

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, March 4, 2014

7:00 P.M.

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

Posted: 2/26/14

## AGENDA

The City of Traverse City does not discriminate on the basis of disability in the admission or access to or treatment or employment in, its programs or activities. Makayla Vitous, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, T.D.D., 922-4766, has been designated to coordinate compliance with the non-discrimination requirements. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

Planning Commission  
c/o Russell Soyring, Planning Director  
400 Boardman Avenue, Traverse City, MI 49684  
231-922-4778

1. CALL MEETING TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

4. 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 be placed elsewhere on the agenda for full discussion. 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. February 4, 2014 Regular Meeting and February 19, 2014 Special Meeting minutes (Approval recommended)
- B. Consideration of an amendment to the Planning Commission Bylaws revised February 21, 2014 to change the Planning Commission meeting time from 7:00 p.m. to 7:30 p.m. (For introduction and possible action on March 18, 2014)

- C. Consideration of the City of Traverse City Six-Year Capital Improvement Program 2014-2020. The Capital Improvement Program is a multi-year schedule for capital expenditures that includes costs, priorities, and identified funding for the next six years (For introduction and possibly schedule a Public Hearing for April 1, 2014)

**5. OLD BUSINESS**

- A. Consideration of a conditional rezoning request initiated by John Kerridge, Kerridge Architecture + Construction, Inc. of 400 West Front Street, to rezone the property located at 101 N. Madison Street from R1-b (Single Family Dwelling District) to C-1 (Office Service District) with conditions (For introduction and possibly schedule a Public Hearing for April 1, 2014)
- B. Consideration of a rezoning request initiated by the Planning Department to rezone the property located 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm) (Action requested)

**6. NEW BUSINESS**

- A. Lot D Boardman River Boatlaunch Project review for consistency with Master Plan (Action requested)
- B. West Front Street Bridge Project review for consistency with Master Plan (Action requested)
- C. Eighth Street Bridge Project review for consistency with Master Plan (Action requested)
- D. Pine Street Pedestrian Way Project review for consistency with Master Plan (Action requested)
- E. Homeless Shelter Regulations (Discussion)

**7. CORRESPONDENCE**

**8. REPORTS**

- A. City Commission- Commissioners Easterday and Werner
- B. Board of Zoning Appeals- Commissioner Bergman
- C. Grand Traverse Commons Joint Planning Commission- Commissioners Serratelli and Warren
- D. Planning Commission
  - 1. Housing Building Committee— Commissioners Bergman and Warren
  - 2. Active Transportation Committee—Commissioner Werner
  - 3. Master Plan Review Committee—Commissioners Bergman, Dow and Twietmeyer
- E. Planning Department—Mr. Soyring
  - 1. Capital Improvement Program—Chairperson Serratelli

**9. PUBLIC COMMENT**

**10. ADJOURNMENT**

# MINUTES

## TRAVERSE CITY PLANNING COMMISSION

Tuesday, February 4, 2014

7:00 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, Cecil McNally, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren (7:21 p.m.) and Tim Werner

**ABSENT:** None.

**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 7:00 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** Chairperson Serratelli explained that the Capital Improvement Program is not ready and will not be distributed today as planned.

4. **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 be placed elsewhere on the agenda for full discussion. 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. January 7, 2014 Regular Meeting and January 22, 2014 Study Session minutes (Approval recommended)
- B. 2014 Planning Commission Goals (Acceptance recommended)

Motion by Commissioner Easterday, second by Commissioner Bergman, that the Consent Calendar be approved as presented.

Motion carried 8-0 (Commissioner Warren absent.)

5. **OLD BUSINESS-** None.

**6. NEW BUSINESS**

- A.** Master Plan formal review- possible committee establishment

Mr. Soyring stated that it has nearly been five years since adopting the City of Traverse City Master Plan. The State Act requires that the document be reviewed every five years and recommends establishing a formal committee to review the document and make a recommendation to the Planning Commission.

Commission discussion. Commissioners Bergman, Dow and Twietmeyer volunteered to serve on the committee.

Motion by Commissioner Bergman, second by Commissioner Werner, that the Master Plan Review Committee, a committee of the Planning Commission, shall be established with the goal to review the current City of Traverse City Master plan.

Motion carried 8-0 (Commissioner Warren absent.)

- B.** Madison and W. Front Development- discussion

John Kerridge of 8141 Bel Cherie Dr (and business owner at 400 W Front) introduced a conceptual design for a project at the corner of Madison and West Front Street. Mr. Kerridge is considering requesting a conditional rezoning of the property from R1b to R2 and would build 4 single family homes 17-1800 sq. ft. with architectural features that complement the neighborhood.

Commission discussion.

Commissioner Warren joined the meeting at 7:21 p.m.

**7. CORRESPONDENCE**

- A.** Capital Improvement Program Project Update  
**B.** Capital Improvement Program Draft (to be distributed at the meeting)

**8. REPORTS**

- A.** City Commission- Commissioners Easterday and Werner reported.  
**B.** Board of Zoning Appeals- Commissioner Bergman reported  
**C.** Grand Traverse Commons Joint Planning Commission- Commissioners Serratelli and Warren reported.  
**D.** Planning Commission  
1. Housing Building Committee— No report.

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2. Active Transportation Committee—Commissioner Werner reported. The draft Active Transportation Plan was distributed at the meeting. Any comments/feedback from the Commission are welcome.

E. Planning Department—No report

1. Capital Improvement Program—Chairperson Serratelli reported

**9. PUBLIC COMMENT**

- Commissioner Werner made comments regarding following our landscaping standards in the zoning code for parking lots
- Commissioner Warren has a standing meeting conflict for another board appointment. She requested that the Planning Commission consider moving our meeting time to 7:30 p.m. The Commission will consider the request and discuss it again at our next meeting.

**10. ADJOURNMENT-** Meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Date: \_\_\_\_\_

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

# SPECIAL MEETING MINUTES TRAVERSE CITY PLANNING COMMISSION

WEDNESDAY, February 19, 2014

7:00 P.M.

Training Room

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

**PRESENT:** Commissioners Jeanine Easterday, Janet Fleshman, Cecil McNally, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

**ABSENT:** Vice-Chairperson Jody Bergman, Commissioner Michael Dow

**STAFF PRESENT:** Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant; Tim Lodge, City Engineer; Jered Ottenwess, City Manager; Rob Bacigalupi, DDA Executive Director; Tom Olney, Traverse City Light and Power; Blake Wilson, Traverse City Light and Power

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:00 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS**

4. **CAPITAL IMPROVEMENT PROGRAM (PRESENTATION AND DISCUSSION)**

Mr. Soyring presented to the Planning Commission the projects within the Capital Improvement Program that are of interest to the Planning Commission. City Staff is in the audience and can answer technical questions or provide more insight into projects as we proceed through the presentation.

Mr. Soyring began the presentation.

Mr. Bacigalupi presented regarding Park Street Deck Entrance and Park Street Streetscapes.

Mr. Lodge answered questions regarding the West Front Street to Oak Street Streetscape project.

Commission discussion.

Mr. Lodge answered questions related to sidewalk projects.

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Commission discussion.

Mr. Olney discussed the Transmission Line Reconductor Project regarding reconoductor/rebuilding of existing 69kv transmission lines along Hammond, Barlow, LaFranier, Cass, Wadsworth and Wayne Hill.

Commission discussion, questions and dialogue occurred throughout the presentation.

**5. RE-ESTABLISH HOUSING AND BUILDING COMMITTEE (ACTION REQUESTED)**

Mr. Soyering briefly explained the history of the committee and the need to re-establish the committee due to a 2-year hiatus in committee meetings.

Commission discussion.

Motion by Commissioner Twietmeyer, second by Commissioner Werner, that the Housing and Building Committee, a committee of the Planning Commission, shall be re-established with the goal to recommend affordable housing options to the Planning Commission for their consideration.

Motion carried 7-0 (Commissioners Bergman and Dow absent).

Commissioners Bergman, McNally and Warren will serve on the committee along with a member of the Housing Commission and a citizen-at-large.

**6. PUBLIC COMMENT**

- Justin Reed, 630 Cottageview Dr, made comments regarding the Grand Traverse Commons Infrastructure project in the CIP
- Emily Mitchell, 3716 Jefferson St, Garfield Township, made comments regarding the Transmission Line Reconductor Project in the CIP
- Eileen Ganter, 1615 Randolph St, Garfield Township, made comments regarding the Transmission Line Reconductor Project in the CIP
- Keila Ganter, 1615 Randolph St, Garfield Township, made comments regarding the Transmission Line Reconductor Project in the CIP
- Commissioner Werner commented that the Hickory Hills Public Input Session and open house is tomorrow night, February 20<sup>th</sup>, here at the Governmental Center 2<sup>nd</sup> Floor from 5:00 p.m.-8:00 p.m.
- Mr. Soyering asked the commission if they have considered the request from Commissioner Warren to change our meeting time from 7:00 p.m. to 7:30 p.m. Commission consensus was to move forward with the bylaw amendment to change our meeting time for both the regular meetings and study session meetings to 7:30 p.m.

7. **ADJOURNMENT-** Meeting adjourned at 8:17 p.m.

Respectfully submitted,

Date: \_\_\_\_\_

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



# PLANNING COMMISSION BYLAWS

## TRAVERSE CITY PLANNING COMMISSION

(Adopted December 13, 1988)  
(Revised December 6, 1994)  
(Revised August 9, 1995)  
(Revised January 19, 2000)  
(Revised August 23, 2000)  
(Revised June 6, 2007)  
(Revised May 7, 2008)  
(Revised January 7, 2009)  
(Revised September 9, 2009)  
(Revised November 1, 2011)  
(Revised November 25, 2013)  
(Revised February 21, 2014)

### **PURPOSE:**

These Planning Commission Bylaws are adopted pursuant to the Traverse City Code to acquaint the people of Traverse City and persons appearing before the Commission with the operation of the Commission so that matters coming before this body can be handled in an understanding, prompt and efficient manner.

### **I. AUTHORITY AND JURISDICTION:**

The City Planning Commission derives its authority from the City Charter Section 160, which states "The City Commission shall by ordinance establish and maintain a City Planning Commission having the powers and duties prescribed by State law;" and the Traverse City Code (Chapter 1220). That these laws state that the City Planning Commission shall have the powers and duties authorized and directed by the City Charter, the Michigan Zoning Enabling Act of P.A. 12 of 2008 as amended, and the Michigan Planning Enabling Act of P.A. 33 of 2008 as amended. This section also provides for establishing the membership of the Commission, the meetings of the Commission and grants the authority to the Commission to adopt rules and procedures for the conduct of their business.

### **II. OFFICERS:**

A. A Chairperson, Vice-Chairperson and Secretary shall be elected by majority vote of the members of the Commission every year at the first regular meeting in the month of January.

Such other officers as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

B. The Chairperson shall preside at all meetings and shall appoint such committees as may be authorized by the Commission, and be an ex-officio member of such committees.

The Chairperson, subject to these rules, shall decide all points of order or procedure unless otherwise directed by a majority vote of the Commission in the session at that time.

- C. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his or her absence. Should neither the Chairperson, nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by a majority of the members present.
- D. The Secretary shall record the meeting minutes.
- E. In the event that an officer shall leave the Commission before the expiration of his or her term, the Mayor, City Commission or Mayor with City Commission approval shall appoint a new officer to serve out the remainder of his or her term.

