street plan is harmonious with and in accordance with the general principles and proposals of the City Plan. It is located in the TC5 Downtown district. This area is defined as pedestrian friendly, promoting social and economic diversity, and offering resilient resources to community members. Our application for an Emergency Shelter fits into this the city plan. It provides a harmonious use as defined by Special Land Use Regulation 1364.08 (q) and offered a new and needed use in the City. The site has access to the sidewalk network, and is walkable to the services this community needs to access. Safe Harbor will construct sidewalk (See Attachment F) to comply with 1364.08 (q) 2 along 515 Wellington Street in the city right of way per engineering specifications.

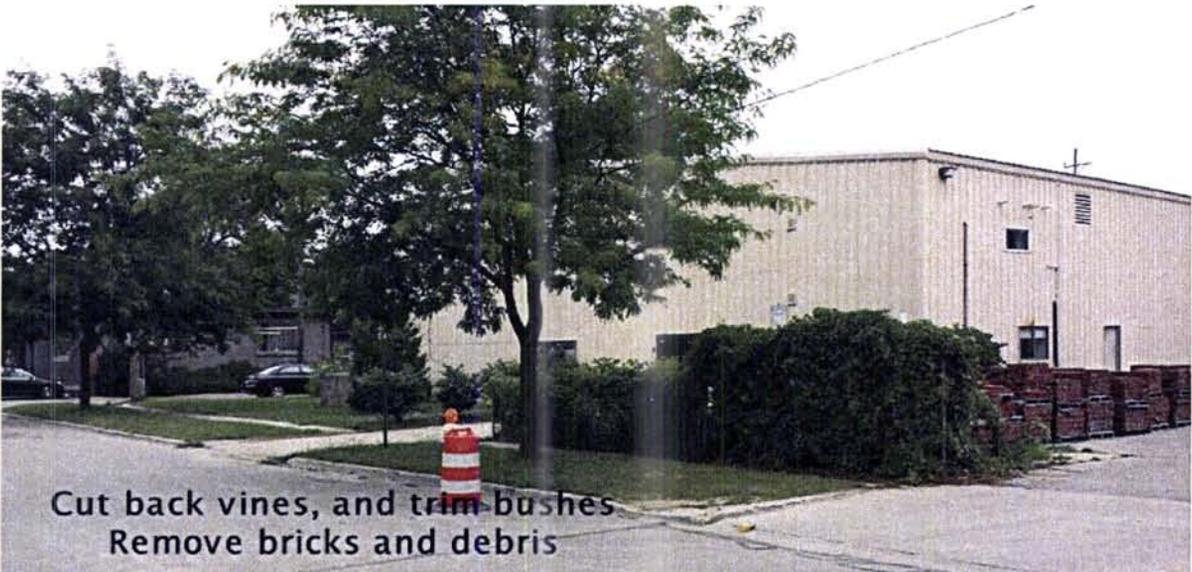
B) 517 Wellington Street plan is designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity. The building is adjacent to a commercial roofing operation and a commercial printing operation. The building is, and remains harmonious to these adjacent buildings. The plan for this site includes refreshing the landscape (See Attachment G), adding landscaping to the six parking spaces that project out in front of the building, and performing a general cleaning of the property and building. This will be a dramatic improvement to the existing state of the site. (See attached images)





**Landscape parking area  
East of the front of the building**

Six parking spaces are located in front of the Wellington facing side of the building. These spaces will be updated to a landscaped area (See Attachment B).



**Cut back vines, and trim bushes  
Remove bricks and debris**



C) The use will not be hazardous or disturbing to existing or planned future uses in the same general vicinity. The building will have very low traffic demands. Guests, who already reside in the TC5 district, will largely arrive by foot. This location will lower the pedestrian impact to the Boardman Neighborhood. The impact will be substantially lower than previous uses: The Boys and Girls Club, The Alternative School or the Transportation Depot. (See the image of walkable pathways from this location to other services used by our guests.)

# Walkable Pathways



- D) The location will be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools. 517 Wellington is adequately serviced by the existing infrastructure. It is centrally located for the users of the Emergency Shelter. As the map above indicates, a majority of the services our guests rely upon are located close by. Additionally, this location is close to police, fire and bus transportation (a bus stop is 1350 feet away).
- E) The use will not create excessive additional requirements at public cost for public facilities and services. In fact, an Emergency Shelter reduces police, fire and medical costs by providing guests a shelter from the elements.
- F) The use will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff. 517 Wellington Street will not conduct any industrial activities.
- G) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. This is not a historic building.

- H) Elements will relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape. As a zoned D district, the improvements Safe Harbor will make to sidewalk, landscaping, the repurposing of 6 parking spaces located East of the building entrance. Building clean up will be consistent with other businesses within this Depot Area D district. It will operate as a mixed use building with offices and residential areas. Additionally, it brings a new supported use to the area.
- I) The use is consistent with the intent and purposes of the zoning district in which it is proposed.
- J) The specific requirements outlined in each applicable section of this Zoning Code are satisfied. See next section 1364.08 (Q).

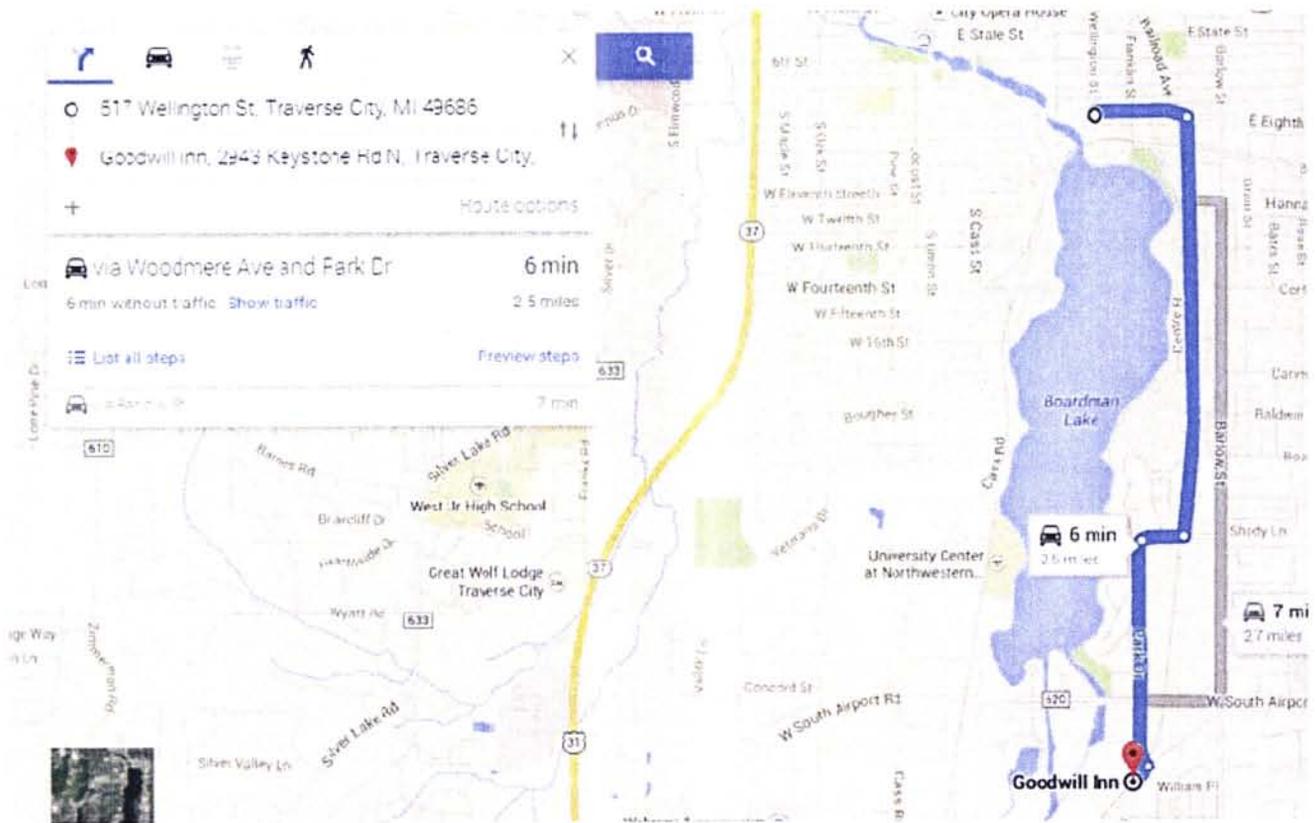
**1364.08 (q) Transitional Housing and Emergency Shelters Standards For Approval**

All requirements for Transitional housing and Emergency shelters are met with this proposal

- 1) The facility is fully enclosed in a building located in a D-2 District.
- 2) The site is located within a ½ mile of a bus stop connected by sidewalks or bike trails. The map below indicates the closest bus stop, measured to be 1350 feet from the building. The 517 Wellington Plan includes constructing sidewalk per engineering specification along 515 Wellington Street to Eighth Street (See Attachment F).



3) The lot is not located within 1,500 feet of another lot devoted to transitional housing, emergency shelter. To our knowledge, there is no other Emergency Shelter in the city limits. The closest facility would be the Goodwill Inn.



Goodwill Inn

4) The facility shall have a maximum of 100 beds and/or sleeping pads. Safe Harbor, in response to neighborhood and planning commissioner concerns, Safe Harbor requests in writing to reduce this number of beds to 90. This meets our projected needs while addressing community concerns. Compared to other allowable uses, including restaurant, 4-story apartment building, or commercial office, this use will be a very low impact to the infrastructure and low traffic use.

5) The building provides 50 square feet of heated building space per person staying overnight at the facility. The facility has 9,600 feet of heated space (measuring 80' x 120') This allows for 106 feet per person ( $9,600/90=106$ ) at the 90 person limit. This allows far more than the minimum required in the ordinance and more than we are requesting in this plan.

6) The operator of the Emergency shelter will provide continuous, on-site supervision by an employee or volunteer during all hours of operation. We operate from November to April of each year, from 6:00pm - 8:00am each day. Our 2,100 volunteers supported by Goodwill Street Outreach's experienced staff will provide adequate staffing.

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

8) The operator has an ongoing housing assistance program (See Attachment E) on the premises to place the residents into permanent housing and maintain a list of all persons residing at the facility. In 2013, this program helped 49 area individuals leave homelessness.

9) Parking requirements have been determined by the Planning Director based on the intensity of the operation described in the management plan as: 17 Parking Spots (12 for guests, 7 for staff). The current parking lot, after improvements, will accommodate 22 vehicles, plus 4 spaces on Wellington Street. (See Attachment B).

# Attachments

## Attachment "A" Legal Description

517 Wellington Street, Traverse City, Michigan, more fully described as follows:

That part of Government Lot 1, Section II, T27N, R11W, described as:

Commencing at the NW corner of Lot 42, Block 2, Hannah, Lay & Co's Fifth Addition to the City of Traverse City: thence West 33 feet to the centerline of Wellington Street; thence South on the centerline of Wellington Street extended, to the northerly line of the right-of-way of the Chesapeake & Ohio Railway; thence easterly along the northerly line of said right-of-way to a point where the East line of Lot 31 of said Fifth Addition projected South intersects the Northerly line of said right-of-way; thence North on said projected line and East line of Lot 31 to South line of alley running East and West through said Block 2; thence West along South line of said alley to point of beginning; and together with joint access to and use of a sidetrack as reserved by the first party in a deed to Herman Cox and Clinton Cox dated August 10, 1945, recorded in Liber 153 of Deeds, Page 124.



**Operations Plan  
Written Management Plan  
(Attachment D)  
September 2014**

## Executive Summary of Safe Harbor of Grand Traverse

### Structure and Operations

Safe Harbor of Grand Traverse is a Non-Profit Corporation formed in the State of Michigan. It is comprised of approximately 2,100 volunteers that are organized through a collection of 23 Churches located in the Grand Traverse region. We are an all volunteer corporation with a three tier management structure; Executive Board, Steering Committee and contracted Goodwill Supervisors. Each tier has its own leadership structure. This structure has been in place since 2008, with the exception of the Executive Board, which was added in 2014.

The Executive Board is comprised of 7 members and includes a Chair, Vice-Chair, Treasurer, Secretary, Fundraising Chair and 2 at-large members. The Executive Board is responsible for the operation of the building, management of the corporation and community partnerships, and the finances of the organization. Each executive may assemble a committee to assist them in their work. The committee members generally come from the Steering Committee. The executive board is nominated and elected by the steering committee and may include church representatives or community members at-large.

The steering committee is comprised of a representative from each participating church, and is responsible for the operation of the emergency shelter. Each participating church has a representative on the steering committee. Each church also has an alternate representative. The steering committee has a leadership board comprising of a Chairperson (also the Vice-Chair of the executive board), Nominating/Elections, Scheduling Manager, Supplies Manager, Secretary, Health and Safety Leader, and Training/Policy Leader.

