



## Notice

# City Commission Regular Meeting

7:00 pm

Monday, November 17, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 11-13-2014

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 20, 2014, Regular Meeting, October 27, 2014, Study Session, November 10, 2014, Organizational Meeting and November 10, 2014, Study Session. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing a one-year contract for food concessions at Hickory Hills for the 2014-2015 winter season, as recommended by the Parks and Recreation Commission. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing a service order for work order and asset management software with the costs to be paid for by a stormwater and wastewater asset management (SAW) grant from the Michigan Department of Environmental Quality. (Approval recommended) (Jered Ottenwess) (5 affirmative votes required)
- f. Consideration of certifying the Lautner Wind Generator Property owned by Traverse City Light and Power as unnecessary for Traverse City Light and Power Use, so it can be assigned to the purchaser of the Wind Turbine, as recommended by the Traverse City Light and Power Board. (Approval recommended) (Jered Ottenwess, Karla Myers-Beman)
- g. Consideration of adopting resolutions establishing the seasonal rates for the Duncan L. Clinch Marina for the 2015 season, launching and sewage pump out fees for the Duncan L. Clinch Marina for the 2015 season, and Boardman River dockage seasonal rates for the 2015 season, with no increases to the rates. (Adoption recommended) (Jered Ottenwess, Dave Green)
- h. Consideration of authorizing a contract for facilities cleaning for the Duncan L. Clinch Harbormaster Building and the Department of Public Services Building with services to be provided through April 2, 2016. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

- i. Consideration of adopting the annual resolution certifying that the city intends to implement the state-prescribed limits on health care plans as required by Michigan statute. (Adoption recommended) (Jered Ottenwess)
- j. Consideration of rescinding the Traverse City Senior Center Building Use Policy, as the Senior Center is now managed by Grand Traverse County, which is a housekeeping matter. (Rescission recommended) (Jered Ottenwess)

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

- a.
- b.
- c.

### **3. Old Business**

- a. Public Hearing regarding a request for a Special Land Use Permit from Owen Architects Collaborative, LLC, on behalf of Federated Properties, LLC, to allow for the construction of a 68' tall (5-story) mixed-use building at 124 West Front Street, as recommended by the Planning Commission; and consideration of adopting an Order approving the request. (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. Public Hearing regarding a request for a Special Land Use Permit from Safe Harbor of Grand Traverse, Inc. to allow an emergency shelter at 517 Wellington Street, as recommended by the Planning Commission; and consideration of adopting an Order approving the request. (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.

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

- a. Consideration of a request from Commissioner Jim Carruthers to authorize a letter on behalf of the City to prospective Safe Harbor supporters indicating the city is negotiating in good faith with Safe Harbor for it to utilize the property at 517 Wellington Street. (Commissioner Jim Carruthers)
- b. Consideration of authorizing an amendment to the Employment Agreement with City Attorney Lauren Tribble-Laucht to increase the City Attorney's annual salary and annual vacation leave. (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required)
- c. Consideration of adopting a Facebook Site Posting Policy to provide a framework for administering the to-be-launched Official City of Traverse City Facebook Page. (Jered Ottenwess, Benjamin Marentette)
- d. Consideration of authorizing a cost sharing and service agreement for snow removal services on non-motorized pathways within the City. (Commissioner Gary Howe, Commissioner Tim Werner, Jered Ottenwess) (5 affirmative votes required)

## **5. Appointments**

- a. Consideration of establishing the City Commission Ad Hoc Committee on Fire Department Service Delivery Alternatives and appointing three members of the City Commission to serve on the committee. (Jered Ottenwess)
- b. Consideration of re-establishing the City Commission Ad Hoc Committee for Water Bottle Filling Station Fundraising. (Jered Ottenwess, Katie Stroven)
- c. Consideration of establishing a City Commission Ad Hoc Committee to review the fees charged to the National Cherry Festival and to address dates for the 2017, 2018 and 2019 National Cherry Festival and Traverse City Film Festival events, including if the Cherry Festival can overlap the Independence Day holiday in 2017 and beyond. (Jered Ottenwess, Benjamin Marentette)

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

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.

3. Capital Improvement Program Quarterly Project Update dated November 4, 2014, from the Planning Director and City Engineer.
  4. Quarterly Financial Report from the City Treasurer/Finance Director for the fourth quarter which ended June 30, 2014.
  5. Minutes of the Planning Commission meetings of September 3, 5 and 16, 2014.
  6. Minutes of the Traverse City Light and Power Board meetings of August 12, 2014, and October 14, 2014.
  7. Minutes of the Act 345 Retirement System Board meeting of August 27, 2014.
- e. Reports and correspondence from non-City officials.
1. Minutes of the Traverse Area District Library Board meeting of September 18, 2014.

## **7. Public Comment**

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

## **8. Adjournment**



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 10, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: MINUTES

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

- October 20, 2014, Regular Meeting
- October 27, 2014, Study Session
- November 10, 2014, Organizational Meeting
- November 10, 2014, Study Session

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

**that the minutes of the October 20, 2014, Regular Meeting , October 27, 2014, Study Session, November 10, 2014 Organizational Meeting, and November 10, 2014, Study Session, be approved.**

JJO/kes

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**Minutes of the  
City Commission for the City of Traverse City**

**Regular Meeting**

**October 20, 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, Gary L. Howe, Ross Richardson, Tim Werner.

The following Commissioner was absent: Jeanine Easterday.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Commissioner Barbara Budros, Agenda Item 2(i) was removed from the Consent Calendar for full discussion.

As requested by Commissioner Tim Werner, Agenda Item 2(h) was removed from the Consent Calendar for full discussion.

As requested by Commissioner Ross Richardson, Agenda Item 2(o) was removed from the Consent Calendar for full discussion.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Items 2(d) and 2(g) were removed from the Consent Calendar for full discussion.

There being no objection, Mayor Michael Estes placed the items removed from the Consent Calendar for full discussion under New Business, to be considered in the order from which they were removed from the Consent Calendar.

## **2. Consent Calendar**

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

- a. the minutes of the October 6, 2014, Regular Meeting and the October 13, 2014, Study Session, be approved.
- b. 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.
- c. 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.
- d. Removed from the Consent Calendar.
- e. 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.
- f. 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 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.

- g. Removed from the Consent Calendar.
- h. Removed from the Consent Calendar.
- i. Removed from the Consent Calendar.
- j. 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.
- k. 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.
- l. the Temporary Traffic Control Orders: #572, authorizing “(No Parking) Bus Stop” signs 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.
- m. 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.
- n. 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.
- o. Removed from the Consent Calendar.

CARRIED unanimously. (Easterday absent)

### **3. Old Business**

#### **3(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, City Manager  
Russell Soyring, City Planning Director

Mayor Michael Estes opened the public hearing.

Cindy Elliott, 10753 Pine Bluff Road, Unit D - expressed support  
Judy Sheffer, 1132 Titus Avenue – made general comments  
Leane Zaleski, 440 Cochlin Street – expressed support

There being no one further desiring to speak, Mayor Michael Estes closed the public hearing.

Russell Soyring, City Planning Director

Moved by Budros, seconded by Carruthers, 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.

CARRIED unanimously. (Easterday absent)

#### **3(b).**

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

The following addressed the Commission:

Moved by Carruthers, seconded by Werner, 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.

Justin Reed, 630 Cottageview Drive, Apt. 1B – expressed support  
Steve Shane, 517 West 11<sup>th</sup> Street – expressed support  
JoAnne Willis, 803 Mulberry Drive, Green Lake Township - made general comments  
Rachel Calderon 710 Centre Place - made general comments  
Deni Scudato, 422 East State Street – made general comments  
Christie Minervini, 604 Sixth Street – made general comments  
David Rapson, 646 Brakel Point Drive #DE, Blair Township – made general comments  
Ryan Hannon, Goodwill Industries Street Outreach Coordinator – expressed support  
Charlene Hunt, 522 East Eighth Street – made general comments  
Richard Kuschell, 500 Webster Street – expressed opposition  
Emily Kuschell, 1226 Oakland Street – made general comments  
Rich Roundtree, 3651 North Spider Lake Road, East Bay Township – made general comments

Roll Call:

Yes - Howe, Richardson, Werner, Carruthers.

No - Budros, Estes.

CARRIED. (Easterday absent)

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

a.

From the Consent Calendar: 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 county season passes by \$5, as recommended by the Parks and Recreation Commission.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Werner, 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.

CARRIED unanimously. (Easterday absent)

b.

From the Consent Calendar: Consideration of authorizing a service order for a rapid flash pedestrian crossing sign at West Front Street and Elmwood Avenue.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Howe, seconded by Carruthers, that the competitive bidding process be waived; and the City Manager be authorized to issue a purchase order to Carrier and Gables, 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.

Timothy Lodge, City Engineer

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday absent)

c.

From the Consent Calendar: 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 68' (five-story) mixed-use building at 124 West Front Street, with conditions, as recommended by the Planning Commission.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Howe, 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.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday absent)

d.

From the Consent Calendar: Consideration of authorizing a letter of support from the Mayor on behalf of the City to apply for a free Small Growth America grant which will be used for a parking audit funded by the United States Environmental Protection Agency, which will provide recommendations for public parking policy.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Howe, seconded by Werner, 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.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday absent)

e.

From the Consent Calendar: 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.

Moved by Richardson, seconded by Werner, 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; 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.

The following addressed the Commission:

Jered Ottenwess, City Manager

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday absent)

## **5. Appointments**

**5(a).**

Consideration of appointing three members to the United States Coast Guard Committee.

Moved by Richardson, seconded by Budros, 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.

CARRIED unanimously. (Easterday absent)

## **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. 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**

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Gary Howe  
Mayor Pro Tem James Carruthers  
City Manager Jered Ottenwess  
Mayor Michael Estes

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:19 pm.



Benjamin C. Marentette, CMC  
City Clerk

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

**Minutes of the  
City Commission for the City of Traverse City  
Organizational Meeting**



**November 10, 2014**

An organizational 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, Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary L. Howe, Ross W. Richardson and Timothy M. Werner.

The following Commissioners were absent: None.

Mayor Michael Estes presiding.

Pledge of Allegiance

Roll Call

1.

Selection of the Mayor Pro Tem from the membership of the City Commission for a one-year term expiring November 9, 2015.

Mayor Michael Estes opened the floor for nominations for the Office of Mayor Pro Tem.

Moved by Carruthers, seconded by Richardson, that a unanimous ballot be cast for Barbara Budros as Mayor Pro Tem until November 9, 2015 and that nominations be closed.

CARRIED unanimously.

2.

Consideration of appointment by the City Commission of two of its members to the City Planning Commission.

Moved by Carruthers, seconded by Budros, that Commissioner Easterday and Commissioner Werner be reappointed each to a one-year term expiring November 9, 2015 on the City Planning Commission

CARRIED unanimously.

3.

Consideration of appointments by the Mayor with approval from the City Commission of two citizen members to the City Planning Commission.

Moved by Easterday, seconded by Budros, that the Mayor's reappointment of John Serratelli to a three-year term expiring November 13, 2017, on the City Planning Commission be approved.

CARRIED unanimously.

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

Consideration of appointment by the Mayor with approval by the City Commission and Grand Traverse County Board of one of the Commission members to the Grand Traverse County Department of Public Works Board.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Budros, seconded by Richardson, that the Mayor's appointment

of Commissioner Werner to the Grand Traverse County Department of Public Works Board, to a one-year term effective January 1, 2015, expiring December 31, 2015, (seat previously held by Commissioner Richardson), subject to approval by the Grand Traverse County Board of Commissioners, be approved.

CARRIED unanimously.

5.

Consideration of appointment by the Mayor with approval by the City Commission and Grand Traverse County Board of one of the Commission members to the Grand Traverse County Resource Recovery Council.

Moved by Easterday, seconded by Richardson, that the Mayor's reappointment of Commissioner Carruthers to the Grand Traverse County Resource Recovery Council, to a three-year term effective January 1, 2015, expiring December 31, 2017, (seat previously held by Commissioner Carruthers), subject to approval by the Grand Traverse County Board of Commissioner, be approved.

CARRIED unanimously.

6.

Consideration of appointment by the City Commission of one of its members as Regular Member and one of its members as Alternate Member on the TC-TALUS Board.

Moved Richardson, seconded by Budros, that Commissioner Carruthers be reappointed as regular member and Commissioner Howe be appointed as alternate member, each to a three-year term expiring November 13, 2017, on the Traverse City Area Transportation and Land Use Study (TC-TALUS), (seats previously held by Commissioner Carruthers and Mayor Pro Tem Budros).

CARRIED unanimously.

7.

Consideration of appointment by the City Commission of one of its members as a Regular Member and one of its members as an Alternate Member on the Next Michigan Development Corporation Board.

Moved by Carruthers, seconded by Werner, that Commissioner Easterday be reappointed as regular member and Commissioner Howe be reappointed as alternate member, each to a one-year term expiring November 9, 2015, on the Next Michigan Corporation Board, (seats previously held by Commissioner Easterday and Commissioner Howe).

CARRIED unanimously.

8.

Consideration of appointment by the City Commission of one of its members to the Grand Traverse County Brownfield Redevelopment Authority, subject to approval by the Grand Traverse County Board of Commissioners.

Moved by Carruthers, seconded by Werner, that Commissioner Richardson be reappointed to the Grand Traverse County Brownfield Redevelopment Authority, to a three-year term effective January 1, 2015, expiring December 31, 2017, (seat previously held by Commissioner Richardson), subject to approval by the Grand Traverse County Board of Commissioners.

CARRIED unanimously.

9.

Consideration of appointment by the City Commission of one citizen at-large member to the Grand Traverse County Brownfield Redevelopment Authority, subject to approval by the Grand Traverse County Board of Commissioners.

Moved by Richardson, seconded by Carruthers, that Scott Joseph be reappointed to the Grand Traverse County Brownfield Redevelopment Authority;

term expiring December 31, 2017, (seat previously held by Scott Joseph), subject to approval by the Grand Traverse County Board of Commissioners.

The following addressed the Commission:

Benjamin Marentette, City Clerk

CARRIED unanimously.

10.

Adjournment of Organizational Meeting.

There being no objection, Mayor Michael Estes declared the Organizational Meeting adjourned at 7:13 pm.

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

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



**Minutes of the  
City Commission for the City of Traverse City  
Study Session  
November 10, 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 7:14 p.m.

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

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Presentation from URS regarding Eighth Street striping data.

The following addressed the Commission:

Mike DeVries, URS Corporation  
Timothy Lodge, City Engineer  
Jered Ottenwess, City Manager

2.

Traverse Area Community Rowing Proposal regarding use of Hull Park for a scull house/rowing facility.

The following addressed the Commission:

Jered Ottenwess, City Manager

Dustin Ordway, Traverse Area Community Rowing Board Chairman  
Ken Richmond, 333 Boardman Avenue

3.

Discussion regarding the National Cherry Festival.

The following addressed the Commission:

Jered Ottenwess, City Manager  
Benjamin Marentette, City Clerk

4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

5.

Public comment

The following addressed the Commission:

Denny Braun, 602 Washington Street  
Richard Kushell, 500 Webster Street, Riverine Apartments Owner  
Gary Keyes, 7651 East Lincoln Road, Cedar  
Trevor Tkach, National Cherry Festival Executive Director  
Donna Phelps, 2478 Friendship Drive, Garfield Township  
Rick Buckhalter, 932 Kelley Street  
Christopher Morehead, 2205 Eastern Avenue  
Peter Starkel, Safe Harbor Chairman  
Mike Grant, 713 Lake Avenue, Unit B  
Maureen Stych, 34 Wakulat Drive, Peninsula Township

Glen Rauth, 323 West 11<sup>th</sup> Street  
Evan Dalley, 529 Bates Street  
Commissioner Gary Howe  
Commissioner Jim Carruthers

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:32 pm.

  
Benjamin C Marentette, CMC  
City Clerk

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

DRAFT



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: HICKORY HILLS CONCESSION STAND

Attached is a memo from Parks and Recreation Superintendent Lauren Vaughn indicating the Parks and Recreation Commission's recommendation to contract with Sweetwater Sea, LLC for it to provide the concession stand at Hickory Hills for the 2014/2015 winter season. Sweetwater Sea, LLC is operated by Mike Sutherland, who provides concessions at Clinch Park.

As indicated by Mr. Vaughn, both bidders offered \$1,500 or 10% of gross revenue, whichever is greater, for the season.

I recommend the Commission enter into this agreement for this winter season; I do not recommend entering into a longer-term arrangement at this time because it's in the City's best interest to determine revenue from a new vendor before establishing a longer-term agreement. Additionally, implementation of the master plan may change the way this service is provided.

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

**that the Mayor and City Clerk execute a contract with Sweewater Sea, LLC for it to operate a concession stand at Hickory Hills for the 2014/2015 winter season, with Sweetwater Sea, LLC to pay the City \$1,500 or 10% of gross revenue, whichever is greater, such contract 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\hickory hills concession stand

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

# Memorandum

## The City of Traverse City



TO: Jered Ottenwess, City Manager

FROM: Lauren Vaughn, Parks and Recreation Superintendent

RE: Hickory Hills Concession Recommendation

DATE: November 10, 2014

On Thursday, November 6, responses were opened to the Request for Proposals for the operation of the Hickory Hills Concession Stand. Two responses were received, one from The Pizza Wagon and one from Sweetwater Sea LLC. Both firms offered the minimum payment to the City that was required by the RFP which is \$1,500.00 or 10% of gross revenue, whichever is greater. On the bid form, the firm is required to state the dollar amount or percentage that they will return to the City but not less than the minimum stated above.

The Pizza Wagon is operated by Dzidra and Arnis Minka and has been the concession operator at Hickory Hills for the past 16 seasons. Sweetwater Sea, LLC is operated by Mike Sutherland who also has held the concession for Clinch Park for the past 5 years.

The Parks and Recreation Commission reviewed the letter provided by the two firms and the proposed menus and passed a motion to recommend to the City Commission that Sweetwater Sea, LLC be awarded the contract to operate the concession stand at Hickory Hills. The strongest point for the Sweetwater Sea proposal was the variety in the proposed menu and the use of many local food products.

The Hickory Hills Advisory group, in a meeting held on Thursday, November 6, also favored granting the contract to Sweetwater Sea, LLC to provide a change in the operation of the concession stand and a different menu.

Please request City Commission approval to grant the contract for operation of the concession stand at Hickory Hills to Sweetwater Sea, LLC with the payment to the City to be \$1,500.00 or 10% of gross revenue, whichever is greater for the season.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids:

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$2.40375
Crystal Flash	Traverse City	\$2.42375
Lemmen Oil	Coopersville	\$2.43275
Blarney Castle	Traverse City	\$2.44065
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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

**that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$24,023.08 to Brenner Oil Co. for 9,994 gallons of unleaded gasoline priced at \$2.40375 per gallon with funds available in the Garage Fund.**

JJO/wb

The previous purchase price on 8/25/14 was \$2.70875per gallon.

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The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 ultra low sulfur diesel fuel for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$3.26975
Blarney Castle	Traverse City	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Crystal Flash	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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

**that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$32700.77 to Lemmen Oil Company for 10001 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$3.26975 per gallon with funds available in the Garage Fund.**

JJO/wb

The previous purchase price on 8/13/14 was \$2.97625 per gallon of B5 biodiesel.

K:\tcclerk\city commission\purchase orders\diesel fuel 20141117



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: STORMWATER AND WASTEWATER WORK ORDER AND  
ASSET MANAGEMENT SYSTEM

Attached is a memo from Asset Management/GIS Analyst Larry LaCross recommending a service order for the purchase of a stormwater and wastewater work order and asset management system. As indicated by Mr. LaCross, the cost of the system will be paid for by the Stormwater Asset and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality.

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

**that the City Manager be authorized to issue a service order to Lucity in the amount of \$67,910 for the purchase, implementation and training for a stormwater and wastewater work order and asset management system, with the cost to be paid by the Stormwater Asset and Wastewater Grant provided by the Michigan Department of Environmental Quality as budgeted in the Stormwater and Wastewater Grant Fund.**

JJO/bcm

K:\tcclerk\city commission\service orders\stormwater and wastewater asset management and work order system

copy: Dave Green, Director of Public Services  
Larry LaCross, Asset Management/GIS Analyst

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# Memorandum

The City of Traverse City  
Department of Public Services



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**TO:** Penny Hill, Assistant City Manager

**FROM:** Larry LaCross, Asset Management/GIS Analyst *LL*

**DATE:** 10, 22, 2014

**SUBJECT:** SAW Grant Software Procurement for an Asset Management/Work Order Management System

June 2014 the City of Traverse City was awarded two SAW Grants from the DEQ with an overall budget of \$2.44 million. One of the SAW Grants that was awarded to the City was the Storm Water Asset Management Plan (SWAMP) coupled with the Storm Water Management Plan (SWMP) with a total project cost of \$1,443,500.00.

The SWAMP included the procurement of a Work Order and Asset Management Software solution that integrates to our existing Geographic Information Systems (GIS) and will be reimbursed through the Grant.

In November 2013, we received 5 proposals from 5 different companies for a Work Order and Asset Management System. Each proposal provided a cost for a Work Order Management and Asset Management System along with implementation costs. Over the past year, City Staff has reviewed and analyzed each proposal along with viewing live demonstrations of top ranked solutions. FMP, Inc. discrepancy in total cost was more because of the greater complexity of the Software along with a higher demand on FMP's Staff for implementation. City Staff recognizes that Lucity is not the lowest bid, but has emerged as the best fit for the City and is compatible with existing City owned software. Lucity has also been approved by the DEQ as an acceptable solution through the SAW Grant Application and will be fully paid for through grant funds. Staff recommends that the City Commission approve a service order for Lucity's software solution.

Software Company	License Cost	Implementation Cost	Total Cost
Zen Focus (Maximo)	\$32,604.50	\$66,000.00	\$98,604.50
Ruekert-Mielke (VueWorks)	\$31,450.00	\$28,650.00	\$60,100.00
FMP, Inc.	\$92,034.00	\$450,000.00	\$542,034.00
Lucity	\$34,000.00	\$33,910.00	\$67,910.00
FlatRocks	\$63,360.00	\$4,800.00	\$68,160.00

Please request of the City Commission permission for approval of a Service Order to Lucity in the amount of \$67,910.00 for fees outlined in Lucity's proposal for the purchase, implementation and training of a Work Order and Asset Management Solution that satisfies the DEQ SAW Grant requirements with 100% of the funds available in the DEQ SAW Grant award.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JERED OTTENWESS, CITY MANAGER JO

SUBJECT: LAUTNER WIND GENERATOR PROPERTY OWNED BY  
TRAVERSE CITY LIGHT AND POWER

Attached is a memo from Traverse City Light and Power Executive Director Tim Arends regarding a resolution recently adopted by the Traverse City Light and Power Board declaring surplus a portion of real property associated with the transferring of the wind turbine to Heritage Sustainable Energy.

According to the City Charter, the City Commission is required to take action declaring the subject property as not necessary for Traverse City Light and Power purposes before they are able to perform this action.

I recommend the following motion:

**that the City Commission confirms the Resolution Certifying Lautner Wind Generator Property to be surplus and unnecessary for operation of the Traverse City Light and Power Department.**

JJO/kes

K:\tcclerk\city commission\Wind Generator Property Assignment\_20141117.doc

copy: Tim Arends, Traverse City Light and Power Executive Director  
Karla Myers-Beman, Traverse City Light and Power Controller



TRAVERSE CITY  
LIGHT & POWER

MEMORANDUM

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To: **Jered Ottenwess, City Manager**  
From: **Tim Arends, Executive Director**  
Subject: **Certifying Lautner Wind Generator Property to be Surplus for Operation**  
Date: **November 10, 2014**

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Please place the attached memo and resolution approved by the Traverse City Light and Power Board on November 11, 2014 on the November 17, 2014 City Commission consent calendar. The motion shall read as follows: The City Commission confirms the resolution certifying Lautner Wind Generator property to be surplus for operation of the Traverse City Light and Power Department.”

If you have any questions or concerns, please feel free to contact me.



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**TRAVERSE CITY  
LIGHT & POWER**

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**To: Light & Power Board**  
**From: W. Peter Doren, General Counsel**  
**Date: November 5, 2014**  
**Subject: Sale of M-72 Lautner Wind Turbine**

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As a part of the transaction transferring the wind turbine to Heritage Sustainable Energy, certain real property rights, i.e., easements, need to be assigned or partially assigned to Heritage. These assignments were outlined in the Amendment Number One to the Accepted Counterproposal for Purchasing M-72 Wind Turbine which you approved at your last meeting.

As a part of the contingencies under that Amendment, the real property rights involved need to be declared surplus by the Light and Power Board and the surplus status confirmed by the Traverse City Commission. In your packet is a Resolution Certifying Lautner Wind Generator Property to be Surplus for Operation of the Traverse City Light and Power Department. Staff recommends that the following motion be adopted:

THAT THE RESOLUTION CERTIFYING LAUTNER WIND GENERATOR  
PROPERTY TO BE SURPLUS FOR OPERATION OF THE TRAVERSE CITY  
LIGHT AND POWER DEPARTMENT BE APPROVED AND THE  
TRAVERSE CITY COMMISSION BE REQUESTED TO CONFIRM THE  
SURPLUS STATUS OF THIS PROPERTY.

Enclosure

c w/encls:

Tim Arends (via email)

TRAVERSE CITY LIGHT AND POWER DEPARTMENT  
RESOLUTION  
CERTIFYING LAUTNER WIND GENERATOR PROPERTY TO BE SURPLUS FOR  
OPERATION OF THE TRAVERSE CITY LIGHT AND POWER DEPARTMENT

WHEREAS, the Traverse City Light and Power Department owns easements and a wind powered generator in Elmwood Township, Leelanau County; and

WHEREAS, this property is no longer necessary or advantageous for the operation of the Traverse City Light and Power Department except for transmission rights and facilities from the interconnection to the TCL&P system;

NOW, THEREFORE, BE IT RESOLVED that the property described below is certified as not necessary for the operation of the Light and Power Department:

1. Driveway Access Easement recorded at Liber 1173, Pages 8-12, Leelanau County Register of Deeds.
2. Part of the Easement for Electric Facilities with the Lautners recorded at Liber 415, Pages 558-562, Leelanau County Register of Deeds, but retaining for transmission purposes that part of the Easement from the interconnection with the generating facility to the TCL&P system.

BE IT FURTHER RESOLVED that the Executive Director is requested to submit this Resolution to the City of Traverse City, and this Resolution is conditioned upon the surplus status of this property being confirmed by the Traverse City Commission pursuant to City Charter Section 179(b).

I hereby certify that the above Resolution was adopted on 11-11, 2014, at the regular TCL&P Board meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



\_\_\_\_\_  
Timothy J. Arends  
Secretary  
Traverse City Light & Power Board



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2013

DATE: NOVEMBER 13, 2013

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

SUBJECT: 2015 SEASONAL MARINA RATES

Attached is a memo from Director of Public Services Dave Green regarding the proposed 2015 marina rates as well as the Boardman River dockage seasonal rates. 2015 Transient boater rates will be presented to you at a later date, upon receipt from the State Waterways Commission.

As explained by Mr. Green, due to the fact Duncan L. Clinch Marina was partially funded with a State Waterways Commission Grant, the State of Michigan establishes a range of docking rates from which we are allowed to choose as it relates to the marina. The State Waterways Commission did not increase the allowed seasonal rates over the 2013 level. The recommended seasonal rates for 2015 would remain the same and are the maximum allowed by the State Waterways Commission.