### **III. MEETINGS:**

- A. All regular and special Commission meetings shall be open to the public.
- B. The regular meetings of the Commission shall be held on the first Tuesday of each month, except when such Tuesday falls on a legal holiday or conflicts with the City Commission meeting schedule.
- C. 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. Each member of the Commission must receive at least eighteen (18) hours notice as to the time, place and purpose of the meeting in writing, delivered or served personally at his or her usual place of residence, except that the announcement of a special meeting at a time at which all members are present shall be sufficient notice of such meeting.
- D. Study meetings may be held on the third Tuesday of the month, as called for by the Commission or Chairperson, except when such Tuesday falls on a legal holiday or conflicts with the City Commission meeting schedule.
- E. Meeting agendas shall be approved by the Chairperson. The agenda shall be sent to the Commission no later than on the Friday preceding the regularly scheduled meeting. In unusual circumstances, items may be added to the agenda by the Chairperson prior to the meeting.
- F. A quorum of five (5) members must be present to constitute an official meeting of the Commission.
- G. All hearings shall be scheduled at the hour the meeting is scheduled to be.
- H. All regular meetings shall begin at 7:030 p.m. and no new items requiring action shall be taken after 10:00 p.m. unless otherwise determined at the meeting.

- I. The conduct of the Planning Commission business shall be governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the Planning Commission.

**IV. VOTES:**

The concurring vote of a majority of members present at a regular or special meeting shall be necessary to pass on any matter referred to them. The adoption of a master plan, or of any such part, amendment, extension or addition shall require the concurring vote of six (6) members of the Commission.

**V. CONFLICT OF INTEREST:**

Upon disclosure of a conflict of interest the member shall be disqualified from voting on the matter at issue.

- A. Appearance of Conflict. An appearance of a conflict exists when a reasonable person would believe that because of certain facts a Planning Commissioner's participation in a proceeding would create an appearance of impropriety, partiality, bias or lack of fairness.
- B. Contractual Conflicts of Interest. The conduct of City officials and employees in relation to conflicts of interest involving contracts shall be as established by State law.
- C. Financial Conflict of Interest. An official or employee who has a financial interest, direct or indirect, in any matter to be decided by the City, other than with respect to a contract, shall make that interest known and shall refrain from voting upon or otherwise participating in the making of the decision. Violation of this subsection with the knowledge, express or implied, of the person or corporation dealing with the City shall render the decision voidable by the City Manager or the City Commission. Any official or employee violating the provisions of this subsection shall be deemed guilty of a misdemeanor, and upon conviction shall forfeit office. A financial conflict of interest may be waived by the City Commission after full disclosure of such conflict to the Commission. Unless otherwise provided by law or ordinance, the remaining members of the Commission in a unanimous vote may rule that the best interests of the City are to be served by removing the prohibition on voting and participating in the matter.

**VI. PROCEDURE:**

- A. All inquiries, applications or matters requiring official action by the Commission which is not specifically mentioned below shall be submitted in writing at the offices of the Planning Department. This must be done at least seven (7) days prior to the meeting of the Commission at which consideration is requested.

- B. Requests for rezoning subdivision approvals, Special Land Use Permits and Planned Unit Developments shall be filed on application forms obtained from the Planning Department.
- C. Rezoning, Special Land Use Permit, Planned Unit Development, subdivision approval, lot split and alley and street vacationing requests shall be submitted at least seven (7) days prior to the meeting for introduction before the Commission. If the Commission finds the submission complete, then a public hearing date shall be scheduled to consider the request.
- D. The Commission and/or the Planning Director may require such surveys, plans or other information as may be reasonably required by said Commission for the proper evaluation or consideration of the matter. Written documentation from the petitioner should be presented to the Commission which will give full information as to the intentions of the petitioner, as well as a legal and informal description of the property in question.
- E. In the event that sufficient data has not been furnished, the Commission shall table the matter until such time as the required information has been furnished.
- F. All proceedings, decisions and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions may be recorded by roll-call vote. All members, including the Chairperson, may vote on each motion.
- G. In the event a petitioner requests that his or her item be tabled, after it has been published, noticed and scheduled, the public hearing may be held to allow interested citizens an opportunity to speak to the request, then tabled to a specific future meeting and scheduled in sequence on the agenda.

**VII. PUBLIC HEARINGS:**

- A. The primary function of the public hearing process is the gathering of information through public testimony and written documentation. The nature of the evidence received during this process will in many cases require further careful consideration to assure a logical and just decision. The Commission shall therefore determine at each public hearing the meeting date at which a decision will be rendered.
- B. The applicant or the applicant's authorized agent must be present at the public hearing to properly answer questions concerning the request. If the applicant or agent is not present, the request may be tabled until the next meeting or dismissed at the discretion of the Commission.

- C. The Commission shall hold a public hearing on any proposed amendment to the zoning ordinance or zoning map. Official notice for the Commission public hearings shall comply with the requirements and procedures established by Section 1320.04 of the City Code of Ordinances. The Commission shall recommend approval or denial of the amendment, and shall transmit, in writing, its recommendation to the City Commission for official action.
- D. The Commission shall hold a public hearing on any proposed City Commission authorized Special Land Use Permit. The official notice of public hearing shall comply with Section 1364.04, of the City Code of Ordinances. The Commission may recommend denial, approval or approval with conditions after said hearing and notification as provided herein. Its recommendation shall be incorporated in a statement of conclusions specifying the basis for the recommendation and any conditions imposed, which statement shall be transmitted to the City Commission for official hearing and action.
- E. The Commission may hold a public hearing with such notice as it deems advisable for Planned Unit Developments. After review by the Commission, it shall submit a written recommendation to the City Commission.
- F. In the case of lots splits resulting in the creation of a new buildable lot, the Commission may in its discretion hold a public hearing on the matter and make a recommendation to the City Commission for appropriate action.
- G. The Commission may hold a public hearing with such notice as is deemed advisable for public street and alley vacations and openings. After review by the Commission, it shall submit a written recommendation to the City Commission.
- H. The Commission will not reconsider any request on which a negative decision has been rendered within one (1) year from the date of the Commission's decision on the request unless it can be shown by the petitioner that substantial new information affecting the request which was not presented to the Commission at the previous hearing(s) is now available and would affect the original decision rendered. Said substantial new information shall be described in writing by the applicant at the time of application. Before re-hearing the request, the Commission shall decide whether there is substantial new information allowing the new hearing.

**VIII. PUBLIC COMMENT AT REGULAR MEETINGS.** The Planning Commission welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- A. Public Comment during Agenda Items. Any interested person wishing to address the Planning Commission regarding an Agenda Item may do so during discussion of an agenda item prior to action recognized by the presiding officer or upon request of any Commissioner. All persons must identify themselves and their address and direct their

comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to five minutes except as provided in subsection (D). As part of its deliberation, the Planning Commission may clarify, answer questions and ask questions as a result of public comment.

- B. Public Comment during the designated Public Comment Section - General. Any interested person wishing to address the Planning Commission regarding other matters may do so under the designated Public Comment section. All persons must identify themselves and their address and direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to five minutes except as provided in subsection (D). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.
- C. Public Comment during the designated Public Comment Section - Planning Commissioners. Planning Commissioners interested in making a public comment may do so under the designated Public Comment section. Further, Planning Commissioners may briefly respond for clarification purposes as a result of public comment.
- D. Order and Duration of any Public Comment. The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Planning Commission except in accordance with these rules.

**IX. AMENDMENTS:**

- A. These bylaws may be amended or modified provided that such amendment or modification is presented in writing at a meeting, and that favorable action is taken thereon at a subsequent meeting.
- B. Six (6) members of the Commission by due motion and recorded vote may suspend or vary the application of these rules to a particular application, case, problem or proceeding pending before the Commission.

**X. PLANNING COMMISSION POLICIES FOR PROVIDING INFORMATION TO THE NEWS MEDIA:**

The Commission will provide information to the news media in the following manner:

- A. Upon request, the agenda of a specific meeting will be sent out to the various news media at the same time they are sent to the Commission.

- B. The news media should be advised that if they do not attend the meeting, they can call the Secretary the morning after the meeting, and he or she will advise them of the action which was taken by the Commission.
- C. Upon request by the news media for a specific Commission meeting, the minutes for that meeting will be provided to the requesting party.
- D. At such time as the Commission may invite in outside experts, or for study sessions which relate to some major program which may be evolving, the Secretary may notify the news media of such a meeting and request their presence if directed by the Commission. This will enable the news media to obtain this background information in the same fashion as the Commission, thereby enabling them to have a better basis for reporting future actions of the Commission relative to the proposed programs.

I hereby certify that the above document was adopted by the Traverse City Planning Commission at their March 18, 2014, Special Meeting.

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Jan Warren, Secretary  
Traverse City Planning Commission





## Communication to the Planning Commission

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FOR THE MEETING OF: MARCH 4, 2014

FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: CONDITIONAL REZONING REQUEST FOR PARCEL LOCATED AT 101 N. MADISON (NW CORNER OF WEST FRONT STREET AND MADISON STREET)

DATE: FEBRUARY 26, 2014

Earlier this month, John Kerridge, architect representing the owner Kemal Cinaroglu, informally introduced a proposed residential project at 101 N. Madison Street. The proposal is to build four single-family detached dwellings with a single driveway access from Madison Street. The site is currently vacant and is adjacent to residential houses to the north, east and west. Offices are located to the south.

The property is currently zoned R-1b (Single Family Dwelling) which would allow for three conforming residential lots. The request is to conditional rezone the property to C-1 (Office Service) to allow four dwellings. C-1 is sought because it allows narrower the lot widths, shallower front and side yard setbacks and higher impervious limits.

The Master Plan designates this area as a TC-3 (Traditional) neighborhood where the focus is on historic patterns with residential scale. The Plan states this neighborhood type is moderate intensity residential areas. Single family detached dwellings, moderate density with some multi-family dwellings and home occupations are appropriate. The recently adopted Corridors Master Plan indicates this property provides an opportunity for six or seven townhomes.

The single family and multiple family zoning districts (R-2, R-9 and R-15) are consistent with the Core Principles of the Master Plan according the Zoning Element (please see page 8).