The third tier of management is our professional staff. Safe Harbor contracts with Goodwill Industries of NW Michigan to provide a trained shelter management team. The Goodwill Supervisor has several roles during a shift (generally 5:30p – 11p): A) To control the “check in” process (including background checks and bag searches); B) To make decisions on guest behavior issues and policing of policies; C) To work in an Outreach role to help guests access services available to them (including housing and support opportunities); D) Maintain the security of the medical lock box; and E) Coordinate hourly smoke breaks.

Our “Fall/ Winter Season” is determined by the weather, but generally, we operate between November and April. The emergency shelter operates in a decentralized structure, with a host church leading on a weekly basis. Each hosting church has a coordinator and a volunteer leadership team. For example: Christmas / New Years weeks are hosted by Presbyterian Church of Traverse City. This church has a coordinator and its own roster of volunteers. Occasionally, the lead church may receive help from a supporting church. In these cases, the lead church’s coordinator is still in charge of the weekly operation. A software program, “Volunteer Spot,” is used to allow volunteers to sign up and exchange shifts 24/7. Each volunteer must complete a volunteer form that allows Goodwill’s team to perform background checks. Generally, volunteers come directly through the churches, though we accept members from the community-at-large.

Each day of operation, the shelter is broken into 5 shifts: Breakfast (usually 4 people), Evening Host (3 people), Supper (4 people), and Overnight (2 women and 2 men). There are a total of 105 individual roles in a typical week. Often, volunteers will serve in several shifts in their hosting week. The staffing

may be adjusted based on the number of guests. The numbers listed above are the minimum (see our staffing grid as part of the Operations Plan). Additional volunteers may be added from the community-wide "call in" list at the discrepancy of the Goodwill Supervisor.

Training of volunteers is conducted at the facility on an on-going basis by the Goodwill team. Each church coordinator is responsible for their volunteers to complete the 3-hour training program. As policies are adjusted annually, every volunteer is required to update their training.

#### **2014 – 2015 Executive Board Members**

Peter Starkel – Chairperson  
Mike McDonald – Vice Chairperson, Steering Committee Chair  
Christie Minervini – Chairperson, Fundraising  
Wayne Sterenberg – Treasurer  
Mike Hornby – Secretary  
Gary Clous – At-Large  
David Rapson – At-Large

#### **2014 – 2015 Steering Committee Members**

Ryan Hannon	Goodwill Supervisor
Cecil McNally	Goodwill Industries
Connie & Ralph Hintsala	Redeemer Lutheran
Dave Speirs	Church of Christ
Doug Baumgardner	Church of the Living God
Doug Seeley	New Hope Community
Gary Clous	First Congregational
Paul Hubbell	St. Patrick
Harry Hubbell	Nazarene
Irene Scott	Northern Lakes Community
Jeff Lewis	TB United Methodist
Jeff O'Brien	TCPD & St. Francis
Jenika Burden	Grace Episcopal
Jennifer Betts	Scheduling
Jim Hutchison	Bethlehem Lutheran
Julie Greene	Bay Pointe Community
Kathy Dally	Central United Methodist
Kent Anderson	West Bay Covenant
MaryHelen Dumon	St. Joseph Parish
Molly VanZandt	Bayview Wesleyan
Nancy Bennett	West Side Community
Peter Starkel	Presbyterian Church
Sandy Scarbrough	First Christian
Sarah Montgomery	Unitarian Universalist
Tony Nelson	Faith Reformed
Wayne Sterenberg	St. Francis

## Funding

The Grand Traverse region is considered a “rural area” by the Federal government. As a result, there is no state or federal funding for seasonal emergency shelters. Safe Harbor operates completely on donations. Within the church network, we operate with a current annual budget of \$27,500. This includes compensation for Goodwill Supervisors and supplies. Our policy is to have one year of operational funding in reserves at all times. Our projected annual operating budget is estimated at \$314,200. \$238,400 of this amount is donated with volunteer labor and food provided by Food Rescue.

Our fundraising is conducted by a fundraising committee, lead by an executive board member. We are funded by Grants, the Church Community, our Volunteers and the Community at large. We have an annual funding goal of \$75,800. This is a very manageable goal with our current funding levels and the large Safe Harbor support network. We have already received a \$5,000 grant for help with board training, strategic planning, and fundraising (not reflected in the following budget).

<b>Management</b>		<b>Program Services</b>	
Bookkeeping	600	Rent	5,000
Copying and Printing	1,500	Electricity	24,000
Contractual Services (Goodwill)	15,000	Water/Sewer/Trash	5,000
D & O Liability Insurance	1,500	Phone/ Internet	2,400
Liability and Property Insurance	3,000	Fire Alarm Monitoring	850
Office Equipment and Supplies	500	Security System	1,500
Postage	200	Portable Toilet	1,500
Miscellaneous	500	Restroom/Cleaning Supplies	1,500
Supplies	200	Equipment	500
	<b>23,000</b>	Labor (Volunteer*)	158,400
<b>Fundraising</b>		Meals (Food Rescue*)	80,000
Advertising/Website	1,500	Misc. Food/Snacks/Supplies	2,400
Copying/Printing/Postage	500	Guest Program Supplies	5,000
Miscellaneous	300	Volunteer Accident Insurance	350
	<b>2,300</b>	Miscellaneous	500
			<b>288,900</b>
		Total Expense:	314,200
		Total Hard Expense:	<b>75,800</b>

\* These Costs are donated services

## Facility

Safe Harbor will make leaseholder improvements to bring the space to code in order to convert 517 Wellington into an emergency shelter. Security cameras, downward facing lighting and privacy landscaping will be part of the improvements. The facility will also be re-purposed to add laundry, kitchen, showers, computer and internet for use during shelter operations. Additionally, year-round meeting space will be developed and made available to conduct housing applications, mentoring support, social services paperwork and counseling services via partnerships with other organizations (through our membership in the Greater Grand Traverse Continuum of Care). The goal is to assist street homeless into permanent supportive housing as it becomes available.

The Shelter operations will be conducted by Safe Harbor’s Steering Committee. The sleeping space will be housed in the rear 4,800 square feet of the building, allowing for more than the required 50 square feet per guest required in the specific ordinance. The entrance to the Shelter will be on the side of the building, and will be shielded from the street by the landscaping, creating a private area for guests.

The front of the building will house meeting spaces for our community partners. These organizations will contract to use the offices for appointment-only meetings with persons experiencing homelessness. This will operate year round, generally from Tuesday to Saturday 8a – Noon. The rest of the facility will be secured during these hours, and guests will not be permitted to be in the facility without an appointment. This space will be managed by the Executive Board.

We have always worked in cooperation of the Police and Fire departments. Safe Harbor has been credited as reducing the number of daily calls by emergency services leaders. Safe Harbor does not create additional costs for the city, in fact, we reduce the cost of city operations. The service we provide at no charge to the city is a significant benefit to the community. Additionally, we have an emergency contact, Ryan Hannon of Goodwill Street Outreach, who is available to the community coordinate immediate response should there been the need.

**Safe Harbor Building Budget (for preliminary purposes only)**

Firewall and Doors	35,000	Sprinklers	45,000
Interior Walls	25,000	Fire Alarm	5,000
Interior Finishes	40,000	Alarm	2,500
Doors	15,000	Cameras	5,000
Windows	2,500	Phone/ Internet	5,000
Specialties	5,000	Wiring Upgrades	20,000
Flooring	10,000	Interior Lighting	15,000
Kitchen	30,000	Landscaping	10,000
Laundry	10,000	Exterior Lighting	5,000
Computers/ Printers	6,000	Signage	5,000
Plumbing/ Commercial	40,000	Furnishings:	6,000
HVAC	45,000		
		Total	<b>387,000</b>

Notes: Currently, we have commitments from an architect and project manager willing to serve gratis. Other individuals have stepped forward ready to donate insulation, plumbing products and services and building expertise. These in-kind donations are not reflected in the budget above.

**For more detailed information about our proposal and finances please visit**  
<http://gtsafeharbor.org/building/safe-harbors-proposal-to-city-of-traverse-city/>

## **Table of Contents**

- 1. Seasonal Shelter Operations (November through April)**
- 2. Meeting Center Operations**
- 3. Facilities Management**
- 4. Security Plan**
- 5. Rules and Policies**

## Seasonal Shelter Operations

### General

The Seasonal Shelter will normally be open for overnight guests from the first full week in November through the last full week in April. It may be necessary to open up to two weeks earlier and stay open up to two weeks later in case of severe weather early or late in the season. In past years, it has not been necessary to do this.

Each week, an individual church or two or more churches working together will be responsible for providing volunteers to staff the positions listed below except for the evening supervisor/case manager who will be contracted through Goodwill. Individual church coordinators will be responsible for scheduling volunteers for the roles listed below in advance of the week the church is scheduled to provide volunteers. Churches will use "Volunteer Spot" software or other comparable methods to schedule volunteers. The week will begin on Saturday evening and end the following Saturday morning. Weekly schedules for the churches will be established before the start of the Shelter season if at all possible.

The Seasonal Shelter will be open for guests from 6:00 pm each day until 8:00 am the following morning. The Shelter may be open for extended hours during periods of extreme cold (temperatures below 10 degrees Fahrenheit with wind chills below zero) or on Holidays. The decision to extend hours will be made jointly by the Goodwill Supervisor and the volunteer coordinator for the church that has responsibility that week. In past years the shelter has been open for extended hours ten days or less each season.

### Daily Operations

Daily Operations will be divided into three shifts:

5:30 pm – 9:00 pm Dinner and evening hosts

8:45 pm – 6:45 am Overnight staff

6:30 am – 9:00 am Breakfast and Clean up

There shall be a designated volunteer shift leader from the host church for each shift.

Following are the positions and responsibilities for each shift:

**Goodwill Supervisor/Case Manager:** Safe Harbor will continue to contract with Goodwill for a Supervisor/Case Manager to be present each day of the Seasonal Shelter from 5:30 pm until after "lights out" at 11:00 pm. The Goodwill Supervisor/Case Manager will have the following responsibilities:

- Perform a bag search on all incoming guests
- Handle any rule violations by guests
- Supervise hourly smoke breaks from 6:45 pm until 10:45 pm
- Dispense prescription and non-prescription medications to guests (see policy on prescription medications)
- Interview and gather information from new guests and perform background checks on all guests
- Notify police dispatch of the number of guests present

**Volunteer Team Leader:** There will be a designated volunteer team leader for each shift.

Responsibilities include:

- Make sure all volunteers are present, signed in and have a name tag
- Make sure volunteers know the locations of fire alarms, extinguishers and evacuation plan
- Know the location of first aid kits and the location of disposable gloves if needed for clean up after accidents
- Identify which volunteers have cell phones for emergency needs
- Responsible for dispensing prescription and non-prescription medications when Goodwill Supervisor/Case Manager is not present
- Ensure that all supplies are adequate and notify Church Coordinator (or designated church supply coordinator) if any supplies are needed for the next day
- Ensure that all problems are entered in the incident log. Make sure serious problems are communicated to the Church Coordinator and Goodwill Supervisor/Case Manager
- Participate in the briefing of all volunteers at each shift change noting issues with guests and making sure keys for medications are passed on
- "De-brief" new volunteers before they leave to clarify questions or help put their experience in context if necessary

**Dinner Volunteers:** There will be at least four dinner volunteers each evening. Responsibilities include:

- Volunteers should arrive by 5:30 pm and have dinner ready to serve by 6:00 pm. If more prep time is needed, volunteers may arrange for early arrival with their Church Coordinator
- Volunteers will serve the meal. Guests should not serve themselves
- Serving will end at 7:30 pm. Volunteers should check with the Team Leader to see if any meals need to be set aside for guests who have arranged for late arrival
- Volunteers will clean and put away all dishes, glasses, cups, silverware and serving utensils used during dinner, clean the kitchen and serving area and put out snacks for the evening before leaving (dinner volunteers may leave when the above tasks are complete).