As explained in the attached memo from Mr. Green, he recommends the Boardman River Seasonal Dockage Rates and the Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees remain the same.

I recommend the following motion:

**that the following Resolutions be adopted: the Resolution Establishing Fees for Duncan L. Clinch Marina Seasonal Rates 2015; the Resolution Establishing Fees for Boardman River Dockage Seasonal Rates 2015; and the Resolution Establishing Fees for Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees 2015.**

JJO/clh

copy Dave Green, Department of Public Services Director

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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: November 10, 2014  
SUBJECT: 2015 Annual Marina Rates

Because Duncan Clinch Marina was built with a State Waterways Commission Grant, the State establishes a range of docking rates from which communities are allowed to choose depending on the amenities and local demand at any particular marina for both seasonal and transient boaters.

In the case of the Seasonal Boater Rates, we have been using the highest rate available for some time now. (Rate 1 on attached table) I recommend that we continue to use the maximum rate allowed for the upcoming season. The State also determines whether these rates increase, if any, from year to year. This year they determined that the seasonal rates for the 2015 boating season remain at the 2013 level and I recommend we follow suit and keep our rates the same as they were for both the 2013 and 2014 season.

Typically, City Commission approval for the Transient Boater Rates would be included in this request but The State has not forwarded the required data to us. Once we have this information we will bring it back to the City Commission for approval sometime before spring.

Boardman River slip fees are established by the City, and this year I recommend we also keep these at the 2013 rate. We increased these fees for the 2013 season by 2% over the 2012 level and recommend an additional increase this year is not required. Remember, the slip holders on the river don't receive the amenities that our marina slip holders get such as water, cable, parking, etc. therefore if the rates at the marina stay the same it is only fair to keep those on the river the same. I recommend no change to boat launch and sewage pump out fees this year.

Please submit the attached resolutions containing the 2014 seasonal slip rates; Boardman River slip rates; sewage pump out fees; and boat launch rates to the City Commission for approval.



**RESOLUTION ESTABLISHING FEES  
FOR  
DUNCAN L. CLINCH MARINA  
LAUNCHING PERMIT AND SEWAGE PUMP OUT FEES  
2015**

Because, the City of Traverse City must continually maintain the Duncan L. Clinch Marina launch ramp, and sewage pump out station which requires hours of staff time and funds; and

Because, the Commission believes that it is important that the actual costs associated with this service are not subsidized by the general taxpayer; now, therefore, be it,

**RESOLVED**, the fees for the launching permit fees be established as follows:

**CITY OF TRAVERSE CITY  
LAUNCHING PERMIT FEES  
FOR 2015**

Launch Fee Daily	\$ 6.00
Launch Fee Seasonal	\$45.00
Commercial Vendors Seasonal	\$90.00
Commercial Daily	\$12.00 per boat

Senior citizens' rates are one-half of the above rates for seasonal permits only (\$20.00). For these special rates, the purchaser must be at least 60 years of age. Seniors must be prepared to show proof of age.

Launching permits must be placed on the top of the boat trailer tongue; and now therefore be it

**RESOLVED**, the fees for sewage pump out for the 2015 boat season shall be established as follows:

**CITY OF TRAVERSE CITY  
SEWAGE PUMP OUT FEES  
FOR 2015**

Holding Tank less than 30 gallons	\$ 6.00
Holding Tank greater than 30 gallons	\$12.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on November 17, 2014, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



**RESOLUTION ESTABLISHING FEES  
FOR  
BOARDMAN RIVER DOCKAGE  
SEASONAL RATES  
2015**

Because, services are provided for the rental of boat slips at the Boardman River that require expenditures of time and materials; and

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

**RESOLVED**, the fees for the City of Traverse City Boardman River seasonal slips be established as follows:

**CITY OF TRAVERSE CITY BOARDMAN RIVER  
2015-SEASONAL SLIP RATE SCHEDULE**

20 Feet and under	\$767.00
20'1" - 21'0"	\$796.00
21'1" - 22'0"	\$823.00
22'1" - 23'0"	\$851.00
23'1" - 24'0"	\$898.00
24'1" -25'0"	\$935.00
25'1" - 26'0"	\$964.00
26'1" - 27'0"	\$990.00
27'1" - 28'0"	\$1,019.00

hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on November 17, 2014, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



**RESOLUTION ESTABLISHING FEES  
FOR  
DUNCAN L. CLINCH MARINA  
SEASONAL RATES 2015**

WHEREAS, the Department of Natural Resources, State Waterways Commission has established 2015 seasonal rates; and

WHEREAS, the City of Traverse City, considered a local unit of government by the State Waterways Division, must maintain the rate structure at or above the levels set by the State Waterways Division in compliance with the terms and conditions of the previously executed grant-in-air contracts for state grant assistance in facility development; now therefore be it

**RESOLVED**, the City Commission of the City of Traverse City does hereby establish the following seasonal boat slip rates for the 2015 season at Duncan L. Clinch Marina in accordance with the Department of Natural Resources State Waterways Commission:

	2015 Rates
A Dock East (up to 50')	\$5,450.00
A Dock West (up to 60')	\$6,600.00
B Dock East (35')	\$3,710.00
B Dock West (42')	\$4,578.00
C Dock East (30')	\$3,180.00
C Dock West (35')	\$3,710.00
D Dock East (24')	\$2,544.00
D Dock West (27')	\$2,862.00

hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on November 17, 2014, in the Commission Chambers, 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 NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: DEPARTMENT OF PUBLIC SERVICES BUILDING AND  
HARBOR MASTER BUILDING CLEANING CONTRACT

Attached is a memo from Director of Public Services Dave Green recommending a contract with Universal Cleaners for the cleaning of the Duncan L. Clinch Marina Harbormaster Building and DPS Building for the period of January 1, 2015, through April 2, 2016.

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

**that the Mayor and City Clerk execute a contract with Universal Cleaners for approximately \$29,661.40 for the cleaning of the Duncan L. Clinch Harbormaster Building and the Department of Public Services Building, with funds available in the Marina Fund and Garage Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.**

JJO/bcm

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copy: Dave Green, Director of Public Services

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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 *DG*  
DATE: November 7, 2014  
SUBJECT: DPS/ Marina Facilities Cleaning Contract

The Department of Public Services awards contracts for the cleaning of Parks restrooms, the Harbormaster Building at the Marina, and the Public Services Building. The most recent three year contracts awarded for the work were to Universal Cleaners for the Parks restrooms and to Service-Master for the Harbormaster Building and the Public Services Building and were the product of a competitive bid process held in the spring of 2013 that was to cover the cleaning through the spring of 2016.

In early September of this year the City became aware that Service-Master had lost its franchise affiliation. Also, the work was becoming more and more inadequate, including not even showing up as required, resulting in an increase in complaints and concerns. After staff discussion and debate, on September 12, 2014 the City terminated our contract with Service-Master via a letter from you following the terms in the agreement.

Based on their quality work at the Parks restrooms for the past year and a half and the fact that they were only \$635.00 higher than the next lowest bidder, we asked Universal Cleaners if they would cover the City's other two facilities until the end of the year using a service order based on their original bid prices. They agreed and have been cleaning both the Harbormaster Building and the DPS Building for us since. We would now like to formalize an agreement with them to finish out the 3 year period that ends in April of 2016 to clean both the Marina Harbormasters Building and the DPS Building as outlined in their original bid submitted back in early 2013.

Therefore, please request City Commission approval for a contract with Universal Cleaners for approximately \$29,661.40 for the cleaning of the Duncan L. Clinch Marina Harbormaster Building and the DPS Building from January 1, 2015 through April 2, 2016, with funds available in the Marina Fund and the Garage Fund.



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# Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: HEALTH CARE PLANS – PUBLIC ACT 152 OF 2011

As you may recall, Public Act 152 of 2011 passed by Michigan Legislature limits a public employer's expenditures for employee health care plans. In December, 2011, the City Commission took action to adopt option #2 which provides the 80/20 cost sharing option for health care plans.

The Michigan Department of Treasury has informed us that a resolution complying with the 80/20 cost sharing option must be adopted annually.

I recommend the following motion:

**that the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.**

JJO/kes

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**CITY OF TRAVERSE CITY RESOLUTION TO  
COMPLY WITH THE REQUIREMENTS OF  
PUBLIC ACT NO. 152 OF 2011**

- Because, Public Act 152 of 2011, was passed by the State Legislature and signed by the Governor to limit a public employer's expenditure for employee medical benefits; and
- Because, the Traverse City, City Commission supports home rule government and believe that compensation determinations for city employees are most properly the responsibility of the City's elected representatives and not the State of Michigan or its officials; and
- Because, the Act provides for three option for complying with the requirements:
1. Apply the hard cap (caps the dollar amount a public employer may pay for employee health care costs)
  2. Adopt by majority vote the 80%/20% cost-sharing (a public employer shall not pay more than 80% of the total amount of health care costs it offers);
  3. Opt out by 2/3 vote of the cost sharing model as set for in the Act and revisit it prior to the next plan year; and
- Because, the Traverse City, City Commission has decided to adopt the 80/20 cost sharing model as its choice in order to comply with the Act for the City and apply the 80/20 cost sharing to each employee group (union and non-union) in the City; and
- Because, this Resolution applies to the medical benefit plan coverage years beginning on or after January 1, 2015, and continues until changed by future Resolution or change in State Legislation;
- Because, the City is required to adopt an annual Resolution statin its medical benefit plan in connection with Public Act 153 of 2011; now therefore, be it
- Resolved,** that the Traverse City, City Commission elects to comply with the requirements of the Act by adopting the 80 20 cost sharing model set for in Section 4 of Public Act 153 of 2011.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on November 17, 2014, in the Commission Chambers of the Governmental

City of Traverse City Resolution to Comply with the Requirements of  
Public Act No. 152 of 2011

Pg. 2

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 NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: TRAVERSE CITY SENIOR CENTER BUILDING USE POLICY

In 2011, the City Commission authorized an agreement for Grand Traverse County to manage and operate the Senior Center, in light of a County-wide millage to fund the operations of the Senior Center.

As a housekeeping matter, the attached City Commission Policy for Senior Center Building Use needs to be rescinded; as the Senior Center is now operated by Grand Traverse County.

You may recall that recently another policy relating to the Senior Center was rescinded. The previously rescinded policy was directly related to who shall use the Senior Citizens Center while this policy refers to the general rules for using the building and its related facilities.

I recommend the following motion:

**that the City Commission Policy for Senior Citizens Center Use, be rescinded.**

JJO/kes

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copy: Lori Wells, Grand Traverse County Senior Center Executive Director

TRAVERSE CITY SENIOR CENTER

BUILDING USE POLICY

The following rules and conditions of use apply to all users of the Traverse City Senior Center and its related facilities:

1. The capacity of the Senior Center is limited by the City Fire Marshall to 200 persons including staff, entertainers and anyone else present for an event.
2. No smoking is allowed in the Senior Center Building.
3. Alcohol, beer and wine are not allowed in the Senior Center building or related facilities and grounds.
4. Use reservations are not confirmed until receipt of a non-refundable deposit (when applicable). All fees specified in the Agreement (less the paid deposit) are due to the Senior Center no later than 4:00 p.m. the day of the event, or, in the case of a weekend event, 4:00 p.m. the Friday before the event.
5. No equipment or supplies of the Senior Center can be used unless pre-approved by Senior Center staff.
6. Equipment and/or any other personal property cannot be brought into the Senior Center unless pre-approved by Senior Center management and listed upon the Senior Center Rental Information Sheet.
7. Any property left in the Senior Center after an event shall be deemed abandoned and shall become the property of the City of Traverse City unless other arrangements have been made with Senior Center management. At its option, the City may charge the user or other person responsible for leaving the property all costs of removing and disposing of left property.
8. Decorations may not be used in the Senior Center unless pre-approved by Senior Center management and listed on the Rental Information Sheet. All decorations must be made of flame-proof material.
9. All decorations, trash and equipment must immediately be removed at the conclusion of the event.
10. Upon conclusion of the event, all items detailed in closing instructions (to be provided) must be adhered to.
11. User agrees not to damage the property, and to indemnify the City for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with the occupation or use of the Senior Center by user or user's group, guests or invitees.

SENIOR CENTER USE RULES - PAGE TWO

This agreement not to damage, and to indemnify applies to the building and to all other City property in proximity, such as sidewalks, parking lots and outdoor equipment. Any damage to the Senior Center, its furnishings and equipment, and/or its related facilities shall be the responsibility of the user.

12. The permission given by this agreement is not exclusive as to the City and its agents and employees. The City's rental/use agent and all others acting through that agent shall have access to the property at all times and may remain on the premises throughout the time of occupancy by the user.

13. The Senior Center, its furnishings and equipment, and/or related facilities must be cleaned immediately after the event, and returned to a condition approximately the same as when beginning use.

14. Any promotional material or publicity for an event must refer to the Senior Center as the "Traverse City Senior Center."

15. The user's privileges and responsibilities under this contract are not assignable in whole or in part.

16. All rules and regulations of the City regarding use of the Senior Center, and all State, County and Federal laws, ordinances and regulations relating to the occupancy and use of the Senior Center must be complied with by the user. This includes the provisions of Subchapter II of Chapter 126 of Title 42 of the United States Code, which states that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs or activities of a public entity, or be subject to discrimination by any such entity.  
42 USC 12131.

17. The City reserves the right to terminate the permission given by this Agreement at any time by giving the user at least three (3) days' written notice of such termination; except that the City may terminate this permission at any time, with or without notice, if the user fails to comply with any of the provisions herein. Waiver by the City of any breach or any term or provision herein shall not be deemed a waiver of any subsequent breach of the same, or of any other, term or provision herein.

18. Notice to the user shall be sufficient if delivered in person or sent by first class mail to the address of user listed herein.

19. Users, or user organizations or groups, are described as those who are meeting a need or interest of senior citizens. Their programs, activities, meetings, events are considered extensions of the Senior Center's programs, and access to them by any interested senior citizen must be allowed.

SENIOR CENTER USE RULES - PAGE THREE

20. User groups which meet at the Senior Center on a regular basis and which are not charged fees for their use of the Center are expected to have a representative of their group/organization attend the monthly Senior Center Advisory Board meetings. Absences must be excused by the Senior Center Director. If the representative's attendance falls below 75%, the group's use of the building will be jeopardized. This rule is to assure fair representation by all who use the Senior Center at the Board meetings.

I hereby certify that the above Policy was adopted by the City Commission at its regular meeting of January 4, 1993, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI, said Policy to be effective immediately.



Debra A. Curtiss, City Clerk

November, 1992



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: PUBLIC HEARING – 14-SLUP-02 – MIXED USE BUILDING AT  
124 WEST FRONT (FEDERATED PROPERTIES, LLC)

A public hearing on this matter has been scheduled for Monday night. Attached is the previously submitted memo from Russell Soyring, City Planning Director, indicating that the Planning Commission recommends approval of this request.

Following the public hearing, I recommend the following motion:

**that the Order Granting Special Land Use Permit No. 14-SLUP-02, to allow a mixed use building at 124 West Front Street, as requested by Owen Architects Collaborative, LLC, on behalf of Federated Properties, LLC, and recommended by the City Planning Commission, be adopted.**

JJO/kes

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

K:\tcclerk\city commission\special land use permit\slup\_PH\_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:mll  
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 1368, SITE PLANS AND SITE DEVELOPMENT STANDARDS.

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

Applicants name: W. Keith Owen

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): [Handwritten Signature]

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

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): W. Keith Owen

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

*Print*

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.





**OAC**

Owen Architects Collaborative, LLC  
333 Touraine Grosse Pointe Farms, MI 48236  
Tel (313)236-2595 Fax (313)883-5002  
www.owen-architects-collab.com

# FEDERATED PROPERTIES 124 WEST FRONT STREET

124 WEST FRONT STREET, TRAVERSE CITY, MICHIGAN

## SITE PLAN APPROVAL and SPECIAL LAND USE PERMIT

FEDERATED PROPERTIES

124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN

TITLE SHEET

### DRAWING INDEX

#### GENERAL INFORMATION

T001 TITLE SHEET

#### CIVIL

C100 EXISTING CONDITIONS / DEMOLITION 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 SOUTH AND WEST EXTERIOR ELEVATIONS  
A202 NORTH AND EAST EXTERIOR ELEVATIONS  
A203 RENDERED - SOUTH EXTERIOR ELEVATION

● CURRENT DATE  
● PREVIOUSLY ISSUED

### SITE DATA

#### ZONING

ZONED C-4b

#### SITE AREA

SITE AREA 1.17 ACRES (50,966 SF)

#### BUILDING AREA

LOWER LEVEL (AT GRADE) 33,526 SF (66% LOT COVERAGE)  
FIRST LEVEL 30,055 SF  
SECOND LEVEL 28,506 SF  
THIRD LEVEL 28,177 SF  
FOURTH LEVEL 28,177 SF  
FIFTH LEVEL 25,732 SF  
TOTAL BUILDING AREA 174,173 SF

#### SETBACKS

FRONT = 2.5'  
SIDE = 0'  
REAR (WATER SETBACK) = 10' INLAND FROM ORDINARY HIGH-WATER MARK OR DOCK LINE  
ENCROACHMENT INTO SETBACKS = 2.5' AT FRONT YARD

#### BUILDING HEIGHT

80' MAX. - HOWEVER 68' IS ALLOWED BY SPECIAL LAND USE PERMIT IF MINIMUM 20% OF BUILDING DESIGNED FOR DWELLINGS.  
PROPOSED HEIGHT AT PARAPET = 68'-0"

### OWNER

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

### ARCHITECT and APPLICANT

Owen Architects Collaborative, LLC  
333 Touraine  
Grosse 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



NO SCALE

SITE LOCATION  
124 W. FRONT STREET

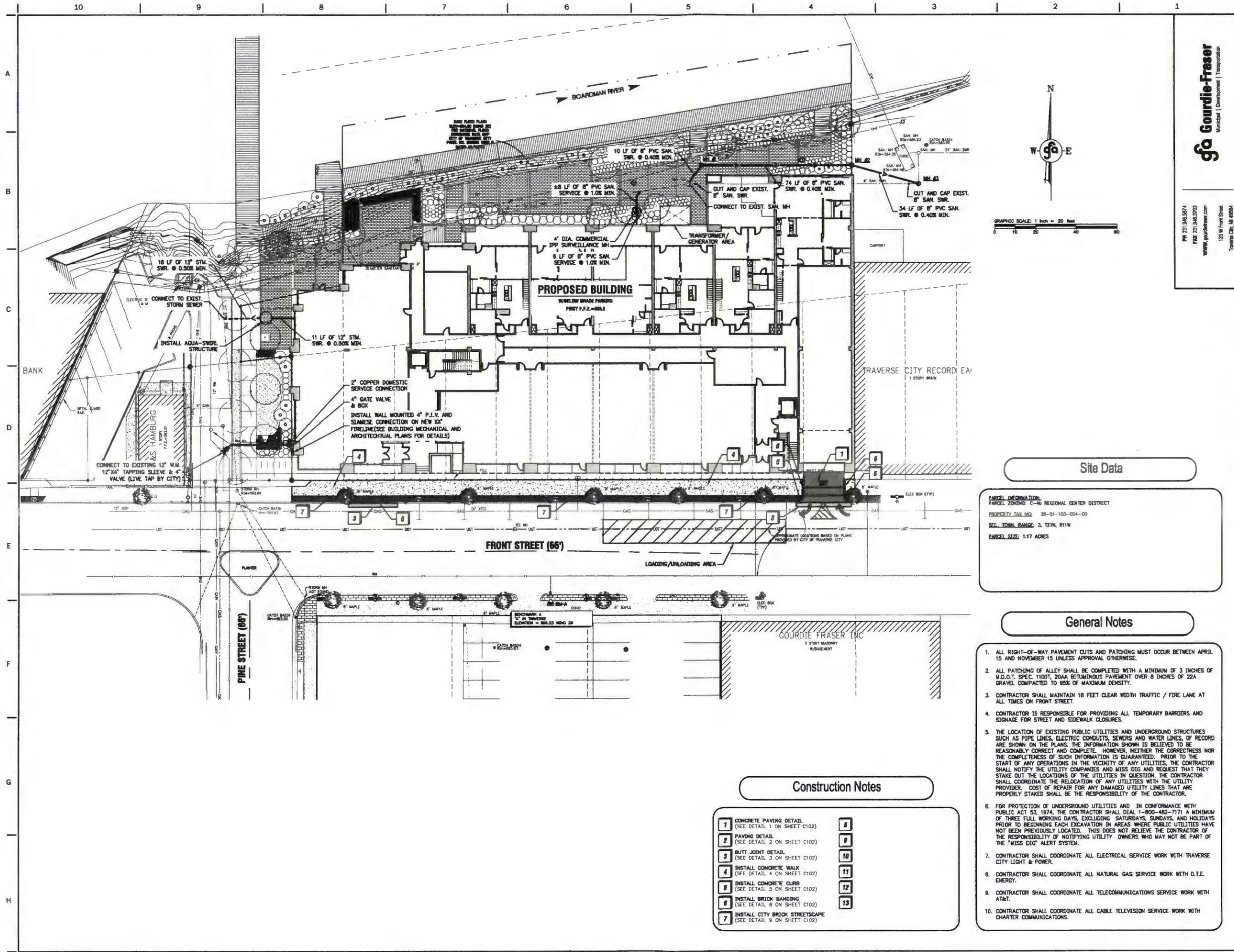
SPA & SLLP 08/27/14

Drawn By FEA  
Checked By T.J. / RWJ  
Approved By WJO

14002

T001

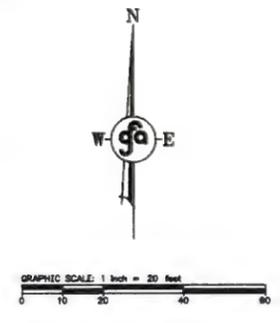




**gfa Gourdie-Fraser**  
 Municipal | Development | Transportation  
 PH: 231.946.5574  
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 123 W Front Street  
 Traverse City, MI 49784

# OAC

Owen Architects Collaborative, LLC  
 333 Touraine Greene Pointe Farms, MI 48236  
 Tel: (313)236-2595 Fax: (313)882-5002  
 www.owen-architects-collab.com



### Site Data

**PARCEL INFORMATION:**  
 PARCEL ZONING: C-46 REGIONAL CENTER DISTRICT  
 PROPERTY TAX NO: 28-51-103-004-00  
 SEC. TOWN RANGE: 3, 127N, R1W  
 PARCEL SIZE: 1.17 ACRES

### General Notes

- ALL RIGHT-OF-WAY PAVEMENT CUTS AND PATCHING MUST OCCUR BETWEEN APRIL 15 AND NOVEMBER 15 UNLESS APPROVAL OTHERWISE.
- ALL PATCHING OF ALLEY SHALL BE COMPLETED WITH A MINIMUM OF 3 INCHES OF M.D.C.T. SPEC. 1100T, 200AA BITUMINOUS PAVEMENT OVER 8 INCHES OF 22A GRAVEL COMPACTED TO 95% OF MAXIMUM DENSITY.
- CONTRACTOR SHALL MAINTAIN 18 FEET CLEAR WIDTH TRAFFIC / FIRE LANE AT ALL TIMES ON FRONT STREET.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL TEMPORARY BARRIERS AND SIGNAGE FOR STREET AND SIDEWALK CLOSURES.
- THE LOCATION OF EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS PIPE LINES, ELECTRIC CONDUITS, SEWERS AND WATER LINES, OF RECORD ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND MISS DIG AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. THE CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY UTILITIES WITH THE UTILITY PROVIDER. COST OF REPAIR FOR ANY DAMAGED UTILITY LINES THAT ARE PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.
- CONTRACTOR SHALL COORDINATE ALL ELECTRICAL SERVICE WORK WITH TRAVERSE CITY LIGHT & POWER.
- CONTRACTOR SHALL COORDINATE ALL NATURAL GAS SERVICE WORK WITH D.T.E. ENERGY.
- CONTRACTOR SHALL COORDINATE ALL TELECOMMUNICATIONS SERVICE WORK WITH AT&T.
- CONTRACTOR SHALL COORDINATE ALL CABLE TELEVISION SERVICE WORK WITH CHARTER COMMUNICATIONS.

### Construction Notes

- |   |    |
|---|----|
| 1 CONCRETE PAVING DETAIL (SEE DETAIL 1 ON SHEET C102)         | 8  |
| 2 PAVING DETAIL (SEE DETAIL 2 ON SHEET C102)                  | 9  |
| 3 BUTT JOINT DETAIL (SEE DETAIL 3 ON SHEET C102)              | 10 |
| 4 INSTALL CONCRETE WALK (SEE DETAIL 4 ON SHEET C102)          | 11 |
| 5 INSTALL CONCRETE CURB (SEE DETAIL 5 ON SHEET C102)          | 12 |
| 6 INSTALL BRICK BANDING (SEE DETAIL 6 ON SHEET C102)          | 13 |
| 7 INSTALL CITY BRICK STREETScape (SEE DETAIL 9 ON SHEET C102) |    |

### FEDERATED PROPERTIES

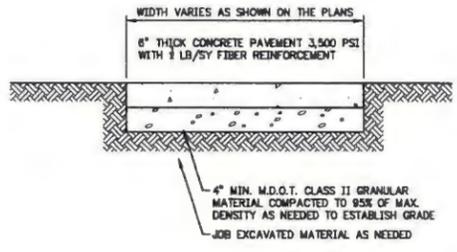
124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

### PROPOSED SITE PLAN

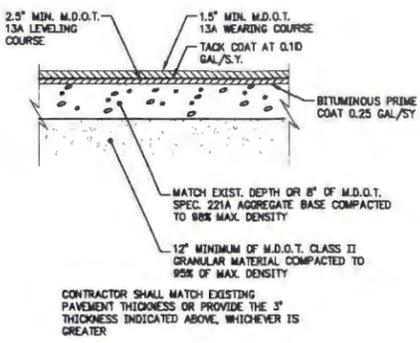
SPA & SLIP	08/27/14
REVIEW	07/29/14
REVIEW	05/22/14
REVIEW	06/06/14
CONCEPT	01/22/14

14002

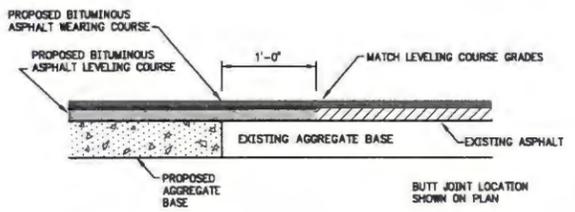
C101



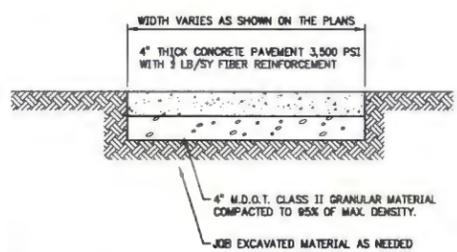
**1 CONCRETE PAVEMENT DETAIL**  
 C102 NO SCALE



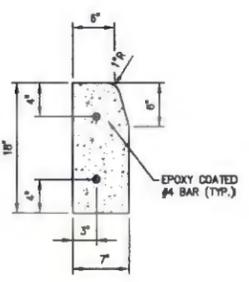
**2 ASPHALT PAVING DETAIL**  
 C102 NO SCALE



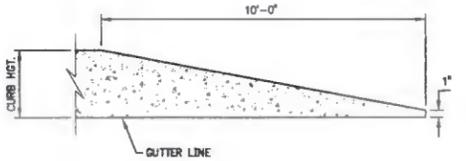
**3 BUTT JOINT DETAIL**  
 C102 NO SCALE



**4 CONCRETE WALK DETAIL**  
 C102 NO SCALE

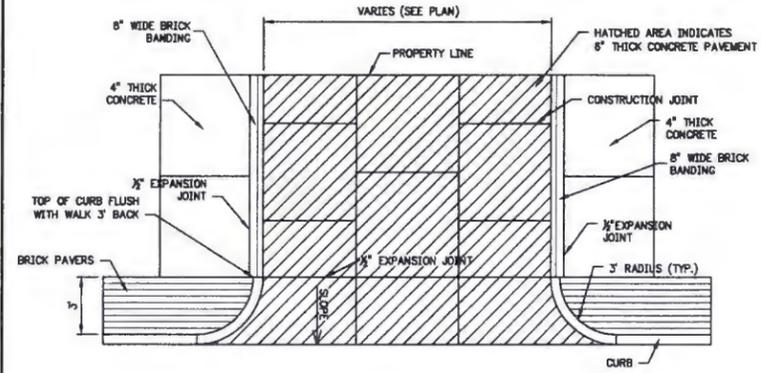


**5 CURB DETAIL**  
 C102 (M.D.O.T. TYPE E4) NO SCALE

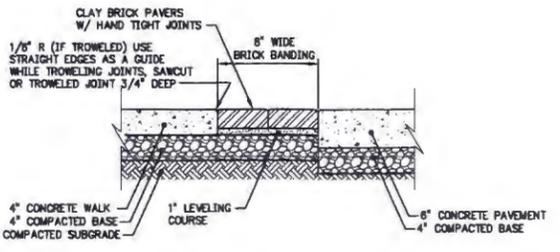


**6 CURB AND GUTTER ENDING**  
 C102 NO SCALE

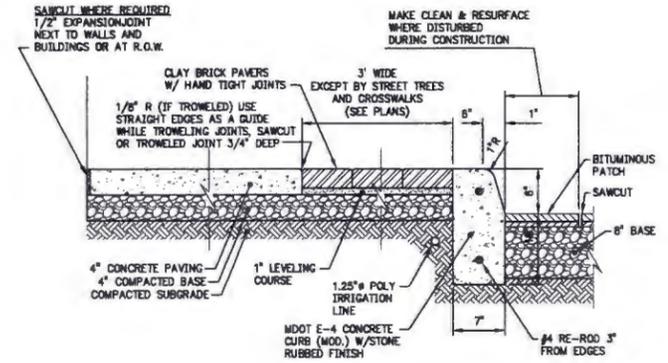
NOTE:  
 EXPANSION JOINTS SHALL BE PLACED AT ALL SPRING POINTS, PERMANENT STRUCTURES, AND AT A SPACING OF NOT MORE THAN 20 FEET MAXIMUM. THE SIDEWALK SHALL BE DIVIDED INTO UNIT AREAS OF NOT MORE THAN 64 SQUARE FEET BY MEANS OF CUT JOINTS. INsofar AS POSSIBLE, UNIT AREAS SHALL BE SQUARED AND NOT LESS THAN 32 SQUARE FEET.