Rezoning and conditional rezonings are legislative decisions and should to be based on sound planning principles. The following questions are appropriate when considering rezonings:

- 1. Is the current zoning reasonable for the land?**
- 2. Is the rezoning request consistent with the goals polices and future land use plan of the Master Plan?**
- 3. Would the property size and environmental conditions accommodate the proposed use?**

4. **Are four modest sized single family detached 1 ½ story dwellings compatible with the surrounding uses?**
5. **Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?**
6. **Are there sufficient demands for a financial institution?**

If you feel that there is sufficient information to consider the conditional rezoning request, the following motion would be appropriate:

**I move that the request by John Kerridge, Kerridge Architecture and Construction, Inc., of 400 West Front Street, to conditional rezone the property located at 101 N Madison Street from R1-b (Single Family Dwelling District) to C-1 (Office Service District) with conditions be introduced and scheduled for a public hearing on April 1, 2014.**

RS

TRAVERSE CITY PLANNING COMMISSION  
APPLICATION FOR  
**ZONING CHANGE**

APPLICATION FEE: \$425.00    DATE: 2.18.14  
Check No: \_\_\_\_\_    Hearing Date: \_\_\_\_\_  
Receipt No: \_\_\_\_\_    Case No: \_\_\_\_\_

Address of subject Property: 101 N. MADISON ST.  
Tax Parcel Number: 28-51-104-058-00  
Legal Description: PT OF NW 1/4 OF SE 1/4  
SEC 4, T27N R17W DES AS COM AT NW  
COR MADISON & FRONT ST. THE N 99 FT  
TH 166 FT TH 99 FT TH 166 FT  
TO POB M 1 B

Present Zoning Classification: R1B  
Requested Zoning Classification: R4 C1  
Signature of Owner: \_\_\_\_\_  
Owner's Address: 819 East Shore Road  
Traverse City, MI 49686  
Applicant's Signature: \_\_\_\_\_  
Relationship of Applicant to Owner: ARCHITECT  
Applicant's Address: 400 W. FRONT, TC, MI 49684  
Applicant's Telephone: 231-620-4200

APPLICATION REQUIREMENTS

The fee of \$425.00 must accompany this request.

This application must be presented to the City Planning Department a **minimum of twenty-four (24) days prior to the public hearing**. After the Planning Commission makes a recommendation, the matter will be forwarded to the City Commission before which another public hearing will be held. Action by the City Commission completes the rezoning process.

**Thirteen (13) copies of a site plan**, drawn to scale and complete with the following, must accompany this application.

1. All property lines and setbacks shown.
2. Indicate and name adjacent streets and alleys.
3. Indicate all existing structures on the property.
4. Indicate the scale of the drawing.
5. North arrow.
6. Any additional information deemed by the Planning Commission Secretary to be necessary for proper review of the request.

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.

FEB 27 2014

PLANNING DEPT  
CITY OF  
TRAVERSE CITY

February 26, 2014

**Conditional Zoning Request and Offer**

Kemal Cinaroglu is the owner of the real property located in Traverse City and identified by the Property Parcel Number and addresses:

**Property Parcel Number :28-51-104-058-00**

**Property Address: 101 N. Madison St., Traverse City, Mi.**

Mr. Cinaroglu hereby voluntarily offers to permanently place the following restrictions upon the parcel noted above and as a condition of rezoning this parcel to a C-1 (Office Service District.)

1. The use of the property will be for single family residential homes.
2. The maximum building height will be 30'.
3. No driveway curb cuts will be permitted onto Front Street from the lots. A shared private drive for the homes will access onto N. Madison Street.
4. The homes shall be built substantially in conformance with the concepts provided submitted with the application. Single family homes, 2 story, Traditional styling, Front Porches, Garages on north side of houses serviced by the shared driveway.
5. The site elements will be built substantially with concepts provided in this application. 4 lots with a shared driveway at north of houses.
6. Re-zoning the subject property to C1 (Office Service District) and these voluntary conditions shall only become effective upon issuance of a land use permit for the proposed project.
7. The project will provide a barrier screen on the north side of the private drive, either with shrubs or a wood screen or combination thereof in the area of the existing home to the north.

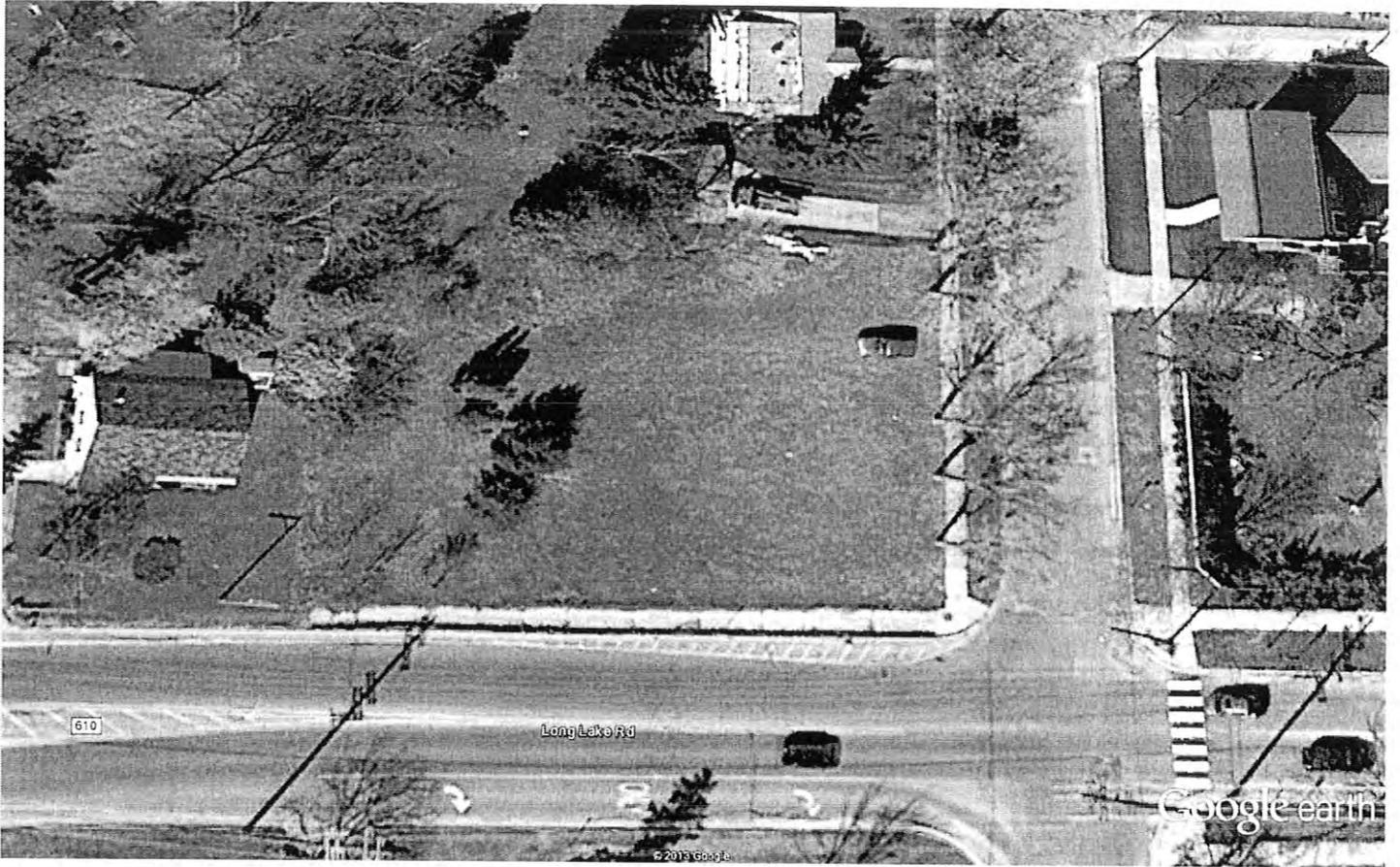
# 101 N. Madison

## Conditional Rezoning Outline

- **Conditional Rezoning to C1 (Office Service District)**
- **C1 - Lot Size Complies/Lot Area Complies, Density Complies, Setbacks Comply / No Variances Required**  
Current Zoning R1b – Single Family

### Rezoning Plan Attribute Summary

- **Develops Long Time vacant and unused Parcel**
- **Fits Neighbor Fabric and Context of neighborhood**
- **Good Mix of Density for Corridor – Slightly Increased Density over allowable current zoning but with less impact on Front St.**
- **Developed in consideration of Traverse City Corridor Master Plan - Master Plan Indicates 6-7 Townhouse Unit . 4 Single Family units less density and better fit.**
- **Units to pick up on Architecture of adjacent Houses- Yet will be current in Architectural Concepts- Roof pitches, materials, fenestration, size.**
- **Single Family Units in Context of Neighborhood 2 Story with attached 1 ½ Car Garage -**
- **Green Space around units with Patios/Terrace/Gardens**
- **Strengthens Walkable Neighborhood/Sustainable-Green in material usage/planning/location**
- **Front Porches on Front Street to create personal/neighbor space- welcoming.**
- **House Traffic Access off of Madison vs. Front St.- Rear Parking Access – Low impact for traffic with shared private drive**
- **Provides Needed Moderately Priced Single Family Residential Housing in city.**



Google earth

feet  
meters



50



EXISTING SITE.

# Concept Board – 101 N. Madison

## 101 N. Madison

### Conditional Zoning Outline

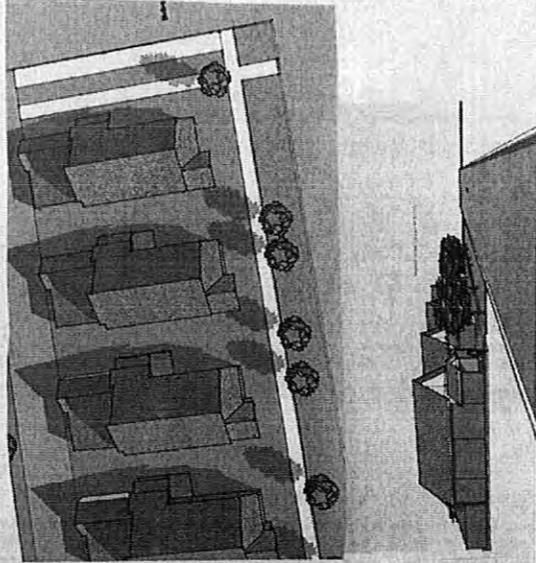
- Conditional Rezoning to C1 Office Service District
- C1 - Lot Size Complex of Area Complex, Density
- Single-Family Units, Single-Family
- No Variance Required
- Current Zoning: R10 - Single Family

### Rezoning Plan Attribute Summary

- Develops Long Term vacant and unused Parcel
- Fits Neighbor Fabric and Context of neighborhood
- Good Mix of Density for Corridor - Slightly Increased Density over allowable current zoning but with less impact on Front StL
- Developed in consideration of Traverse City Corridor
- Single Family Units - 6-7 townhouse Unit.
- 4 Single Family Units - 1000 sq ft - 1200 sq ft
- Units to pick up on Architectural Concepts - Roof pitches, materials, fenestration, size.
- Single Family Units in Context of Neighborhood
- 3 story with attached 1 1/2 car garage
- Green Space - 1000 sq ft - 1200 sq ft
- Streetscape/Plantings
- Strengthens Walkable Neighborhood/Sustainable-Green in material usage/planning/location
- Front Porches on Front Street to create personal/neighbor space-welcoming
- Usage Traffic Access of 4 Madison vs. Front StL - Right of Way
- Parking Access - Low impact for streets with shared private drive
- Provides Needed Moderately Priced Single Family Residential Housing in city