**Evening Hosts:** There will be at least three evening host volunteers, in addition to the Volunteer Team Leader, each evening. Evening hosts will arrive at 5:30 pm and stay until turnover to Overnight Hosts is complete. Evening Host responsibilities include:

- One volunteer to assist with guest sign in log making sure all names are complete and legible
- One volunteer to assist with medication drop off as guests sign in
- One volunteer to direct new guests to a waiting area
- Report any disruptions, altercations or confrontations to the Goodwill Supervisor and/or Volunteer Team Leader
- Showers will be available for guests from 7:00 pm until 10:00 pm each evening. Guests will sign up for showers. One evening host volunteer or an assigned guest will call each guest on the list in order, check them in, give them a towel and ask them to return the towel and check out within fifteen minutes.
- Visit with guests throughout the evening and provide fellowship
- Assist the Goodwill Supervisor/Case Manager and/or Volunteer Team Leader as requested

**Overnight Hosts:** There will be at least four volunteer Overnight Hosts (at least two male and two female). One of the Overnight Hosts will be designated as the Volunteer Team Leader for that shift. Overnight Hosts will arrive by 8:45 pm and will stay until turnover to Morning Breakfast and Clean Up Crew is complete. Overnight Host responsibilities include:

- Visit with guests and assist Goodwill Supervisor/Case Manager and Volunteer Team Leader as required until “lights out” at 11:00 pm.
- Wash and dry towels from showers
- After 11:00 pm:
  - At least one volunteer will be awake at all times
  - No guests are to be admitted even if they are brought by the police unless the guest has made prior arrangements due to working late and arrives in appropriate condition
  - Doors remain locked until 6:00 am. Any guest who chooses to leave after 11:00 pm will not be readmitted until 6:00 pm the following day.
  - Provide early wake up calls for guests as requested
  - Make coffee to be available at 6:00 am. Unlock doors for smoke breaks starting at 6:00 am

**Morning Breakfast and Clean Up Crew:** There will be at least four volunteers on the Morning Breakfast and Clean Up Crew, one of which will be designated as Volunteer Team Leader. Volunteers will arrive by 6:30 am and take over from the Overnight shift at that time. It is our intent to have at least two guests identified each day to assist this crew with clean up duties. Responsibilities for the Morning Breakfast and Clean Up Crew include:

- Put out continental breakfast items including cereal, bread, condiments, juice and milk.
- Make sure all guests are awake and moving by 7:00 am
- Make sure all guests tidy up their area and put their blanket and any other items they are leaving in their tote and close their tote.
- All guests (except those staying to help with clean up) should leave the building by 8:00 am and the building entrance should be locked at that time.
- Clean all restrooms
- Fold towels from dryers and place by shower areas
- Wipe down tables in the common area and vacuum the common area
- Make sure all breakfast food is cleaned up and put away
- Wash and put away all breakfast dishes and clean up the kitchen
- Make sure all supplies are stocked for the next day
- Take out garbage and trash and make sure all trash containers have new liners
- Make sure all medications are locked up and the key placed in the designated area
- On Saturday mornings, have guests take all mats and tubs out of the sleeping areas and pile them in designated locations
- Make sure the exterior of the building and the grounds are cleaned up
- Make sure all entrances and exits are secure before leaving

## Weekly Operations

**Saturday Morning Clean Up Crew:** The Church(es) will provide a clean-up crew of at least four volunteers on Saturday mornings. It would be anticipated that the clean-up crew would be augmented by at least two guests. Clean-up crew members will arrive between 7:30 am and 8:00am and have the following responsibilities:

- Kitchen should be cleaned and disinfected per kitchen guidelines
- All hard surface floors will be mopped and all carpeted areas thoroughly vacuumed, this is particularly important in the sleeping areas.
- All restrooms should be thoroughly cleaned

- All tables and chairs should be cleaned
- Dusting should be done where required
- All trash and garbage containers should be emptied and contents taken to the dumpster
- All toilet paper and towels should be restocked in the restrooms
- Make sure there are adequate paper supplies (toilet paper and towels) for the next week in the storage area
- Make sure the exterior of the building and the grounds are cleaned up
- Make sure all entrances and exits are secure and the alarm system is set before leaving

**Volunteer Training:** Each church will be responsible for holding volunteer training sessions prior to the week(s) they are volunteering at the building. Following will be included in training sessions:

- Review of volunteer roles and responsibilities
- Review of guest rules and volunteer “dos and don’ts”
- Review of emergency evacuation plans
- Review of building security plans
- Review of any new rules specific to operating within compliance in a public building
- Review of conflict resolution steps

In addition, volunteer training will be offered, at the building during the first year of operation in the building, on a weekly basis on Saturday mornings from 10:00 am to Noon during the Seasonal Shelter. This training will be conducted by Steering Team members and will include all of the topics above and also an orientation tour of the new building. Church volunteers may choose to attend the training at their church or the training at the building.

**Staffing Grid:** Our volunteer staff has been designed to accommodate up to 55 guests. As the number of guests increase, the staffing levels will be adjusted to manage the shelter. These additional volunteers will be scheduled based on guest numbers projections. Additionally, if we have not properly staffed up, the communitywide “On Call” volunteers will be available to respond with shorter notice.

Guests	Breakfast	Evening Host	Supper	Overnight	Goodwill
0 - 55	4	3	4	4	1
56 - 70	4	4	5	5	2
70 - 90	5	6	6	6	2

## Meeting Center Operations

### General

The administrative areas of the building will be made available for use by those who provide assistance to the homeless community to meet with guests on a year round basis. These services would be offered during evening hours on months the Seasonal Shelter is in operation and Monday through Saturday from 8:00 am until Noon during months the Seasonal Shelter is not in operation. Agencies that might use the building are Goodwill Street Outreach, Community Mental Health, Veterans Affairs, Counseling Services, Street Advocate mentors, Housing Agencies, Speak Up Magazine and other social service agencies. These are intended as examples and are not meant to be a limiting list. This use would be for individual and small group meetings with guests.

During the months the Seasonal Shelter is not in operation, the person hosting the meeting would sign up for the building use and would be provided a pass code for entry into the administrative areas. It would not be our intention to have volunteer staffing present at the building during these meetings. Sleeping areas and restrooms in the sleeping areas would be locked during this time and would not be accessed by hosts or their guests. The building would only be open to those guests that have appointments with the meeting host. Guests would not be allowed to drop-in or congregate at the building when the Seasonal Shelter is not in operation. It would be the responsibility of the meeting host to ensure that all people have left the building at the end of each meeting and that the building is secured including setting the alarm system.

### Bi-Weekly Clean-Up

During the period when the seasonal shelter is not in operation (May through October), churches will be signed up to provide a volunteer clean-up crew of three to four people to clean the building on a bi-weekly basis. This clean-up will take place every other Saturday at a time to be determined by the responsible church. The clean-up crew will have the following responsibilities:

- Kitchen should be cleaned and disinfected per kitchen guidelines
- Administrative area hard surface floors will be mopped and all carpeted areas thoroughly vacuumed
- Administrative area restrooms should be thoroughly cleaned
- Administrative area tables and chairs should be cleaned
- Dusting should be done where required
- All trash and garbage containers should be emptied and contents taken to the dumpster
- All toilet paper and towels should be restocked in the restrooms
- Sleeping areas and restrooms should be checked to make sure they have not been disturbed and are clean.
- Make sure there are adequate paper supplies (toilet paper and towels) for the next two weeks in the storage area
- Make sure the exterior of the building and the grounds are cleaned up
- Make sure all entrances and exits are secure and the alarm system is set before leaving

## Facilities Management

The Board of Directors shall establish a volunteer Facilities Management Committee chaired by a member of the Board or the Steering Team and consisting of at least five members selected from Safe Harbor churches. The Facilities Management Committee will do the following:

- Meet at least bi-monthly
- Have responsibility for overall maintenance including upkeep and repair of the structure, repair and/or replacement of furnishings and fixtures, and maintenance of the grounds.
- Have a designated member on call to deal with emergency repairs and an established list of vendors to call for those repairs.
- Take major expenditures, in excess of \$500, to the Board of Directors for approval.
- Have a member of the committee take an every other day walk through of the building during the months the Seasonal Shelter is not in operation.
- Take responsibility for execution of the Security Plan
- Ensure that the building is kept in compliance with all City building codes

## **Community Outreach**

Safe Harbor Community Outreach will serve as a liaison for the proposed emergency shelter and the community by gathering input, ideas, and addressing any concerns from citizens via letters, email or phone.

Safe Harbor Community Outreach will coordinate with the board to set up community meetings as needed to address questions from the community.

Representatives from the Safe Harbor Community Outreach will meet four times per year with representatives from the Boardman Neighborhood and Businesses. These meeting will be conducted in order to bring any of the neighborhood's concerns to the attention of Safe Harbor, in order to troubleshoot, mediate, and to bring back to the board of Safe Harbor for a workable solution for both parties.

## **Security Plan**

Following are the security plans for the building:

- The building will have an alarm system to prevent unauthorized entry.
- The building will have security cameras placed at key locations to ensure adequate management of inside and outside of the facility. (See camera map)
- All exterior doors will be locked at all times except the guest entrance which will be unlocked only between 6:00 pm and 7:00 pm and 6:00 am to 8:00 am during seasonal shelter operations.
- All interior doors will have "panic bars" so they may be used in emergencies, but doors other than the main volunteer and guest entrances will have alarms that will sound if they are opened.
- The volunteer entrance will be accessed via a keypad entry. Each church and agency using the building will be issued a unique code so that we can monitor who is coming and going over time.
- Lighting (on a timer and motion detector system) will ensure that the exterior of the building and areas around the building are well-lit during hours of darkness.
- Emergency evacuation plans will be developed for use in case of emergency and posted in appropriate places in the building. Review of emergency plans will be part of volunteer training.

## **Crime Prevention Plan**

- Actively talking with Safe Harbor guests about being good neighbors and keeping their eyes open to potential issues. This continues to be the most successful way to prevent crime or related issues. Our guests are known to self-police.
- Performing periodic background checks on guests through Goodwill Street Outreach.
- Installing security cameras and additional lighting allowing for our staff to monitor the building site.
- Continuing to actively work with Traverse City, Grand Traverse County and Michigan State Police.
- Creating a Community Outreach plan to ensure fast feedback from neighbors if issues arise.

## Rules and Policies

### Safe Harbor Guest Rules

The following rules are for anyone staying as part of the seasonal shelter program. Rules will be posted prominently in the building and reviewed with all new guests. Rules are for everyone's safety, comfort and dignity. Any violation of these rules may result in a termination of a guest's participation in the Safe Harbor program.

- All items brought onto the property are subject to search
- Once you have signed in, you are only allowed to leave the building during scheduled smoke breaks. If you leave after signing in you will not be allowed to re-enter for any reason until the next evening
- The building will open at 6:00 p.m. every night. Doors are locked at 7:00 p.m., "Lights Out" at 11:00 p.m. The building will then be secured until 6:00 a.m. the next morning. (Special arrangements will be made for guests working later).
- Upon entering on their first night, guests will receive **ONE** mat, **ONE** blanket, and **ONE** assigned tub to keep their belongings. Tubs can be searched for contraband at any time by staff.
- **NO SMOKING** inside the building. Supervised 15 min. smoke breaks in a designated area, 6:45 p.m. - 7:45 p.m. - 8:45 p.m. - 9:45 p.m. & 10:45 p.m.
- **NO ALCOHOLIC BEVERAGES ANYWHERE ON BUILDING PROPERTY.**
- **NO DRUGS OR ILLEGAL SUBSTANCES ANYWHERE ON BUILDING PROPERTY.**
- **ABSOLUTELY NO WEAPONS OF ANY KIND ARE PERMITTED!!!** If you have one; please turn it in to the Goodwill Supervisor/Case Manger at sign-in time. Legal weapons will be returned when guests leave at 8:00 am.
- **NO ABUSIVE/PROFANE LANGUAGE OR DISRUPTIVE BEHAVIOR**
- The Goodwill staff and church volunteers are in charge of the building. Please direct any questions to them.
- Men and women are assigned separate sleeping areas by the staff and volunteers.
- Prior to breakfast each morning, please spray and wipe down your own mattress
- **DO NOT** leave any items that do not fit into your assigned Tub in the building. Be prepared to leave the building by 8:00 a.m. each morning

### Safe Harbor Policies

**Guest Admission Policy:** In pursuit of assuring the safety of both its guests and its volunteers, Safe Harbor will take one of the following actions in response to any individual's request for admission to the nightly shelter. The action taken will be as a result of a (Safe Harbor background check) on said individual.

- For individuals with a current expulsion from Safe Harbor shelter, no admission will be granted.
- For individuals seeking readmission after expulsion, a probationary period will be granted. Probationary period to be determined the Goodwill Supervisor.
- Individuals will be admitted after signing nightly compliance / sign-in sheet.

**Guest Admission Policy:** Guests are provided shelter based on need. Verification of homelessness is determined by Goodwill Supervisor. Individuals will be admitted after signing nightly compliance / sign-in sheet. Admittance of late arrival is determined by the Goodwill Supervisor. Law enforcement referrals and first time users are taken into consideration. Pre-arranged activities warranting late admittance may include, but are not limited to:

- Employment
- Self-help groups

**No admittance is granted after 11 pm unless pre-arranged employment is verified.**

In pursuit of assuring the safety of both its guests and its volunteers, a probationary period may be granted following a loss of privileges at Safe Harbor. For individuals with a current loss of privileges from Safe Harbor shelter, no admission will be granted.