**7 TYPICAL STREETSCAPE CURB CUT**  
 C102 NO SCALE



**8 BRICK BANDING DETAIL**  
 C102 NO SCALE



**9 CONCRETE: WALK, MODULAR PAVERS, & CURB**  
 C102 NO SCALE

**gfa** Gourdio-Fraser  
 Municipal | Development | Transportation  
 PW 231.946.5974  
 FAX 231.946.3703  
 www.gourdiofraser.com  
 123 W Front Street  
 Traverse City, MI 49804

**OAC**

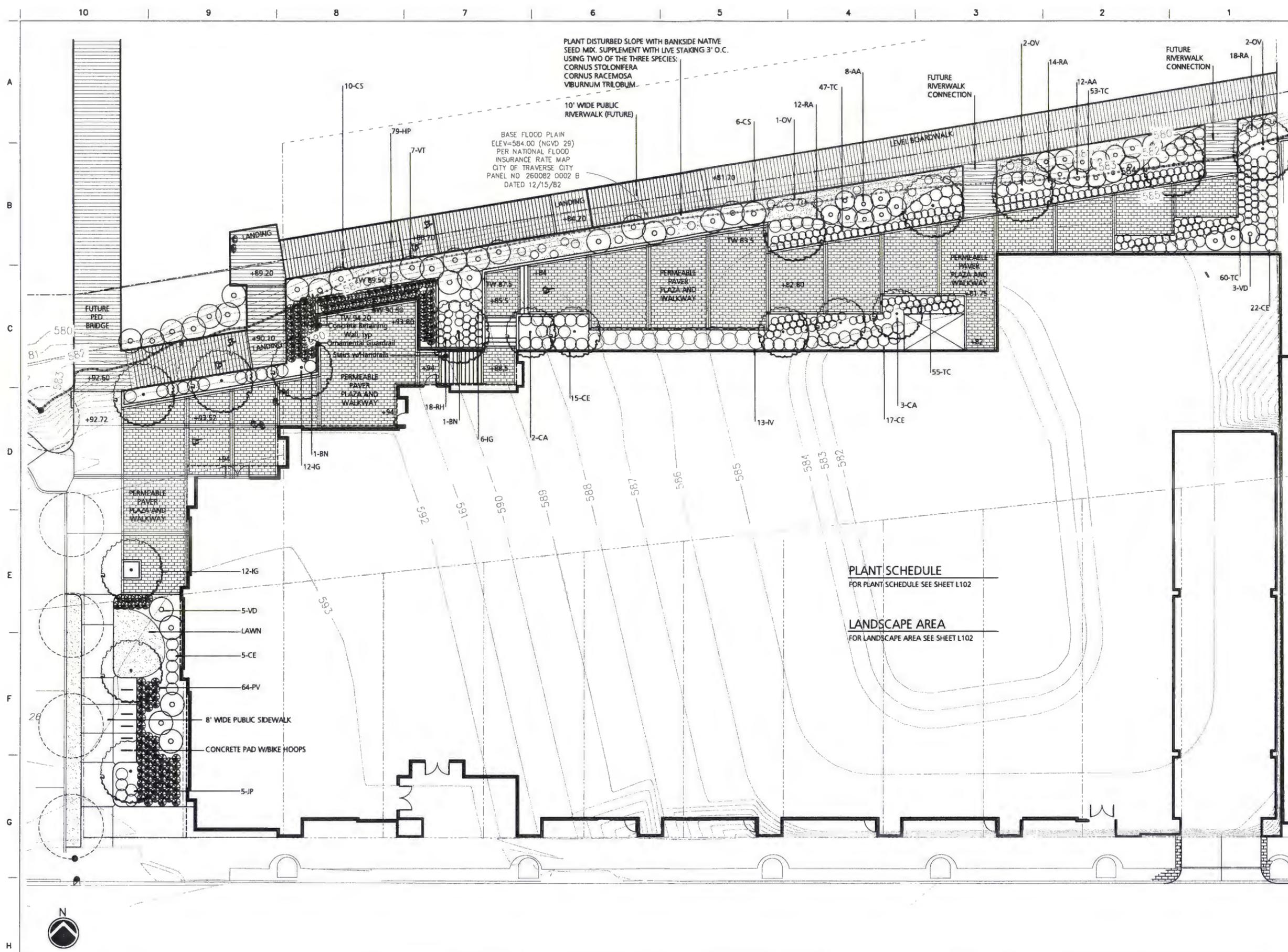
Owen Architects Collaborative, LLC  
 333 Touraine Crossroads Farms, MI 48236  
 Tel (313)236-2595 Fax (313)882-5002  
 www.owen-architects-collab.com

FEDERATED PROPERTIES  
 124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN  
 CONSTRUCTION DETAILS

SPA & SLUP	08/27/14
REVIEW	07/29/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

14002

**C102**



PLANT DISTURBED SLOPE WITH BANKSIDE NATIVE SEED MIX. SUPPLEMENT WITH LIVE STAKING 3" O.C. USING TWO OF THE THREE SPECIES: CORNUS STOLONIFERA, CORNUS RACEMOSA, VIBURNUM TRILOBUM.

BASE FLOOD PLAIN ELEV=584.00 (NGVD 29) PER NATIONAL FLOOD INSURANCE RATE MAP CITY OF TRAVERSE CITY PANEL NO 260082 0002 B DATED 12/15/82

PLANT SCHEDULE  
FOR PLANT SCHEDULE SEE SHEET L102

LANDSCAPE AREA  
FOR LANDSCAPE AREA SEE SHEET L102

# OAC

Owen Architects Collaborative, LLC  
333 Traverse Avenue, P.O. Box 100  
Traverse City, MI 49783  
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**B R & R**  
**Beckett & Raeder**  
Landscape Architecture  
Planning & Engineering  
Beckett & Raeder, Inc.  
616 Pennington St., Suite 100  
Pittsford, NY 14534  
231.347.2523 ph  
231.347.2524 fx

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

**LANDSCAPE SITE PLAN**

SPA & SLUP	06/27/14
REVIEW	07/29/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

Drawn By TK  
Checked By  
Approved By TK

Project no. 14002

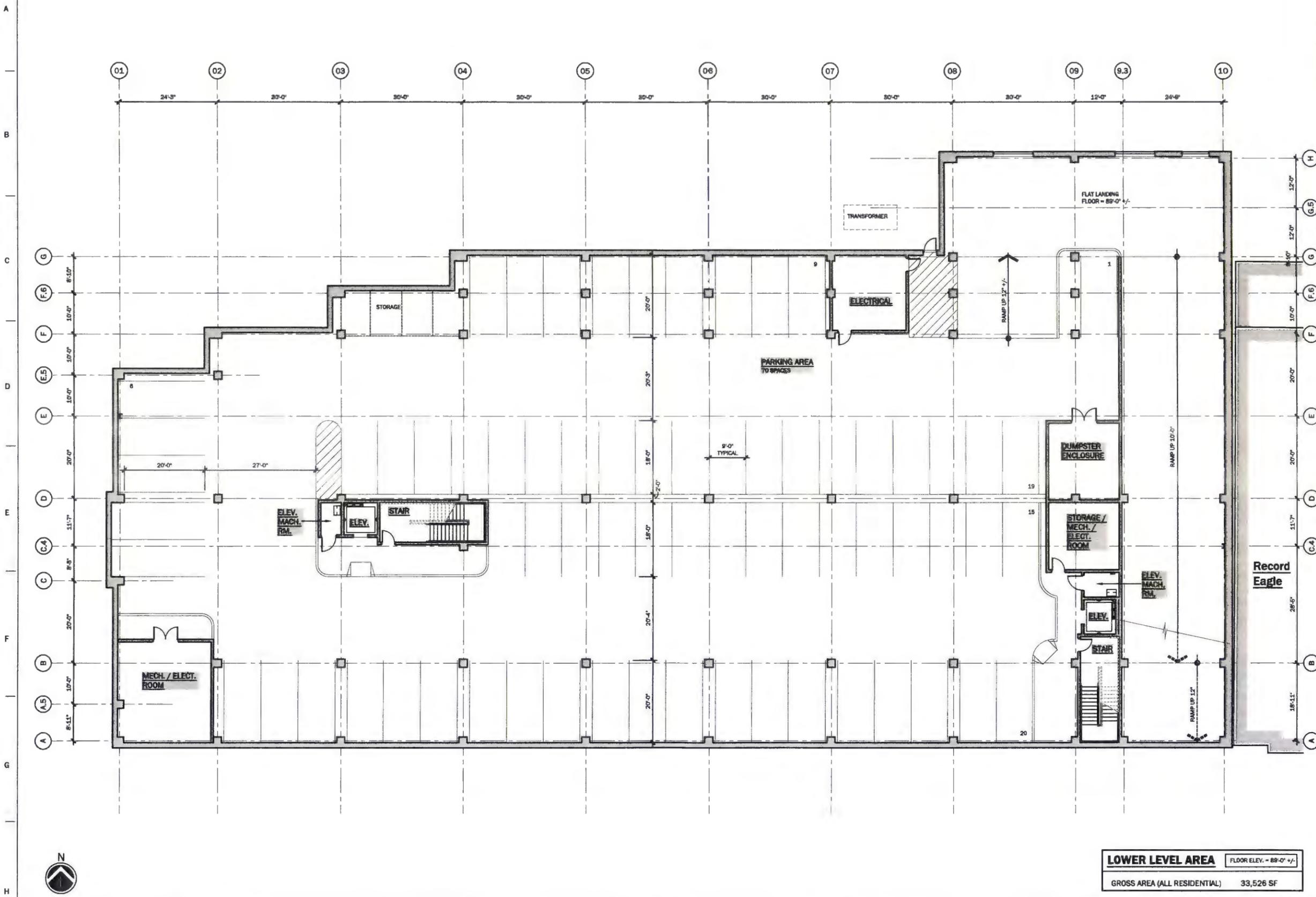
Sheet no. L101

L101 LANDSCAPE PLAN

3/32"=1'-0"



10 9 8 7 6 5 4 3 2 1



# OAC

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 333 Touraine Grosse Pointe Farms, MI 48236  
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 www.owen-architects-collab.com

## FEDERATED PROPERTIES

124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

## LOWER LEVEL FLOOR PLAN

SPA & SLLIP	06/27/14
REVIEW	07/29/14
REVIEW	06/22/14
REVIEW	05/05/14
CONCEPT	03/22/14
Issued For	
Drawn By	FEA / BAG
Checked By	TJZ / RAW
Approved By	WKC

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

14002

A100

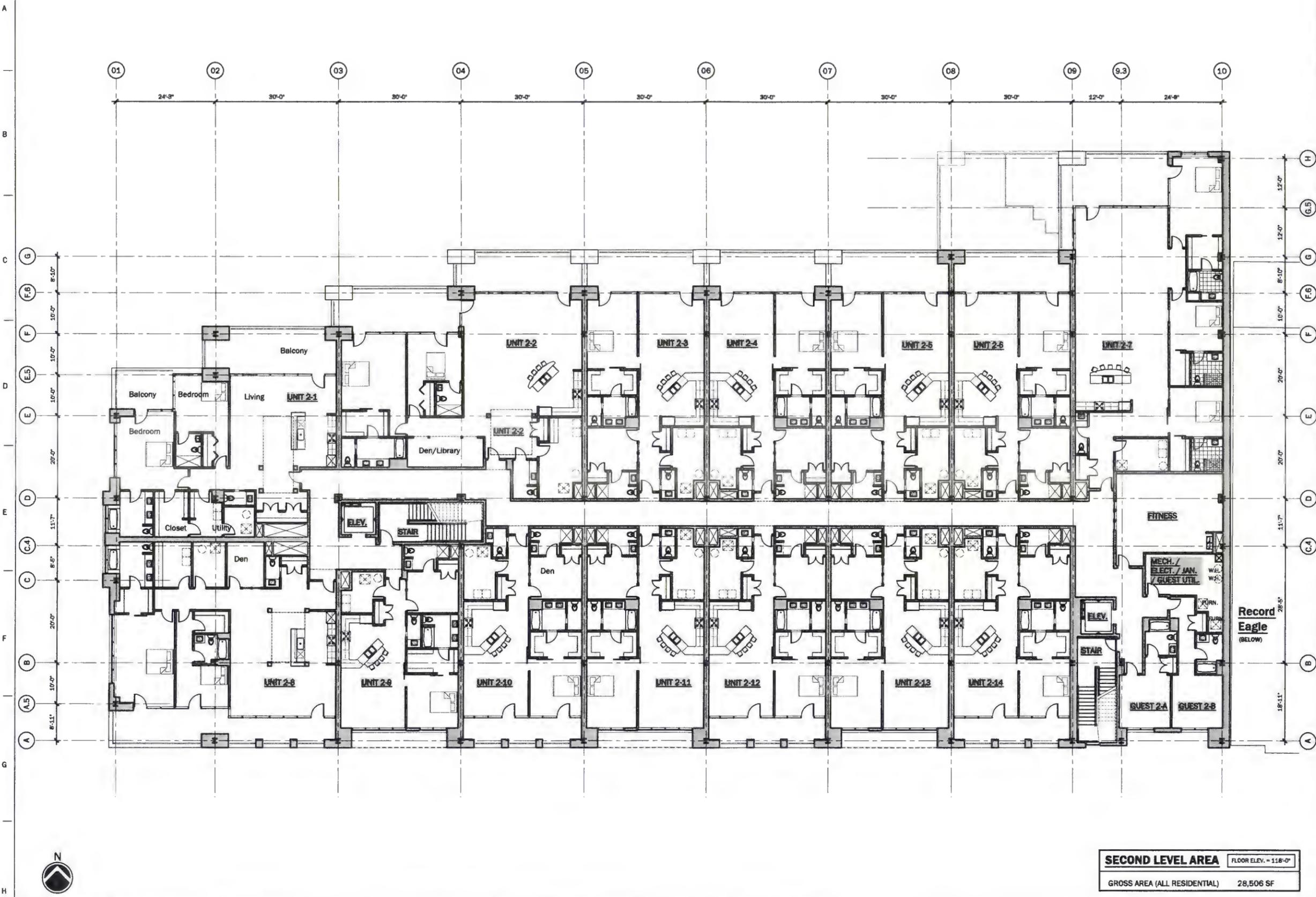
H10 LOWER LEVEL FLOOR PLAN

3/32"=1'-0"





10 9 8 7 6 5 4 3 2 1



# OAC

Owens Architects Collaborative, LLC  
 333 Touraine Gosport Farms, MI 48236  
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 www.owens-architects-collab.com

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

Sheet  
**SECOND LEVEL FLOOR PLAN**

SPK & SLIP	06/27/14
REVIEW	07/29/14
REVIEW	06/22/14
REVIEW	05/05/14
CONCEPT	01/22/14
Issued For	
Drawn By	FEA / BAG
Checked By	TJZ / RAW
Approved By	WKO

Project no.  
**14002**

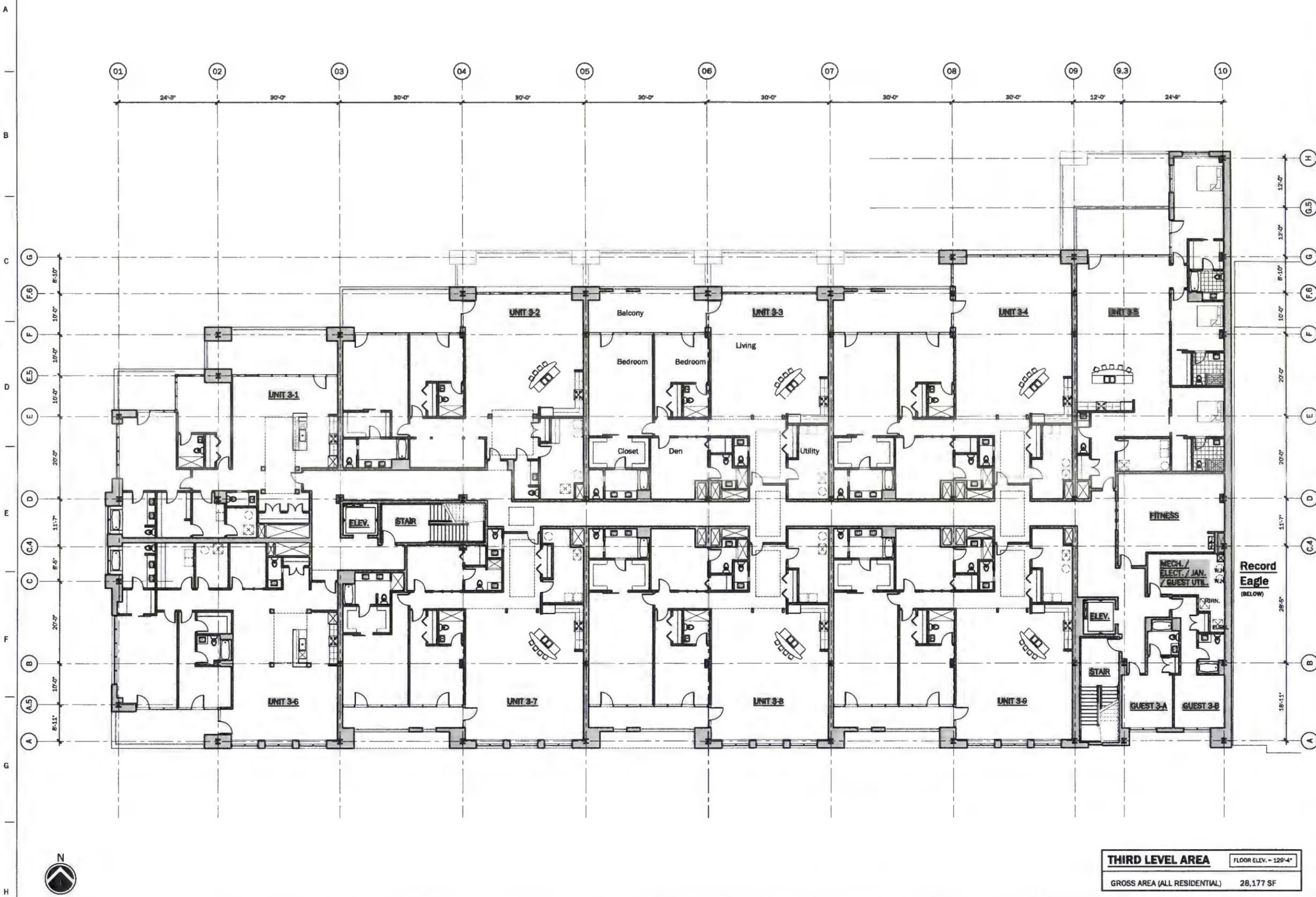
Sheet no.  
**A102**

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

H10 SECOND LEVEL FLOOR PLAN

3/32"=1'-0"

10 9 8 7 6 5 4 3 2 1



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Project  
**FEDERATED PROPERTIES**

124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

Sheet  
**THIRD LEVEL FLOOR PLAN**

Record Eagle  
 (BELOW)

SPA & SLIP	06/27/14
REVIEW	07/30/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

Designed For: FEA / BAG  
 Designer: T.J.Z. / RAN  
 Approver: WKO

Project no.  
**14002**

Sheet no.  
**A103**

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

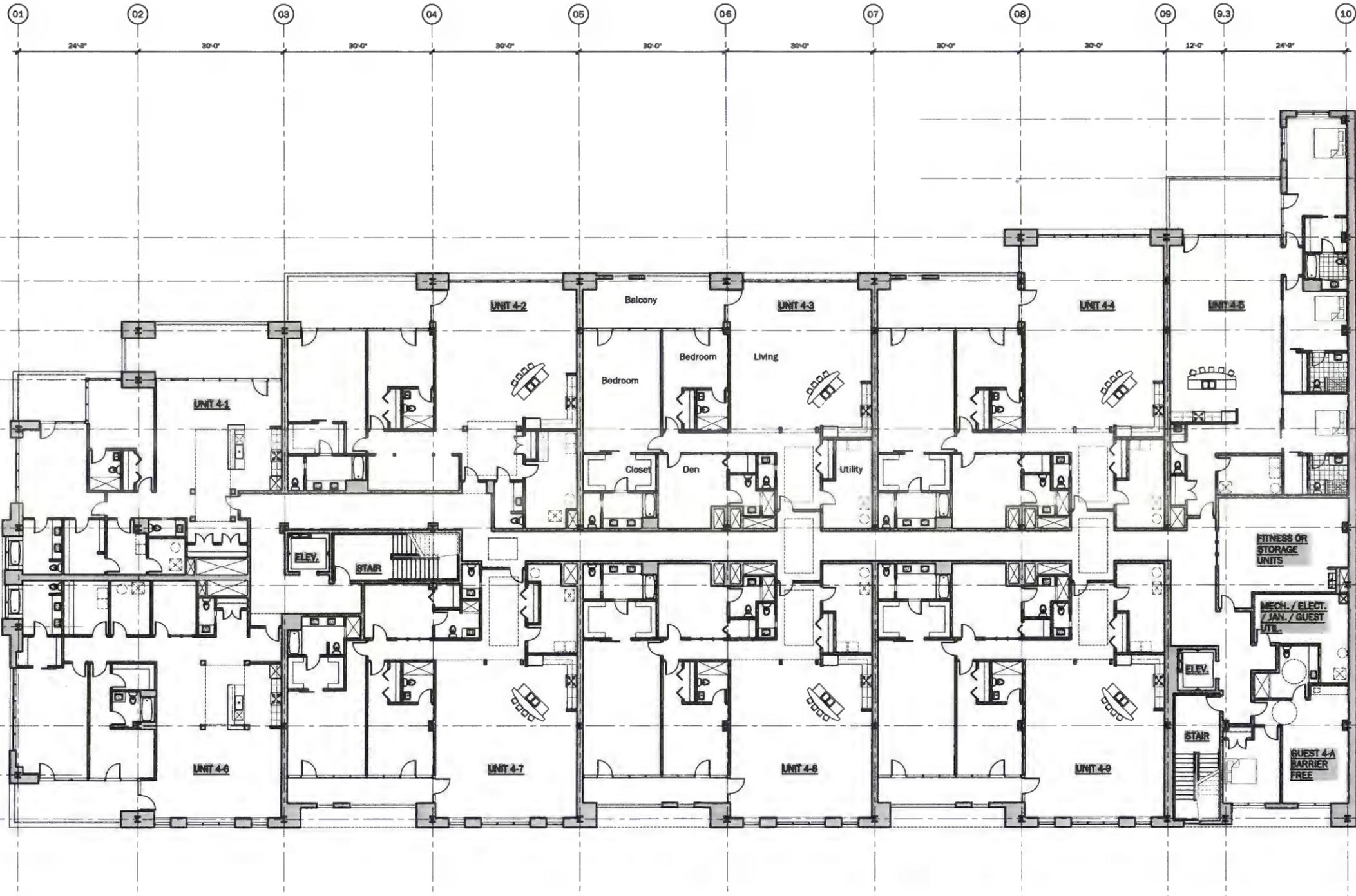
H10 THIRD LEVEL FLOOR PLAN

3/32" = 1'-0"



10 9 8 7 6 5 4 3 2 1

A  
B  
C  
D  
E  
F  
G  
H



# OAC

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 Tel (313)236-2595 Fax (313)882-5002  
 www.owen-architects-collab.com

**FEDERATED PROPERTIES**

124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

**FOURTH LEVEL FLOOR PLAN**

**Record Eagle**  
 (BELOW)

SPA & SLLP	06/27/14
REVIEW	07/30/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