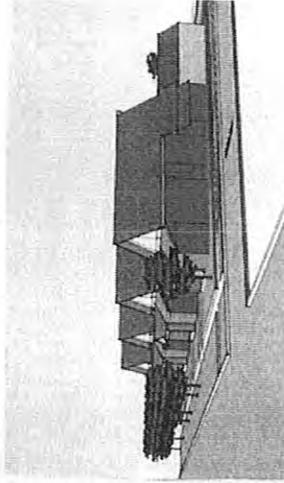


### SECTION NORTH WEST FRONT STREET FRAMEWORK PLAN

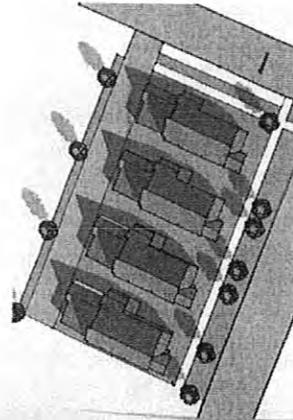
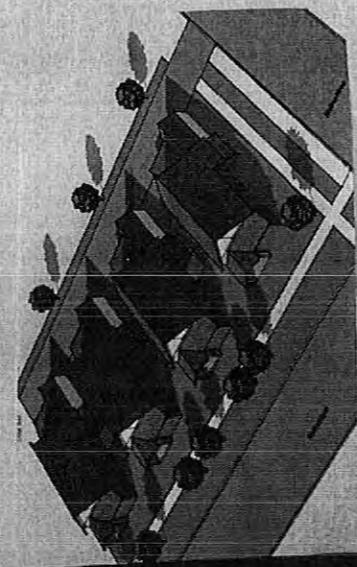


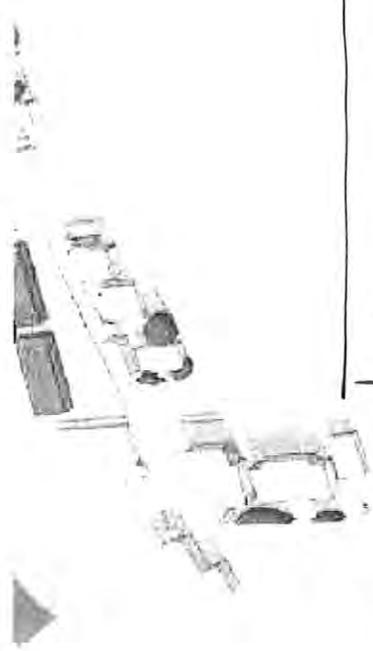
### CITY OF TRAVERSE CITY CORRIDORS MASTER PLAN EAST FRONT - WEST FRONT - EIGHTH - FOURTEENTH - GARFIELD

6. **Section North of the Corridor**  
The plan shows the location of the proposed development in the context of the surrounding area. The plan also shows the location of the proposed development in the context of the surrounding area.



### 101 N Madison Residences





**1** This a unique opportunity along West Front Street and an opportunity to establish a high quality gateway for the City and Corridor. Redeveloped medical buildings should be attractive and high quality with strong orientation to Front Street with additional access from Beech Street via Madison. Any redevelopment should maintain the residential scale of the buildings and have a minimal impact on the nearby residential neighborhood.

**2** A vacant site at the northwest corner of Madison Street and West Front Street provides an opportunity for residential development. Six or seven row homes could be accommodated on the site, with walkup entries along Front Street. Garages for the units should be located in the rear, serviced by a new alley accessible from Madison Street.

## 101 N. MADISON

**3** Ace Hardware, a successful and popular local retailer, could explore opportunities to redevelop their site to modernize and expand the existing building. Incorporating Latte-Dah into future plans would increase the flexibility and number of potential redevelopment scenarios, and allow for a larger store. Parking for the site should be relocated to the rear and provided on street (along both Cedar and Front).

**4** The single family home on the corner of Front and Cedar and the partially unimproved commercial lot next to it is an incompatible land use arrangement that could be addressed with redevelopment. Considering the context of the area, appropriate uses for this site are commercial service, professional office, or mixed-use with upper story multi-family residential units. Incorporating the medical office to the east into a larger parcel could allow for potential synergies and connections with the recently constructed medical building to the east.

Enter text



Madison Street Concept for 4 Units -

Architectural rendering of the Madison Street Concept for 4 Units -

# CONCEPT STREET ELEVATION



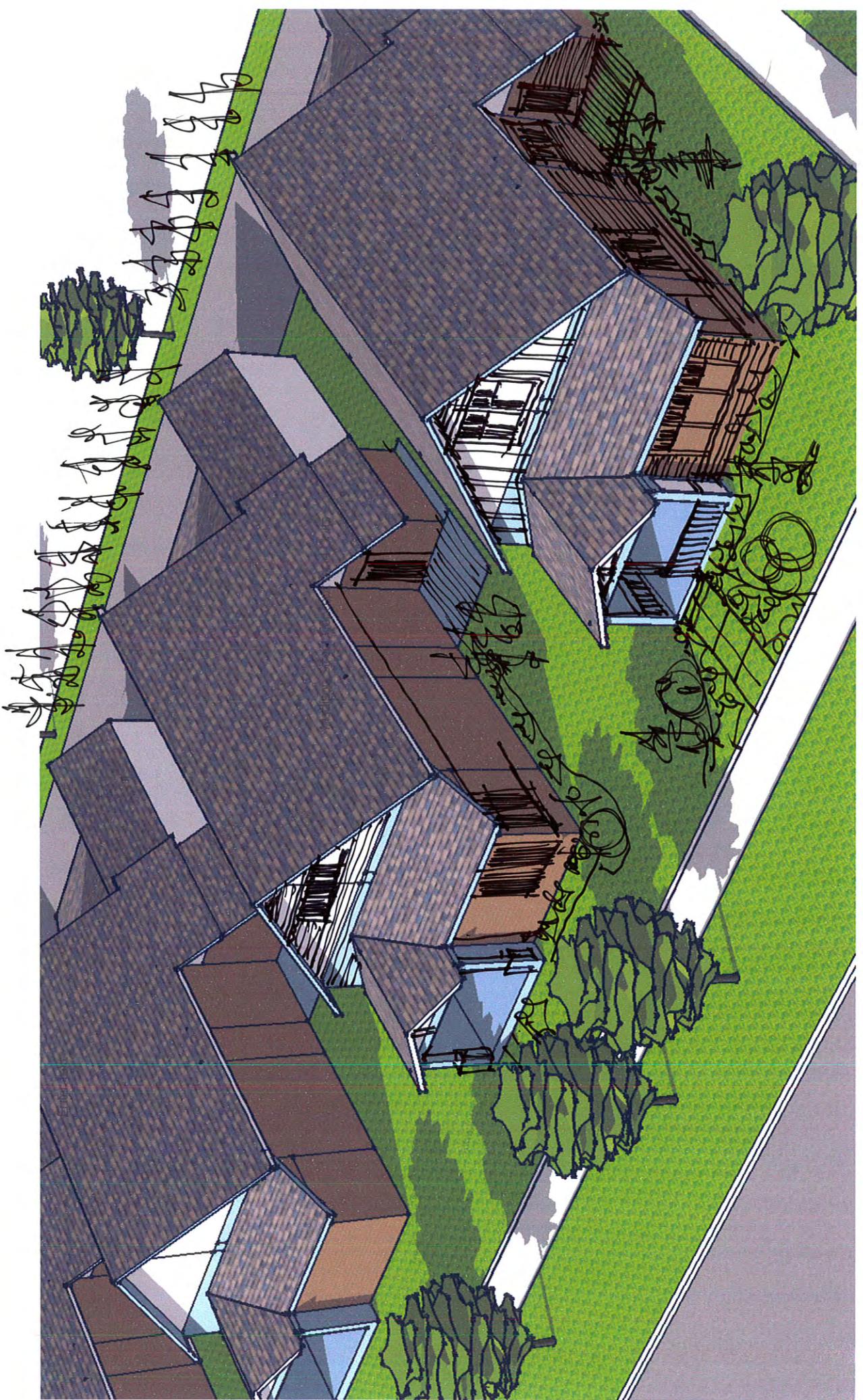
SHADED PRIVATE DRIVE

MADISON

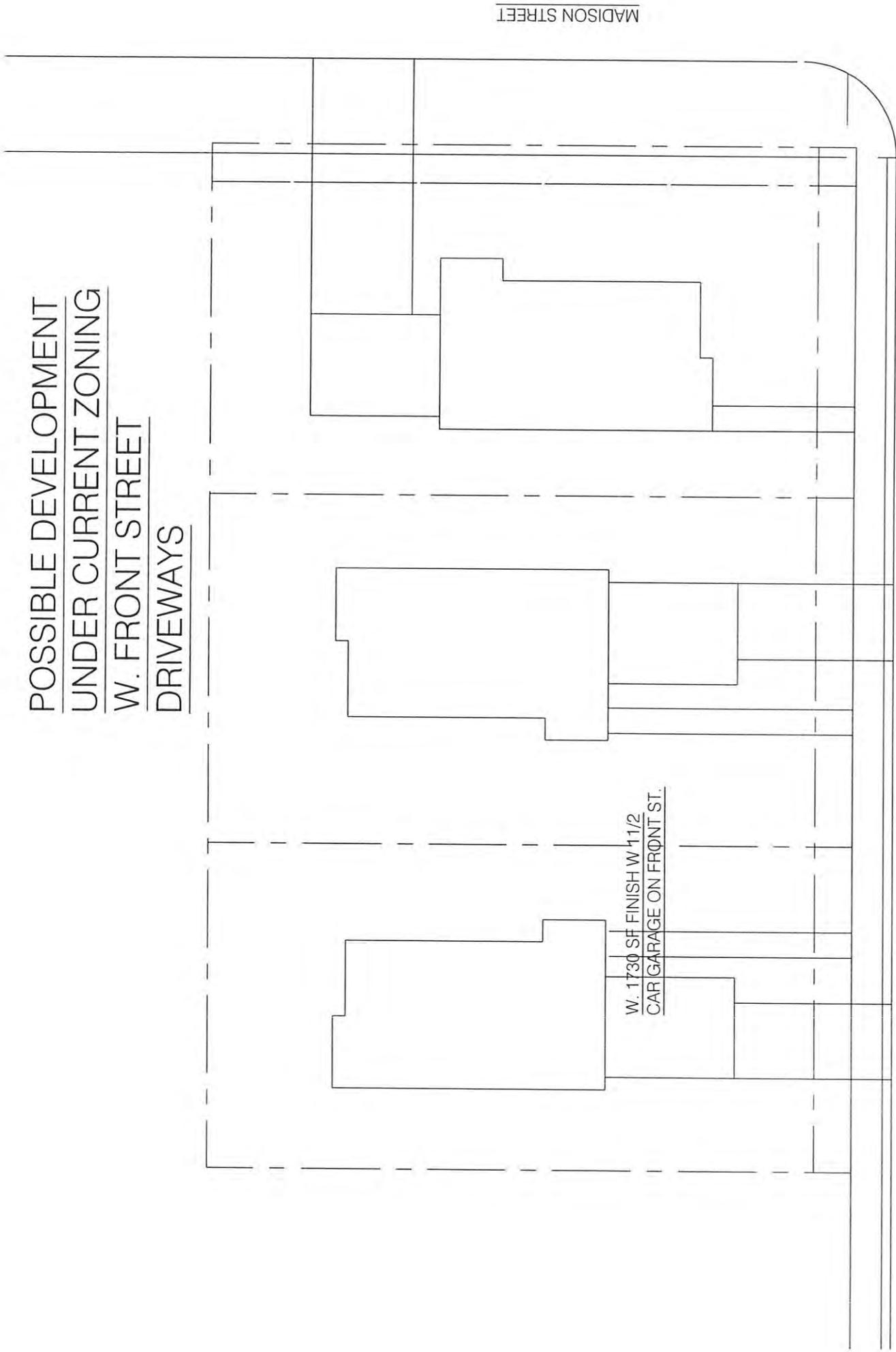
FRONT ST.