**Prescription Drugs Policy:**

- All medically urgent prescriptions (inhalers, nitro tablets etc.) may be kept by the guests. All other prescription medication are given to Goodwill Supervisor or check-in volunteer at sign-in time. Prescriptions will be placed in a bag with guests' name on label, and then placed into the Lockable Safe Harbor Med box. There is no inventory list or receipts for locked Meds.
- Keys will be made accessible to overnight team leaders.
- Guests' will take medications as per labeling and then return medications to box. Staff and volunteers will not dispense medications from box. Guests will take medications in the presence of staff or volunteers. No talking will occur during this time. Guests may retrieve any or all medications in the morning when leaving.
- The evening sign-in sheet will include a disclaimer which states; 'by signing this sheet I acknowledge that I have turned in all prescriptions. I acknowledge that I am fully responsible for any prescriptions not turned in, and that any sales, distribution or misuse of these will be grounds for my expulsion from Safe Harbor'.

**Alcoholic Beverages Policy:** There is no alcohol allowed anywhere on building property as per guest rules of Safe Harbor. If guests do arrive with alcoholic beverages they will be turned over to the Goodwill Supervisor/Case Manager and disposed of immediately. If guest is caught with alcohol in the building, loss of Safe Harbor privileges will occur for the night and he/she is subject to suspension.

**Youth Volunteer Policy:** Youth under the age of 12 years are not allowed to volunteer at Safe Harbor. Youth age 12 to 18 may volunteer with the following guidelines:

- Must be sponsored by a parent, guardian, or youth group director that sign a permission form.
- Youth volunteers will read and observe the following rules:
  - No youth volunteers are allowed in sleeping areas at any time.
  - Youth volunteers should remain in social area. Any youth leaving social area, for any reason, must inform adult supervisor before leaving.
  - Available hours for age 12-18 youth volunteers will be from 6:00 p.m. - 10:00 p.m.

**Suspension Policy:** The following guidelines will be used regarding suspensions for breaking the rules:

- **No alcoholic beverages, drugs or illegal substances are allowed anywhere on the building grounds.** Incidents of possession or use of alcohol, drugs or illegal substances on property will

result in:

- First offense – ban for the night
- Second offense – three night ban
- Third offense – one week ban
- Fourth offense – ban for season
- **No smoking is allowed anywhere in the building.** Incidents of smoking in the building will result in:
  - First offense – one week ban
  - Second offense – ban for season
- **No weapons of any kind are permitted on the building property.** Incidents of possession of a weapon will result in an immediate permanent ban.
- **No physical violence is allowed.** Incidents of physical violence will depend upon severity and could result in a permanent ban.
- Suspensions may also occur as a result of physical or verbal behavior that poses a perceived threat to the safety of volunteers or other guests. Such suspensions may be mandated at the discretion of the Goodwill Supervisor/Case Manager.

# SAFE HARBOR Housing

## Ongoing Housing Assistance Program (Attachment E) September 2014

Safe Harbor of Grand Traverse, Inc. contracts with Goodwill Industries of Northwestern Michigan to provide expert staffing of our Emergency Shelter. The Goodwill staff is on-premise everyday the shelter operates. Safe Harbor will contract with Goodwill staff to administrator the housing assistance program.

Goodwill's Street Outreach provides the most comprehensive housing assistance program to persons experiencing homelessness on the street in our region. This program brings resources to end homelessness directly to where people experiencing homelessness are. This includes, but is not limited to: downtown alleys and streets, parks, riverbanks, lake shores, wooded areas, abandoned buildings, encampments, community meal locations, drop in centers and Safe Harbor.

Resources to end homelessness include warm referrals to housing subsidy options and agencies, warm referrals to housing supports, assistance in obtaining necessary documentation required for all housing options, verification of homelessness, on-going connections to housing program wait lists, housing location services, accompaniment to viewing housing options, acting as a landlord liaison, and providing warm transfers in the transition into housing. This also includes representation in the SOAR process and referral and support to employment programs.

Street Outreach uses a housing orientation to outreach. We provide practical interim supports to obtain identification, access income and obtain means to meet basic needs. We help support ways to obtain mail, phone/computer access, and reunification with family.

Street Outreach has partnerships with a safety, as well as housing, focus:

**Accessing healthcare services**

- Working with Munson to coordinate discharge
- Applying for healthcare coverage
- Coordinating primary healthcare appointments

**Accessing mental health services**

- Referring to and assisting in access to Community Mental Health (CMH), Traverse Health Clinic mental health services, and Munson Behavior Health

**Accessing Addiction services**

- Assisting in accessing sub-acute detoxification
- Assisting in access of substance use disorder treatment interventions including transportation to long-term facilities

**Working with Parks and Recreation staff**

- Providing shelter and housing options in "move along" situations

**Working with faith community**

- Helping coordinate valuable resources needed for ending homelessness
- Supporting and collaborating with the drop-in ministries of Jubilee House and Central United Methodist Church Community Outreach
- Partnering with Safe Harbor
- Coordinating with Local businesses
- Intervening in non-emergency situations
- Providing shelter and housing options in "move along" situations

**Partnering with the Police Department**

- Assisting in non-emergency interventions
- Ensuring acknowledgement of relocation needs while simultaneously providing shelter and housing options

**Coordinating with the Jail**

- Administering the vulnerability index
- Coordinating discharge plans

### **Partnering with emergency shelters**

- Referring and assisting in accessing the Goodwill Inn
- Counseling and coaching in transition from streets to shelter

### **Working with GT County Mental Health and Sobriety Courts**

- Participating in panel discussions and case review
- Referring clients
- Assisting in care management of Street Outreach clients

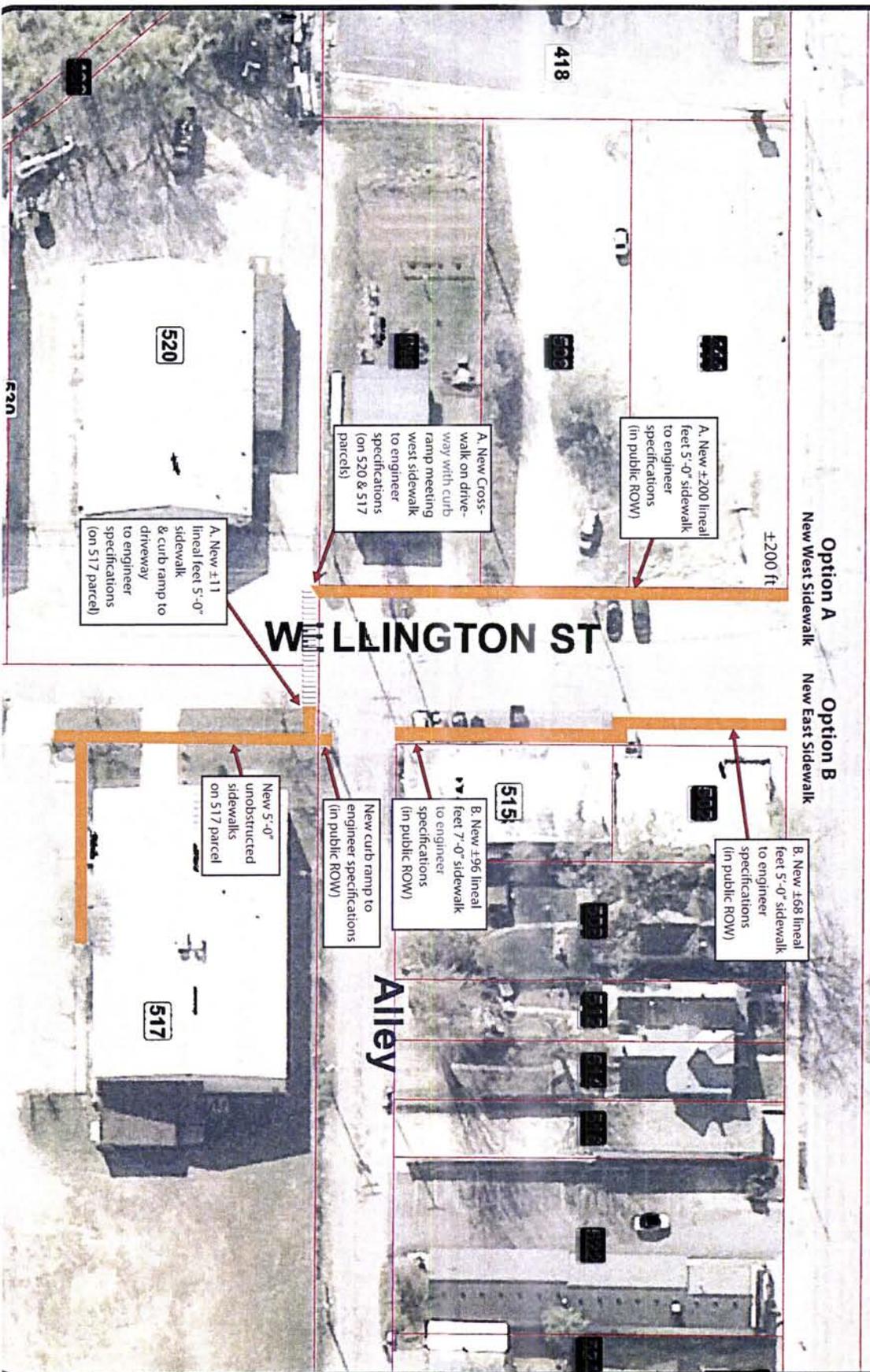
Street Outreach uses a vulnerability index to determine acuity and to ensure coordinated entry into the (homelessness) response system. We are working to develop and implement a central registry for permanent supportive housing and housing with supports (including rapid re-housing) across the system with understanding that people will be matched to the housing program best suited to fit his/her needs while simultaneously prioritizing available housing and support to the most vulnerable identified. Street Outreach participates in the Continuum of Care group to accomplish goals as identified in the Grand Traverse Area ten-year plan to end homelessness. We view this ten-year plan as a living document and advocate to include the goal of ensuring resources are available to people experiencing chronic homelessness first based on acuity.

Street Outreach brings the philosophy of ending homelessness to Safe Harbor. We help Safe Harbor work in ending homelessness by doing the following:

- 1) Divert as many people as possible by making sure there are no natural, safe supports available before admittance to shelter.
- 2) Coordinate access from Safe Harbor into the Goodwill Inn as appropriate when space becomes available.
- 3) Triage housing assistance resources through the use of the vulnerability index (VI-SPDAT).
- 4) Coordinate the appropriate level of intervention through the use of the VI-SPDAT and service prioritization tool (SPDAT).
- 5) Assist in keeping Safe Harbor as open and accessible as possible. We do this by assessing risk, modifying engagement strategies, and using de-escalation techniques. We only exit people when necessary based on behavior.
- 6) Also work with Safe harbor guests to access resources to end homelessness in the daytime.

Safe Harbor contributes an invaluable service to the community and is an essential part of ending homelessness. The partnership with Street Outreach helps ensure the right things are being done to help end homelessness.

# E EIGHTH ST



**Option A**  
New West Sidewalk

**Option B**  
New East Sidewalk

A. New ±200 lineal feet 5'-0" sidewalk to engineer specifications (in public ROW)

A. New Cross-walk on driveway with curb ramp meeting west sidewalk to engineer specifications (on 520 & 517 parcels)

A. New ±11 lineal feet 5'-0" sidewalk & curb ramp to driveway to engineer specifications (on 517 parcel)

B. New 168 lineal feet 5'-0" sidewalk to engineer specifications (in public ROW)

B. New 196 lineal feet 7'-0" sidewalk to engineer specifications (in public ROW)

New curb ramp to engineer specifications (in public ROW)

New 5'-0" unobstructed sidewalks on 517 parcel

## Sidewalks - Attachment F

Safe Harbor of Grand Traverse, Inc.

1 inch = 40 feet

Legend

- Proposed Sidewalk
- Proposed Curb Ramp
- Proposed Crosswalk
- Proposed Unobstructed Sidewalk

This map is based on aerial photography from the City of Traverse City, Traverse City and is not intended to be used for any other purpose without the express written consent of Grand Traverse, Inc.

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## Sidewalks

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**Ryan Fedorinchik** <ryanf@hallmarkconstructioninc.com>  
To: peter@starkel.com

Mon, Aug 25, 2014 at 9:56 AM

Peter-

In talking your situation over with our project managers in the office, we're hesitant to provide a cost to install sidewalks for you. There are a few variables hanging in the balance that we (Hallmark) need to consider. We tweak our unit price every year, therefore our current price wouldn't be applicable next year. Also, it sounds like there will be some removal of existing asphalt which will require the rental of a mini excavator as well as saw. Those rental rates change as well. And lastly, we have a unit price for curb installation and without knowing an exact lineal footage, we can't quote an exact price.

I think what would be best is for us (HCD) hold off until we have a drawing to work off and we determine our prices for next year. I was a little premature in stating I could give you a unit price, I didn't intend to mislead you. Let me know if you have any questions. I'd be happy to help in the future.