Intend For: FEA / BAG  
 Designer: TIZ / RAW  
 Approver: WKO

Project no. **14002**

Sheet no. **A104**

**FOURTH LEVEL AREA** FLOOR ELEV. = 140'-8"  
 GROSS AREA (ALL RESIDENTIAL) 28,177 SF

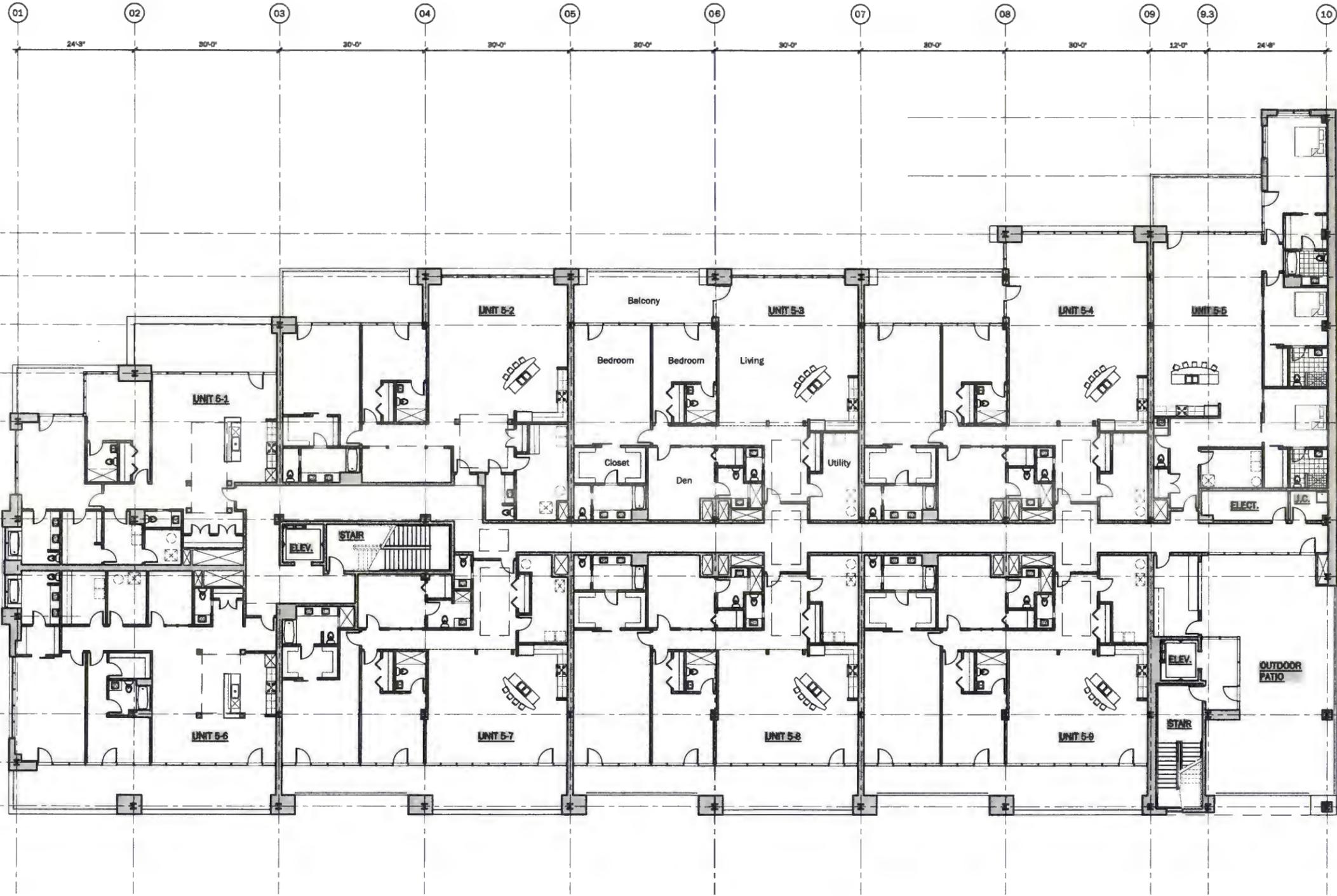
H10 **FOURTH LEVEL FLOOR PLAN**

3/32"=1'-0"



10 9 8 7 6 5 4 3 2 1

A  
B  
C  
D  
E  
F  
G  
H



# OAC

Owens Architects Collaborative, LLC  
315 Trowbridge Grassie Palmer Farms, MI 48236  
Tel (313)234-2595 Fax (313)842-5002  
www.owens-architects-collab.com

Project:  
**FEDERATED PROPERTIES**  
124 WEST FRONT STREET  
TRAVERSE CITY, MICHIGAN  
Drawn:  
**FIFTH LEVEL FLOOR PLAN**

Record  
Eagle  
(BELOW)

SPA & SLLIP	06/27/14
REVIEW	07/30/14
REVIEW	06/22/14
REVIEW	05/05/14
CONCEPT	05/22/14
Issued For	
Drawn By	FEA
Checked By	TJZ
Approved By	WKD

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

Sheet no.  
**14002**

Sheet no.  
**A105**

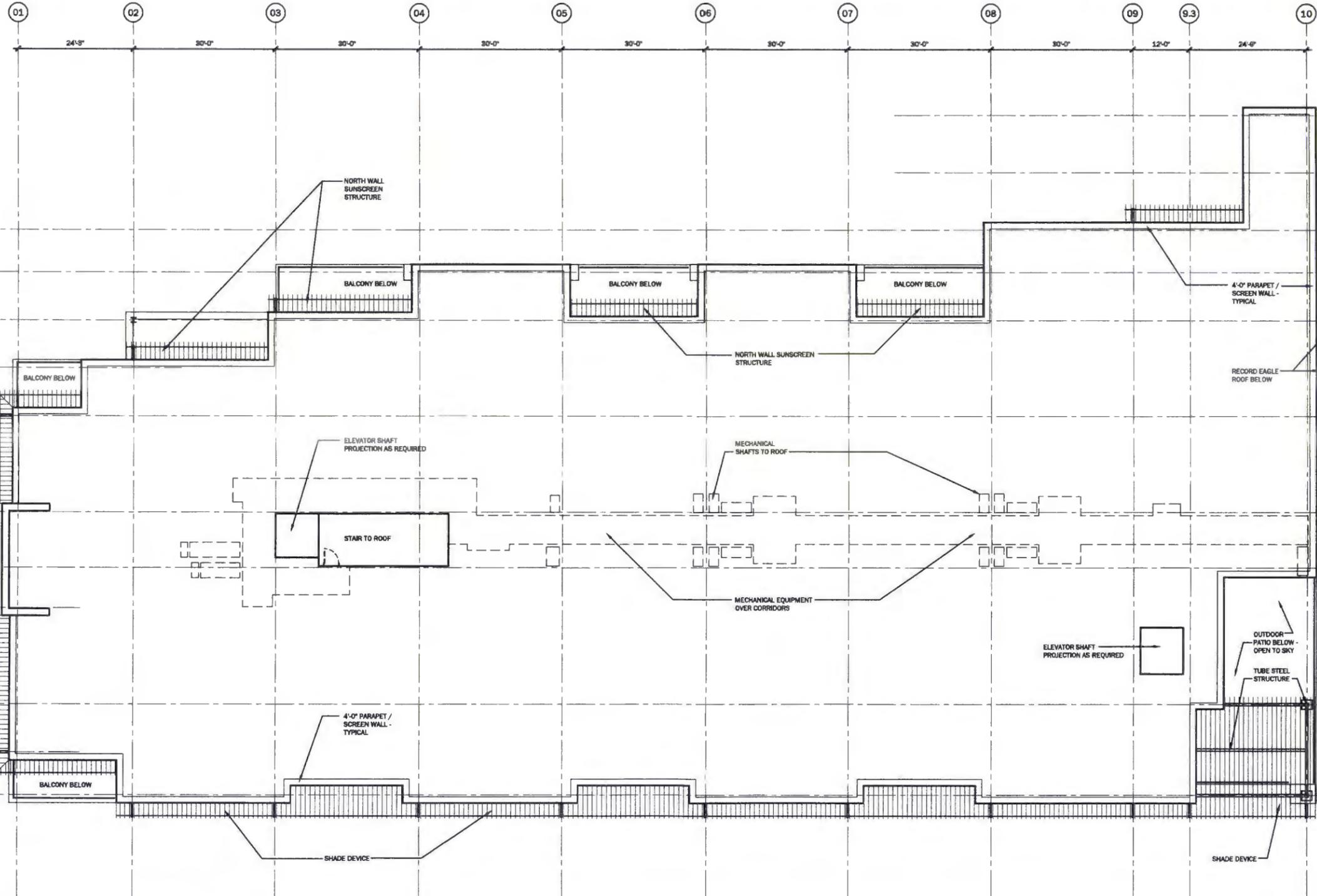
**H10 FIFTH LEVEL FLOOR PLAN**

3/32"=1'-0"



10 9 8 7 6 5 4 3 2 1

A  
B  
C  
D  
E  
F  
G  
H



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 333 Touraine Grande Pointe Farms, MI 48236  
 Tel (313)256-2595 Fax (313)882-5002  
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## FEDERATED PROPERTIES

124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

## ROOF PLAN

SPA & SLUP	08/27/14
Drawn By	FEA
Checked By	T.J.Z.
Approved By	W.K.O.

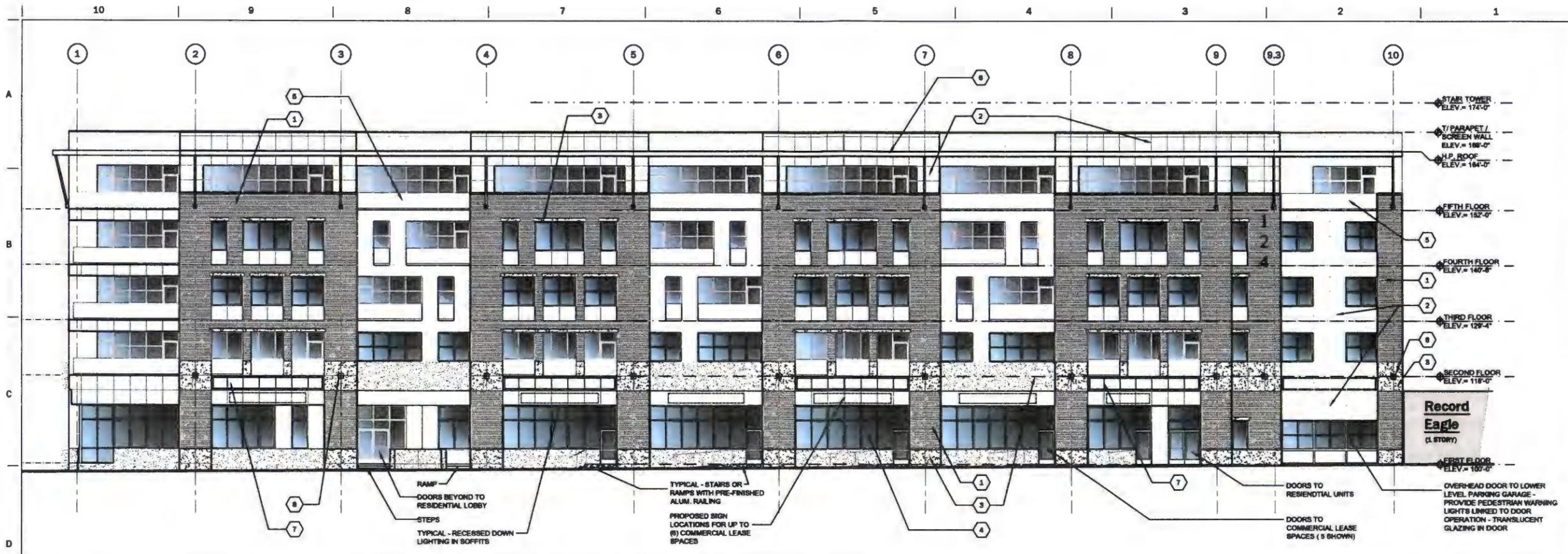
14002

A106

H10 ROOF PLAN

3/32"=1'-0"





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[www.owen-architects-collab.com](http://www.owen-architects-collab.com)

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

**SOUTH AND WEST EXTERIOR ELEVATIONS**

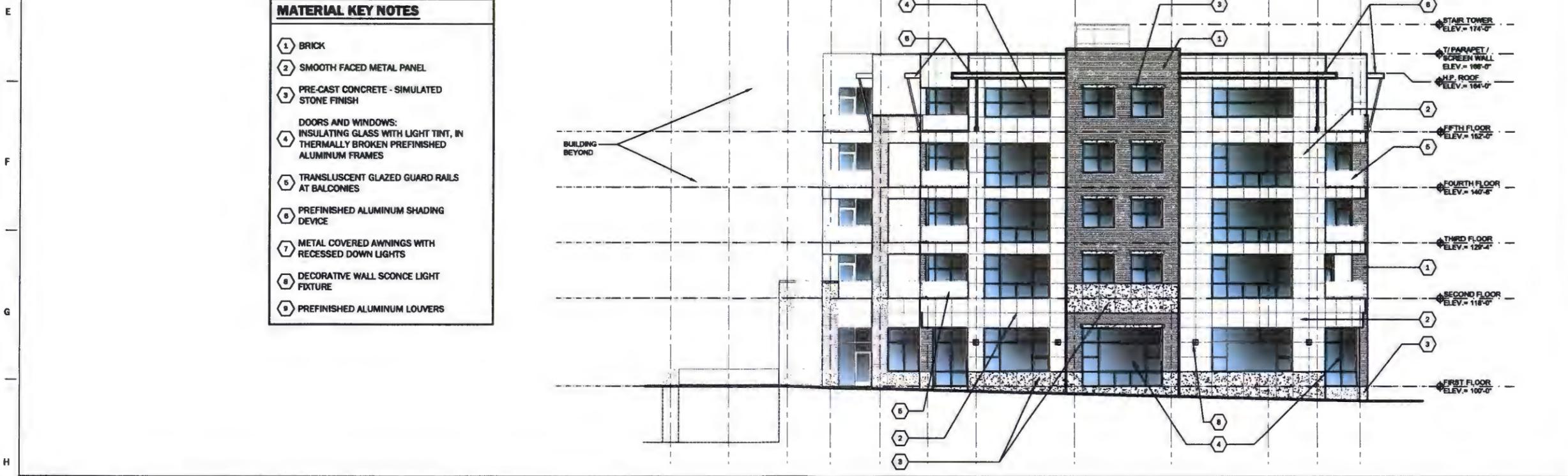
SFA & SLUP	06/27/14
REVIEW	05/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

14002

A201

**D10 SOUTH ELEVATION**

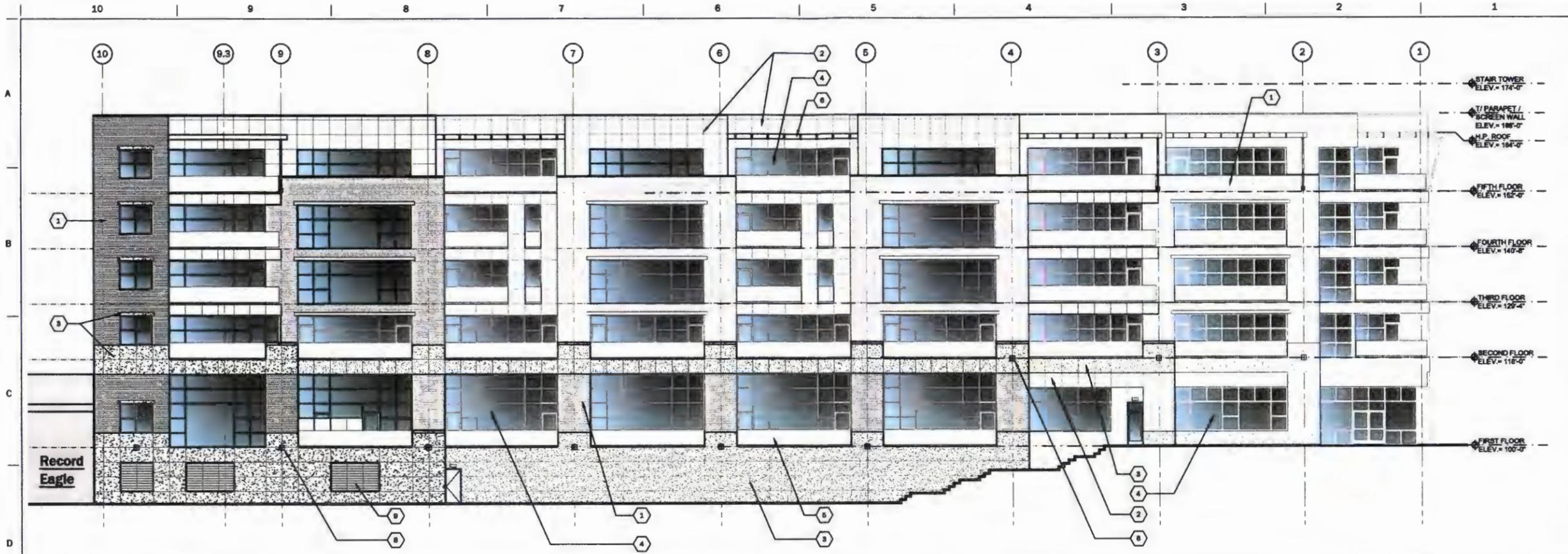
3/32"=1'-0" A100, A101, A012, A103, A104, A105



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 SCONCE LIGHT FIXTURE
9	PREFINISHED ALUMINUM LOUVERS

**H10 WEST ELEVATION**

3/32"=1'-0" A100, A101, A012, A103, A104, A105



# OAC

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 533 Yountville Grasse Pointe Farms, MI 48236  
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[www.owens-architects-collab.com](http://www.owens-architects-collab.com)

FEDERATED PROPERTIES

124 WEST FRONT STREET  
 TRAVERSE CITY, MICHIGAN

NORTH AND EAST EXTERIOR ELEVATIONS

BPA & BLUP	08/27/14
REVIEW	06/22/14
REVIEW	05/05/14
CONCEPT	01/22/14

Drawn By: FEA  
 Checked By: TJE  
 Approved By: WWO

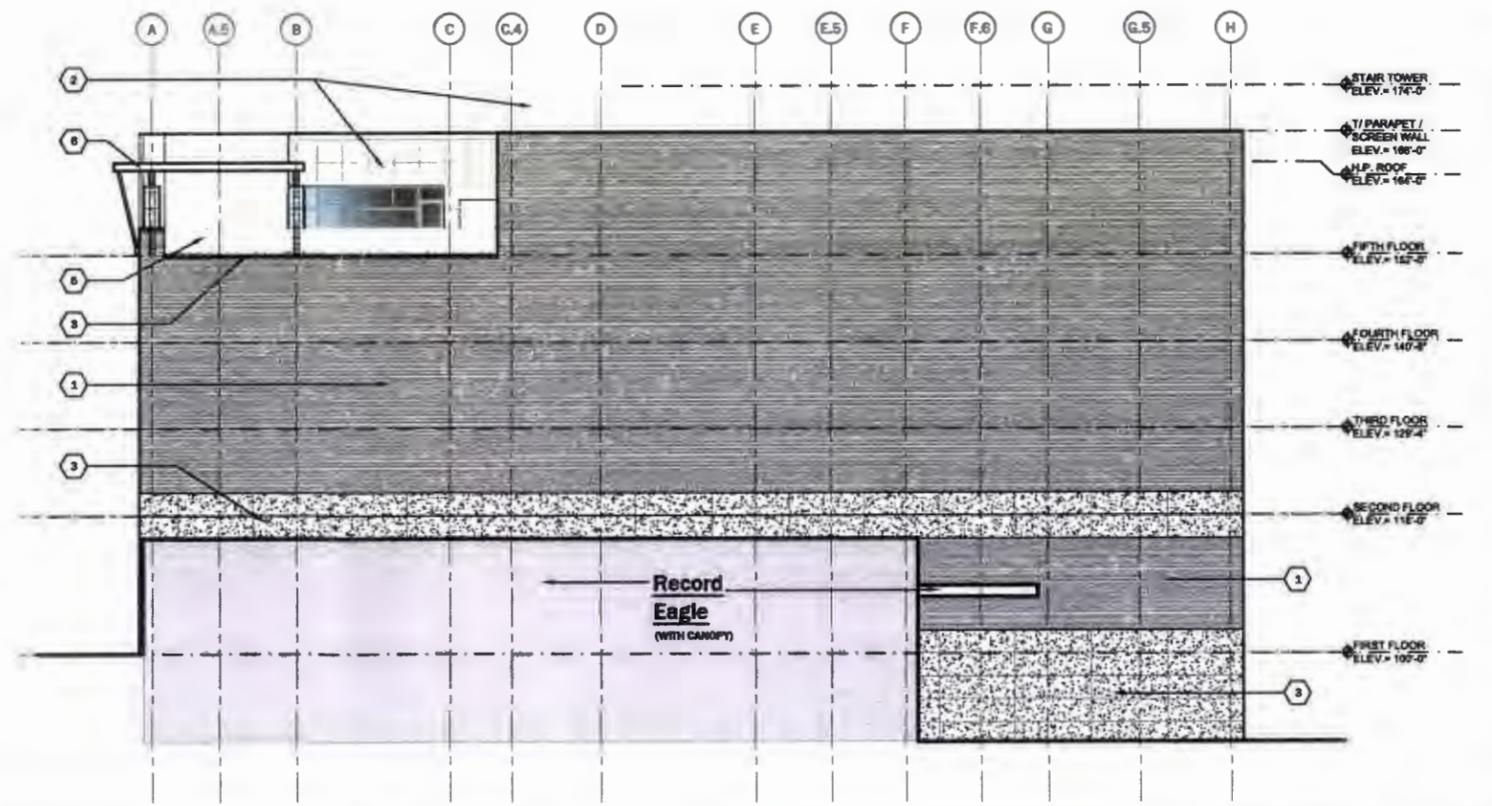
14002

A202

D10 NORTH ELEVATION

3/32"=1'-0" A100, A101, A102, A103, A104, A105

- MATERIAL KEY NOTES**
- ① BRICK
  - ② SMOOTH FACED METAL PANEL
  - ③ PRE-CAST CONCRETE - SIMULATED STONE FINISH
  - DOORS AND WINDOWS:  
 ④ 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 SCONCE LIGHT FIXTURE
  - ⑨ PREFINISHED ALUMINUM LOUVERS



H10 EAST ELEVATION

3/32"=1'-0" A100, A101, A102, A103, A104, A105













# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: PUBLIC HEARING – 14-SLUP-03 – EMERGENCY SHELTER AT  
517 WELLINGTON STREET (SAFE HARBOR OF GRAND  
TRAVERSE, INC.)

A public hearing on this matter has been scheduled for Monday night. Attached is the previously submitted memo from Russell Soyring, City Planning Director, indicating that the Planning Commission recommends approval of this request.

Following the public hearing, I recommend the following motion:

**that the Order Granting Special Land Use Permit No. 14-SLUP-03, to allow an Emergency Shelter at 517 Wellington Street, and recommended by the City Planning Commission, be adopted.**

JJO/kes

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

K:\tcclerk\city commission\special land use permit\slup\_PH\_14\_SLUP\_03\_Safe Harbor

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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 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.

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

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The City of Traverse City  
Planning Department

Governmental Center  
400 Boardman Ave  
Traverse City MI 49684  
(231) 922-4778  
www.traverscitymi.gov



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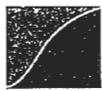
To: Jered Ottenwess, City Manager  
From: Russell A. Soyering, Planning Director  
Subject: Ruthie's House  
Date: November 12, 2014

A handwritten signature in blue ink, appearing to read "RSoyering".

I spoke with Christopher Hindbaugh, Executive Director of Addiction Treatment Services regarding Ruthie's House located on the 600 Block of East Eighth Street on November 4, 2014. He confirmed with me that no professional services are being provided for the residents residing at Ruthie's House. The building is being used to house individuals and any counseling assistance occurs off premise. The property is zoned C-1 (Office-Service) District.

Based on the City of Traverse City Zoning Code, the property where Ruthie's House is located is considered a residential use which is an allowable use in the C-1 (Office-Service) zoning district. By zoning definition "Transitional housing means a facility which is operated by a government or nonprofit agency providing interim sleeping, and bath accommodations; interim eating and cooking facilities; and professional services to assist individuals or families in locating permanent housing." Based on ATS' use of the building, Ruthie's House does not meet the definition of a Transitional house.

Attachment: Christopher Hindbaugh letter dated September 19, 2014



September 19, 2014

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

Mr Soyring,

Thank you for your phone call today about the Recovery Residences our agency maintains on 8th street. As I understand from your inquiry, there is some confusion about the operational aspects of these properties as it relates to city ordinances. As we discussed on the phone, our agency has operated properties that have been historically referenced as Transition Homes. That is a term used within the social services field that has a broad and sometimes arbitrary definition, however does not reflect the language or the priorities of the city ordinances relative to transitional housing.

Nearly 2 years ago, we began to reference these properties as Recovery Residences to better reflect the purpose, and to also meet some nationally approved standards of operation that have been updated to better regulate and monitor this aspect of the care continuum that is so important for many individuals in the early stages of recovery. While I understand that our historic use of the term Transitional Housing may have contributed to some confusion as it relates to the current discussions about the proposed Safe Harbor Project. Again, as we discussed on the phone, it appears to me that the language used by the city to define transitional housing is not reflective of ATS Recovery Residences. In other words, it does not appear to me that we meet the criteria of transitional housing and therefore are not directly influenced by nor should be an influencing factor in the eventual outcome of the Safe Harbor Project.

In further reference to the ordinance language, ATS does not provide any direct services at these locations. There are no staff members with offices, or otherwise providing services at any of the ATS Recovery Residences. ATS employs one full-time employee who is housed at the P.O.R.C.H, our agency's community center at 747 East 8th Street, as this is a community based program rather than a residentially based one. We do not provide meals, cleaning services, housing assistance, educational groups or other services typically provided at Transitional Housing Facilities. In short, we offer individuals in early stages of recovery (most have just completed a 30 day residential treatment program) a safe, clean, environment for a nominal rental fee.

Should you have any additional questions, please do not hesitate to contact me.

Regards,

Christopher Hindbaugh  
 Executive Director  
 Addiction Treatment Services



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 Starkel, 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 Starkel

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).

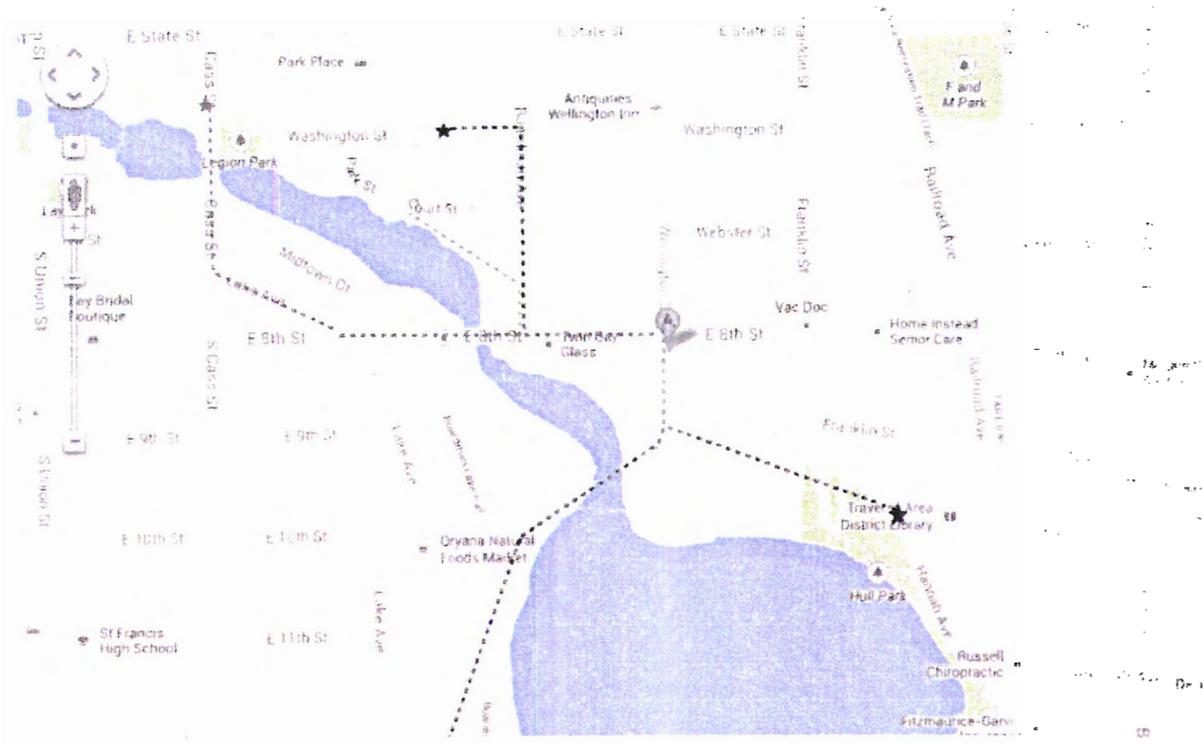


**Cut back vines, and trim bushes  
Remove bricks and debris**



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.