SITE PLAN CONCEPT

4 UNITS · SINGLE FAMILY



POSSIBLE DEVELOPMENT  
UNDER CURRENT ZONING  
W. FRONT STREET  
DRIVEWAYS



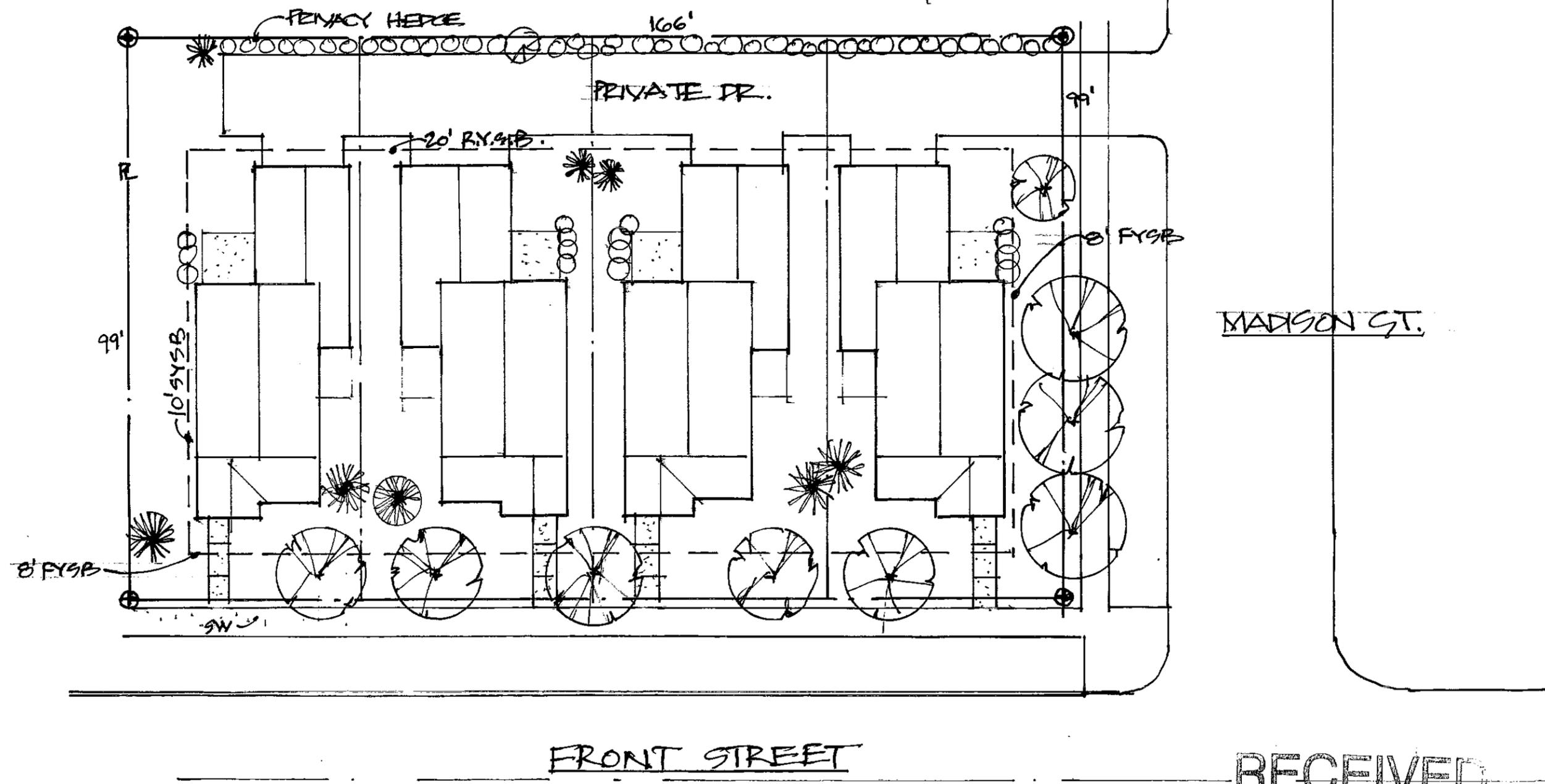
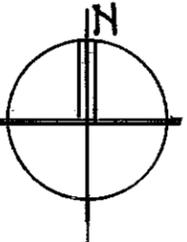
W. FRONT STREET

MADISON STREET

W. 1730 SF FINISH W 1 1/2  
CAR GARAGE ON FRONT ST.

101 N. MADISON  
SITE PLAN

1" = 20'



MADISON ST.

FRONT STREET

RECEIVED

FEB 23 2014

PLANNING DEPT  
CITY OF  
TRAVERSE CITY



## Communication to the Planning Commission

---

FOR THE MEETING OF: March 4, 2014

FROM: Russ Soyring, Planning Director

SUBJECT: Conditional Rezoning Reversion for 10597 East Traverse Highway

DATE: February 26, 2014

On December 3, 2013 the Planning Commission scheduled a public hearing to begin a reversionary process to change the zoning at 10597 East Traverse Highway from R-9 (Multiple Family Dwelling) to R-1b – Mixed Used PUD Morgan Farm. This action was prompted by a request from Michael Dakoski, Vice President of Traverse City State Bank to cancel the conditional rezoning so a new conditional zoning request could begin. Traverse City State Bank holds the deed for the property.

At the January 7, 2014 Public Hearing, representatives of Traverse City State Bank requested that no action be taken to change the current zoning so that the interested developer for the property could make formal submission to MSHDA for financing in February. A MSHDA application requirement includes a letter from the City that stating that the project has zoning and site plan approval in place for the project. The Planning Commission held the Public Hearing on the matter on January 7, 2014, but deferred taking action until the March 4, 2014 meeting.

Subsequently, the interested developer for the project backed out of the project. The Bank has indicated that there is a current back-up offer on the property. It is the recommendation of staff, to move forward with the conditional rezoning reversion for the parcel because a new developer could not have the project 75% complete by May 2014 when the current conditional rezoning agreement would terminate.

If you agree with the recommendation from staff, the following motion would be appropriate:

**I move that the zoning change request initiated by the Planning Department to rezone the property located 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to R1-b MU (Mixed Use PUD Morgan Farm) be recommended for approval and such recommendation be forwarded to the City Commission for their consideration.**

RAS/mlI



## Communication to the Planning Commission

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FOR THE MEETING OF: March 4, 2014

FROM: Russ Soyring, Planning Director

SUBJECT: Project Review for Consistency with Master Plan for: Lot D Boardman River Boatlaunch Project; West Front Street Bridge Project ; Eighth Street Bridge Project ; Pine Street Pedestrian Way Project

DATE: February 26, 2014

Pursuant to the Michigan Planning Enabling Act, the Planning Commission is being asked to determine if the following projects are consistent with the Traverse City Master Plan in terms of location, extent and character:

- Lot D Boardman River Boatlaunch Project
- West Front Street Bridge Project
- Eighth Street Bridge Project
- Pine Street Pedestrian Way Project

Staff finds the Projects to be compliant with the Master Plan. A more detailed assessment of how the projects fit the Master Plan will be provided at the meeting.

If you agree with this assessment, the following motions would be appropriate:

**I move that the Lot D Boardman River Boatlaunch Project is found to be consistent with the City Master Plan in terms of location, extent and character.**

**I move that the West Front Street Bridge Project is found to be consistent with the City Master Plan in terms of location, extent and character.**

**I move that the Eighth Street Bridge Project is found to be consistent with the City Master Plan in terms of location, extent and character.**

**I move that the Pine Street Pedestrian Way Project is found to be consistent with the City Master Plan in terms of location, extent and character.**

Attachments

RAS/mlI

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# Memorandum

The City of Traverse City  
Engineering Department



---

TO: Russ Soyring, City Planning Director

FROM: Timothy J. Lodge, City Engineer 

DATE: February 26, 2014

SUBJECT: Progress Report for Parking Lot D and Boardman River Boat Launch and Improvements

This memo is to provide an update for the above referenced project. The scope of the project as envisioned by the grant applications include:

1. Installation of new boat launch and piers
2. A universally accessible canoe/kayak launch
3. Resurfacing the parking lot with the use of porous pavers in the turnaround area and launch exit
4. Installation of rain gardens along the southern edge of the lot
5. Installation of retaining walls near the launch and turnaround to stabilize eroding site banks,
6. Installation of trees and native plantings
7. Boat cleaning/invasive species education signage.

The grant period for the CZM Grant (\$80,000) is January 1, 2014 to May 15, 2015. The grant period for the Waterways Grant (\$156,200 less the management fee) is three years from the Agreement date which has yet been determined. Recent activities are as follows:

<u>Timeframe</u>	<u>Recent Activity</u>
March 2013	Temporary Funding Delay Waterways Grant Processed Grant Application to CZM with revised timeline, conducted geotechnical investigation.
August/November 2013	Processed CZM Grant Agreement, hired consultant to perform topographic surveying and mapping and design development.
December 2013	Processed Waterways Grant Agreement, design development, coordination with MDNR boat launch criteria and met with MDOT for use of their ROW.
January/February 2014	Design development

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As noted at a recent City Commission meeting there were the following concerns with the conceptual design drawing which are addressed in the design of the project and noted below:

- a) *River navigation channel width and interference with docking along south side of the river. The project as shown projected into the navigation channel. The design has been modified to eliminate interference with the navigation channel and docking along the south side.*
- b) *Temporary boat tie-up at launch. Currently there aren't any facilities to temporarily tie up a boat that is being launched. The design incorporates a 20' long floating dock system in conjunction with the kayak launch for providing this functional activity.*
- c) *MDOT Right of Way Encroachment. The conceptual design and MDNR Waterway requirements include a minimum 60' diameter turn around. Preliminary meetings with MDOT express concern about this encroachment. The design investigated the feasibility and requirements for minimizing or eliminating the encroachment. We were successful in having the MDNR Waterways reduce the 60' diameter requirement and allow a 50' diameter turn around which minimizes the extent of the MDOT encroachment to be nearly the same as it exists today. MDOT has concurred with staff and we are in process of obtaining the MDOT right of way permit. This change also allows for the elimination of retaining walls, item 5 above.*

In addition to the concerns noted above, changes in the scope of the project are required as follows:

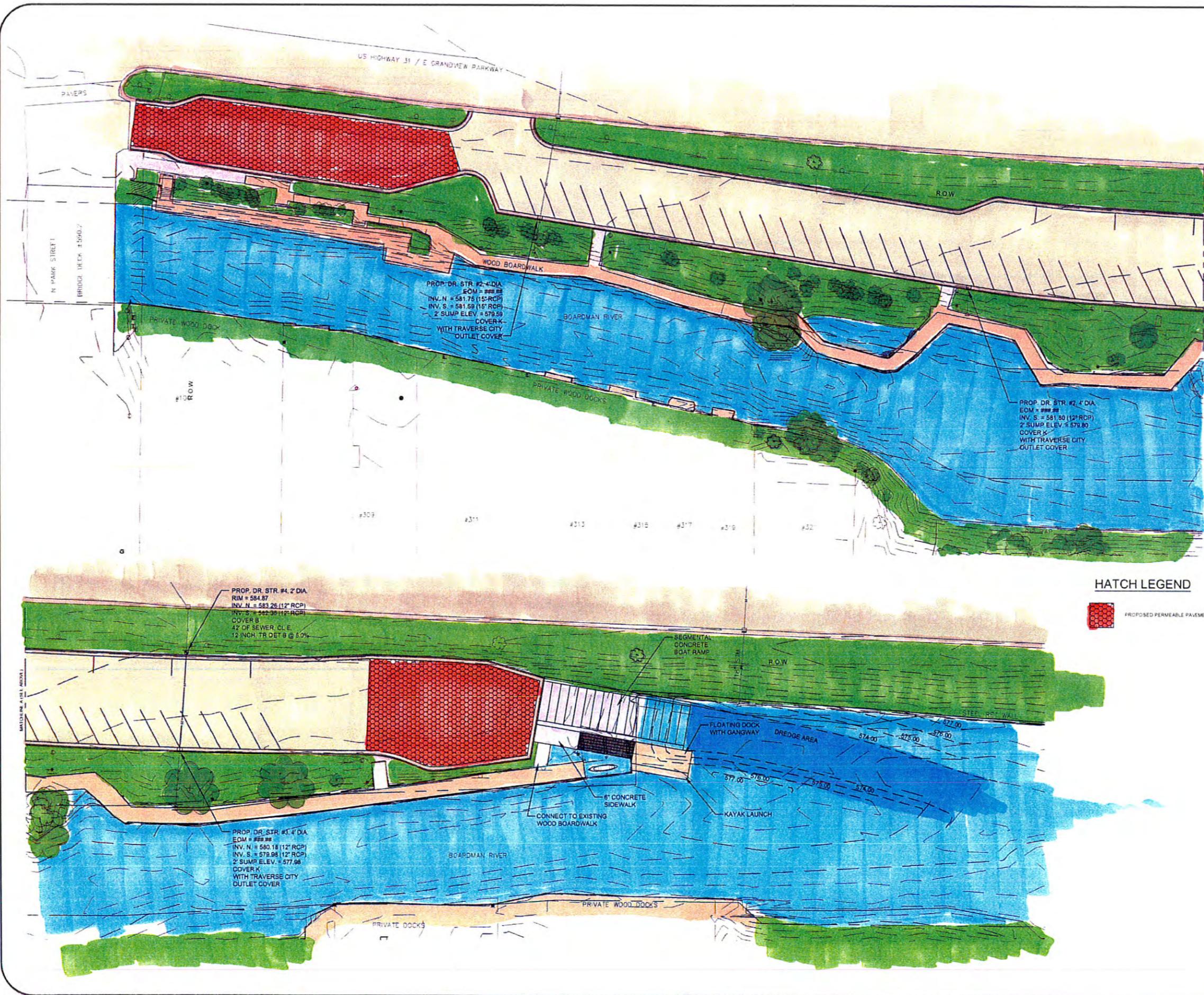
- a) *Stormwater Runoff- The April 2011 conceptual drawing shows 'Rain Gardens' South of the parking lot. After consideration in the design process we have determined that this would require removal of established trees and vegetation that would be detrimental to the stability of the river bank and would negate the ecological benefits of this established natural buffer. Also, the existing river bank is relatively steep and construction of a basin (Rain Garden) would require filling in the flood plain for which a permit would not likely be obtained. Finally, the location would not provide sufficient volume for runoff storage for a typical 25 yr., 24 hr. storm event. Therefore we have replaced the functional aspect of the 'Rain Gardens' and provided oil/grit separation from the stormwater in new catch basins which will intercept and collect the stormwater before it is*

conveyed to the river. The proposed catch basins will have baffles (Traverse City Outlet Covers) that reduce the amount of trash and insoluble pollutants from the stormwater. They also provide sumps below the catch basin outlet to settle out and collect solids such as sand and iron oxide. Additionally, the outlet covers will have "Bio-Skirts" attached to them. These skirts are treated with an antimicrobial agent to reduce soluble bacterial pollutants such as bird feces from leaving the catch basin and entering the river. These skirts also absorb insoluble pollutants such as oil and gas increasing the effectiveness of the baffle itself for this type of pollutant. Native plantings and trees will be considered in the final landscaping plan to address any unstable slope areas.

- b) Porous Pavement - The porous paver areas as shown on the conceptual drawing to reduce the amount of runoff conveyed to the river and bring an aesthetic quality have been revised to address concerns with subsurface soil contamination from previous site activities. Further changes may be required as part of the final design.
- c) Dredging – The initial concept did not include dredging which will be required for the boat ramp use to allow an adequate water depth to access the main river channel.

The project is anticipated to be completed in accordance with the following schedule to have the project completed by the May 15, 2015 grant period as follows:

<u>Scheduled Timeframe</u>	<u>Activity</u>
January 2014	Design Development, Meetings with MDEQ and MDOT
February/March 2014	Design Development Final Design
March/May 2014	Permits/MDNR Plan Review
May/June 2014	Bidding
September/November 2014	Construction



SCALE: 1" = 20'

0 20' 40'

**LEGEND**

- FOUND PROPERTY CORNER
- ▲ BENCHMARK
- SIGN
- ⊗ GAS BOX
- ⊕ UTILITY POLE
- ⊖ GUY WIRE
- ⊗ WATER VALVE
- ⊕ PED LIGHT POLE
- ⊖ ELECTRIC RISER
- ⊕ TELEPHONE RISER/BOX
- ⊖ FIRE HYDRANT
- ⊕ CATCHBASIN
- ⊖ BEEHIVE GRATE CATCHBASIN
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- DECIDUOUS TREE
- CONIFEROUS TREE
- TREE LINE
- SHRUB LINE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- OVERHEAD TELEPHONE
- UNDERGROUND TELEPHONE
- OVERHEAD CABLE TV
- UNDERGROUND CABLE TV
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- GUARDRAIL
- FENCE
- TOP/BOTTOM OF SLOPE

**HATCH LEGEND**



The City of Traverse City  
Engineering Department  
GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, Michigan 49604

**CITY OF TRAVERSE CITY**  
**BOARDMAN RIVER BOAT LAUNCH IMPROVEMENTS**  
**CONSTRUCTION SHEET 1**

Revision/Issue / Date	
REVIEW	11/25/13
Date	11-25-13
Project No.	14-PA-0007
Drawn by	JDM
Scale	N.A.
Sheet No.	5 OF 6

# Memorandum

The City of Traverse City  
Engineering Department



TO: Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Cichowski, E.I.T., Engineering Technician 

DATE: February 26, 2014

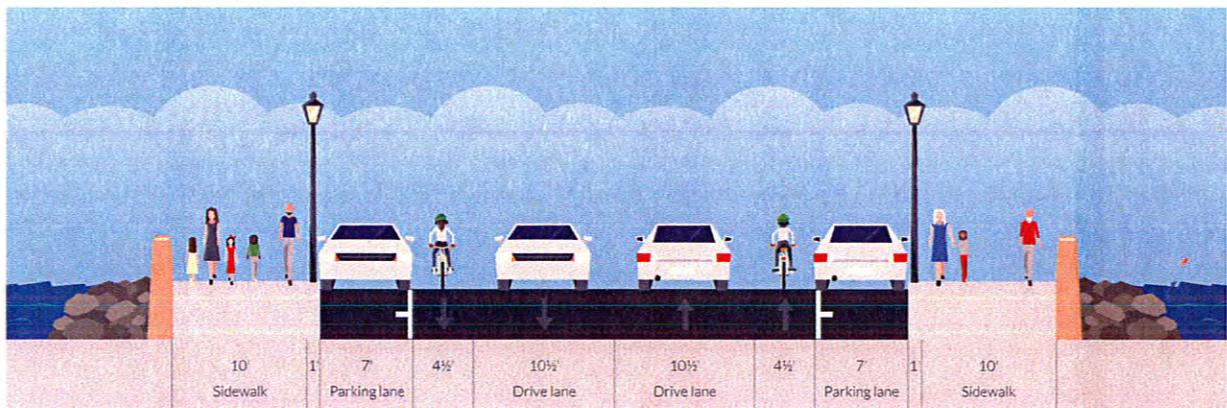
SUBJECT: Front St Bridge Planning Commission Memo

The Front St Bridge is scheduled for reconstruction and is to accommodate multiple modes of transportation as a Complete Street. This memo is a summary of the existing conditions on the applicable section of Front St and considerations for the design.

The community vision for Front St as outlined in the Corridors Master Plan is to encourage development and activity along the corridor through mixed land use and an emphasis on pedestrian facilities and to highlight the Boardman River. Based on this vision, these are the desirable design elements:

- Low target speed
- Wide sidewalks
- Street furniture and landscaping including benches and space for cafes, public space, etc.
- Pedestrian scaled lighting
- Street trees
- Bus stops with shelters
- Midblock crosswalks on long block sections
- Bicycle accommodations
- Gateway features/Access to River

The existing Front St characteristics are as follows:



- Right of way: 66 feet
- Two through-traffic lanes plus 11 foot sidewalks on each side
- On-street parking
- Average daily traffic (ADT): 13,702 vehicles per day
- Speed limit: 25 mph

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# Memorandum

The City of Traverse City  
Engineering Department



- 
- Center turn lane: none
  - Transit: local route
  - Bicycle facilities: narrow lane adjacent to parking zone
  - No landscaping
  - Conventional street and safety lighting