Ryan Fedorinchik

Hallmark Construction, Inc.  
P: 231.946.1920  
F: 231.946.1978  
C: 231.218.4430



SAFE HARBOR OF GRAND TRAVERSE INC.  
PROPOSAL

AUGUST 25, 2014

Heritage Landscape Design proposes to perform all of the work described below to “Refresh” the landscape located at 517 Wellington., Traverse City, 49686.

We will prune existing shrubs, remove wild grape vine off of the fence and remove all sumac suckers, and mow weeds and grass. \$ 1,400.00

We will stripe the lot for parking spaces. \$ 900.00

Terms: ½ down on agreement, balance on completion

To accept this proposal please sign and return. Proposal is good for 30 days.

SIGNATURE \_\_\_\_\_



# STAFF REPORT

14-SLUP-03

DATE: October 2, 2014

APPLICANT: Peter Starkel, Safe Harbor of Grand Traverse, Inc.

PROPERTY OWNERS: City of Traverse City

STATUS OF APPLICANT: Prospective Leaseholder

PROPERTY ADDRESS: 517 Wellington Street.

REQUESTED ACTION: Special Land Use Permit to operate an Emergency Shelter

DESCRIPTION: COM AT NW COR OF LOT 42 BLK 2 TH W 33 FT TO C/L OF WELLINGTON ST TH S ON C/L OF WELLINGTON ST EXT TO N'LY LINE OF C & O R/W TH E'LY ALONG R/W TO E LINE OF LOT 31 TH N ON SAID LINE & E LINE OF LOT 31 TO S LINE OF ALLEY TH W TO POB BLK 2 HANNAH LAY & CO'S 5TH ADD

EXISTING CONDITIONS: Metal building used for storage and storage of materials outside

SITE SIZE: Approximately 1.26 acres (333 feet by 165 feet)

TOPOGRAPHY: Flat.

VEGETATION: Few trees on the south perimeter of the property.

SOILS: Sandy loam.

EXISTING ZONING: D-2 (Development District)

SURROUNDING ZONING/LAND USE:

NORTH: D-2 Development District / Commercial businesses and residences

SOUTH: GP Government Public District / Wastewater Treatment Plant

EAST: D-2 Development District / Industrial Business

WEST: D-2 Development District / Outside Storage, Nightclub

ZONING HISTORY: Since 1999 the parcel has been zoned D-2 (Development District).



RELEVANT SECTIONS OF THE ZONING ORDINANCE:

Section 1364.02, General Standards for all SLUP's  
Section 1364.08 (q), Specific Standards for Emergency Shelters

RELATIONSHIP TO THE MASTER PLAN: The Master Plan designates this area to be TC-5 Downtown neighborhood where the focus is on high intensity, regional, commercial activity. (Pages 16/17). This area is intended to be a regional hub for commercial and governmental services including resident resources.

PUBLIC UTILITIES: There are adequate utilities to serve the proposed use.

TRAFFIC: It is anticipated that this use will generate little motor vehicle traffic. Pedestrian traffic is likely to be higher due to the clientele being served by this operation.

ACCESS: The property is accessed by a low volume, short, dead-end street that connects to Eighth Street (a collector street) 200 feet to the north. Wellington Street terminates at the alley that runs south of 8<sup>th</sup> Street. South of the alley, is a private drive owned by the City and Arrow Roofing Company. The property also has public access via the alley. The sidewalk adjacent to the parcel is not continuous to Eighth Street (See image below). The applicant has indicated a willingness to complete the sidewalk gaps per the City Engineer's specifications.



Looking north toward Eighth Street

**PARKING:**

There is adequate on-site parking to accommodate the expected parking demand based on the Operational Plan submitted as part of the application. 21 parking spaces are proposed. There is room for additional parking spaces within the existing parking lot surface should additional parking is warranted. Note, "Safe Harbor" in S. San Francisco has 90 beds and 24 parking spaces and the parking lot is full at night. ("Zoning for Shelter for the Homeless" Menlo Park, August 6, 2013). Bicycle parking will be required per the Zoning Code.

For a SLUP to be approved, all the general and specific standards must be met.

**General Standards 1364.02:**

- (a) The use shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.

*The existing character has somewhat of an industrial character with a wastewater treatment plant to the south and roofing company and chain saw repair business to the west. The existing building and outside storage contributes to the industrial character of the street's south end. To the north is a custom screen printing company, a comic book shop and multifamily and single family dwellings and a vacant commercial building. The Master Plan intends to have this area developed more intensely as a mixed used area with a downtown character providing a wide array of regional services and uses. The Corridors Master Plan suggests a mix of uses including services, retail and residences. This plan also proposes the alley just north of the proposed shelter to be part of a new street linking Boardman and Woodmere Avenues. An active emergency shelter is more consistent with the Master Plan than the current use of the building and grounds which is for storage.*

- (b) The use shall not be hazardous or disturbing to existing or planned future uses in the same general vicinity.

*The Master Plan calls out this area to be part of a TC-5 Downtown Neighborhood. An emergency shelter providing seasonal overnight sleeping accommodations for*

*those individuals experiencing homelessness is not hazardous or disturbing to existing or planned future uses in the vicinity provided the site is maintained and the operation is well-managed as outlined in the submitted management plan. Hours of operation for the shelter will be limited to evening, night and morning hours.*

- (c) The use shall be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

*There are adequate public facilities to serve the proposed use. To secure better access, an access agreement is under consideration with the property owner to the west. Currently the property has access via a public alley and the east side of Wellington Street extended. Problems with site drainage have been experienced in the past. An evaluation of the stormwater impacts on the building and grounds is warranted and required pursuant to Chapter 1068 of the City of Traverse City Code of Ordinances. The area of consideration should include the property and adjacent public streets and alleys. The Police Department stated the Department would be served by the centralization of an emergency shelter as opposed to seven churches within the City providing services. (Please see memo from the Chief of Police). The Fire Chief indicated the proposed location for the Emergency Shelter can be adequately served by the Fire Department. (Please see memo from the Fire Chief).*

- (d) The use shall not create excessive additional requirements at public cost for public facilities and services.

*The proposed use will not create excessive additional requirements or costs for public facilities or services. Homelessness in the community does burden emergency service personnel which includes personnel from the City Police and Fire. As stated above, the Police Department would be served by the centralization of an emergency shelter as opposed to seven churches within the City providing services. (Please see memo from the Chief of Police). The Fire Department indicated the proposed use at this location will not require any additional Fire Department equipment or personnel. (Please see memo from the Fire Chief)*

- (e) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.

*The seasonal shelter will produce far less motor vehicle trips as compared to other uses that are allowed by right in the D-2 (Development) District such as a hotel, bar or restaurant. The proposed use has limited hours and the management plan states outdoor activity will be limited in terms of hours and is proposed to be located on the south side of the building facing the wastewater treatment plant thereby isolating outdoor activities from neighboring businesses and residences. A well managed and*

*maintained shelter for individuals experiencing homelessness will not be detrimental to any person or property in the general vicinity.*

- (f) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.

*No historic structures are impacted. The property is not within a historic district.*

- (g) Elements shall relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.

*The existing building is a metal building which has been marginally maintained as a storage building for the last several years. The proposal is to make the parking lot less visible by eliminating six parking spaces that project beyond the west façade of the building and by adding site landscaping. The Master Plan's Urban Design Element calls out for buildings to be constructed with durable materials and be located close to the street edge. Main entrances should face the street. Pedestrian travel is encouraged with sidewalks, benches, drinking fountains, trash receptacles, etc. Enhancements to the existing building with awnings and general clean-up and repair will help to make the building a positive contribution to the existing character of the area. Long-term, a more significant building made of durable materials would reflect the planned development for a TC-5 (Downtown) type of neighborhood.*

- (h) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.

*The intent of the D-2 District is for the purpose of accommodating a mixture of land uses. Residential uses are intended 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. Emergency shelters are listed as a special use within the D-2 District. Special land uses of land are permitted when general and specific standards in the ordinance are met. Special land uses are considered compatible with other uses allowed in the district if all the standards that allow a Special Use are met.*

- (i) The specific requirements outlined in each applicable section of this Zoning Code shall be satisfied.

*If the SLUP is granted, it appears the other specific requirements that pertain to this property and use can be met. The change in use will prompt off-street parking requirements.*

#### Specific Requirements 1364.08(q)

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

D-2, D-3, H-1, H-2, or I District.

*The proposed emergency shelter is located in a D-2 District.*

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

*The site is located 1310 feet from the nearest existing bus stop or about ¼ mile from the property. This bus stop is not connected by sidewalks or bike trails. The sidewalks along Wellington Street are not continuous. Bay Area Transportation Authority is proposing changes to the fixed routes in Traverse City. The new routes indicate a bus stop to be located at the corner of Wellington and Eighth Street or about 200 feet from the proposed shelter. This requirement is not currently met, but can be met as a condition of the SLUP.*

(3) The lot is not located within 1,500 feet of another lot devoted to transitional housing, emergency shelter.

*The lot is not located within 1,500 feet from another lot devoted to transitional housing or emergency shelter per definition of the City's zoning code. (Attached are correspondences from the Executive Directors of Addiction Treatment Facilities and Northern Michigan Supportive Housing.)*

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

*The proposal is to limit the maximum number of beds (or sleeping pads) to 90.*

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

*The existing building, not including the office space within the building, provides more than 50 square feet per person staying overnight at the facility. Please see the proposed floor plan.*

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

*The Operations Plan's staff grid indicates at a minimum there will be three staff and one Goodwill staff for up to 55 guests. There will be a minimum of five volunteer staff and two Goodwill staff if the facility operates with 70 to 90 guests.*

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

*The management plan addresses all the required information to be included in the written management plan.*

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

*The applicant has submitted an ongoing Housing Assistance Program that will include assistance on-premise with Goodwill employees at the proposed Emergency Shelter location at 517 Wellington Street.*

(9) Parking requirements would be determined by the Planning Director based on the intensity of the operation described in the management plan.

*Based on the staffing level and the historical parking counts based on Safe Harbor's experience, 21 parking spaces will provide sufficient parking for the level of intensity proposed at 517 Wellington Street. By zoning code, a bicycle rack or inside bicycle storage is required.*

#### **RECOMMENDATION:**

Staff recommends that Special Land Use Permit No. 14-SLUP-03 be approved provided the following conditions are met:

1. Sidewalks are constructed along Wellington Street, meeting the City Engineer's specifications so there are continuous sidewalks from 517 Wellington Street to the Eighth Street sidewalks prior to the issuance of occupancy permit. This requirement may include the entire reconstruction of Wellington Street to accommodate travel lanes and on-street parking.
2. The Operations Plan dated September 2014 is implemented and followed. Minor operational changes such as meal times, facility locked times, training program adjustments and alike are permissible for good cause. Changes in the number of beds beyond ninety (90) beds, length of the seasonal operation, staffing levels below the stated minimums and alike are considered major changes that will require to following the procedures for a "Major amendment" to the Special Land Use Permit.
3. The Emergency Shelter is limited to a maximum of 90 beds or sleeping pads.
4. The Emergency Shelter shall be seasonal and not be operated for shelter between May 15 to October 15.
5. The stormwater drainage for the site and adjacent street and alleys shall be evaluated ~~by the applicant~~ to determine if there are any negative issues related to drainage and if so, remedies are implemented to properly address the drainage issues.
6. A site plan is prepared that includes modifications to parking lot to bring it into compliance with current requirements.
7. The Special Land Use Permit will ~~automatically expire if the agreement for use of the building from the City is terminated~~ remain valid so long as the building is occupied by the applicant and used in compliance with the Special Land Use Permit.

8. The sections of the Operations Plan Written Management Plan (Attachment D) dated September 2014 shall include sections entitled "Community Outreach" and "Crime Prevention Plan" that were part of the application submittals that were included in the City Planning Commission's September 16, 2014 packet.

Text highlighted in gray are revisions made based on the discussion and revised recommendations made at the October 7, 2014 City Planning Commission meeting.

CITY OF TRAVERSE CITY

**ORDER GRANTING**

**SPECIAL LAND USE PERMIT NO. 14-SLUP-03**

Pursuant to City Zoning Ordinance §1364, *Special Land Use Regulations*, the City Commission hereby grants a special land use permit for the following:

Street Address: 517 Wellington Street

Property Description: COM AT NW COR OF LOT 42 BLK 2 TH W 33 FT TO C/L OF WELLINGTON ST TH S ON C/L OF WELLINGTON ST EXT TO N'LY LINE OF C & O R/W TH E'LY ALONG R/W TO E LINE OF LOT 31 TH N ON SAID LINE & E LINE OF LOT 31 TO S LINE OF ALLEY TH W TO POB BLK 2 HANNAH LAY & CO'S 5TH ADD

Special Use: Operation of an Emergency Shelter

Applicant: Peter Starkel  
Safe Harbor of Grand Traverse, Inc.  
PO Box 403  
701 Westminster Road  
Traverse City, Michigan 49686

Owners: City of Traverse City  
400 Boardman Ave.  
Traverse City, Michigan 49684

It is determined that the application is consistent with the intent of the Zoning Ordinance and the standards and requirements therein contained. The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions is incorporated herein by reference.
2. The procedures and requirements for special land use decisions required by law and ordinance have been followed.
3. Any conditions imposed are necessary to carry out the intent, purpose and standards of the ordinance and to protect the public health, safety and welfare.