23

# Sidewalks - Attachment F

511

517

519

## E EIGHTH ST

**Option A**  
New West Sidewalk

**Option B**  
New East Sidewalk

±200 ft

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

A. New Crosswalk 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 ±68 lineal feet 5'-0" sidewalk to engineer specifications (in public ROW)

515

B. New ±96 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

### Alley

## WELLINGTON ST

418

520

517

520

Legend  
Red line  
Prop



1 Inch = 40 feet

This map is based on digital data from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or inaccuracies.

### Sidewalks - Attachment F

Safe Harbor 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 (HCI) 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: 1/2 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.

TRAVERSE CITY POLICE DEPARTMENT  
OFFICE MEMORANDUM

**TO:** JERED OTTENWESS, CITY MANAGER  
**FROM:** MICHAEL WARREN, CHIEF OF POLICE *MKW*  
**SUBJECT:** EMERGENCY SHELTER – SLUP – SAFE HARBOR  
**DATE:** SEPTEMBER 30, 2014

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In reviewing the SLUP for Safe Harbor to operate, as to the impact on the police department, I would like to emphasize some points we have already considered:

- We have identified a core group of 8 to 12 people that we repeatedly go on calls for service.
- These people are chronic alcoholics. They have been banned from Safe Harbor facilities.
- Safe Harbor has a zero tolerance policy for consumption of alcohol on their property.
- The core group of 8 to 12 people will choose to drink instead of shelter.
- On average we can state that we will respond to ambulance calls on this group 2 to 3 times in a 24 hour period. Generally they are not admitted to the hospital and are release when their cognitive level is stable.
- We know that at least 5 of this core group have died this summer.
- Currently six of this group is living in Dann's House in Garfield Township since August 1, 2014.
- The Traverse City Police Department has noticed a significant drop in dispatched calls for service involving drunk and disorderly, trespassing, and squad assists since the opening of Dann's House.
- We can assure the citizens that these two programs are separate from each other; however, they work for the overall goal of permanent housing for our homeless population.
- Dann's House is permanent housing.

**Emergency Shelter – SLUP – Safe Harbor (continued)**

**Page Two**

**September 30, 2014**

- **Safe Harbor works closely with Goodwill Industries to place homeless into permanent housing.**
- **After we isolated this core group we realized that the majority of homeless persons do not utilize emergency services. The only exception is to go to the hospital because of health issues.**
- **We also know statistically that all homeless persons are at a greater risk to become a victim of crime.**

**The city police will be served by the centralization of Safe Harbor as opposed to seven area churches within the City providing services.**

**This centralization will be a focal point to administer services to our homeless. Safe Harbor will network with Dann's House, Goodwill Industries, and other health professionals in providing the homeless with medical, mental health, and disability benefits. The overall goal is affordable housing.**

**cc: Safe Harbor File  
Department Correspondence File**

**MKW\SAFE HARBOR\EmergencyShelter.SLUP.O'Brien.MMO.2014**

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# Communication

From the Office of the Fire Chief

The City of Traverse City  
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 2

Thursday October 02, 2014

TO: Jered Ottenwess, City Manager

REF: Staff Report, 14-SLUP-03,  
517 Wellington Street

Jered,

The purpose of this communication is to provide commentary on 2 areas within the above named SLUP regarding public facilities and services provision and cost. Specifically, the anticipated affect within these 2 areas with respect to the Traverse City Fire Department and services it provides. I will refer to each area separately.

## **General Standards 1364.02:**

- (a) 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 provision of emergency response services to 517 Wellington is within the scope and capability of the Fire Department. The location is within the primary response area of Rescue 01 which is housed at TCFD Station 01 located at 500 West Front Street. Primary emergency medical services will be provided by Rescue 01 which is an ALS transport unit. Secondary emergency medical services will be provided by Engine 02, an ALS non-transport unit which is housed at TCFD Station 02 located at 1313 East 8<sup>th</sup> Street. It is estimated that the travel time for each unit responding emergent to 517 Wellington would be approximately 3 minutes as the site is nearly equidistant to Station 01 and Station 02. The same parameters are also applicable to an emergency response for fire-based or other emergencies/hazards.

Conditions that affect response times are heavy traffic volumes at peak travel times and adverse road conditions. These 2 conditions affect response times to all areas of the City and would be no different for 517 Wellington.

An important note is that 517 Wellington is less than 1 block south of East 8<sup>th</sup> Street which is a designated "Green Route" that is kept open as a primary travel route for emergency vehicles during storm events.

**General Standards 1364.02:**

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

Historically, calls for service to Safe Harbor locations within the City have not created a noticeable extra demand on City Fire services. The majority of calls for service to Safe Harbor locations are health-based. This follows with the trend that is experienced throughout the City and the fire service in general in that 70% of calls for service that the TCFD responds to are medical/rescue calls.

The Safe Harbor staff are trained in recognizing when a client is in need of emergency services, and also how to call for and interact with emergency service personnel. The fact that Safe Harbor personnel are on a "night-watch" schedule aids in this effort.

A situation where a client requires medical intervention is recognized and 911 is called. An assessment is performed and if the client can be safely treated and released at the scene, the required documentation is completed with instructions to the client and the Safe Harbor staff provided by emergency service personnel. If the situation is more serious, the patient is stabilized and transported to the hospital for further treatment and care.

If a fire alarm sounds, or if there is a suspicion of fire or another hazard, 911 is called and clients are moved to a safe area or evacuated from the building. An investigation is performed and the hazard is mitigated.

It has not been the experience that the provision of emergency services to Safe Harbor located in churches within the City have required the acquisition of additional Fire Department equipment or personnel. It is not anticipated that this will change if Safe Harbor is moved to 517 Wellington.

Chief Tuller,  
T.C.F.D.

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**The City Of Traverse City**

Police Department

851 Woodmere Ave.  
Traverse City, Michigan  
49686



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**MEMORANDUM**

To: City Manager

From: Chief Warren *MKW*

Date: 11/11/14

Subject: Safe Harbor 2013/2014

Attached is the requested data ref Safe Harbor. The info is self-explanatory and the calls during the Safe Harbor week(s) are:

Medical-18

Trespass-1

Damage to property-2

Personal assists-7

Suspicious person-3

Disorderly person-21 ( usually an intoxicated person or one who refuses to follow the rules and is told to leave)

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**Safe Harbor of Grand Traverse 2013-2014**  
**Traverse City Churches**

Church	Dates	Calls for Service	
		Week of Safe Harbor	Week Prior and After
First Church of the Nazarene 1203 S. Division	11/16-11/29 2013 11/30-12/06 2013 04/05-04-11 2014	6 4 1	0
Bayview Wesleyan 720 Wayne St.	12/14-12/20 2013 03/08-03/14 2013	2 5	0
The Presbyterian Church 701 Westminster	12/28 2013 thru 01/03 2014	6	4
Faith Reformed 1139 E. Front St.	01/04-01/10 2014 01/29-02/04 2014	5 2	0 1
St. Francis Catholic Church 1025 S. Union St.	1/18/2014 thru 1/31/2014	7	1
Central United Methodist 222 Cass St.	02/01/2014 thru 2/14/2014	10	0
Bethlehem Lutheran 1050 Peninsula DR.	03/15 2014 thru 3/21/2014	4	0
Grace Episcopal 341 Washington St.	03/22/2014 thru 3/28/2014	0	0



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JIM CARRUTHERS, CITY COMMISSIONER

SUBJECT: SAFE HARBOR LETTER OF SUPPORT

The Commission has been in discussion with Safe Harbor to use the City-owned property at 517 Wellington. Through this 10-month process, we have worked with the Planning Commission to create an ordinance for emergency shelter, backed Safe Harbor's application for a Special Land Use Permit, and hosted countless opportunities for public comment. Safe Harbor has received their 501(c)3 approval from the federal government and would like to begin fundraising for this property. They are asking for a formal "letter of support" from the City in order to move ahead.

I recommend the following motion:

**that the City Commission authorizes the City Manager to sign the letter of support to prospective Safe Harbor supporters dated November 18, 2014, indicating the City is negotiating in good faith with Safe Harbor for it to utilize the property outlined in the Special Land Use Permit.**

JCC/bcm

copy: Peter Starkel, Safe Harbor

K:\tcclerk\city commission\letter of support safe harbor

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The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
231) 922-4440  
citymanager@traversecitymi.gov



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November 18, 2014

Dear prospective Safe Harbor supporter:

Re: Safe Harbor Wellington Street Emergency Shelter

The City of Traverse City supports Safe Harbor of Grand Traverse, Inc.'s proposed use of the City-owned property at 517 Wellington.

The City recognizes the public health and safety value of providing seasonal emergency shelter to residents experiencing homelessness. The City also recognizes that the Police and Fire Departments will save on costs associated with emergency services with this plan. Therefore, we are negotiating in good faith with Safe Harbor for them to utilize the property outlined in the Special Land Use Permit, known as 517 Wellington.

Sincerely,

Jered Ottenwess  
City Manager

JJO/clh

copy: Mayor Michael Estes  
City Commission  
City Clerk Benjamin Marentette



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: CITY ATTORNEY EMPLOYMENT AGREEMENT

This past summer, the City Commission completed a performance assessment of City Attorney Lauren Tribble-Laucht. I, as well as Department heads with whom the City Attorney works most frequently, participated in the performance assessment. The performance assessment reflected that the City Attorney provides an exceptional level of service and has grown significantly as a professional since her appointment in 2011.

I recommend the employment agreement with City Attorney Lauren Tribble-Laucht be amended as follows:

1. Salary. The City Attorney currently receives an annual salary of \$71,000. I recommend, for several reasons, that the City Attorney's annual salary be increased to \$85,000 effective December 1, 2014, with a \$2,500 annual increase effective December 1, 2015, and a \$2,500 annual increase effective December 1, 2016, both subject to acceptable performance reviews by the City Commission in the preceding June.

This proposed increase is based upon the following:

- \$85,000 is consistent with other comparable positions from across the state and locally that have been reviewed as well as other similarly situated department head positions.
- The average hourly rate for contract municipal attorneys in Michigan, based on the Michigan Municipal League's Pay and Benefits Survey, is \$85 to \$150 per hour. The 2014 Economics of Law Practice Survey conducted by the State Bar of Michigan, which was sent to 14,861 non-private practice members of the Bar, indicates hourly rates reported by public corporation law practitioners (including city and village attorneys), indicates a range from \$140 to \$445 per hour.

- The hourly rate equivalent for the proposed City Attorney salary is \$57.79 including fringe benefits (which does not include participation in the City's defined benefit plan).
  - There is tremendous benefit to having a full-time City Attorney on staff and contracting for the service would be much more costly.
2. Vacation. Currently, the City Attorney is entitled each year to vacation of three weeks.

I recommend that the City Attorney receive four weeks of vacation each year, provided the City Attorney is not absent on vacation for more than two consecutive weeks at a time, unless such vacation time is being used in conjunction with short term disability insurance.

Attached is a proposed employment agreement amendment which would incorporate the above changes.

As stated above, the City Attorney has provided exceptional service and continues to perform at a high level in my judgment and as evidenced by her recent performance assessment that included other department heads. As you are well aware, the City Attorney is responsible for advising the City Commission, City Manager and department heads on a broad range of issues. The City Attorney is an integral part of the City's leadership team and it is important that a competitive compensation package be provided to retain and motivate professional staff. I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute the First Amendment to Employment Agreement for City Attorney with Lauren Tribble-Laucht (original agreement authorized October 17, 2011), which increases the City Attorney's annual salary and annual vacation as outlined in the November 13, 2014 communication from the City Manager, such amendment subject to approval as to its substance by the City Manager.**

JJO/bcm

K:\tclerk\city commission\employment agreements\city attorney first amendment 20141117  
copy: Jamie Caroffino, Human Resources Generalist

**EMPLOYMENT AGREEMENT FOR  
CITY ATTORNEY**

THIS AGREEMENT is made this 11<sup>th</sup> day of October, 2011 by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, 400 Boardman, Traverse City, MI 49685, (the "City") and LAUREN TRIBLE-LAUCHT, of 632 Hill Street, Rochester, Michigan 48307, (the "City Attorney");

- A. The City wishes to retain the services of Lauren Tribble-Laucht as in-house City Attorney; and
- B. Lauren Tribble-Laucht wishes to be employed by the City as in-house City Attorney; and
- C. It is to the advantage of both the employer and the employee to specify the conditions under which the employee is to work and to be compensated; and

Based upon these understandings, the parties agree as follows:

1. Employment. The City hereby employs Lauren Tribble-Laucht as the City Attorney, and Lauren Tribble-Laucht hereby accepts such employment upon the terms and conditions hereinafter set forth.
2. Applicable Laws. This Agreement is subject to all applicable laws and administrative rules bearing upon the parties and the subject matter of this Agreement as such law may be in effect from time to time, including without limitation, the Charter of the City of Traverse City, and such law is incorporated herein by reference. In the event of conflict between the provisions of this Agreement and such applicable law, such applicable law shall control.
3. Term. This Agreement shall commence on October 31, 2011 and shall continue thereafter until termination, amendment or renegotiation. The initial term covered by this contract is three years. At the conclusion of the third year the parties shall have the opportunity to renegotiate the terms of the contract.
4. Performance Evaluation. An informal performance evaluation may be conducted on or about December 31 of each year upon request of either the City Commission or the City Attorney and a formal performance evaluation shall be conducted on or before June 30 of each year but these evaluations shall not be a renegotiation of the terms of this Agreement. The performance of the City Attorney shall be evaluated primarily upon the duties and functions listed in job description (Exhibit A) as well as goals expressed by the Commission during goal setting sessions and/or informal or formal performance evaluation sessions as outlined in this Agreement.
5. Compensation. For all services rendered by the City Attorney under this Agreement,

the City shall pay the City Attorney an annual salary of SIXTY- FIVE THOUSAND DOLLARS AND NO CENTS (\$65,000.00) effective October 31, 2011, to be paid in the same manner and intervals as regular full-time management employees. Effective October 31, 2012 the City Attorney shall receive a TWO THOUSAND DOLLARS AND NO CENTS (\$2000.00) annual pay increase subject to acceptable annual performance review by the City Commission in the preceding June. Effective October 31, 2013 the City Attorney shall receive a TWO THOUSAND DOLLARS AND NO CENTS (\$2000.00) annual pay increase subject to acceptable annual performance review by the City Commission in the preceding June. Effective October 31, 2014 the City Attorney shall receive a TWO THOUSAND DOLLARS AND NO CENTS (\$2000.00) annual pay increase subject to acceptable annual performance review by the City Commission in the preceding June.

6. Termination. Either party has the right to terminate the employment relationship at any time and in the sole discretion of the party terminating the relationship subject to the provisions of the City Charter and the following provisions:

- a) In the event Ms. Tribble-Laucht resigns from the position, she shall give 90 calendar days' advance notice to the City Commission.
- b) In the event the City Commission terminates Ms. Tribble-Laucht's services, it shall give her 60 calendar days' advance notice, or in the alternative, the equivalent of 60 calendar days' pay or the portion thereof where less than 60 days' notice is given. In addition, the City shall also pay for 60 calendar days its share of health and dental care premiums for policies in effect at the time of separation or the portion thereof where less than 60 days' notice is given. The requirements of this paragraph shall not apply in the event that Ms. Tribble-Laucht is terminated because of conviction of a felony, the commission of legal malpractice in her representation of the City, a violation of the Michigan Rules of Professional Conduct in her representation of the City, or any illegal act involving personal gain.

7. Duties. Ms. Tribble-Laucht shall perform the duties of the City Attorney set forth in the City Charter, as well as the duties set forth in the City Attorney job description, which is attached to this Agreement as Exhibit A and incorporated herein by reference. The City Commission may from time to time, by motion or resolution, alter this description of the City Attorney's responsibilities, with these alterations taking effect after a copy of the motion or resolution is delivered to Ms. Tribble-Laucht.

8. Extent of Services. The City Attorney shall devote her professional time, attention and energies to the business of the City. In order to discharge the functions of the office of City Attorney, early morning, lunch, weekend and night-time meetings and activities may occur outside regular office hours that require the City Attorney's attendance. Ms. Tribble-Laucht shall not "moonlight" or take on other clients or legal matters without the express written consent of the City Commission.

9. Vacations. The City Attorney shall be entitled each year to vacation of three (3) weeks. During such vacation time, the City Attorney's compensation will be paid in full. The City Attorney's vacation time shall be prorated proportionately from October 31, 2011 to June 30, 2012 and may be used as accrued. Beginning July 1, 2012, the City Attorney's vacation time shall be accrued and used in the same manner as regular full-time management employees.

10. Benefits. Except as modified in this Agreement, the City Attorney shall receive all such fringe benefits afforded to Exempt City Administrative, Confidential and Technical employees, as may be amended from time to time. In addition, the City will also pay for Ms. Tribble-Laucht's professional dues and her expenses related to professional development, up to the limits set forth in the City Attorney departmental budget.

11. Retirement. The City Attorney shall not qualify to participate in the City's defined benefit pension plans nor shall the City Attorney be entitled to any retiree health insurance.

The City Attorney shall be offered a Section 457 Deferred Compensation Plan match on a dollar for dollar basis up to eight percent (8%) of gross compensation.

12. Relocation Expenses. Following execution of this Agreement, the City shall make a one-time only payment to the City Attorney in the amount of TWO THOUSAND DOLLARS AND NO CENTS (\$2000.00) to reimburse the City Attorney for relocation expenses.

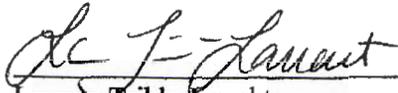
13. Assignment. This Agreement is not assignable by either party hereto.

14. Waiver of Breach. A waiver by the City of a breach by the City Attorney of any provision of this Agreement shall not operate or be construed as a waiver by the City of any subsequent breach by the City Attorney.

15. Non-Discrimination. The City Attorney agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

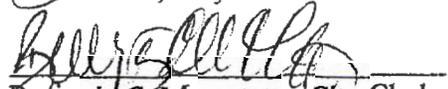
16. Dispute Resolution. Should a dispute arise under the terms of this Agreement or in the interpretation of any obligation required herein, the parties acknowledge and agree they shall first attempt to negotiate a resolution of the dispute amongst themselves and failing in that shall resort to mediation using an independent party trained in mediation. The fee for the mediator shall be shared by the parties equally. No other proceedings shall be commenced until this process has been followed. The failure to follow this process may subject the unwilling party to the assessment of costs and reasonable legal fees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

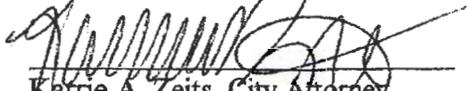
  
\_\_\_\_\_  
Lauren Tribble-Laucht

CITY OF TRAVERSE CITY

  
\_\_\_\_\_  
Chris Bzdok, Mayor

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

APPROVED AS TO FORM:

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

CITY MANAGER

  
\_\_\_\_\_  
R. Ben Bifoss

## EXHIBIT A

### CITY OF TRAVERSE CITY

#### Job Description

### CITY ATTORNEY

#### **General Summary:**

The City Attorney is appointed by and serves at the pleasure of the City Commission. Acts as legal advisor to, and general counsel for, the City and all of its officers in matters relating to their official duties, and represents the City in all actions brought by or against the City or against City officials in their official capacity. Advises, counsels and represents the Downtown Development Authority on an as-needed basis.

#### **Essential Job Functions:**

An individual in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the individual may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Prepare for and attend all City Commission and related meetings as needed; consult with City Commission or Manager regarding agenda wording and preparation; follow up from all such meetings as requested.

Advises the Mayor, City Commission, City Manager, and key managers relative to legal matters affecting the City. Acts as a sounding board for the City Commission, City Manager and key managers on critical proposals.

Attend meetings of the Planning Commission, Zoning Board of Appeals, Downtown Development Authority, and other boards and bodies on an as-requested basis.

Drafts, or review drafts, of ordinances, code amendments, resolutions, agreements, legal opinions, deeds, leases, and other legal documents and reports as requested by City Commission and/or City Manager.

Represents the City in all aspects of civil litigation, including preparation and trial of cases; recommend actions on claims against the City; works with insurance counsel to defend City in cases for which coverage is provided.

Negotiates agreements with developers, contractors, and other agencies.

Drafts and negotiates agreements and provides legal advice and other legal services as requested by the Downtown Development Authority and/or its Executive Director.

Represents the City in labor negotiations, arbitrations, resolution of labor disputes and legal advice pertaining to labor matters as requested by the City Manager or the City Commission.

Represents the City in matters before the Michigan Tax Tribunal.

Prosecutes violations of the Traverse City Code (except traffic violations).

Provides telephone or in-person consultations with City Commissioners on City matters.

Performs all other legal services deemed necessary or expedient by the City Commission or the City Manager.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Must be licensed to practice law in the State of Michigan. Must provide proof of legal working status in the United States.

Demonstrated competence and knowledge in a broad range of municipal legal issues including: regionalism, land use, environmental, labor and employee relations, and downtown development authority.

Considerable knowledge and experience in legal principles and practices, including civil, constitutional, and administrative law and procedure; ordinances, statutes, and court decisions relating to municipal government.

Ability to conduct their own research on complex legal problems, to prepare sound legal opinions, and communicate effectively, both orally and in writing.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to talk or hear. The individual frequently is required to use hands to finger, handle or feel; reach with hands and arms; and sit or stand. The individual must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

While performing the duties of this job, the employee regularly works in a business office setting. Will operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machine. The noise level in the work environment is usually moderate.

First Amendment to Employment Agreement for City Attorney

This is an amendment to the Employment Agreement for City Attorney dated October 11, 2011 (the "Agreement") between the City of Traverse City, a Michigan municipal corporation, 400 Boardman Avenue, Traverse City, Michigan 49684 ("City") and Lauren Tribble-Laucht, 438 Monroe Street, Traverse City, Michigan 49684 (the "City Attorney").

The Agreement is hereby amended as follows:

3. Term. This Agreement shall commence on October 31, 2011 and shall continue thereafter until termination, amendment or renegotiation. The parties shall have the opportunity to renegotiate the terms of the contract every three years.

5. Compensation. For all services rendered by the City Attorney under this Agreement, the City shall pay the City Attorney an annual salary of EIGHTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$85,000.00) effective December 1, 2014, to be paid in the same manner and intervals as regular full-time management employees. Effective December 1, 2015 the City Attorney shall receive a TWO THOUSAND FIVE HUNDRED AND NO CENTS (\$2,500.00) annual pay increase subject to acceptable annual performance review by the City Commission in the preceding June. Effective December 1, 2016 the City Attorney shall receive a TWO THOUSAND FIVE HUNDRED AND NO CENTS (\$2,500.00) annual pay increase subject to acceptable annual performance review by the City Commission in the preceding June.

9. Vacations. The City Attorney shall be entitled each year to vacation of four (4) weeks. During such vacation time, the City Attorney's compensation will be paid in full. The City Attorney's vacation time shall be accrued and used in the same manner as regular full-time management employees. The City Attorney shall not be absent on vacation for more than two consecutive weeks at a time, unless such vacation time is being used in conjunction with short-term disability insurance.

All other terms and conditions of the Agreement shall remain unchanged.

CITY OF TRAVERSE CITY

\_\_\_\_\_  
Lauren Tribble-Laucht

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

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

Approved as to substance:

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



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: CITY FACEBOOK PAGE – SITE POSTING POLICY

We are gearing up to launch an official City of Traverse City Facebook Page, which will be coordinated by the City Clerk's Office. Clearly, social media is a valuable and extremely-relevant communication tool. We are looking forward to enhanced engagement and communication with more of our residents by leveraging Facebook. We aim to launch the City's official Facebook page around the first of the year.

Attached is a Facebook Site Posting Policy developed by City Attorney Lauren Tribble-Laucht, Assistant City Manager Penny Hill and City Clerk Benjamin Marentette. The purpose of the policy is to provide a framework for managing the City's official Facebook page.

I recommend the following motion:

**that the City of Traverse City Facebook Site Posting Policy, which provides a framework for managing the Official City of Traverse City Facebook page, be adopted.**

JJO/bcm

K:\tcclerk\city commission\policies\facebook site posting policy



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CITY OF TRAVERSE CITY  
FACEBOOK SITE POSTING POLICY

1. **BACKGROUND**: The City of Traverse City encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of the City's mission. By openly sharing knowledge, best practices, and lessons learned, we can provide more effective solutions, and enhance efficiencies within the business of government. The City's Facebook page is intended to serve as another way in which our community can connect and learn about City services, events and activities. Just like public meetings and the many other ways we engage one another, the Facebook page is intended for our community to foster a dialog regarding topics that pertain to city business, and to have constructive discussions.

This policy is structured into two sections; the first being a general policy and guidelines for anyone posting to the City Facebook page, and the second being additional guidelines for City Employees who post to the City's Facebook page.

As the technology evolves, this policy will evolve; but in general terms, the use of social media technology follows the same standards of professional practice and conduct associated with everything else we do.

2. **PURPOSE**: The purpose of this policy is to provide guidelines for posting content to the City of Traverse City Facebook page.
3. **SECTION I – GENERAL POLICY**: This policy shall apply to all users of the City Facebook page, including the general public, City staff, City Commission Members, and members of City Boards and Committees.

Comments noting the positives about our city are always welcome of course; but so too are constructive criticisms. The City actively monitors its Facebook page and takes your input seriously; so we encourage everyone to be respectful and thoughtful in their comments.

You are fully responsible for everything that you submit in your comments, so please remember that all posted comments are in the public domain. Comments may be retained by the City of Traverse City and may be subject to disclosure, if requested under the Freedom of Information Act. The City of Traverse City reserves the right to delete comments that are generally understood as any of the following:

- a. Comments not related to City business or not related to the original posted social medium content being commented upon;
- b. Comments in support of, or in opposition to, political campaigns or ballot proposals;
- c. Violent, racist, discriminatory, obscene, or profane language or content;
- d. Sexual or violent content or links to sexual or violent content;
- e. Comments that physically threaten any person or organization;
- f. Comments that contain random or unintelligible text;
- g. Information that may compromise the safety or security of the public or public systems;
- h. Copyrighted material or other content that violates the legal ownership interest of another party;
- i. Commercial advertisements for products or services;
- j. Comments that suggest or encourage illegal activity;
- k. Multiple, off topic posts or repetitive posts that are copied and pasted;
- l. Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name;
- m. Posted content that contains personal information, including, but not limited to, identification numbers, phone numbers, e-mail addresses.

The City reserves the right to ban users who continually violate the above policy and guidelines.

The City shall post the content of Section I in a prominent location on the City's Facebook page.