## Design Considerations:

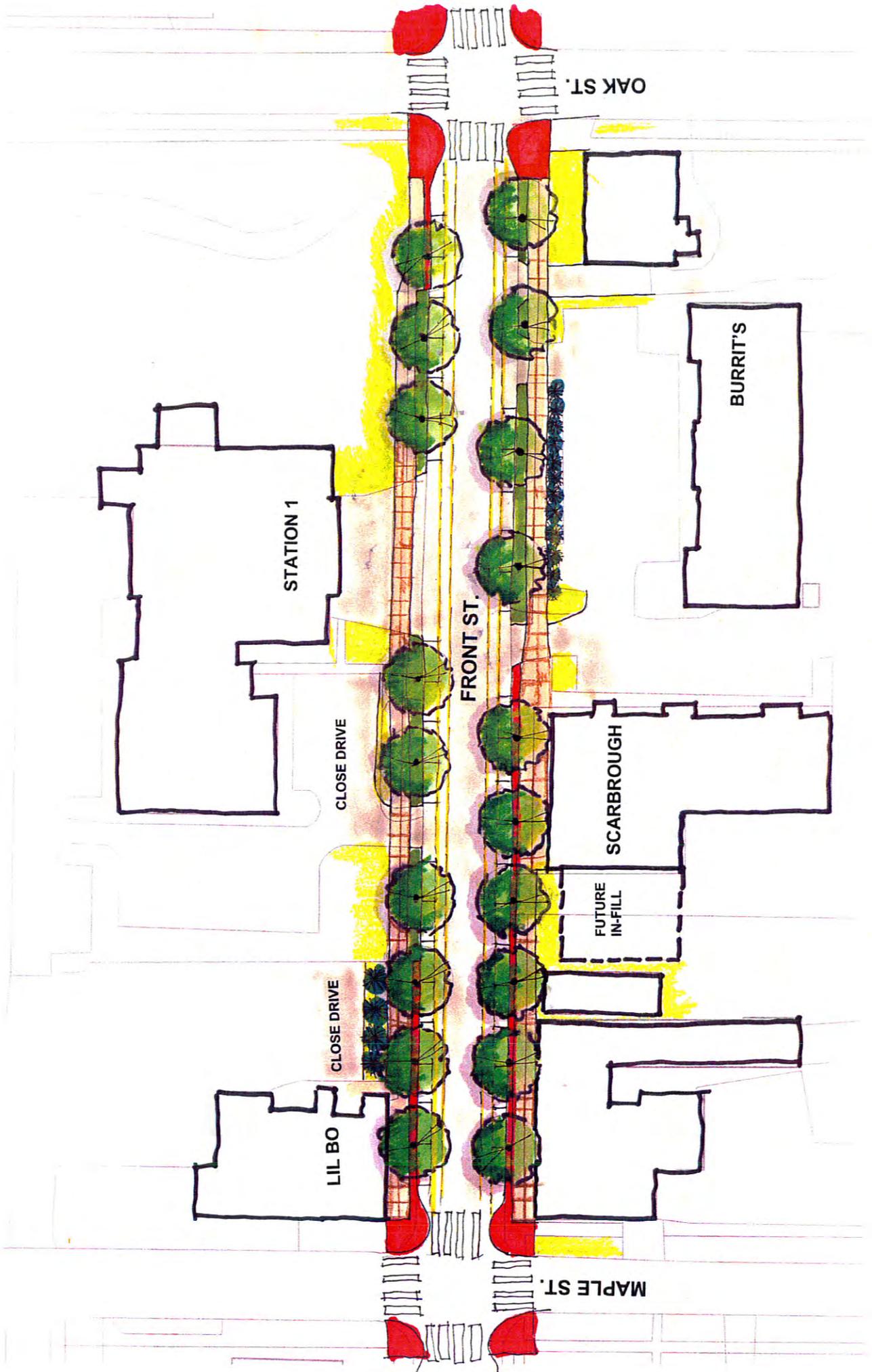
Some design elements that should be considered also have potential trade-offs based on the available right of way width. These design elements and their trade-offs include:

- Travel lanes are generally 12' wide for this type of street and ADT but have been reduced to 10.5' to accommodate all modes.
- Accommodation of bicyclists is preferred to be at least 5' wide but have reduced to 4.5' to accommodate all modes.
- Parking lanes are preferred to be 8' wide but have been reduced to 7' to accommodate all modes.
- Sidewalks are preferred to be 12' to 18' wide but have been reduced to 11' to accommodate all modes and fit within the existing right of way.

The proposed geometric configuration at the bridge is the same as the existing configuration which accommodates pedestrians, bicyclists, and vehicular traffic. The project will include continuing the streetscape components of West Front Street and will be continued westerly as far as available funds allow. A sketch for the streetscapes continuing to Maple Street is attached for reference.

A boardwalk underneath the bridge along the west abutment wall is included with the bridge project and connections from the street level are being considered. The connections are dependent on obtaining right of way from the adjacent property owners for that purpose.

The bridge design will include aesthetic treatments to mimic the "arch" pattern of the existing bridge and a pedestrian scale railing with visibility to the water is desired. Pedestrian scale lighting along the street and under the bridge will be included in the project.



OAK ST.

STATION 1

CLOSE DRIVE

FRONT ST.

BURRIT'S

SCARBROUGH

FUTURE  
IN-FILL

CLOSE DRIVE

LIL BO

MAPLE ST.



HALL ST.

WADSWORTH ST.

NORTH PEAK

CLOSE DRIVE

NARROW DRIVE

FOLGARELLI'S

FRONT ST.

OAK ST.

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Cichowski, E.I.T., Engineering Technician 

DATE: February 26, 2014

SUBJECT: Schematic Design 8<sup>th</sup> Street Bridge

The Eighth St Bridge is scheduled for rehabilitation and is to accommodate multiple modes of transportation as a Complete Street. The work for rehabilitation includes concrete box beam deck replacement, new railings, wider sidewalks, riverbank protection, minor street approach work and aesthetic treatments.

The community vision for Eighth St as outlined in the Corridors Master Plan is to encourage development and activity along the corridor through mixed land use and an emphasis on pedestrian facilities. Based on this vision, these are the desirable design elements:

- Low target speed
- Wide sidewalks
- Street furniture and landscaping including benches and space for cafes, public space, etc.
- Pedestrian scaled lighting
- Street trees
- Bus stops with shelters
- Midblock crosswalks on long block sections
- Bicycle accommodations

The existing Eighth St characteristics are as follows:

- Right of way: 66 feet with additional right of way at the bridge
- 51' wide from curb to curb with four vehicular travel lanes and 6 foot sidewalks adjacent to the curb
- On-street parking on the north side in a separate parking bay
- Average daily traffic: 21,500 (2011) vehicles per day
- Speed limit: 25 mph
- Center turn lane: none
- Transit: local route
- Bicycle facilities: not a designated bike route
- Some landscaping on the north side
- Conventional street and safety lighting with some isolated pedestrian scale lighting

# Memorandum

The City of Traverse City  
Engineering Department



Some design elements that should be considered also have potential trade-offs based on the available right of way width. These design elements and their trade-offs include:

- Travel lanes are generally 12' wide for this type of street and ADT but have been reduced to 11' wide to accommodate all modes. Turn lanes have been reduced to 10' wide.
- Shared lanes are recommended to be 14' wide for this type of street but have been reduced to 12' wide, not including the gutter pan.
- Accommodation of bicyclists is preferred to be at least 6' wide but have reduced to 5' to accommodate all modes.
- Parking lanes are preferred to be 8' wide but have been reduced to 7' to accommodate all modes.
- Sidewalks are preferred to be 10' to 14' wide but have been reduced to 8' to 11' to accommodate all modes and fit within the existing right of way.

The existing geometric configuration at the bridge is narrowed by 3' for the proposed configuration to accommodate pedestrians, bicyclists, and vehicular traffic. This will maintain the current cross section elements including shared travel lanes or allow for a modified cross section with designated bike lanes and a 4 lane to 3 lane road diet. These are depicted graphically below. The project will include approximately 75' of adjacent street work to blend the proposed project into the existing conditions.

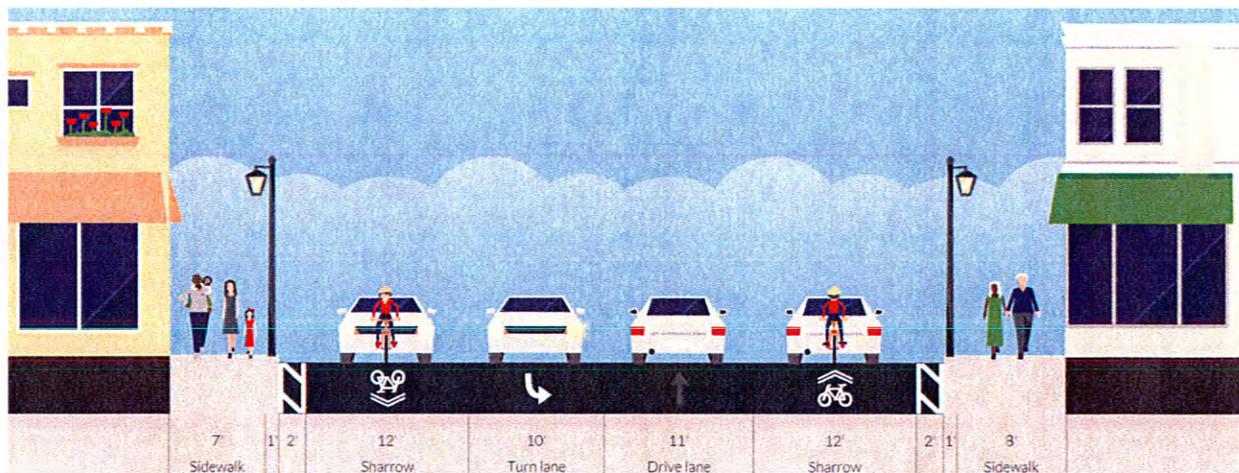


Figure 1: Existing Configuration with Shared Lanes

# Memorandum

The City of Traverse City  
Engineering Department

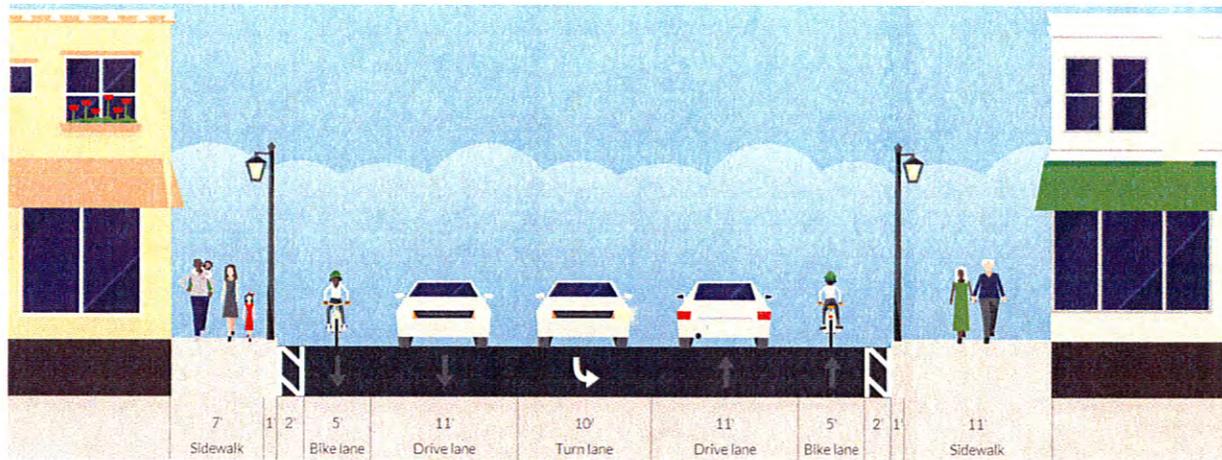


Figure 2: Modified Configuration with Bike Lanes

The bridge project will include the modification of the existing riverwalk underneath the bridge along the west abutment wall to address the occasional flooding that occurs and connections from the riverwalk to the street level are being considered. The connections are dependent on working within the existing right of way for that purpose.

The bridge design will include aesthetic treatments to mimic an “arch” pattern and a pedestrian scale railing with visibility to the water is desired. The railing will be placed beyond the back of the sidewalk to allow a minimum sidewalk width of 8'. Pedestrian scale lighting along the street and under the bridge will be included in the project.