The land use authorized by this Order shall be in accordance with the application, site plan and final material submitted by the applicant showing the development and use of the land. The land use and this Permit and Order shall also be subject to the following conditions and restrictions:

**Conditions**

1. Sidewalks are constructed along Wellington Street, meeting the City Engineer’s specifications so there are continuous sidewalks from 517 Wellington Street to the Eighth Street sidewalks prior to the issuance of occupancy permit. This requirement may include the entire reconstruction of Wellington Street to accommodate travel lanes and on-street parking.
2. The Operations Plan dated September 2014 is implemented and followed. Minor operational changes such as meal times, facility locked times, training program adjustments and alike are permissible for good cause. Changes in the number of beds beyond ninety (90) beds, length of the seasonal operation, staffing levels below the stated minimums and alike are considered major changes that will require to following the procedures for a “Major amendment” to the Special Land Use Permit.
3. The Emergency Shelter is limited to a maximum of 90 beds or sleeping pads.
4. The Emergency Shelter shall be seasonal and not be operated for shelter between May 15 to October 15.
5. The stormwater drainage for the site and adjacent street and alleys shall be evaluated to determine if there are any negative issues related to drainage and if so, remedies are implemented to properly address the drainage issues.
6. A site plan is prepared that includes modifications to parking lot to bring it into compliance with current requirements.
7. The Special Land Use Permit will remain valid so long as the building is occupied by the applicant and used in compliance with the Special Land Use Permit.
8. The sections of the Operations Plan Written Management Plan (Attachment D) dated September 2014 shall include sections entitled “Community Outreach” and “Crime Prevention Plan” that were part of the application submittals that were included in the City Planning Commission’s September 16, 2014 packet.

This order shall not be deemed to be City approval for anything other than the zoning approval for the expressed Special Land Use Permit described above, and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance. The land use and this permit and order shall also be subject to the provisions of Traverse City Code Section 1364.02, General Standards and 1364.08, Specific Requirement Section as may be amended from time to time and all other ordinances of the City of Traverse City.

I hereby certify that the above Order was adopted on \_\_\_\_\_, 2014 at a \_\_\_\_\_ meeting of the City Commission of the City of Traverse City at the Commission Chamber, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Benjamin Marentette, City Clerk

Dated: \_\_\_\_\_

## STATEMENT OF CONCLUSIONS

The following statements of conclusion and determinations of fact supported by evidence submitted to the City in connection with Special Land Use Permit Application No. 14-SLUP-03 from Peter Starkel of Safe Harbor Grand Traverse, Inc.:

- a. The use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- b. The use will not be hazardous or disturbing to existing or planned future uses in the same general vicinity.
- c. The use will be serviced adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools.
- d. As approved, the use will not create excessive additional requirements at public cost for public facilities and services.
- e. The use will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.
- f. Historic buildings or landmarks will not be affected by the development.
- g. Elements will relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.
- h. The use will be consistent with the intent and purposes of the zoning district.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 20, 2014

DATE: OCTOBER 16, 2014

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

SUBJECT: APPOINTMENT TO THE UNITED STATES COAST GUARD  
COMMITTEE

Attached is a memo from City Clerk Benjamin Marentette, regarding three available positions on the United States Coast Guard Committee. The ad hoc interview committee consisting of Commissioners Richardson; Chair, Mayor Estes and Commissioner Budros has made a recommendation.

As indicated by Mr. Marentette, these are City Commission appointments.

The following motion would approve the ad hoc committee's recommendation:

**that David Barr, Daniel Baker, and Polly Cairns, (seats previously held by Joe Muha, Glen VanRiper, and Kevin Bavers) each be appointed to one three-year term expiring August 25, 2017, on the United States Coast Guard Committee.**

JJO/kes

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copy: Katelyn Stroven, Administrative Specialist

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# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager  
COPY: Katelyn Stroven, Administrative Specialist  
FROM: Benjamin C. Marentette, City Clerk   
DATE: October 16, 2014  
SUBJECT: UNITED STATES COAST GUARD COMMITTEE - APPOINTMENTS

There are three upcoming available positions on the United States Coast Guard Committee. The seats previously held by Joe Muha, Glen VanRiper, and Kevin Bavers expired on August 25, 2014. Mr. Muha, Mr. VanRiper, and Mr. Bavers are not seeking reappointment.

The Ad Hoc Interview Committee: Coast Guard Committee met (Richardson Chair, Estes, and Budros) and are recommending the appointment of the three applicants: David Barr, Daniel Baker, and Polly Cairns.

These are City Commission appointments.

Applications on file.

David Barr  
Daniel Baker  
Polly Cairns

This purpose of this committee is to serve in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of United States Coast Guard services, facilities and programs within the City of Traverse City.

bcm/kes



## City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: \_\_\_\_\_

COAST GUARD COMMITTEE

(Please limit to three boards/committees)

Name: DAVID BARR E-Mail Address: dbarrmedia@aol.com

Address: 936 WOOD AVE TC MI 49686

Occupation: Broadcaster (if retired, please provide your career)

Home telephone number: (231) 620-2523 Work telephone number: ( ) SAME

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? YES Do you reside within the city limits? YES  
 Do you own taxable property within the City? YES Are you a downtown district (DDA) resident? NO Do you have ownership interest in downtown district (DDA) property? ? Are you in default to the City? NO Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? \_\_\_\_\_  
 Are you a resident of a complex operated by the City? NO Do you live within the Traverse City Light and Power service area? YES Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NO  
 Are you or are any of your immediate family members a member of any other City board or Committee? NO If yes, which? \_\_\_\_\_

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

David Barr

Signature

6/23/14

Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!  
 - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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July 1, 2014

City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

RECEIVED

JUL 08 2014

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Dear Clerk,

I am applying for the City of Traverse City Coast Guard Committee because I have a great amount of respect for the men and women who serve us at Air Station Traverse City.

Over the past ten years I have had the honor of working with many of the officers at the station on many different events. I have worked with them on Honor Guards for Flag Presentations, Fly-overs for events, speaking engagements, Open Houses, Air Shows, Base tours and other events. It has been a pleasure and a privilege to work with these men and women.

I believe I can further build bridges between the Air Station and the City by continuing to help integrate the families at the base with community by fostering better understanding of their needs with the exciting things happening in Traverse City. The more we understand their needs and they feel welcome in our town the better enriched all of us will be.

I expect to have letters of support from the previous two base Commanders at the time of my interview.

I look forward to serving the City of Traverse City and the men and women of Air Station Traverse City!

Respectfully,



David Barr  
936 Wood Avenue  
Traverse City, MI 49686  
231-620-2523  
barrmedia@aol.com

October 6, 2014

To whom it may concern,

Please accept my highest possible recommendation for Mr. Dave Barr's selection to the Traverse City Coast Guard City Committee.

I have the highest regard for Dave, and his dedication and commitment to the welfare and betterment of Traverse City. As the former Commanding Officer of Coast Guard Air Station Traverse City (2011-2013), I had the pleasure of working with Dave during numerous community events and charity functions. Moreover, he consistently volunteered at numerous Coast Guard Air Station events and went out of his way to support the Air Station men, women, and families. Dave is a tremendous patriot and a fine American who looks for ways to show appreciation to the military men and women who sacrifice daily. During my assignment, I attended numerous Veteran events, and I always observed Dave in attendance showing respect and reverence to our Veterans. Moreover, he always assisted the Air Station in getting the word out to the local public via media outlets when the lake environment was dangerous for boaters and swimmers. His efforts saved lives and assisted the Coast Guard in keeping the public safe. He will selflessly work hard for the Coast Guard City Committee, and undoubtedly have a profound impact serving Coast Guard City Traverse City. Dave is a tremendous community servant with outstanding interpersonal skills and leadership talent. He is exactly the community member to serve on the Coast Guard City Committee.

Please do not hesitate to call me at 703 692 3938.

Sincerely,



J. R. BUZZELLA  
Captain, U. S. Coast Guard

October 5, 2014

To Whom it May Concern:

It is a profound honor to convey my strongest personal recommendation for Mr. David Barr to be selected to the Coast Guard Committee in the great, Coast Guard City of Traverse City! *I am a close friend and colleague of David and believe him to be a highly intelligent, capable, and thoughtful person.* I have known David for nearly six years. His work ethic, experience and intellect are second to none. As such, I am pleased and honored to convey my strongest recommendation!

I currently serve as the Coast Guard's Sector Commander in San Diego, California responsible for our air, maritime, and regulatory operations in Southern California. I hold the rank of Captain and previously served as Commanding Officer of Coast Guard Air Station Traverse City, Michigan where I had the honor of administering the Coast Guard City Congressional review and approval process during my tenure. My previous assignments include strategic policy advisor to the Commander of U.S. Central Command and a White House Fellow from 2002-2003. I also have served as a Fellow at the Council on Foreign Relations and the German Marshall Fund of the United States. These experiences exposed me to some of the best minds in government and industry globally, and I believe David is at the top of this list.

As you know, Traverse City is a truly remarkable place steeped in history, tradition, and innovation. David understands the city profoundly well and goes out of his way, on his own time, to ensure the Coast Guard Commander is connected in the right places at the right times in the community. I can't tell you how grateful I am to David for his efforts on these fronts during my tenure as Commanding Officer, as well as his efforts for my predecessors and successors. Indeed, Traverse City would not be a Coast Guard City today without David's advice and advocacy, which is what makes him such a wonderful candidate for the Committee's consideration. Moreover, David is a foremost expert in media, strategic communications, and politics among other areas, and his passion for Traverse City is extraordinary.

Professionally, it would be simple to continue to recount David's accomplishments throughout this endorsement. However, in so doing I would miss the most compelling aspects of personal qualities – kindness, humor and generosity – which is what sets him apart as a leader and will make him an exceptional colleague for the Committee. Having served as a Commanding Officer in Traverse City, I believe I have a good sense for the type of person that would bring value and harmony to your cohort. *To be certain, David is the ideal candidate for your consideration.* He puts others before himself and will be a remarkable addition to your team.

Finally, I want to emphasize that David also possesses innate respect for his family, friends, the environment, and colleagues which shines through in all that he pursues. Through his grace, intelligence, humor and dignity, he will continue to shape the debate

on the major issues of our times. I have no doubt he will be a remarkable addition to the team and am honored to provide this letter!

Thank you for your consideration and please do not hesitate to contact me at [jsspaner@gmail.com](mailto:jsspaner@gmail.com) if I can answer any questions or provide additional information. I would be pleased to do so!

Sincerely,

Jonathan S. Spaner,



## City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: \_\_\_\_\_

\_\_\_\_\_ Coast Guard City Committee \_\_\_\_\_  
(Please limit to three boards/committees)

Name: Daniel Baker E-Mail Address: daniel.baker@firstcb.com

Address: 14252 Bluff Rd. Traverse City MI 49686  
(Street) (City) (State) (Zip)

Occupation: Bank Officer - First Community Bank (if retired, please provide your career)

Home telephone number: (616) 340 3563 Work telephone number: (231) 526 4142

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? no  
Do you own taxable property within the City? no Are you a downtown district (DDA) resident? no Do you have ownership interest in downtown district (DDA) property? no Are you in default to the City? no Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? no  
Are you a resident of a complex operated by the City? no Do you live within the Traverse City Light and Power service area? no Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? no  
Are you or are any of your immediate family members a member of any other City board or Committee? no If yes, which? \_\_\_\_\_

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

\_\_\_\_\_  
Signature

8/25/14  
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!  
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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## **City of Traverse City Coast Guard City Application**

### **Why are you applying for a city board or committee seat?**

As a young professional and a new resident of Grand Traverse County I feel responsible to have heavy involvement in the community. This comes in a number of different forms, one of them being contributing ideas and time to groups and causes which I believe in. Being born in Traverse City and raised by a father who is a Coast Guard Veteran, I have a natural connection with the goals and missions of this committee. I have a strong appreciation for all branches of the United States military and would especially enjoy serving on this committee to highlight and market the service these men and women provide.

### **How do you believe your appointment would benefit the city?**

I feel that I would benefit the city through my involvement on this committee because although I was born in Traverse City, I was raised in Central Michigan and have worked on both the East and West sides of the state. This will allow me to bring a different perspective to the group as well as my ability to think critically and understand the population within my demographic. In addition, I will bring a variety of professional experiences and knowledge which I have obtained through working in several customer services oriented industries as well as my current career in Cash Management. I know that I would learn a lot from the committee members as well, but feel I could bring an outside perspective that would be very valuable in the future of this committee.