4. SECTION II – EMPLOYEE POLICY: In addition to the guidelines in Section I, City employees shall follow the guidelines in this Section II:

- a. Content:  
The City Clerk or his/her designee shall have the sole authority to administer and moderate the content of the City's Facebook page.
- b. Authority to Post on City's Facebook Page as the Official City Position:  
For consistent communications practices, all posts as the City's official position on the City Facebook page shall be made by the City Clerk or his/her designee. In the event of an emergency situation, or any situation deemed appropriate by the City Manager, the City Manager or his designee may post to the City's Facebook page as the official City position.
- c. Other employees posting to the Facebook page:  
Other employees may post content, but must include a disclaimer that reflects that the content contained therein is in no relation to their professional duties as an employee of the City of Traverse City. Employees shall, in no way, attempt to convey their position as the Official City position.

d. Prohibited Content (in addition to that identified in Section I):

1. Information about actual or potential claims and/or litigation involving the City of Traverse City
2. Intellectual property of others, without written permission
3. Photographs of employees or members of the public, without written permission
4. Personal, sensitive or confidential information about anyone which would constitute an invasion of an individual's privacy

5. PENALTY FOR VIOLATION: Employees who violate this policy are subject to disciplinary action, up to and including discharge.

I certify that this policy was adopted by the City Commission for the City of Traverse City on November 17, 2014, at a regular meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: <sup>30</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: NON-MOTORIZED TRAIL SNOW REMOVAL SERVICE

Packet:

- Letter from TART Trails to Grand Traverse County Administrator Dave Benda regarding request for contract administration services
- Snow Removal Services on the Trail Network outline with cost estimate
- Snow Removal Map 2014-15
- TART Winter Trail Maintenance Guidelines
- Memo of support from Commissioner Howe and Commissioner Werner

As you know, TART will no longer be able to enter into a service agreement for volunteers that they organize to operate City equipment to clear non-motorized trails within the City. I have been working with TART and their Executive Director, Julie Clark, on developing an alternative model moving forward whereby the City would enter into a cost sharing agreement with Grand Traverse County, participating townships (Acme and East Bay), and TART to hire a private contractor to clear snow from non-motorized trails. Grand Traverse County would administer the contract and the other participating organizations would fund the contract.

Unfortunately, at this time, such an agreement has not been finalized and snow is upon us. Therefore, I believe it is necessary to bring action forward for the City Commission for your consideration so that a cost sharing agreement can be entered into immediately after approval by other participating entities or the City can enter into a contract for services if a cost sharing agreement is not put into place.

Staff is working to obtain bids with more specific cost parameters, however, based on the estimates provided by TART (\$29,520 for City trails), I believe approving an expenditure of up to \$35,000 would be conservative.

If the City Commission supports direct expenditure for non-motorized trail snow removal services as described, the following motion would be appropriate (5 affirmative votes required):

**that the Mayor and City Clerk execute a cost sharing agreement for the 2014-15 winter season with the County of Grand Traverse to provide snow removal service on identified City-owned non-motorized trails, with costs not to exceed \$35,000 with funds available in the General Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and that in the absence of such an agreement, that the Mayor and City Clerk be authorized to execute a service agreement for the 2014-15 winter season for snow removal service on identified City-owned non-motorized trails, with costs not to exceed \$35,000 with funds available in the General Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

e-copy: Julie Clark, TART Executive Director  
Dave Benda, Grand Traverse County Administrator/Controller

K:\tcclerk\city commission\agreements\snow removal non motorized trails



PO Box 252  
Traverse City, MI 49685

231 941 4300  
traversetrails.org

## Connecting Communities

### BOARD OF DIRECTORS

Brian Fisher, *President*  
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Tom Auer  
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Mike Tarnow  
Howard Yamaguchi

November 6, 2014

Mr. David D. Benda, Administrator/Controller  
Grand Traverse County  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Benda,

On behalf of Traverse Area Recreation and Transportation (TART) Trails, we appreciate the County's willingness to consider entering into a partnership to help keep the trails operational throughout the winter season. Year-round maintenance of the trail network provides residents and visitors access to valued non-motorized transportation and outdoor recreation opportunities. Snow removal services along specific trails is critical throughout the winter months due to a lack of safe transportation alternatives beside and in the roadways. Reliable access to the trails also provides important ways for our community to stay active, maintaining and improving their physical and mental health.

Since 2011, TART Trails has partnered with the City of Traverse City to provide snow removal operations as a temporary solution due to lack of agency capacity to perform the services to a level where trails remained useable throughout the winter. The three years the trails were regularly cleared of snow, it was apparent they were actively used and served as an important corridor for non-motorized users, including connections to transit. Due to changing availability in equipment as well as volunteer operators, this summer TART Trails and the City of Traverse City began discussing other options for snow removal. The result of these discussions is the proposal for a contractor to provide snow removal services for the TART Trail between Bunker Hill and Carter Road.



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## Connecting Communities

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Jim Dombrowski  
Meagan McLain  
Wayne Olsen  
Kelley Peterson  
Mike Tarnow  
Howard Yamaguchi

With a significant portion of the TART Trail outside of the City limits, the partnership and participation of Grand Traverse County is a critical component to the success of this effort. TART Trails is requesting that Grand Traverse County Facilities Department administer the contract. Funding for the contract is proposed to be structured based on the amount of trail that falls within the various jurisdictions. TART Trails is also willing to raise private funds to support the effort.

Three supporting documents are attached to this letter for planning purposes: 1) A Snow Removal Trail Map that identifies the trails to be cleared, the proposed partners involved and the distance of trail within their jurisdiction. 2) Draft Snow Removal Guidelines for the level of service provided and roles by specific partners, and 3) Trail Network Snow Removal Partnerships.

Thank you for your consideration. We look forward to partnering with the County to support snow removal for the trail network as an important part of ensuring reliable and important access to a valued non-motorized transportation system.

Sincerely,

**TART Trails, Inc.**

Julie Clark, Executive Director, TART Trails, Inc.

Cc: Brian Fisher, Board President, TART Trails, Inc.  
Jered Ottenwess, Manager, City of Traverse City

# Snow Removal Services on the Trail Network

## **History:**

Starting in 2011 TART Trails provided mechanized snow removal services along the trail network within Traverse City and Grand Traverse County in response to the City of Traverse City's snow removal services being reduced to less than one clearing per week. After clearing the trail with donated equipment one year, in 2012 and 2013 TART Trails' entered into an agreement with the City of Traverse City for trained TART Trails' volunteers to operate a City owned, fueled and maintained Holder with a front mounted snowblower. The agreement worked well, with both City staff and TART Trails' volunteers partnering for a clear and useable trail all winter. However, the goal from the beginning was for TART Trails' operations to be a temporary solution rather than a duplication of services. Furthermore, the limitations of timing (Mon-Fri), uncertainty of equipment availability, and sustainability of a volunteer led effort all factored into finding a longer term solution for keeping the trails clear.

## **Outcome:**

Providing year-round usable and accessible trail infrastructure for outdoor recreation and non-motorized transportation is needed by all community members. TART Trails, the City, snow removal operators, businesses and work places attest to the need for year-round trail maintenance. Providing these reliable services serves those who rely on non-motorized transportation, including transit users accessing stops, and allows those who choose to use it to develop a more active lifestyle benefitting their health, environment and our community's health and well-being.

## **Purpose:**

To provide safe, accessible and reliably usable year-round non-motorized infrastructure for transportation and outdoor recreation along specific trails of the trail network primarily within Grand Traverse County.

## **Scope:**

Refer to the attached Snow Removal map for the trail routes and for the distance of trail within governmental jurisdictions.

## **Partners & roles:**

TART Trails, Inc. – Fundraising  
Grand Traverse County – Contract Administer  
City of Traverse City- Funds requested for services  
East Bay Township- Funds requested for services  
Acme Township- Funds requested for services

## **Standards of Service:**

Refer to the attached Winter Maintenance Guidelines outlining the proposed standard of service for snow removal operations.

## **Cost Estimates:**

\$42,500 is an estimated cost for the proposed 11.8mi route based on the proposed level of service. The estimated total averages to \$3,600/mile/season (Nov 15-March 15)

## **Potential Funding Needs:**

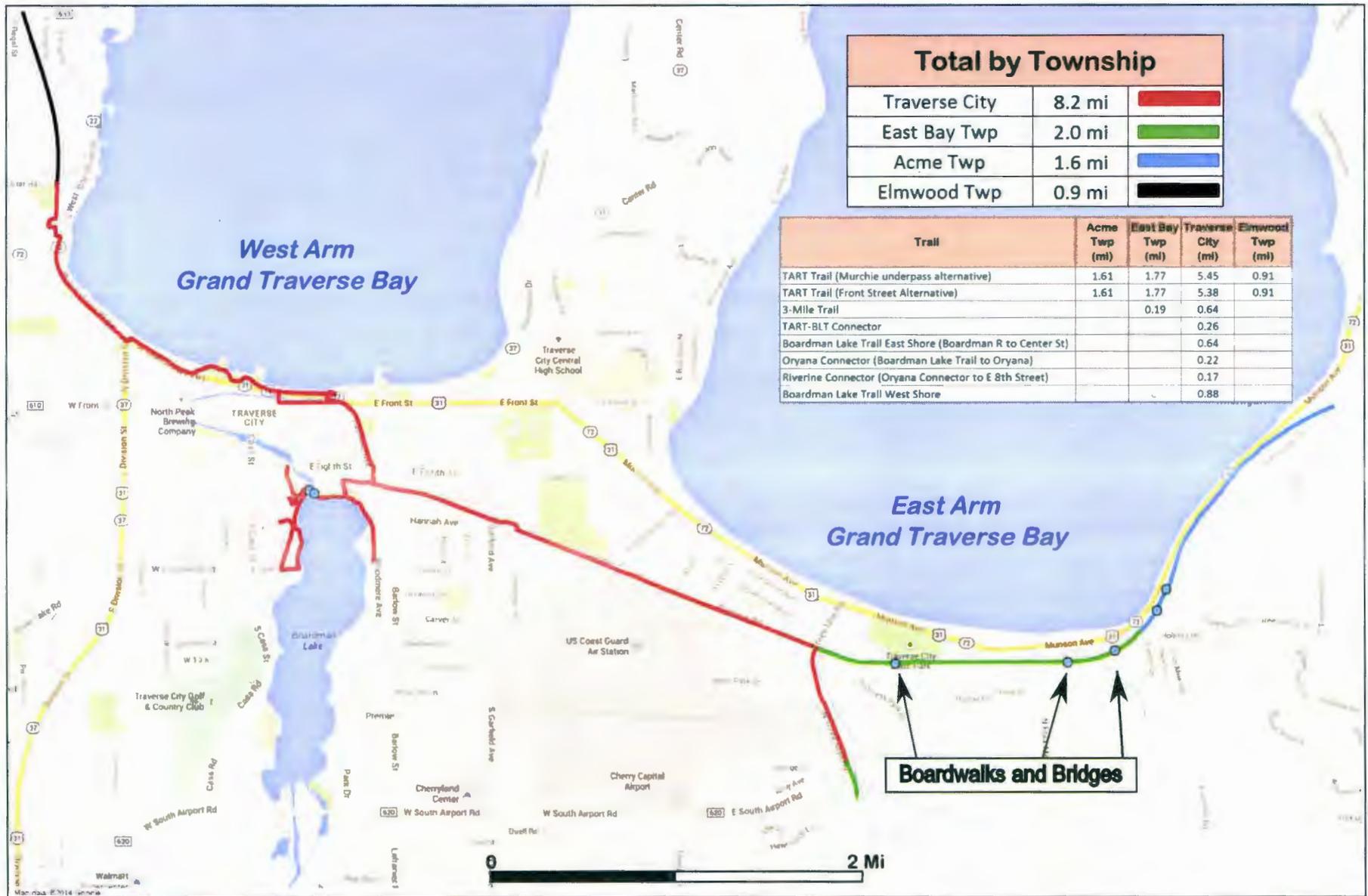
\*Figures below indicate average of estimate cost/mile, not a committed figure  
City of Traverse City (8.2 miles) \$29,520  
Eastbay Township (2.0 miles) \$7,200  
Acme Township (1.6 miles) \$5,760  
TART Trails will financially support the effort: committing to at least \$6,000

## **TART WINTER TRAIL MAINTENANCE GUIDELINES**

- The contractor is responsible for repairing any and all damages to the trail
- The contractor is responsible for pre and post snow removal operations such as installing and uninstalling stakes
- A minimum of a six foot path should be cleared as close to the pavement as possible
- A plow blade is not permitted to operate across wooden boardwalk and bridge decking
- In exchange for the cost of services TART can provide volunteer Trail Ambassadors who are trained in snow removal, familiar with the trail system and mechanically experienced to maintain, train and/or assist the contractor in a wide-variety of tasks throughout the season
- Sponsorship opportunities are available to the contractor from TART in exchange for in-kind services based on a mutual Agreement
- Contracted services for snow removal are available 7 days/week, 24 hours/day, including holidays
- Services are expected with two or more inches of snow. The contractor will need to monitor snowfall
- The contractor is to notify contract administrator(s) immediately if the schedule of service changes
- In the event of a storm the trails are expected to be cleared at least once every 24 hours.
- If snow accumulates in certain areas, only those areas needing attention will need to be cleared.
- The trails should be cleared prior to commuting times. Prime commuting hours are weekdays from 7am-9am & 4pm-6pm.
- TART is requesting for the City of Traverse City to provide Snow fencing on both the East and West Side of the Cornwell Sailing Center to prevent drifting from high winds off Boardman Lake, along Parsons Road, the Bayfront and north side of the Airport to help prevent drifting.
- A 3-year contract for services with the option by either party to terminate the contract within 30 days of written notice

### **Prioritized order of trail clearings:**

1. TART Trail (Cherry Bend Rd to Bunker Hill Rd)
2. N. Boardman Lake Trail
3. Three Mile Rd Trail



Total by Township		
Traverse City	8.2 mi	<span style="color: red;">█</span>
East Bay Twp	2.0 mi	<span style="color: green;">█</span>
Acme Twp	1.6 mi	<span style="color: blue;">█</span>
Elmwood Twp	0.9 mi	<span style="color: black;">█</span>

Trail	Acme Twp (mi)	East Bay Twp (mi)	Traverse City (mi)	Elmwood Twp (mi)
TART Trail (Murchie underpass alternative)	1.61	1.77	5.45	0.91
TART Trail (Front Street Alternative)	1.61	1.77	5.38	0.91
3-Mile Trail		0.19	0.64	
TART-BLT Connector			0.26	
Boardman Lake Trail East Shore (Boardman R to Center St)			0.64	
Oryana Connector (Boardman Lake Trail to Oryana)			0.22	
Riverine Connector (Oryana Connector to E 8th Street)			0.17	
Boardman Lake Trail West Shore			0.88	

**Boardwalks and Bridges**



# Snow Removal Map - Winter 2014/2015

WGS 84 - Spherical Mercator Projection  
 Data Source: TART Trails Inc, Grand Traverse County, Garfield Township - Basemap: Google Maps (not for publication)



## MEMO

To: City Commission; City Manager, Jered Ottenwess  
From: Commissioner Gary Howe; Commissioner Tim Werner  
Subject: Snow Removal from City Owned Trails  
Date: November 12, 2014

Traverse City deserves credit for the improvements over the last 20 years towards a more accessible community. The sidewalks and trails we have built, and continue to build, serve multiple needs and multiple demographics. Our network of non-motorized infrastructure provides safe, convenient, and comfortable transportation for residents and visitors alike. The network fails to function when it is left unmaintained through the winter.

Last year, the City responded to requests for improved sidewalk snow clearing during one of the hardest winters in years. There remains plenty of room for improvement and we are confident that the commitment exists to continue improvement in maintaining acceptable accessibility for people on foot, bike, or wheelchair.

Three years ago, a community of volunteers came together to help clear the City owned trails. The City participated with those volunteers because it recognized a gap in service. Each year, the trail saw increased use during those winter months. The volunteer model never was intended to be permanent and it is time we enter into a more durable model that recognizes City ownership, and the associated responsibilities, of its multi-use trail network. City trails are critical links to providing mode options and service to residents, including access to transit stops and public services. .

Trails, like sidewalks, provide mobility choices that add value to the community. Where the City's trail system exists (14th St. east to the City limits, along Railroad Avenue., the Mall Trail, and along the Bay) they make excellent sidewalks that stay cleared longer and in many cases offer more direct routes. Having them cleared improves quality of life, community health and, ultimately, home values.

We are in support of the City entering into a cost sharing contract with other regional agencies for snow removal from the trail network. Representatives from TART Trails have committed a funding share and have taken the lead in requesting funding from adjacent townships and support from the County. Should a complete regional approach not be feasible this year, we still support City prioritization of funding and resources to provide reliable snow removal along the roughly eight miles of the City owned trail network.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

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

SUBJECT: AD HOC COMMITTEE – FIRE DEPARTMENT SERVICE  
DELIVERY ALTERNATIVES

On October 22, 2013, the Grand Traverse Metro Emergency Services Authority Board (Metro) authorized a contract with Emergency Services Consulting International for it to conduct an “Analysis of Potential Regionalization and Consolidation of Operations.” With the completion of this analysis, Metro has requested that the City convene an ad hoc committee to discuss the results.

The following motion would establish the committee:

**that the City Commission Ad Hoc Committee on Fire Department Service Delivery Alternatives be established to make a recommendation regarding Fire Department service delivery alternatives; and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

JJO/kes

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# GRAND TRAVERSE METRO FIRE DEPARTMENT

**FIRE OFFICE** 897 Parsons Road – Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 – Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

October 22, 2014

CITY MANAGER'S OFFICE

Mr. Michael Estes  
City of Traverse City  
400 Boardman Avenue  
Traverse City, Michigan 49684

OCT 23 2014  
**RECEIVED**

Dear Mayor Estes,

Provided for your review is an update on Grand Traverse Metro Emergency Service Authority's (GTMESSA) status regarding the Emergency Services Consulting International (ESCI) report "Analysis of Potential Regionalization and Consolidation of Operations." The GTMESSA Board appreciates the patience, from both the public and the City of Traverse City, in allowing GTMESSA the dedicated time to undertake this study and review its results. At this time, the GTMESSA Board would like its subcommittee to re-engage discussions with the City's ad-hoc committee. I understand that since it has been more than six months since the committee's last meeting, the City must again formally appoint an ad-hoc committee. Please consider this a formal request to do so. As soon as logistically possible, GTMESSA would like to schedule a joint meeting of both the ad-hoc committees from both organizations, GTMESSA and the City of Traverse City.

As background for your fellow commission members and staff, included are the 2014 GTMESSA minutes where the ESCI report is referenced or discussed. The GTMESSA Board, earlier in the year, outlined a process to receive and review the ESCI report. It is as follows:

- Receive the report.....June 24
- Presentation by ESCI.....July 1
- Review the findings.....July 22, August 21, September 8, September 23
- Re-engage discussions.....Current

We are currently discussing with ESCI the possibility of further analyzing current mutual aid agreements and medical transport. These two topics are routinely discussed at our monthly board meetings. We look forward to discussing with your ad-hoc committee any further information we receive from ESCI. Additionally, consensus of the GTMESSA Board is to partner with the City of Traverse City, and other regional fire protection organizations, in areas of common interest and gain such as training and fire prevention. These areas of "low hanging fruit" provide us tremendous opportunity to work together for the benefit of the service population and taxpayer.

October 22, 2014

Page 2

We look forward to discussing our analysis of the report and opportunities with the City's re-activated ad-hoc committee.

Sincerely,

A handwritten signature in cursive script that reads "Beth Friend (ms)".

Beth Friend, Metro Board Chairperson

cc: Pat Parker, Metro Chief  
Jered Ottenwess, City Manager  
Jim Tuller, Traverse City Chief



# Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: AD HOC COMMITTEE - WATER BOTTLE FILLING STATIONS

The Water Bottle Filling Station Ad Hoc Committee was first established on May 20, 2013, and re-established on November 18, 2013. Mayor Estes, Commissioner Carruthers and Commissioner Easterday have been serving on the committee. This ad hoc committee will expire on November 22, 2014. Fundraising efforts continue; and therefore, I recommend this committee be extended another six months.

I recommend the following motion:

**that a City Commission Water Bottle Filling Station Ad Hoc Committee be re-established (originally established May 20, 2013, and re-established on November 18, 2013) to make recommendation regarding future water bottle filling stations; and that Commissioners Easterday, Carruthers and Mayor Estes, be reappointed to such committee, with Commissioner Easterday to serve as Chair, with the committee set to expire May 22, 2015.**

JJO/kes

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# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 17, 2014

DATE: NOVEMBER 13, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: AD HOC COMMITTEE – NATIONAL CHERRY FESTIVAL

As discussed by the City Commission on Monday, November 10, 2014, the City Commission would like to establish an ad hoc committee to discuss the fees charged to the National Cherry Festival; and to address dates for the 2017, 2018 and 2019 National Cherry Festival and Traverse City Film Festival, including if the Cherry Festival can overlap Independence Day in 2017 and beyond.

I recommend the following motion:

**that the City Commission Ad Hoc Committee to discuss the National Cherry Festival be established to make a recommendation regarding fees to be charged to the National Cherry Festival and to address dates for the 2017, 2018 and 2019 National Cherry Festival and Traverse City Film Festival; and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

JJO/kes

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copy: Trevor Tkach, Executive Director

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# Memorandum

The City of Traverse City  
Planning and Engineering Departments



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TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyring, Planning Director  
Timothy J. Lodge, City Engineer *[Handwritten signatures]*

DATE: November 5, 2014

SUBJECT: CAPITAL IMPROVEMENT PROGRAM- QUARTERLY PROJECT UPDATE

## Parking System

- **#550: Lot D Reconstruction/Boardman River Boatlaunch** - Asphalt surface is aging. Scope of work includes installation of new launch and piers, dredging, a universally accessible canoe/kayak launch, resurfacing the parking lot, installation of retaining walls near the launch and turnaround to stabilize eroding site banks, installation of trees and native plantings, and boat cleaning/invasive species education signage. A \$156,250 Waterways Grant received in December 2013, a \$80,000 Coastal Management Program grant, and local foundation grant of \$50,000 received in 2012 for project construction. *Update: Joint permit applied for in July- a request for additional information was received in September. Environmental soil contamination caused project design delays. Coastal Management Program grant was lost due to change requests and inadequate time to complete project. City plans to reapply for CZM funds this winter. Construction pending further funding, likely to occur in 2016.*
- **#708: Lot O Remediation** - Mitigation of contamination that likely is affecting adjacent properties and the water table in close proximity to the Boardman River. Five underground storage tanks exist at Lot O and likely are contributing to soil contamination. This project would remove the tanks and contain soil contamination at the lot. *Update: No activity.*
- **#729: Lot P Reconstruction** - Repair asphalt. Required in lease agreement with property owner. West State Street just west of barber shop. *Update: No activity.*
- **#728: Lot V Reconstruction** - Mill and replace asphalt, replace curbs, new drainage structure. Required in lease agreement with property owner. *Update: Lot V is included in Paving and Resurfacing Phase 2.*
- **#133: Lots W and N** - Consolidate parking in these lots in conjunction with the development of the northeast corner of Washington and Cass. *Update: Lot N pending Washington Place ongoing discussions*

## Bayfront Plan Non-TIF Implementation Fund

- **#568 West End Beach Trail Extension and Access** - The scope of work includes the extension of a non-motorized trail along the north side of M-72/West Grandview Parkway from the parking lot at West End Beach to Elmwood Avenue, a distance of approximately 1,100 feet; a pedestrian crossing of M-72/West Grandview Parkway near

the alignment of Elmwood Avenue connecting the trail extension with neighborhoods and trail networks to the south. North of the trail crossing intersection, a small viewing platform and ramped access to the beach will be constructed; also a stormwater treatment structure will be installed to separate oil and grit street runoff and reduce this current form of point-source pollution directly into Grand Traverse Bay. A \$173,931.87 MDOT Transportation Alternative grant was awarded in 2012 for the construction of the project. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/16/11. Decisions by ACOE and MDEQ on beach grooming request August 2013. MDOT bid letting process occurred in August, Construction began September 2014 and will be complete in November except for the lights which will be installed later.*

- **#778 Public Pier: Bayfront Plan** – Great Lakes Fisheries Trust Grant received to complete the design, preliminary engineering, studies and construction drawings and details to build an approx. 550 foot, universally accessible fishing pier at the mouth of the Boardman River on Grand Traverse Bay. The pier will provide unique, outstanding access for people of all ages, needs and abilities to fish for migratory and other species, and to learn about the Great Lakes, the importance of stewardship and the value, challenges and opportunities involving the fishery. *Update: City Commission authorized acceptance of the \$232,000 Great Lakes Fishery Trust Fund Grant for the study and design of a public pier. Study Group has been formed. Consultant selected. Public meetings to take place between October 2014-June 2015. Consultant contract to be complete by June 2015. Next public meeting is scheduled for November 19, 2014*
- **#551 Holiday Inn Phase: Bayfront Plan** - The proposed Holiday Inn promenade consists of a 10-foot expansion of the existing seawall. Preliminary cost projections for the promenade seawall are conditioned on assumptions made without design wave conditions analysis, soil borings and determination of regulatory constraints. For estimating purposes the new seawall will consist of a new 40-foot long steel sheet piling bulkhead with a 10 foot wide concrete cap over new fill. Along Grand Traverse Bay shoreline, between Boardman River and Sunset Park. (FY2014-15) *Update: Easement needed, initial meeting with new owners held. No further activity*

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

- **#51 Upper Trail Connector Bridge (east end)** - This proposed pedestrian bridge over the Boardman River is located at the site of a former bridge that was constructed by the Boy Scouts in the 70's near the outlet of Grasshopper Creek. Highwater and the lack of maintenance caused the bridge to fail and it was removed in the 80's. Recently a riverfront property owner donated a bridge that can be used at the site. This bridge combined with the Historic Brown's Bridge (West-end) will provided a 9'-mile loop trail. Work items: Abutment design, site plan development, state and local permits, and installation. *Update: Project moved to FY 2015-16 in current CIP. Preliminary approval for location has been given by the Natural Rivers Program Coordinator. A \$7500 donation from a private citizen has been used for sandblasting and painting the bridge as well as for hiring GFA for the abutment design work. The City has sent a letter to Sen. Levin requesting use of the National Guard helicopter for bridge placement. Permits will be applied for winter of 2014/2015 with construction in the summer of 2015.*

- **#847 Historic Brown Bridge West End-** Most people don't know that in 1869 William Walter Brown purchased 80 acres from the state of Michigan for \$50. Soon thereafter Mr. Brown and his neighbors constructed a bridge across the Boardman that became one of the area's first State Roads. The site was also home to an inn called the "Half-Way House" because of its mid-point position between Grand Rapids and the Straits. Today there is great interest in constructing a foot bridge at the original site of the historic Brown's Bridge. Not only would the bridge provide a critical recreational trail connection across the Boardman River but it will also serve as an important bridge to the past. *Update: Will conduct project feasibility and study in 2016-17 with planned construction in 2017-18. No activity.*