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Russ Soyring, City Planning Director

FROM: Timothy J. Lodge, City Engineer 

DATE: February 27, 2014

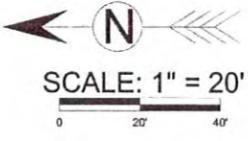
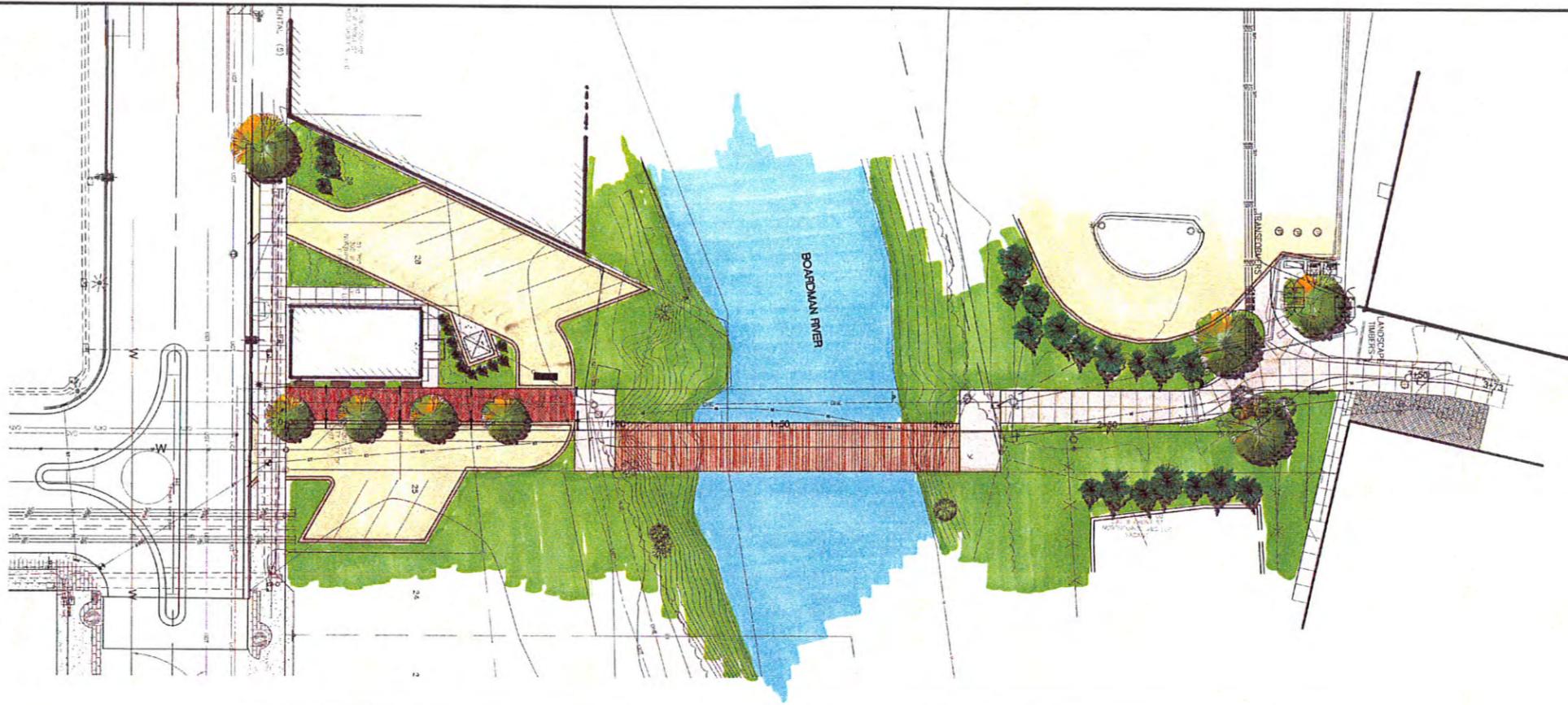
SUBJECT: Progress Report for Pine Street Pedestrian Way Project

This memo is to provide an update for the above referenced project. The bridge has been planned since at least 1997 when it was included in the TIF 97 development plan and is an outgrowth of the 1994 City Plan, which promoted pedestrian connectivity.

The planned Pine Street pedestrian bridge serves several purposes. First, it will provide general pedestrian connectivity. The Warehouse District has limited connection with Front Street and the proposed pedestrian bridge would improve that. A better pedestrian connection will attract more walkers into the Warehouse District promoting more commerce in that area. Secondly, a better pedestrian connection will help maximize the usefulness of a planned parking structure at or near the corner of West Front and Pine. A third downtown parking structure is planned for Pine and West Front to serve the west side of downtown including the Warehouse District. Without the bridge, there may need to be another parking solution in the Warehouse District just to serve that area. Thirdly, the bridge will carry the electrical lines for TCLP and complete the overhead to underground conversion for this area. The bridge provides a cost effective aesthetically acceptable method of crossing the river with utility lines versus boring the lines under the river.

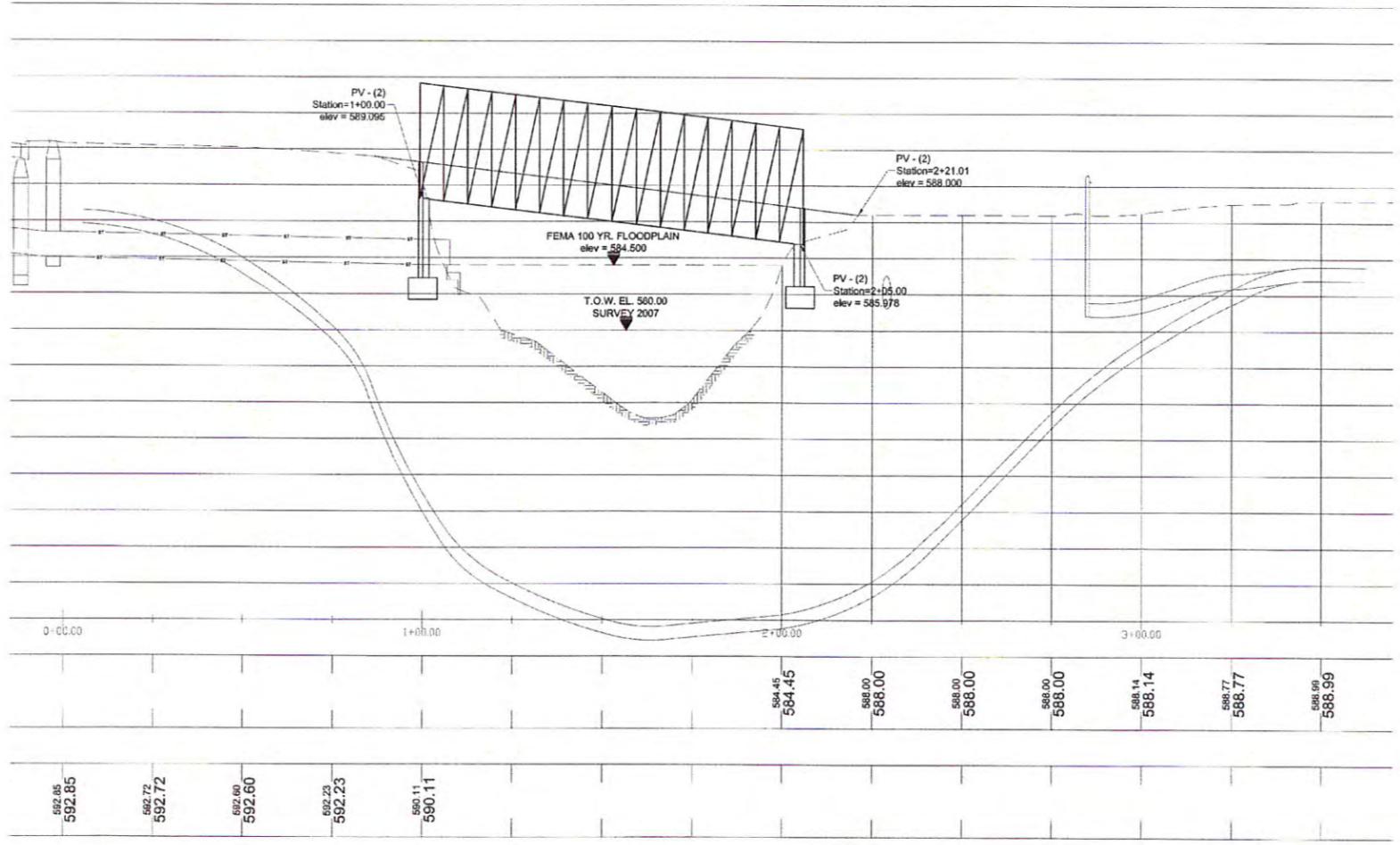
The most recent version of the conceptual plan is attached and includes the following:

1. Installation of pedestrian walkways north and south of the river
2. Construction of a 105' long and 12' clear width prefabricated bridge with relocated utilities
3. Installation of energy efficient lighting
4. Installation of trees and landscaping elements



- LEGEND**
- ✕ FOUND PROPERTY CORNER
  - ▲ BENCHMARK
  - ⊕ SIGN
  - ⊕ GAS BOX
  - ⊕ UTILITY POLE
  - ⊕ GUY WIRE
  - ⊕ WATER VALVE
  - ⊕ PED LIGHT POLE
  - ⊕ ELECTRIC RISER
  - ⊕ TELEPHONE RISER/BOX
  - FIRE HYDRANT
  - ⊕ CATCHBASIN
  - ⊕ BEEHIVE GRATE CATCHBASIN
  - ⊕ STORM MANHOLE
  - ⊕ SANITARY MANHOLE
  - ☁ DECIDUOUS TREE
  - ★ CONIFEROUS TREE
  - TREE LINE
  - SHRUB LINE
  - OVERHEAD ELECTRIC
  - UNDERGROUND ELECTRIC
  - OVERHEAD TELEPHONE
  - UNDERGROUND TELEPHONE
  - OVERHEAD CABLE TV
  - UNDERGROUND CABLE TV
  - SANITARY SEWER
  - STORM SEWER
  - WATERMAIN
  - GUARDRAIL
  - FENCE
  - TOP/BOTTOM OF SLOPE

- HATCH LEGEND**
- ▨ PROPOSED DRIVEWAYS, NON REINFORCED CONC. 6"
  - ▨ PROPOSED LAWN AREA
  - ▲ BENCHMARK DATA  
BENCHMARK # 1  
XXXXX  
ELEV. = XXX.XX



The City of Traverse City  
Engineering Department  
GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, Michigan 49684

**CITY OF TRAVERSE CITY**  
**PINE STREET PEDESTRIAN WAY PROJECT**  
PLAN AND PROFILE SHEET

Revision/Issue	Date
PERMIT SET	-
BID SET	-
Date:	7-01-13
Project No.:	2013-03
Drawn by:	JDM
Scale:	1" = 20'
Sheet No.:	3 OF 9



Here are some questions or statements to ponder:

1. Allow by right or by Special Land Use Permit? What districts?
2. Separation criteria. Proximity to other shelters and other uses.
3. Occupancy. Limit on the number of beds. Length of stay (hours, days).
4. Limit on months of the year to be available to the homeless.
5. Supportive Services (laundry, bathrooms, showers)
6. Proximity to public transit.
7. Staffing levels with experience in managing or providing social services. On site supervision at all times when clients are on premise.
8. Connected sidewalks network in area.
9. Building design (interior, exterior)
10. Recreational area, useable yard area, screening.
11. Possession of weapons, illegal drugs or alcohol.
12. Outdoor lighting.
13. Parking requirements (bike racks, etc.)

Based on the discussion, staff will begin drafting an ordinance for homeless shelters. It is a legal use, so it is appropriate to address the use in the Zoning Code.

RS