### **Any other helpful information relevant to your application:**

#### **Current Community Involvement:**

- Traverse City Young Professionals Committee Member
- Volunteer at the State Theatre
- Fall 2014 "Leadership Grand Traverse" program applicant

**Daniel Baker** / Cash Management Officer AVP  
231-946-2400 x 1403 / [Daniel.Baker@Firstcb.com](mailto:Daniel.Baker@Firstcb.com)

**First Community Bank** Office: 231-526-4142 / Cell: 616-340-3563 / Fax: 231-526-4143  
102 E Front St. Traverse City, MI 49684  
[www.firstcb.com](http://www.firstcb.com)



## City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Coast Guard

(Please limit to three boards/committees)

Name: Polly Watson Cairns E-Mail Address: pcairns@traverssecitymi.gov

Address: 400 Boardman Ave., Traverse City, MI 49684  
(Street) (City) (State) (Zip)

Occupation: City Assessor - Real Estate Appraiser (if retired, please provide your career)

Home telephone number: (231)6201944 cell Work telephone number: (231) 922 4450

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? No Do you reside within the city limits? No  
 Do you own taxable property within the City? Yes Are you a downtown district (DDA) resident? No Do you have ownership interest in downtown district (DDA) property? No Are you in default to the City? No Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? No  
 Are you a resident of a complex operated by the City? No Do you live within the Traverse City Light and Power service area? No Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? No Yes  
 Are you or are any of your immediate family members a member of any other City board or Committee? No If yes, which? \_\_\_\_\_

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Signature \_\_\_\_\_

Date 9/20/14

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!  
 - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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## Application for Coast Guard Committee

Polly Watson Cairns

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The Coast is a vital operation with significant presence since in our community, along with worldwide recognition for their ability to execute diverse maritime missions over vast geographic areas, under challenging and demanding conditions. It is a great distinction for Traverse City to be designated A Coast Guard City!

It is my desire is to assist with area promotion and education of the services provided by our area Coast Guard. Education is vital to our area residents and visitors of the valuable presence of the Coast Guard.

I would like to assist in improving awareness of the services provided by the Coast Guard, and broadening area partnerships, along with any additional assistance I can provide for budgeting and planning purposes, in line with the mission and strategic priorities of the committee.

I am a fourth generation Traverse City area resident, enjoying all our area offers, especially our beautiful waterways, and wish to do my part to promote the importance of maritime safety and concerns with aquatic issues.

Thank you for your consideration of my application.

Sincerely,

Polly Watson Cairns  
231.620.1944

## United States Coast Guard City Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jered Ottenwess (City Manager) Full Voting Authority 922-4440 (Office)	07/22/13	Continuous
Sean M. Cross (Coast Guard Commander) Full Voting Authority 922-8220 (Bus) sean.m.cross@uscg.mil	06/07/13	Continuous
Joe Muha (Chairperson) 1022 E. State St, TC, 49686 947-5782 (Res) 709-3596 (Bus) <a href="mailto:joemuha@gmail.com">joemuha@gmail.com</a>	11/07/11	08/25/14
-Term Expired, Did Not Seek Reappointment -		
Stan Simons (Vice Chairperson) 2828 E. Crown Dr, TC, 49685 946-6171 ext. 3 (Bus) <a href="mailto:sosimons72@gmail.com">sosimons72@gmail.com</a>	11/07/11	08/25/16
Steve Perdue 2953 Sherwood Dr, TC, 49686 938-9443 (Res) 922-4886 (Bus) <a href="mailto:sperdue@grandtraverseindustries.com">sperdue@grandtraverseindustries.com</a>	09/03/13	08/25/16
Robert Richardson 539 Leeward, TC, 49686 917-428-5410 (Cell) <a href="mailto:richardson@glastonburyllc.com">richardson@glastonburyllc.com</a>	09/04/12	08/25/15
Glen VanRiper 619 Belmont Dr, TC, 49686 947-9082 (Res) <a href="mailto:vrbonita@charter.net">vrbonita@charter.net</a>	11/07/11	08/25/14
-Term Expired, Did Not Seek Reappointment -		
Kevin Bavers 1592 Paul Place, TC, 49686 350-3949 (Res) 947-7286 ext, 15 (Bus) <a href="mailto:execdirector@nwmiredcross.org">execdirector@nwmiredcross.org</a>	11/07/11	08/25/14
-Term Expired, Did Not Seek Reappointment -		

Katelyn Stroven, Administrative Specialist (staff liaison, non-voting)  
922-4480 (Bus) [kstroven@traversecitymi.gov](mailto:kstroven@traversecitymi.gov)

Composition: All appointments are for three-years, with terms expiring August 25, with the initial appointments to be staggered as outlined in the ordinance. The committee consists of 8 members, who are appointed as follows: One member Ex-officio is the City Manager or designee, with full voting authority; one member Ex-officio is the Commander serving at the Coast Guard Air Station Traverse City or designee, with full voting authority; and the remaining members are appointed by the City Commission. All members may be non-city residents.

Purpose: This committee serves in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of United States Coast Guard services, facilities and programs within the City of Traverse City. Annually, the committee submits to the City Commission a report of its activities.

Additionally, the Committee shall submit to the City Manager a proposed budget for funds necessary for the capital improvements and general operation of the United States Coast Guard Committee systems through the normal budget process. The committee may solicit and recommend that the city receive any gifts, etc., to be applied for the Committee's purposes. The use and disposal of such gifts, etc., shall be approved by the City Commission.

Meets the the first Thursday of each month at 3:00 p.m. in the Governmental Center.

The City of Traverse City

Code Enforcement

Governmental Center  
 400 Boardman Ave  
 Traverse City MI 49684  
 (231) 922-4414  
 www.traverscitymi.gov



COMPLAINTS for 2014	July( 17-31)	August	September	
Lawns	11	7	1	
Sign Violations	4	21	55	
Sidewalk Café Inspections	10	6		
Brush/ Streets Dpt.	0	4	9	
Parking violations	4	12	4	
Neighbor Disputes	5	13	8	
Street Performer inspections/compl.	3	6	0	
Commissioner/Mayor Complaints	0	2	2	
Chickens	0	0	0	
Trash/garbage/junk	5	5	7	
Smoking Violation	0	0	0	
Dilapidated Homes/buildings	2	0	0	
Food Trucks/Vendors	0	6	0	
Noise	0	0	0	
Health/Safety	2	6	10	
News Racks	0	0	0	
DDA issues/complaints	0	5	0	
Miscellaneous Compl.	3	9	7	
Rental Housing Insp.	0	0	77 units inspected	
TOTALS	49	102	180	

The above chart shows the type and amount of each complaint that was handled. No citations were issued, only warnings, as almost all violations were corrected after one warning. Approximately 90% of the above complaints were call generated, and 10% self initiated. Rental Housing Inspections began in September that included Apartment Complexes, and Multi-family (3 or more) Residential Housing Units.

Oct 20 - CE reports

### Fractile Emergency Response Times

Trip Date IS BETWEEN 09/01/2014 AND 09/30/2014; 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	Negative Times
00:00 - 00:59	2	2	2.00%	6%	4
01:00 - 01:59	2	4	2.00%	8%	4
02:00 - 02:59	9	17	8.00%	16%	4
03:00 - 03:59	9	26	8.00%	25%	4
04:00 - 04:59	15	41	14.00%	39%	4
05:00 - 05:59	13	54	12.00%	51%	4
06:00 - 06:59	19	73	18.00%	69%	4
07:00 - 07:59	9	82	8.00%	77%	4
08:00 - 08:59	9	91	8.00%	86%	4
09:00 - 09:59	3	94	3.00%	89%	4
10:00 - 10:59	4	98	4.00%	92%	4
11:00 - 11:59	4	102			4

4.00%

96%

**13:00 - 13:59**

1

103

1.00%

97%

**15:00 - 15:59**

2

105

2.00%

99%

**21:00 - 21:59**

1

106

1.00%

100%

**Total Calls:**

**106**

RescueNet™

Printed on: 10/8/2014 at 11:25:29

Page 1 of 1

\\NFH-PINPNT\RESCUENET\REPORTS32\CUSTOM\JOHNBAKER\FRACTILE EMERGENCY RESPONSE TIMES.RPT



**CH2MHILL**

## **MONTHLY OPERATING REPORT**

**TO:** Jered Ottenwess, Traverse City Manager  
John Divozzo, 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:** Elizabeth Hart, Project Manager

**DATE:** October 15, 2014

**SUBJECT:** Monthly Operations Report for September 2014

Attached to this report are the following items: a copy of the report to the state which has been electronically submitted, a data sheet showing flows and loadings from the Townships, the City and the Septage Plant, and a financial summary of the TCRWWTP and the Septage Facility.

## **TRAVERSE CITY**

### **OPERATIONS AND PROJECTS**

The Treatment Plant was in compliance through the month of September.

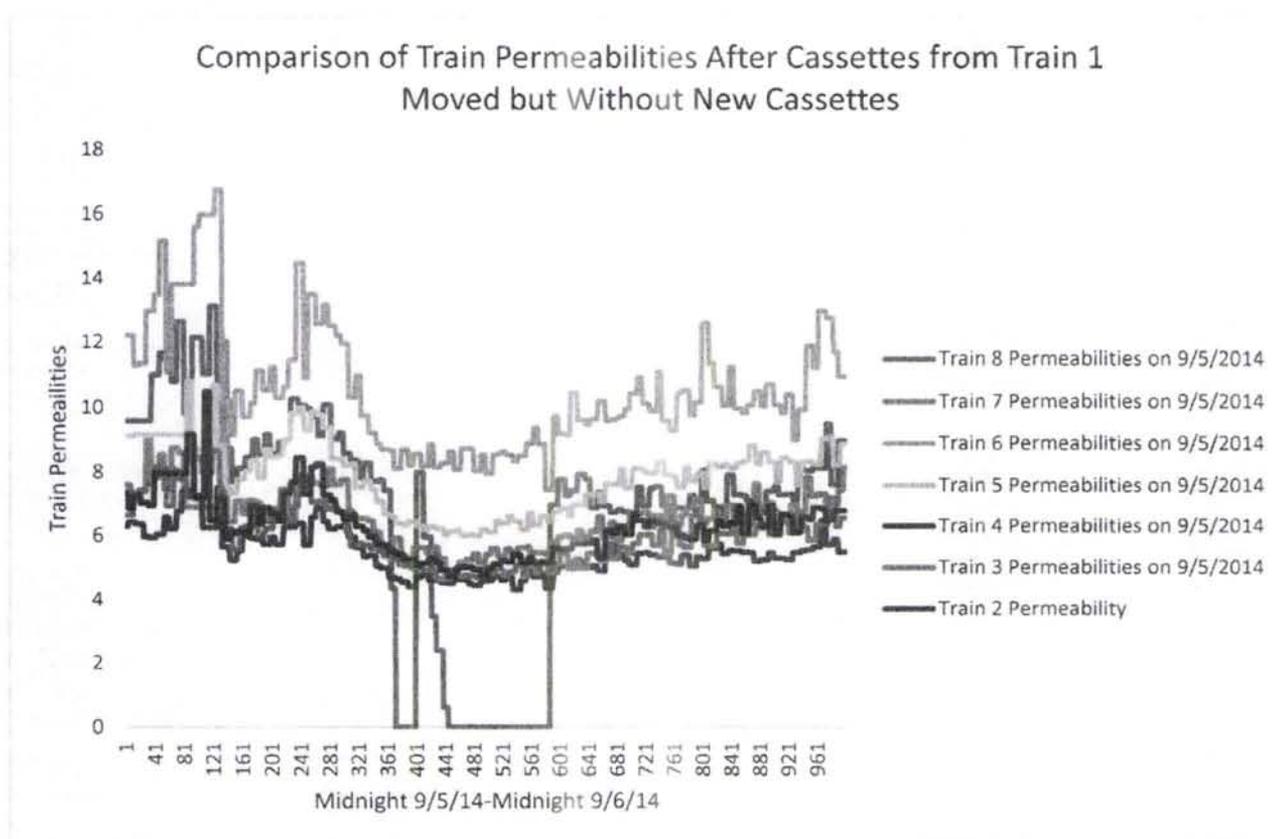
We trimmed a branch at the Front St. Lift Station that was interfering with communications from the radio antennae. We pulled 5 gallons of rags out of the check valves and pumps at the Birchwood Lift Station.

With Justin Roy's help, we now have a working isolation valve between the Biosolids storage tank, and the outside loading trough. This will greatly reduce the risk of a Biosolids spill similar to the one in August from ever happening again.

Because the concentration of Coma Shaped Gram Positive Bacteria has been low, we did not have to run the diversion pipe last month.