### General Fund

- **#760: Annual Crosswalk Maintenance** - This is a new annual program, providing funds to maintain or replace existing brick crosswalks; probably 3-4 crosswalks per year. Approximately 52 Crosswalks: 90% in need of replacement: *Update: The pilot thermol plastic crosswalk replacement project on Woodmere Avenue is complete at the intersections of Carver, Hannah and Eighth. We replaced the real brick with a brick print thermoplastic pavement marking material. So far we are encouraged by both the product and positive comments and are gearing up to finish the two crosswalks left on Woodmere Avenue as well as using the same technique at the intersection of Boardman and State Street next summer.*
- **#14: Annual Streets Program** – Placeholder: Actual determined through budget process. This is an annual program that provides funds to resurface major and minor streets within the city limits. These funds are also to be used for bridge, sidewalk, and storm water system repair and new sidewalk infill projects.
  - 2013-14 Street Projects
    - Union and Sequoia Streets- *Spring construction, Complete.*
    - Santo, Santo Alley, Barlow, Birchwood/Kewaunee intersection and Lot V- *Contract awarded with construction in Spring 2015*
  - West Front Street Reconstruction (west city limits to Elmwood Ave)- *Project is complete with punch list items remaining. The pedestrian flashing beacon and select (dead) tree removal to be installed yet this year.*
- **#320: Division Street** –\$500,000 Roads and Risk Reserve funds were allocated to MDOT in December 2013 for Planning and Environmental Linkages (PEL) process (part of the NEPA process) *Update: PEL project area includes Division Street from 14<sup>th</sup> Street to Grandview Parkway; 1.2 miles. The PEL process will engage the community and evaluate project alternatives for improvements that consider the environmental, community and economic goals. MDOT hired CDM Smith as a consultant to lead the PEL process. Local Agency Committee formed, Public Input Sessions planned. PEL process to be complete by Summer 2015.*
- **#633: West Front Street (Elmwood to City Limits)** - Reconstruct West Front Street from City Limits to Elmwood Avenue using MDOT Small Urban Funds. Small Urban Funds \$375,000 for 2014. In kind is for engineering. General fund cost is for match and required consultants to administer funds. *Update: See Project #14 above.*
- **#365: Annual Sidewalk Replacement Program** – Placeholder: actual amount determined by Annual Street allocation. The Infrastructure Strategy Policy outlines 10%

of total infrastructure spending is for sidewalk and bike-way improvements. The Replacement program replaces existing sidewalks. This program is in addition to sidewalks that are installed or replaced in conjunction with the annual Streets Program. The actual location of the sidewalks to be replaced under this program is determined during the fall prior to the construction year. *Update: Sidewalk replacement locations are on 9<sup>th</sup> between Lake and Union Streets and between Pine and Division Streets; and Maple between 10<sup>th</sup> and Griffin Streets. Gap infill locations are 1) Maple between Griffin and 14<sup>th</sup> Streets, 2) Fourteenth Street between Division and Maple on the north side and between Oak and Pine on the north side, 3) Bay Street between M72 and Ramsdell, 4) Division Street from Bay to north of Randolph Street, 5) Barlow Street between Carver and Boon, and 6) Eighth Street between Terrace and Cromwell. Construction planned 2014-15. Sidewalk replacement sections complete. Infill locations 1 and 3 complete, location 2 complete pending agreement with 5/3 Bank. Locations 5 and 6 to be completed in the Spring.*

- **#864 Boardman Lake Avenue-** a new road between 8<sup>th</sup> Street and 14<sup>th</sup> Street that consists of four basic components: Railroad Wye Relocation, Street Right-of-way acquisition, Street Construction and the Boardman Lake Trail (detailed below). *Project discussions continue.*
- **#347 Boardman Lake Trail West extension-**Project scope includes the extension of the Boardman Lake non-motorized trail from approximately 10th Street to 14th Street (2,900 linear feet), a connection to the Old Towne Neighborhood, and the addition of a lakefront recreational area that will feature a fishing dock, kayak/canoe small watercraft launch, shelter, picnic areas and seating. A \$210,000 Natural Resources Trust Fund Grant was received in October 2012. *Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Plans approved by the State in March 2014. Plans approved by the State in March. Construction contract awarded in July, construction began in August, to be complete in November.*
- **#628: Boardman Lake Trail: West: Transportation Alternate:** Alternate transportation trail along railroad corridor on west side of Boardman Lake; need to acquire MDOT property. Creates trail options. West side of Boardman Lake from 12th to 14th Streets. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Property acquisition in negotiation with MDOT rail; See project #347 above.*

### **Fiber Fund**

- **#834 WIFI** – Public wireless network in downtown to serve visitors and parking control. *Update: \$700,000 included in 2014-15 FY fiber fund budget. Wifi installation to begin in November with an anticipated deployment by months end.*

### **TIF 2**

- **#61: Cass & Lake: Streetscape Improvements** – Approximately 810 feet of streetscape improvements on Cass and Lake Streets. Improvements include trees, curb & gutter, benches, trash cans and other improvements. SID; city match TIF2. *Update: Property owner participation lacking. No activity*
- **#58: Eighth Street Bridge Repair** – Replace bridge deck using MDOT Critical Bridge Funds for the 2013 fiscal year. Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for FY2013 for \$750,000. *Update: Project approved for consistency with Master Plan by*

the Planning Commission on 3/4/14. *Design and Development with 2014/15 construction.*

#### **TIF 97**

- **#714: 200 Block Alley Enhanced Improvements** – Pedestrian bridge, riverwalk and pedestrian improvements to north East Front alley between Cass and Park. *Update: No activity.*
- **#369: East Front Street - 300 block mid-block crosswalk** – Install mid-block crosswalk in 300 block of E. Front St. including bump-outs, a brick paver crosswalk and signage. Downtown's second largest employer sits across the street from the deck, where most of their employees park. This crosswalk will provide a safe crossing as well as calm traffic in this downtown block. *Update: No activity.*
- **#63: Garland St. Reconstruction/streetscapes** - Infrastructure improvement; realign street; improved access. Redirect Garland Street from Grandview Parkway to Union Street on the east end; provide a shared space street for pedestrians and motor vehicles. *Update: Fleis and Vandenbrink has been hired for design and engineering. Property/Right-of-way acquisition; 2014/15 planned construction.*
- **#586: Park St. Bridge Repair** – Rehabilitate bridge superstructure. *Update: Funding from MDOT Bridge Program approved for 2017 fiscal year.*
- **#66: Pine Street Pedestrian Way** – Pedestrian walkway and bridge over the Boardman River connecting West Front Street with Grandview Parkway. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Pending land acquisition; 2014/15 planned construction in coordination with TCLP and Uptown development.*
- **#646: Public Restrooms at Lot O** – Provide public restroom for shoppers and other visitors in Downtown; tentatively planned near Cass Street. *Update: Research phase.*
- **#645: West Front St. Redevelopment (BOND)** - Build an approximately 410 space parking deck to serve the west side of downtown. This project would organize parking currently housed in surface lots and would. Corner of West Front and Pine. *Update: Discussions with property owners.*
- **#535: West Front Street Bridge Replacement and Streetscape** - Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for the FY2013. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/18/14 and 9/3/14. Design and Development with planned 2014/15 construction.*

#### **Special Assessment Fund:**

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

CITY OF TRAVERSE CITY

MEMORANDUM

To: Jered Ottenwess, City Manager  
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*  
Subject: Quarterly Financial Report  
Date: November 7, 2014

Attached is the Quarterly Financial Report for the fourth quarter ending June 30, 2014. The bulk of the fieldwork for the audit has concluded and the review of our accounting records will continue for awhile and I expect a few adjustments to these final numbers.

It is likely that the General Fund will officially end the fiscal year in the negative by approximately \$362,000, which was expected but is less than the final budgeted deficit of \$683,000. We expect few adjustments to that number and anticipate that the final number will remain in the negative. Once the audit is completed we will provide to you a full analysis of the various revenue and expense categories.

All other major fund categories performed consistent with prior years or with their budget. There are items of note. First, the Sewer Fund recorded revenue higher than the prior year as a result of the fees from dewatering at two major development projects in the City. Second, the Boardman River Dem Removal & Restoration Fund incurred expenses that were significantly lower than the prior year because the project was mostly in a wrap up phase. Third, total revenue in the Auto Parking System Fund was higher compared to the previous year as a result of higher fees, greater collection efforts, and the sale of Lot W. However expenses were about \$91,000 higher than the previous year reflecting resurfacing costs for two different lots along with higher than normal winter snow removal costs. Fourth, total revenue and expenses in the Marina Fund were lower than the previous year because the previous year included repairs to the break wall that were reimbursed by the State Waterways Commission. Fifth, total revenue and expenses were significantly lower in the Capital Projects Fund compared to the prior year. The Clinch Park renovation project, the renovation of the Con Foster Building, and the storm water filtration projects all were completed in the prior fiscal year and as a result this years projects focused mostly on street resurfacing. Sixth, revenue and expenses in the various street funds reflect the higher than normal costs for the past winter maintenance and the efforts by the state to help local communities fund those costs. Finally, it should be noted that interest rates remained at their all time low for the entire fiscal year. As a result, interest earnings were negligible for each fund for the fiscal year. An investment report will be submitted under separate cover illustrating this occurrence.

Although the figures in this report are not final audited figures, I expect few changes once the audit is completed. Please forward this to the City Commission for their information.

**City of Traverse City  
Quarterly Reports  
Fiscal Year 2013-14**

<i>GENERAL FUND</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>											
Current	13,607,650.00	13,680,650.00	8,517,235.20	1,219,213.72	1,083,184.03	2,930,796.62	8,517,235.20	9,736,448.92	10,819,632.95	13,750,429.57	100.51%
Surplus	529,435.00	683,435.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	14,137,085.00	14,364,085.00	8,517,235.20	1,219,213.72	1,083,184.03	2,930,796.62	8,517,235.20	9,736,448.92	10,819,632.95	13,750,429.57	95.73%
<i>EXPENDITURES</i>											
Personnel	8,467,590.00	8,599,590.00	2,054,895.16	1,953,912.67	2,080,298.22	2,522,586.40	2,054,895.16	4,008,807.83	6,089,106.05	8,611,692.45	100.14%
Supplies	326,100.00	326,100.00	51,729.84	54,025.92	77,908.65	129,244.69	51,729.84	105,755.76	183,664.41	312,909.10	95.95%
Contractual	1,253,495.00	1,321,495.00	211,592.78	242,973.93	417,140.64	389,184.56	211,592.78	454,566.71	871,707.35	1,260,891.91	95.41%
Other	1,666,350.00	1,848,350.00	527,294.74	312,889.53	256,311.48	599,271.28	527,294.74	840,184.27	1,096,495.75	1,695,767.03	91.74%
Contingency	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Transfers	2,393,550.00	2,268,550.00	0.00	0.00	1,315,450.00	916,104.44	0.00	0.00	1,315,450.00	2,231,554.44	98.37%
Total	14,137,085.00	14,364,085.00	2,845,512.52	2,563,802.05	4,147,108.99	4,556,391.37	2,845,512.52	5,409,314.57	9,556,423.56	14,112,814.93	98.25%
<i>WATER FUND</i>											
	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>											
Current	3,869,500.00	3,869,500.00	1,299,907.39	892,520.28	563,741.81	882,912.06	1,299,907.39	2,192,427.67	2,756,169.48	3,639,081.54	94.05%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,869,500.00	3,869,500.00	1,299,907.39	892,520.28	563,741.81	882,912.06	1,299,907.39	2,192,427.67	2,756,169.48	3,639,081.54	94.05%
<i>EXPENDITURES</i>											
Treatment Plant	1,140,900.00	1,140,900.00	273,279.54	273,997.78	279,608.74	514,276.68	273,279.54	547,277.32	826,886.06	1,341,162.74	117.55%
Distribution	1,082,025.00	1,082,025.00	231,573.27	215,573.11	227,127.81	318,755.07	231,573.27	447,146.38	674,274.19	993,029.26	91.78%
Utility Acct	480,950.00	480,950.00	93,910.02	84,986.33	87,715.64	167,089.97	93,910.02	178,896.35	266,611.99	433,701.96	90.18%
Contingency	1,165,625.00	1,165,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,869,500.00	3,869,500.00	598,762.83	574,557.22	594,452.19	1,000,121.72	598,762.83	1,173,320.05	1,767,772.24	2,767,893.96	71.53%

**City of Traverse City  
Quarterly Reports  
Fiscal Year 2013-14**

<i>SEWER FUND</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>											
Current	6,157,550.00	6,157,550.00	1,581,466.55	1,850,529.31	1,962,887.89	1,993,742.38	1,581,466.55	3,431,995.86	5,394,883.75	7,388,626.13	119.99%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	<u>6,157,550.00</u>	<u>6,157,550.00</u>	<u>1,581,466.55</u>	<u>1,850,529.31</u>	<u>1,962,887.89</u>	<u>1,993,742.38</u>	<u>1,581,466.55</u>	<u>3,431,995.86</u>	<u>5,394,883.75</u>	<u>7,388,626.13</u>	<u>119.99%</u>
<i>EXPENDITURES</i>											
Treatment Plant	2,901,000.00	2,901,000.00	881,277.63	724,193.84	831,375.05	878,996.80	881,277.63	1,605,471.47	2,436,846.52	3,315,843.32	114.30%
Distribution	844,600.00	844,600.00	172,771.43	174,775.65	177,278.35	321,271.60	172,771.43	347,547.08	524,825.43	846,097.03	100.18%
Utility Acct	990,500.00	990,500.00	223,998.18	215,238.26	215,222.35	258,397.00	223,998.18	439,236.44	654,458.79	912,855.79	92.16%
Contingency	1,421,450.00	1,421,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	<u>6,157,550.00</u>	<u>6,157,550.00</u>	<u>1,278,047.24</u>	<u>1,114,207.75</u>	<u>1,223,875.75</u>	<u>1,458,665.40</u>	<u>1,278,047.24</u>	<u>2,392,254.99</u>	<u>3,616,130.74</u>	<u>5,074,796.14</u>	<u>82.42%</u>

<i>BOARDMAN RIVER DA</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>	<u>115,000.00</u>	<u>115,000.00</u>	<u>7,020.70</u>	<u>46,766.46</u>	<u>10,438.50</u>	<u>2,238.50</u>	<u>7,020.70</u>	<u>53,787.16</u>	<u>64,225.66</u>	<u>66,464.16</u>	<u>57.79%</u>
<i>EXPENDITURES</i>	<u>115,000.00</u>	<u>115,000.00</u>	<u>7,020.70</u>	<u>46,766.56</u>	<u>4,858.54</u>	<u>7,818.36</u>	<u>7,020.70</u>	<u>53,787.26</u>	<u>58,645.80</u>	<u>66,464.16</u>	<u>57.79%</u>

**City of Traverse City  
Quarterly Reports  
Fiscal Year 2013-14**

<i>PARKING SYSTEM</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>	1,966,945.00	1,966,945.00	518,623.93	388,730.53	857,966.83	402,652.88	518,623.93	907,354.46	1,765,322.29	2,167,975.17	110.22%
<i>EXPENDITURES</i>											
Operating	1,966,945.00	1,966,945.00	285,721.44	356,476.30	529,872.83	632,233.07	285,721.44	642,197.74	1,172,070.57	1,804,303.64	91.73%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	1,966,945.00	1,966,945.00	285,721.44	356,476.30	529,872.83	632,233.07	285,721.44	642,197.74	1,172,070.57	1,804,303.64	91.73%

<i>MARINA</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>	580,650.00	580,650.00	192,206.03	235,630.52	55,603.98	55,497.82	192,206.03	427,836.55	483,440.53	538,938.35	92.82%
<i>EXPENDITURES</i>											
Operating	580,650.00	580,650.00	172,377.64	123,262.50	75,606.89	166,772.78	172,377.64	295,640.14	371,247.03	538,019.81	92.66%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	580,650.00	580,650.00	172,377.64	123,262.50	75,606.89	166,772.78	172,377.64	295,640.14	371,247.03	538,019.81	92.66%

<i>GARAGE</i>	<b>BUDGET</b>	<b>BUDGET AMENDED</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>	<b>TOTAL 1ST QTR</b>	<b>TOTAL 2ND QTR</b>	<b>TOTAL 3RD QTR</b>	<b>TOTAL 4TH QTR</b>	<b>% TO DATE</b>
<i>REVENUE</i>											
Current	2,658,956.00	2,658,956.00	678,825.95	900,667.43	672,505.16	730,226.29	678,825.95	1,579,493.38	2,251,998.54	2,982,224.83	112.16%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	2,658,956.00	2,658,956.00	678,825.95	900,667.43	672,505.16	730,226.29	678,825.95	1,579,493.38	2,251,998.54	2,982,224.83	112.16%
<i>EXPENDITURES</i>	2,658,956.00	2,658,956.00	426,619.16	479,553.67	535,447.47	636,233.48	426,619.16	906,172.83	1,441,620.30	2,077,853.78	78.15%

**City of Traverse City  
Quarterly Reports  
Fiscal Year 2013-14**

	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	% TO
<i>PUBLIC IMPROVEMENT</i>		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE
<i>REVENUE</i>											
Current	3,733,000.00	3,965,000.00	102,211.16	26,776.06	206,809.71	339,545.03	102,211.16	128,987.22	335,796.93	675,341.96	17.03%
Transfer In	1,315,450.00	1,315,450.00	0.00	0.00	1,315,450.00	0.00	0.00	0.00	1,315,450.00	1,315,450.00	100.00%
Prior Year Surplus	693,000.00	693,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	5,741,450.00	5,973,450.00	102,211.16	26,776.06	1,522,259.71	339,545.03	102,211.16	128,987.22	1,651,246.93	1,990,791.96	33.33%
<i>EXPENDITURES</i>	5,741,450.00	5,973,450.00	1,833,113.83	980,403.79	181,817.27	276,787.15	1,833,113.83	2,813,517.62	2,995,334.89	3,272,122.04	54.78%

	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	% TO
<i>MAJOR STREET</i>		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE
<i>REVENUE</i>											
Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
State Source	780,000.00	805,000.00	75,833.96	184,918.08	228,091.15	327,265.17	75,833.96	260,752.04	488,843.19	816,108.36	101.38%
Interest & Div	500.00	500.00	0.00	0.00	0.00	27.46	0.00	0.00	0.00	27.46	5.49%
Transfer In	136,200.00	111,200.00	0.00	0.00	0.00	111,200.00	0.00	0.00	0.00	111,200.00	100.00%
Prior Year's Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	916,700.00	916,700.00	75,833.96	184,918.08	228,091.15	438,492.63	75,833.96	260,752.04	488,843.19	927,335.82	101.16%
<i>EXPENDITURES</i>											
Personnel	405,500.00	405,500.00	62,939.24	80,525.31	130,189.99	85,142.91	62,939.24	143,464.55	273,654.54	358,797.45	88.48%
Supplies	120,000.00	120,000.00	17,975.38	38,255.41	46,753.73	24,547.03	17,975.38	56,230.79	102,984.52	127,531.55	106.28%
Contractual	80,000.00	80,000.00	46,732.80	845.25	2,791.25	413.40	46,732.80	47,578.05	50,369.30	50,782.70	63.48%
Other	311,200.00	311,200.00	34,613.59	117,550.08	165,374.13	77,003.65	34,613.59	152,163.67	317,537.80	394,541.45	126.78%
Total	916,700.00	916,700.00	162,261.01	237,176.05	345,109.10	187,106.99	162,261.01	399,437.06	744,546.16	931,653.15	101.63%

**City of Traverse City  
Quarterly Reports  
Fiscal Year 2013-14**

<i>LOCAL STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Metro Authority	46,000.00	46,000.00	0.00	0.00	0.00	46,140.85	0.00	0.00	0.00	46,140.85	100.31%
State Source	280,000.00	380,000.00	26,420.67	64,424.53	103,275.54	178,665.29	26,420.67	90,845.20	194,120.74	372,786.03	98.10%
Transfer In	941,900.00	841,900.00	0.00	0.00	0.00	804,904.44	0.00	0.00	0.00	804,904.44	95.61%
<b>Total</b>	<b>1,267,900.00</b>	<b>1,267,900.00</b>	<b>26,420.67</b>	<b>64,424.53</b>	<b>103,275.54</b>	<b>1,029,710.58</b>	<b>26,420.67</b>	<b>90,845.20</b>	<b>194,120.74</b>	<b>1,223,831.32</b>	<b>96.52%</b>

<i>EXPENDITURES</i>											
Personnel	596,900.00	596,900.00	151,544.89	138,133.39	115,342.21	125,827.86	151,544.89	289,678.28	405,020.49	530,848.35	88.93%
Supplies	86,000.00	86,000.00	24,808.58	27,040.07	14,487.18	20,266.99	24,808.58	51,848.65	66,335.83	86,602.82	100.70%
Contractual	60,000.00	60,000.00	14,982.50	845.25	0.00	413.40	14,982.50	15,827.75	15,827.75	16,241.15	27.07%
Other	525,000.00	525,000.00	164,973.70	163,549.32	148,630.65	112,985.33	164,973.70	328,523.02	477,153.67	590,139.00	112.41%
<b>Total</b>	<b>1,267,900.00</b>	<b>1,267,900.00</b>	<b>356,309.67</b>	<b>329,568.03</b>	<b>278,460.04</b>	<b>259,493.58</b>	<b>356,309.67</b>	<b>685,877.70</b>	<b>964,337.74</b>	<b>1,223,831.32</b>	<b>96.52%</b>

<i>TRUNK LINE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
State Source	206,100.00	206,100.00	3,411.14	77,659.54	138,367.80	99,290.81	3,411.14	81,070.68	219,438.48	\$318,729.29	154.65%
Interest & Div	200.00	200.00	0.00	0.00	0.00	17.31	0.00	0.00	0.00	\$17.31	8.66%
Reimbursements	300.00	300.00	157.57	272.73	177.29	374.51	157.57	430.30	607.59	\$982.10	327.37%
Prior Years Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
<b>Total</b>	<b>206,600.00</b>	<b>206,600.00</b>	<b>3,568.71</b>	<b>77,932.27</b>	<b>138,545.09</b>	<b>99,682.63</b>	<b>3,568.71</b>	<b>81,500.98</b>	<b>220,046.07</b>	<b>\$319,728.70</b>	<b>154.76%</b>

<i>EXPENDITURES</i>											
Personnel	60,600.00	60,600.00	8,939.51	17,995.93	38,053.25	20,390.57	8,939.51	26,935.44	64,988.69	85,379.26	140.89%
Supplies	45,000.00	45,000.00	105.63	22,382.81	21,011.64	12,340.81	105.63	22,488.44	43,500.08	55,840.89	124.09%
Contractual	10,000.00	10,000.00	0.00	22,785.60	0.00	602.38	0.00	22,785.60	22,785.60	23,387.98	233.88%
Other	91,000.00	91,000.00	15,081.69	35,329.73	63,227.14	38,496.07	15,081.69	50,411.42	113,638.56	152,134.63	167.18%
<b>Total</b>	<b>206,600.00</b>	<b>206,600.00</b>	<b>24,126.83</b>	<b>98,494.07</b>	<b>122,292.03</b>	<b>71,829.83</b>	<b>24,126.83</b>	<b>122,620.90</b>	<b>244,912.93</b>	<b>316,742.76</b>	<b>153.31%</b>

# MINUTES TRAVERSE CITY PLANNING COMMISSION

WEDNESDAY, September 3, 2014  
7:30 P.M.  
Training Room  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Cecil McNally, Janice Warren and Tim Werner  
**ABSENT:** Chairperson John Serratelli and Commissioner Bill Twietmeyer  
**STAFF PRESENT:** Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant; Tim Lodge, City Engineer

1. **CALL MEETING TO ORDER-** Vice-Chairperson Bergman called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS**

Vice-Chairperson Bergman announced that the video recording equipment is not working; therefore, the meeting cannot be taped and replayed on Up North TV. We will be recording the meeting using audio equipment only

4. **APPROVAL OF MINUTES**

A. August 5, 2014 Regular Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner McNally that the August 5, 2014 Regular Meeting minutes be approved.

Commission discussion.

Vice-Chairperson Bergman and Mr. Soyring responded to a question about the minutes.

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

5. **OLD BUSINESS**

A. Public Hearing to consider an alley vacation request initiated by Bonnie Adams, of 441 Fair Street, to vacate a portion of an unimproved alley in the 1400 block of Eighth Street (Action requested)

**PLANNING COMMISSION  
REGULAR MEETING MINUTES  
SEPTEMBER 3, 2014  
Page 2**

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Mr. Soyring summarized his August 28, 2014 memo to the Commission.

Vice-Chairperson Bergman opened the Public Hearing. The following individuals made public comment:

- Judy Schaeffer, 1132 Titus Street, expressed support
- Mary Fossil, property owner of 1409 E 8<sup>th</sup> Street, non city-resident, made general comments
- Leah Zelewski, 440 Conklin Street, expressed support
- Cindy Elliot, city resident, expressed support
- Joe Fossil, property owner of 1409 E 8<sup>th</sup> Street, non city-resident, expressed opposition

The Public Hearing was closed.

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.

- 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).

- B.** 2015 Street Projects (Plainview and State Street)- Review for consistency with Master Plan- (Action requested)

Mr. Soyring summarized his August 28, 2014 memo to the Commission. Mr. Soyring apologized for not including the State Street traffic calming concepts in the packet.

They were emailed to the Commission and printed and distributed on your desk this evening.

Mr. Soyring suggested that the Commission discuss each street separately and began with State Street. He described that the Staff recommendation is for a 30' wide street with traffic calming measures that do not include bike lanes.

Commission discussion.

The following individuals made public comment on the subject:

- Pat Brady, 1617 East Lane, made general comments
- Deni Scudato, 422 E. State Street, made general comments
- Lee Kurt, 428 E. State Street, expressed support
- John Scudato, 422 E. State Street, made general comments
- Julie Clark, 608 W 12<sup>th</sup> Street, director of TART Trails, expressed support

Commission discussion.

Mr. Soyring responded to Commission questions.

Motion by Commissioner Werner that the 2015 Street Project-State Street as described in this memo dated August 28, 2014 except for rebuilding the street at a width of 27' instead of 32' and the addition of traffic calming measures without bike lanes is consistent with the City Master Plan in terms of extent, location and character.

The motion was not seconded.

Commission discussion.

Motion by Commissioner Warren, second by Commissioner McNally, that the 2015 Street Project-State Street as described in this memo dated August 28, 2014 except for rebuilding the street at a width of 30' instead of 32' and the addition of traffic calming measures without bike lanes is consistent with the City Master Plan in terms of extent, location and character.

Motion carried 6-1 (Commissioner Werner opposed; Chairperson Serratelli and Commissioner Twietmeyer absent).

Mr. Soyring discussed the staff recommendations for Plainview Street and the reasoning behind the recommendations as stated in the August 28, 2014 memo to the Commission.

Commission discussion.

Motion by Commissioner Dow, second by Commissioner Warren, that the 2015 Street Project-Plainview Street as described in this memo dated August 28, 2014 (no sidewalks or curbs) except for the addition of a hammerhead turn around at the end ("T" shape) to facilitate turning around a snow plow or grader at the east end of the street is consistent with the City Master Plan in terms of extent, location and character.

There were no members of the public wishing to speak on this subject.

Motion carried 6-1 (Commissioner Werner opposed; Chairperson Serratelli and Commissioner Twietmeyer absent).

**C. West Front Street- Review for consistency with Master Plan- (Action requested)**

Mrs. Luick summarized the August 29, 2014 memo to the Commission. She further explained that if the Commission still finds the concept approved in March to be consistent with the Master Plan, then no further action is necessary. However, if Alternative Options 1 and/or 2 are found to be consistent with the Master Plan, then a motion will be required.

Nate Elkins, of Influence Design Forum, presented to the Commission and responded to Commission questions.

Commission discussion.

Motion by Commissioner Warren, second by Commissioner McNally, that the West Front Streetscape Project: Alternative Options 1 and 2 are found to be consistent with the City Master Plan in terms of location, extent and character.

The following individuals made public comment on the subject:

- Ed Froy, city business owner, made general comments
- Julie Clark, 608 W 12<sup>th</sup> Street, director of TART Trails, expressed support

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

**6. NEW BUSINESS**

- A.** 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 (For introduction and possibly scheduling a Public Hearing)

Mr. Soyring summarized the August 29, 2014 memo to the Commission. He further stated that a 1999 zoning code amendment created the requirement for taller buildings to go through the Special Land Use Permit Process.

Mr. Owen, applicant on behalf of Federated Properties, LLC, presented a brief overview of the building attributes and discussed the planned improvements to the riverfront and how the project would tie into the Pine Street pedestrian bridge project.

Commission discussion.

Mr. Owen responded to Commission questions.

Mr. Lodge responded to Commission questions.

Motion by Commissioner Werner, 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 introduced and scheduled for a public hearing on October 7, 2014.

The following individuals made public comment on the subject:

- Rick Buckhalter, 932 Kelley Street, made general comments

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

Commission discussion included displaying a set of plans for the building in the Planning Department.

**B. Grand Traverse County Outstanding Development Planning Award Nominations (Action Requested)**

Mrs. Luick summarized the August 27, 2014 memo to the Commission and stated that the Commission could choose to nominate both of the projects suggested, only one of the projects or to nominate additional projects.

Commission discussion.

Motion by Commissioner McNally, second by Commissioner Easterday that the Planning Commission nominates the Water Bottle Filling Station Project and 160 E. Front Street Development as Outstanding Development Projects to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their Annual Awards Banquet.

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

**7. CORRESPONDENCE**

**A. Capital Improvement Program Quarterly Project Update August 2014**

Mrs. Luick reminded the Commission that the quarterly report only includes updates on projects previously requested by the Commission and if there are additional project updates desired to let us know.

**8. REPORTS**

- A.** City Commission- Commissioners Easterday reported.
- B.** Board of Zoning Appeals- Commissioner Bergman reported.
- C.** Grand Traverse Commons Joint Planning Commission- Commissioner Warren reported.
- D.** Planning Commission
  - 1. Housing Building Committee— No report.
  - 2. Active Transportation Committee—Commissioner Werner reported.
  - 3. Master Plan Review Committee—No report.
  - 4. Parking Regulation Committee- No report.
- E.** Planning Department—Mrs. Luick reported that the West End Beach Trail and Access project will begin next week and the West Boardman Lake Trail project currently has about 60% trail grade cut. Construction progress is noticeable.
  - 1. Capital Improvement Program—Mrs. Luick reported earlier in the agenda.

**9. PUBLIC COMMENT**

- Peter Starkel, 701 Westminster Road, applicant for Safe Harbor Special Land Use Permit proposal, made comments related to their proposal not being allowed on the Planning Commission agenda.
- Charlene Hunt, 522 E Eighth Street, city business owner, made general comments about the Safe Harbor proposal
- Richard Kushell, 500 Webster Street, made general comments about the Safe Harbor proposal
- Commissioner Easterday cited the Planning Commission Bylaws, Section III. C. which states that “a special meeting of the Commission may be called by the Chairperson, the Vice-Chairperson in the event the Chairperson is out of town, or any three members of the Commission.” Commissioner Easterday then made a

**PLANNING COMMISSION  
REGULAR MEETING MINUTES  
SEPTEMBER 3, 2014  
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request on behalf of herself, Commissioners Werner and Warren that the September 16, 2014 meeting be a Special Meeting instead of a Study Session to consider the Special Land Use Request by Safe Harbor.

10. **ADJOURNMENT-** Meeting was adjourned at 10:09 p.m.

Respectfully submitted,

Date:

October 7, 2014

Jan Warren, ps

Jan Warren, Secretary

~~11/13~~ - CC reports  
11/17

**MINUTES  
TRAVERSE CITY PLANNING COMMISSION**

**September 5, 2014**

A quorum of the Planning Commission was present at a tour of the building owned by the City of Traverse City at 517 Wellington Street, at 2 p.m.

The following Commissioners were present, constituting a quorum: Commissioners Dow, Easterday, McNally, Warren and Werner.

The following Commissioners were absent: Vice-Chairperson Bergman, Commissioner Fleshman, Chairperson Serratelli and Commissioner Twietmeyer.

No decisions were made; these minutes are simply to document a quorum of the Planning Commission was present at this tour.

Respectfully submitted,

Date: October 7, 2014

  
\_\_\_\_\_  
Jan Warren, Secretary

11/3-cc reports  
2/17

## SPECIAL MEETING MINUTES TRAVERSE CITY PLANNING COMMISSION

TUESDAY September 16, 2014

7:30 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Bill Twietmeyer (arrived at 7:35 p.m.), Janice Warren, and Tim Werner

**ABSENT:** Commissioner Cecil McNally

**STAFF PRESENT:** Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Chairperson Serratelli provided opening remarks regarding the placement of Safe Harbor's Special Land Use Permit request on the Planning Commission agenda.

Commissioner Twietmeyer joined the meeting at 7:35 p.m.

4. **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 (FOR INTRODUCTION AND POSSIBLY SCHEDULING A PUBLIC HEARING)**

Mr. Soyring explained the details included in his September 10, 2014 memo to the Commission. He further explained that staff considers the application to be complete. The applicant is required to meet all of the general and specific standards in the Special Land Use Permit chapter for Emergency Shelters. Staff will prepare a staff report for the request for the Public Hearing.

Peter Starkel addressed the Commission.

Commission discussion.

Mr. Starkel responded to Commission questions.

Commission discussion included questions related to the management plan and meeting the general and specific standards in the Special Land Use Permit section of the zoning code.

Ryan Hannon, Goodwill street outreach director, addressed the Commission.

Mr. Soyring will inquire with the Police Department if there is an police calls when Safe Harbor opens in the fall. Mr. Soyring will also check with the City Attorney to verify that the SLUP is included in the building lease agreement and would changes/amendments to the Management Plan included in the SLUP be required to go through the SLUP amendment process in the zoning code. Both outcomes will be included in the staff report for the SLUP.

The following made public comments on the subject:

- Rick Buckhalter, 932 Kelly Street, opposes the request
- Richard Kuchell, 500 Webster Street, opposes the request
- Deni Scrudato, 422 State Street, made general comments
- Susan Kuchell, 500 Webster Street, made general comments
- Mark Jensen, 515 Wellington Street, property and business owner, made general comments
- Jo Bartlett, 715 E State Street, opposes the request
- Tom Emmett, 1702 Lincoln Street supports the request
- Dale Hunt, 522 E 8<sup>th</sup> Street, business owner and property owners, opposes the request
- Dale Neuman, 401 Washington Street, opposes the request
- John Scrudato, 422 State Street, opposes the request
- Jerry Jenkins, 502 Washington Street, 1129 Woodmere, property owner and business owner, made general comments
- Darci Pickren, 916 Pine Street, business owner and city resident, supports the request
- Melissa Dow, 436 Washington Street, opposes the request
- Justin Reid, 630 Cottageview Drive, made general comments
- Randy Billingsley, 205 Wellington, opposes the request
- Brandon Hunt, 717 Highland Park Dr, opposes the request
- Ryan Hannon, 2279 S. Airport Road, non city resident, made general comments

Commission discussion.

Motion by Commissioner Warren, second by Vice-Chairperson Bergman, that the request by Peter Starkel on behalf of Safe Harbor of Grand Traverse, Inc. to allow

**PLANNING COMMISSION  
SPECIAL MEETING  
SEPTEMBER 16, 2014  
Page 3**

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for an Emergency Shelter at 517 Wellington Street, a property owned by the City of Traverse City be introduced and scheduled for a Public Hearing on October 7, 2014.

Commission discussion.

Motion carried 6-2 (Commissioners Dow and Twietmeyer opposed, Commissioner McNally absent).

5. **PUBLIC COMMENT-** None.
6. **ADJOURNMENT-** Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Date: October 7, 2014

Jan Warren  
Jan Warren, Secretary *RS*

TRAVERSE CITY  
LIGHT AND POWER BOARD

11/3 = CC report  
11/17

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, August 12, 2014

**Board Members -**

Present: Barbara Budros, Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence,  
Jan Geht, John Taylor

**Ex Officio Member -**

Present: Jered Ottenwess, City Manager

**Others:** Tim Arends, Scott Menhart, Karla Myers-Beman, Tom Olney, Kelli  
Schroeder, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

As requested by Carruthers, Agenda Items 2(b)1 and 2(b)2 were removed from the Consent Calendar for full discussion.

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

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

- a. Minutes of the Regular Meeting of July 22, 2014.
- b. *Removed from Consent Calendar.*
- c. Wi-Fi Power and Space Agreement.

CARRIED unanimously.

**Items Removed from the Consent Calendar**

- a. Consideration of approving amended Board Polices:
  1. Private Use of Public Property.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Jered Ottenwess, City Manager  
Kelli Schroeder, Manager of Human Resources & Communications

5:19 p.m. Bob Spence joined the meeting.

Moved by McGuire, seconded by Geht, that the Board adopts the amended Private Use of Public Property Policy as presented with an immediate effective date.

CARRIED unanimously.

b. Consideration of approving amended Board Polices:

2. Volunteer Work, Use of Department Equipment Property.

Moved by Budros, seconded by Palisin, that the Board adopts the amended Volunteer Work, Use of Department Equipment, and Public Relations Projects Policy as presented with an immediate effective date.

CARRIED unanimously.

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

Vice Chairman Geht announced he would recuse himself from the discussion and vote regarding agenda item 3a.

a. Consideration of Heritage M-72 Wind Turbine Counterproposal.

The following individuals addressed the Board:

Tim Arends, Executive Director

Jessica Wheaton, Manager of Energy Services & Key Accounts

Moved by Budros, seconded by Spence, that the Boards action at its July 22, 2014 meeting related to the M-72 Wind Turbine sale be rescinded and that the Board authorizes the Chairman and Secretary to execute a counterproposal to Heritage Sustainable Energy for the sale of the M-72 wind turbine; subject to approval as to substance by the Executive Director and as to form by General Counsel.

CARRIED unanimously. (Geht abstained)

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

a. Consideration of approving Employment of Relatives Policy.

The following individuals addressed the Board:

Kelli Schroeder, Manager of Human Resources & Communications

Tim Arends, Executive Director

Jered Ottenwess, City Manager

Moved by McGuire, seconded by Geht, that the Board adopts the Employment of Relatives Policy as amended with an immediate effective date.

b. Consideration of awarding bid for Building B addition.

The following individuals addressed the Board:

Tim Arends, Executive Director

Spence announced he would recuse himself from the vote regarding agenda item 4b.

Moved by Palisin, seconded by Budros, that the Board authorizes the Chairman and Secretary to enter into a contract between TCL&P (owner) and Hallmark Construction (contractor) in the

lump sum total amount of \$267,029 for Hastings Street Building B Expansion project; subject to approval as to substance by the Executive Director and as to form by General Counsel; and further authorizes the Executive Director to administer amendments and change orders that are in the best interest of the utility.

CARRIED unanimously. (Spence abstained)

- c. Consideration of authorizing a Pole Attachment License Agreement with Extenet Systems, Inc.

The following individuals addressed the Board:

Karla Myers-Beman, Controller  
Blake Wilson, System Engineer

Moved by Budros, seconded by McGuire, that the Board authorizes the Secretary and Chairman to execute a Pole Attachment License Agreement with Extenet for the installation of fiber on Traverse City Light & Power poles per the requirements of the Agreement as presented, subject to approval as to substance by the Executive Director and as to form by General Counsel.

CARRIED unanimously.

**Item 5 on the Agenda being Appointments**

- a. Consideration of establishing an Energy Optimization Ad Hoc Committee.

The following individuals addressed the Board:

Tim Arends, Executive Director

Chairman Taylor announced he would be a member of this committee and asked for additional volunteers. Both Jeff Palisin and Pat McGuire volunteered to join the ad hoc committee.

Moved by Budros, seconded by Geht, that the Board form an ad hoc committee to address energy optimization planning and that the committee consist of Chairman Taylor, Pat McGuire and Jeff Palisin, with the intent to assess proposals and vet consultants.

CARRIED unanimously.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.

None.

- b. From Staff.

1. Tim Arends spoke regarding the future power supply planning process.
2. Tim Arends and staff provided an update regarding the Strategic Plan.

The following individuals addressed the Board:

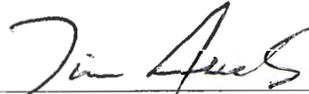
Jessica Wheaton, Manager of Energy Services & Key Accounts  
Scott Menhart, Manager of Telecom & Technology  
Kelli Schroeder, Manager of Human Resources & Communications  
Karla Myers-Beman, Controller

3. Tim Arends announced a meeting with the Traverse City/Garfield Joint Recreational Authority to discuss the need for the West Transmission Line upgrade has been scheduled for Wednesday, August 13, 2014.
  4. Chairman Taylor proposed the cancellation of the August 26, 2014 Regular Board Meeting. It was the consensus of the Board to cancel.
- c. From Board.
1. Barbara Budros spoke regarding a proposal brought to her attention to purchase TCL&P. She has asked the City Commission to have a joint study session with the TCL&P Board to discuss the proposal, which has been scheduled for August 25, 2014.

**Item 7 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:22 p.m.

  
\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

TRVERSE CITY  
LIGHT AND POWER BOARD

11/17 (C. Reports)

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, October 14, 2014

**Board Members -**

Present: Barbara Budros, Jim Carruthers, Jan Geht, Jeff Palisin, Bob Spence, John Taylor

Absent: Pat McGuire

**Ex Officio Member -**

Present: Jered Ottenwess, City Manager

**Others:** Tim Arends, Karla Myers-Beman, Tom Olney, Kelli Schroeder, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

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

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

- a. Minutes of the Regular Meeting of August 12, 2014.
- b. Receive and File minutes of the Energy Optimization Plan Ad Hoc Committee of August 27, 2014.
- c. Declare asset surplus and accepted the bid for its sale.
- d. Industrial customer payment arrangement.

CARRIED unanimously. (McGuire absent)

**Items Removed from the Consent Calendar**

None.

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

None.

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

None.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

a. From Legal Counsel.

None.

b. From Staff.

Chairman Taylor requested the Board suspend its rules to allow public comment immediately following item 6b(1) and allow a Q&A format with the public.

Moved by Budros, seconded by Carruthers, that the Board suspend its rules and allow public comment immediately following item 6b(1) and allow a Q&A format with the public.

Roll Call Vote:

Yes – Budros, Carruthers, Palisin, Spence, Geht, Taylor

No – None

CARRIED unanimously. (McGuire absent)

1. Tim Arends and Michael McGeehan, GRP Engineering, Inc., presented the West Side Transmission Line Upgrade options.

The following individuals addressed the Board:

Karla Myers-Beman, Controller  
Blake Wilson, System Engineer  
Jered Ottenwess, City Manager

The following individuals from the public addressed the Board:

- Matt Cowall, Executive Director Garfield Township Recreational Authority, Ratepayer
- Nicole Girard, 2973 Concord Street, Non-Ratepayer
- Eileen Ganter, 1615 Randolph Street, Non-Ratepayer
- Emily Mitchell, 3716 Jefferson, Non-Ratepayer
- Barb Solmonson, 119 North Madison Street, Ratepayer
- Mary Joseph, 1422 Wayne Street, Ratepayer
- Kera Ganter, 1615 Randolph Street, Non-Ratepayer
- Mike Gaines, 425 North Madison Street, Ratepayer, Slabtown Neighborhood Association President

2. Jessica Wheaton and Kelli Schroeder presented the new Communications Strategy.

The following individuals addressed the Board:

Tim Arends, Executive Director

3. Tim Arends provided an update regarding TCL&P major projects.
4. Jessica Wheaton provided an update regarding the LED Lighting Kit give-away.

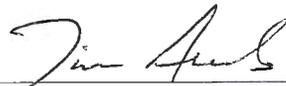
## C. From Board.

1. Bob Spence and Jan Geht voiced their support for the recent steak lunch provided to TCL&P employees during a quarterly all employee meeting.
2. Jan Geht asked if staff could draft an External Communication Policy for board review at a future meeting.
3. Jeff Palisin commended the Executive Director and staff for their work on the West Side Transmission Line upgrade process.

**Item 6 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:48 p.m.



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Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

11/19

**MINUTES**

**ACT 345 RETIREMENT SYSTEM**

DATE: August 27, 2014  
 LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
 TIME: 12:00 Noon.  
 PRESENT: W. Kuhn, W. Twietmeyer, J. Jenkins, J. Bussell  
 ABSENT: C. Rueckert  
 GUESTS:  
 STAFF: B. Postma, C. Kuhn, M. Onthank

J. Bussell called the regular meeting to order at 12:04 pm.

Moved by W. Kuhn, seconded by J. Jenkins that the minutes of the July 30, 2014 regular meeting be approved.

**Motion approved 4-0.**

Warrant No. 580 in the amount of \$189,219.08 for Retirees Benefits for September 2014 was approved and signed by J. Jenkins and J. Bussell.

Moved by W. Kuhn, seconded by J. Bussell that Mike Onthank's application for retirement, selection of a Regular retirement, and the nomination of his spouse, Bethany Onthank, as beneficiary be approved and that Mike Onthank is hereby formally approved for a Regular retirement effective August 9, 2014.

**Motion approved 4-0.**

Chris Kuhn of Gray & Company gave a report to the Board which was the performance report for the period ending June 30, 2014 including a capital market review, a total fund performance and analysis along with an investment manager performance and analysis. The Board asked various questions. The Board was also provided a snapshot of market value with a target market value as of August 25, 2014. The Board asked various questions.

Moved by J. Jenkins, seconded by W. Kuhn that the Board authorizes a rebalancing of the portfolio with instructions to reduce holdings in TRP Enhanced Large Cap by \$400,000 and to reduce holdings in Morgan Dempsey Small Cap by \$400,000 with the total of \$800,000 to be placed in the cash account and furthermore that the Board's secretary be authorized to sign any letters or orders to necessitate such move.

**Motion approved 4-0.**

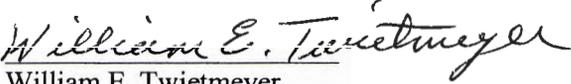
Moved by J. Bussell, seconded by J. Jenkins that the Board select Ward Kuhn and William Twietmeyer as its delegates to the MAPERS Conference on September 14-16, 2014 in Acme, Michigan.

**Motion approved 4-0.**

Moved by W. Kuhn, seconded by J. Jenkins to adjourn.

**Motion approved 4-0.**

Meeting adjourned at 12:51 pm.

  
William E. Twietmeyer  
Secretary/Treasurer

11/3 CC By/0/0/0



Board of Trustees Regular Meeting  
Minutes  
Thursday, September 18, 2014 at 5:30pm  
Kingsley Branch Library  
213 S. Brownson Ave., Kingsley, MI 49649

**1. Call to Order**

The meeting was called to order by President Kachadurian at 5:35pm. Present were Kachadurian (President), Gillman (Vice President), Beasley (Secretary), Streit (Treasurer), Marek, Jones, and Payne (Trustees). Also present were Judson (Counsel), Parsons (Interim Director), and Carpenter (Staff).

Kachadurian thanked Kingsley Branch Library for hosting the TADL board meeting and the KBL Friends for providing dinner.

**2. Approval of agenda**

Gillman requested an amendment to the agenda adding item 7f Safe Harbor Discussion under New Business. It was MOVED by Marek, SUPPORTED by Gillman, to accept the agenda with the aforementioned New Business amendment. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular board meeting minutes of August 21, 2014 as distributed. Motion CARRIED.

**4. Public Comment**

Kachadurian opened the floor for public comment. There was none.

**5. Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following highlights:

- The majority of the funds from the George and Helen Getty Trust donated to TADL have been received and TADL anticipates receiving approximately \$10,000 more at the close of the trust distributions.
- Member library payment allocations, based on State Aid, taxes, and penal fines which have increased over the prior year, are projected to increase approximately 2.5% for the 2014 calendar year barring any excessive tax reimbursements because of Board of Review or Tax Tribunal decisions.

b. *Financial Report*

Parsons reviewed the August 2014 revenue and expense reports with the following highlights:

- Revenue – Property taxes are up from 2013 by approximately \$28K over the budgeted amount. All State Aid checks have been received and are also up from 2013. Overdue fines are down as expected since 2013 was a catch-up period and receipts were expected to level off. Contributions are up primarily because of the Getty Family Trust donation.
- Expenses – Salaries and wages are down about \$41K compared to last year. Supply expenses are also lower. Year-to-date, Professional contract fees are higher, but included expected payments for an annual service contract at Kalkaska County Library. This will be addressed with a budget amendment before year end. Overall TADL is in very good shape.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library, expressed that FLPL's Board of Trustees goal was to become a community center for the patrons. She described various program events and partnerships that have brought members of the community into the library, attendance at events at the adjoining community room, and the outreach efforts staff has made to the local schools. The monthly FLPL newsletter has also evolved into a resource for patrons in the community.
- Renee Kelchak, Director of Interlochen Public Library (IPL), noted that IPL is preparing for the local community art festival. The festival theme is a scavenger hunt and IPL will have a scavenger hunt within the library as well. Preschool story hours have been very busy. IPL has a new part-time employee and two new volunteers. Kelchak also reviewed several upcoming programs, including a Zentangle and a basket project which is part of the Make a Gift series.
- A written report from Vicki Shurly, Director of Peninsula Community Library, was included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Did not meet in August.
- Finance Committee – Streit reported that the committee had met and discussed the Interim Director and Assistant Director for Public Services compensation during the time of Director Lansdale's leave of absence, making a recommendation for approval later in the agenda. The committee is waiting for an actuarial evaluation from MERS. They also discussed the tax rate form and the Getty Family Trust disbursement items later in the agenda.
- Personnel Committee – Gillman reported that the committee had met and discussed an interim operating structure for approval later on the agenda outlining responsibilities and reporting structure during Director Lansdale's leave of absence. They also discussed a policy drafted by Counsel regarding returning to work after an extended absence which was recommended to the policy committee for further review.
- Policy Committee – Beasley reported that the committee had met and adjusted the current Gift Policy and Donor Recognition policies as was recommended at the August board meeting. The policy revisions are on the agenda for approval.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President, highlighted the upcoming Friends of TADL Annual Book Sale. The preview night requires a \$10 entrance fee which also provides for a membership with the Friends through 2015. Lawrence noted that the book sale is a yearlong effort and appreciated all the hours volunteers have put in. Goals for the coming year will be discussed at their September 30th board meeting.

6. **Presentation – Mary Fraquelli, Kingsley Branch Library Manager**

Fraquelli welcomed everyone to the Kingsley Branch Library and introduced the KBL Friends who were present. She also thanked the TADL board for their service to the library community. Fraquelli read a letter from a DAL TOM cyclist who was one of many for whom Fraquelli opened the library community room doors, offering them a brief period of time to dry off and warm up during their very rainy trip. The cyclist's appreciation letter, including a \$100 donation, reconfirmed Fraquelli's belief that the library plays a vital role in the community. Fraquelli continued, outlining numerous outreach efforts and the impact on the KBL community. She concluded her presentation stating that "Continuation of library services is of utmost importance. Libraries are more than just checking out books."

7. **New Business**

a. *2.5 Gift Policy Revision / 2.6 Donor Recognition Policy Revision*

Beasley stated that the revision made to policy 2.5 was in response to a concern at the previous board meeting regarding previously accepted funds from the Schmuckal Estate which included a parameter of usage provisions that were not clear to the present board members. The policy revision would require a formal acceptance of funds, along with any restrictive provisions made by the donor, which would then be reflected in board meeting minutes for future reference. He stated that the revision to policy 2.6 was minor and strictly grammatical in nature.

It was MOVED by Streit, SUPPORTED from Marek, to adopt the revisions to policy 2.5 Gift Policy. There was discussion concerning the baseline value of the term 'major' gifts. Streit then amended his motion, with support from Marek to remove the word 'major' and insert after the word gifts 'of \$10,000 or more' into the last sentence of the second paragraph. Motion CARRIED.

It was MOVED by Gillman, SUPPORTED from Marek to accept 2.6 Donor Recognition Policy as presented. The board recognized that the amendment of '\$10,000 or more' in policy 2.5 is also consistent with the terms in policy 2.6. Motion CARRIED.

b. *Interim Structure*

Gillman noted that the Interim Structure organizational chart included in the board packet was a naturally occurring response to a need that has arisen due to Director Lansdale's extended leave of absence. The Personnel Committee felt that the duties and chains of command have worked well thus far and recommended that the full board formally approve the interim structure along with compensation increases for Parsons, Interim Director, and Porter, Assistant Director for Public Services Director, based on their increased time and duties incurred.

It was moved by Gillman, with support from Beasley, to adopt the Interim Structure shown on the organizational chart presented to the board. Kachadurian then motioned to change Porter's title to Interim Deputy Director; however Beasley noted that only the structure was a decision within the board's function and that position titles would be better left to the management. Kachadurian withdrew his motion. Gillman's motion CARRIED.

Streit noted that compensation figures discussed by the Finance Committee for Parsons, Interim Director, and Porter, Assistant Director for Public Services were 25% and 17.5% respectively based on the increase in responsibilities. It was MOVED by Streit, SUPPORTED by Jones, to accept the proposed retroactive pay increases of 25% for Parsons and 17.5% for Porter, retroactive from the start of Director Lansdale's leave of absence and that the additional responsibilities and compensation would be naturally rescinded upon the return of the director. Motion CARRIED.

c. *L-4029 Tax Rate Request Form*

It was MOVED by Beasley, SUPPORTED by Gillman, to approve Form L-4029, indicating a TADL tax levy of .9548 mills for operating and .1454 mills for debt retirement as presented. Parsons indicated that the L-4029 tax rate request must be sent to the various taxing authorities by September 30, 2014, and Kachadurian noted that the debt service payment will be satisfied in 2016. Motion CARRIED.

d. *Patron Usage by Facility*

The patron usage by facility data, compiled by Kachadurian, was for informational purposes only.

e. *Getty Family Trust Disbursement*

Parsons gave a brief background on the timetable in which TADL had been notified of a forthcoming gift to be received from the George and Helen Getty Family Trust. Approximately \$90K has been received to date with an approximate \$10K expected to be received in the coming months. Kachadurian encouraged the funds to be spent on something highly visible and recognizable to the public. TADL staff has prioritized a list of suggestions for disbursement that would greatly serve the public. That list will be taken to the next Facilities and Services Committee meeting for discussion.

It was MOVED by Marek, SUPPORTED by Streit that the TADL Board gratefully acknowledges and accepts the generous gift from the Getty Family Trust. Motion CARRIED.

f. *Safe Harbor*

Gillman began a dialog about the proposed Safe Harbor homeless shelter and how the facility may, or may not, affect the TADL Woodmere location due to the proximity to the library. The board will be keeping abreast of the proposed shelter's progress and be in continued communication with Safe Harbor, the City Commission, as well as Goodwill.

8. **Public Comment**

Kachadurian opened the floor for public comment. The following people addressed the board: Pat Thompson, Interlochen Public Library Board President, suggested doing book studies at the Safe Harbor facility if it opens. Thompson invited everyone to an Open House to introduce their new community library plans on October 22<sup>nd</sup>, 4-7pm.

9. **Adjournment**

Upon a motion by Gillman, with support from Marek, President Kachadurian adjourned the meeting at 6:52pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote,



J. Gillman, Vice President



10/22/14

Date