We finished all of the annual Membrane Train Recovery Cleans, and performed flow tests on a couple of trains. When we performed a flow test on Train 7, it did not pass the peak flow portion of the test. We will Hypo recovery clean this train again. Train 7 having failed its flow test could very well be a sign of aging membranes. During the rain event on September 5th our influent flows increased significantly. Trains 2-7 handled the increased flow without a problem. Train 8 could not handle the increased flows and had to be set at a constant rate in order to run effectively. In preparing for putting new membranes in Train 1, we had moved the old cassettes from train 1 to trains 2-7 leaving each of those trains with 15 cassettes, while train 8 still only had 13 cassettes. The reason trains 2-7 could keep up with the increased flows is that

the extra cassettes in each of those trains reduced the amount of permeate each cassette had to filter in a given amount of time. Keeping up with the influent flow would have been difficult if all the membrane trains still were operating with only 13 cassettes. (Below is the Permeability Graph from September 5<sup>th</sup>)



**Note: All trains have been recovery cleaned at this point except trains 4 and 6. Train 8 had been recovery cleaned twice once in the spring and once in August because it could not perform adequately. Train 8 was the only train not to receive additional cassettes this year, and during flow event had to be shut down because it began to cavitate. All other trains except for train 4, maintained TMPs OF -3.00 OR LESS, TRAIN 4 got down to -4.00s in TMP. It also looks like to me that Train 8s performance is effecting Train 7s Performance. We performed a 3 month Flow test on Train 7 and it did not pass the peak flow portion of the test. This has not happened in any of the previous years that I have been performing Flow test. Average Flow from September 5th was 6.5MGD.**

## **Maintenance**

The low level float at Coast Guard was replaced last month.

ABI repaired the hot water line in the Fine Screen Building.

ABI repaired the back pulse line. This was done under warranty.

We installed Aeration Blower #2, after Grahams repaired it under warranty.

Mixer 4N was installed, and Mixer 3N was brought to Grahams to be repaired under warranty.

Quality Maintenance Contractors recoated Membrane Tank 1.

We repaired an air line leak in the RAS channel.

We repaired the solenoid valve on the seal water line for RAS pump #1.

We modified the support beams in Membrane Tank 1 so that the new cassettes would fit, and started assembling the new hose connections for the permeate and airlines.

## **IPP**

The IMH (Inspection Man Hole) for Brewery Ferment has been installed, and the City Attorney has been informed.

Banish Enterprises is installing a Subway Restaurant on Munson Ave. The discharge from their suite empties into a dead-end on the sewer system. We have written them a letter stating that the lead will work as a functional IMH.

John Shoemaker, of Blue Moon Cheese, wanted to discharge whey from the cheese making process to the sewer system. The BOD and FOG of the whey were >75,000mg/L and 1600 mg/L respectively as a result, we have required him to install a pretreatment device or capture the material and have it hauled to the Septage Facility.

We sent a letter to Simon Joseph at Roaming Harvest this month, reminding him of his requirement to install an IMH at his location. We extended his deadline for collecting quotes to October 15<sup>th</sup>.

To help determine why the Garfield Meter Pit's BOD concentrations are so high, we collected samples from the area to be analyzed for FOG (Fats Oils and Greases). All the results were within local limits.

## **GRAND TRAVERSE SEPTAGE FACILITY**

### **Operations**

The Septage Plant discharged 749,000 gallons in the month of September with an average BOD Loading of 10.97 lbs/day, or 52.68 mg/L.

PCS cleaned out the rock trap, floor drains and lift stations last month.

We are still trying to get the rep from Thermal Process here to help us access the biomed in the biofilter, and make recommendations on where to go from here. In the meantime, we are processing out the cost of media replacement.

### **Maintenance**

One of the pumps in Lift Station #2 has been tripping out repeatedly. We're making plans to repair it.

Windemuller is preparing a quote for replacing the card reader box.

### **Other**

We are working on a 5 year capital improvement plan and should have the items for next year very soon.

The Fire Marshal toured the facility in September and there were two emergency lights that needed repair. We will repair those lights ASAP.

**Michigan Department of Environmental Quality Monthly Discharge Monitoring Report (DMR)**

Cadillac  
Grand Traverse

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

PERMIT NUMBER: MI0027481  
 MONITORING POINT: 001A

DISTRICT: Cadillac  
 COUNTY: Grand Traverse  
 Monitoring Period: 2014-09-01 To: 2014-09-30  
 NO DISCHARGE FROM SITE: ( )

Parameter	Sample Measurement Permit Requirement	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Maximum				
Flow	Sample Measurement Permit Requirement	4.685	6.537		*****	*****		0	Daily	Report: Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	(report) Maximum Monthly Average	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****			Daily	Report: Total Daily Flow
Total Suspended Solids	Sample Measurement Permit Requirement	0.00	0.00	lbs/day	*****	0.00		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	0.00		*****	30 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	Sample Measurement Permit Requirement	0.00	0.00	lbs/day	*****	0.00		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	0.00		*****	25 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Ammonia Nitrogen (as N)	Sample Measurement Permit Requirement	0.00	0.00	lbs/day	*****	0.00		0	3X Weekly	24-Hr Composite
PARAM CODE: 00610 Mon. Site No.: 001A Stage Code: 1	780 Maximum Monthly Average	11.08	0.29		*****	11 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Total Phosphorus (as P)	Sample Measurement Permit Requirement	36	0.5	lbs/day	*****	0.5 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Maximum Monthly Average	*****	*G		*****	(report) Maximum Monthly Average	ug/l	0	Quarterly	24-Hr Composite
Total Copper	Sample Measurement Permit Requirement	*****	*****	lbs/day	*****	(report) Maximum Monthly Average	ug/l	0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****		*****	(report) Maximum Monthly Average	ng/l	0	Quarterly	24-Hr Composite
Total Mercury	Sample Measurement Permit Requirement	*****	*****	lbs/day	*****	(report) Maximum Monthly Average	ng/l	0	Quarterly	24-Hr Composite
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****		*****	(report) Maximum Monthly Average	ng/l	0	Quarterly	24-Hr Composite

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: Elizabeth Hart  
 Telephone No: 231-922-4922  
 Date (MM/DD/YY): 2014-10-14

Grand Traverse

COUNTY:

001A

MONITORING GROUP:

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: 2014-09-01 To: 2014-09-30

Parameter	Sample Measurement Permit Requirement	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average				
Fecal Coliform	Sample Measurement Permit Requirement	*****	*****	*****	*****	0.00	cts/100 ml	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
pH	Sample Measurement Permit Requirement	*****	*****	*****	6.7	*****	6.9	0	3X Weekly	Grab
PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1		*****	*****	*****	6.0 Minimum Daily	*****	9.0 Maximum Daily		3X Weekly	Grab
Dissolved Oxygen	Sample Measurement Permit Requirement	*****	*****	*****	5.8	*****	*****	0	3X Weekly	Grab
PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1		*****	*****	*****	4.0 Minimum Daily	*****	*****		3X Weekly	Grab
CBOD5 Minimum % Removal	Sample Measurement Permit Requirement	*****	*****	*****	99.0	*****	*****	0	Monthly	Calculation
PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K		*****	*****	*****	85 Minimum Monthly % Removal	*****	*****		Monthly	Calculation
Total Suspended Solids Minimum % Removal	Sample Measurement Permit Requirement	*****	*****	*****	99.6	*****	*****	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**  
Elizabeth Hart/Project Manager

**Signature of Principal Executive Officer Or Authorized Agent**  
Elizabeth Hart

**Telephone No**  
231-922-4922

**Date (MM/DD/YY)**  
2014-10-14

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

**GENERAL REPORT COMMENT:**

The Final Effluent CBOD results for 9/7/14, and 9/16/14 were part of an analysis that did not meet QA/QC standards.

Non-Numeric Code Legend (for monthly data entry purpose)	
*A	Sampling Equipment Failure
*B	Insufficient Flow for Sampling
*C	Laboratory Problem/Error
*D	Laboratory Results Not Received in Time for Report
*E	This Effluent Limit Not Applicable this Reporting Period
*F	No Operations this Reporting Period
*G	Monitoring is a Permit Condition/Not Required this Reporting Period
*Y	Fecal Coliform (too numerous to count)
*T	Alternative to TTO Monitoring

Stage Code Legend	
I	Final Effluent
K	Percent Removal

**TOWNSHIP AND CITY BOD CONCENTRATIONS LOADINGS AND FLOWS 2014-2015**

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15 to date	Average
Blair Twp	250	266	348	#DIV/0!	#DIV/0!								
Garfield Twp	252	258	278	0	0	0	0	0	0	0	0	0	72
Elmwood Twp	247	273	492	#DIV/0!	#DIV/0!								
East Bay Twp	165	198	176	#DIV/0!	#DIV/0!								
Acme Twp	160	149	147	0	0	0	0	0	0	0	0	0	41
Peninsula twp	274	259	150	#DIV/0!	#DIV/0!								
City	181	73	53	#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.

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15 to date	Average
Limit owned	404	59	45	0	0	0	0	0	0	0	0	0	16
Blair	2784	2973	3853	0	0	0	0	0	0	0	0	0	961
Garfield Twp	383	380	414	0	0	0	0	0	0	0	0	0	118
Elmwood Twp	1309	592	1065	0	0	0	0	0	0	0	0	0	219
East Bay Twp	1557	507	431	0	0	0	0	0	0	0	0	0	137
Acme Twp	406	72	82	0	0	0	0	0	0	0	0	0	23
Peninsula Twp	0	49	17	0	0	0	0	0	0	0	0	0	8
Septage	12120	5752	5244	3203	0	0	0	0	0	0	0	0	1420
City	10071	9844	9104	0	0	0	0	0	0	0	0	0	2902
<b>Total</b>													
Blair	0.170	0.027	0.023	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.008
Garfield Twp	1.525	1.286	1.281	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.384
Elmwood Twp	0.328	0.177	0.179	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.054
East Bay Twp	0.551	0.260	0.259	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.078
Acme Twp	0.655	0.314	0.294	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.092
Peninsula Twp	0.171	0.058	0.067	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.018
Septage	0.000	0.032	0.029	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.009
City	5.100	2.516	2.431	2.557	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.750
<b>Total</b>													1.392

Average Daily  
Flows, MGD

BOD Loadings in  
pounds per day

BOD average  
Concentrations

Traverse City Regional Wastewater Treatment Plant 2014-2015

	September			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	15,018	7,156	7,862	180,210	167,589	12,621
CLIENT PLANT AND EQUIPMENT	9,583	8,108	1,476	115,000	104,738	10,263
DUES AND SUBSCRIPTIONS	66	240	-174	788	851	-63
EDUCATION, TRAINING, MEETINGS	650	786	-135	7,802	8,734	-932
ELECTRICITY	38,974	35,000	3,974	467,690	504,521	-36,831
EMPLOYEE EXPENSE	786	1,446	-660	9,431	9,867	-435
INSURANCE	2,754	4,806	-2,052	33,044	33,007	37
LABOR	71,955	56,221	15,734	875,456	822,944	52,512
OPERATING EXPENSES	8,962	13,181	-4,219	108,066	103,840	4,226
OUTSIDE SERVICES	917	13,804	-12,888	11,000	37,394	-26,394
SOLIDS HANDLING	50,070	641	49,429	155,340	154,413	927
SUPPLIES	2,326	1,373	953	27,906	24,072	3,834
TRAVEL COSTS	1,460	1,852	-392	17,517	15,583	1,935
UTILITIES-OPERATIONS	1,213	54	1,158	14,550	11,968	2,582
<b>Total Cost</b>	<b>204,732</b>	<b>144,666</b>	<b>60,066</b>	<b>2,023,802</b>	<b>1,999,520</b>	<b>24,282</b>

REPAIRS (included in the above)

115,000 19,468 95,532

# Grand Traverse County Septage Treatment Facility 2014-2015

	September			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	120	0	120	1,440	1,080	360
CLIENT PLANT EQUIPMENT	833	1,970	-1,137	10,000	9,705	295
DUES AND SUBSCRIPTIONS	1	0	1	7	5	2
EDUCATION, TRAINING, MEETINGS	21	0	21	250	188	63
EMPLOYEE EXPENSE	66	63	3	793	658	136
INSURANCE	277	141	136	3,324	2,861	462
LABOR	9,880	10,863	-982	120,211	112,834	7,377
OPERATING EXPENSES	971	1,143	-172	11,719	11,933	-214
OUTSIDE SERVICES	2,167	64	2,103	26,000	20,313	5,686
SOLIDS HANDLING	2,525	0	2,525	30,300	23,255	7,045
SUPPLIES	155	156	-1	1,855	1,788	67
TRAVEL COSTS	172	19	153	2,068	1,570	498
UTILITIES-OPERATIONS	216	57	158	2,588	1,998	590
<b>Total Cost</b>	<b>17,403</b>	<b>14,475</b>	<b>2,928</b>	<b>210,553</b>	<b>188,187</b>	<b>22,366</b>

REPAIRS (included in the above)

	833	2,041	-1,208	10,000	2,501	7,499
--	-----	-------	--------	--------	-------	-------