

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, July 1, 2014

**7:30** P.M.

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

Posted: June 27, 2014

## 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. Penny Hill, 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. **APPROVAL OF MINUTES**
  - A. June 3, 2014 Regular Meeting and June 17, 2014 Special Meeting minutes (Approval recommended)
5. **OLD BUSINESS**
  - A. Public Hearing to consider a Special Land Use Permit request by Sandy Oliver, 1012 Centre Street, for a Group Daycare Home at the property mentioned (Action requested)
  - B. Consideration of an amended request by Bonnie Adams, of 441 Fair Street, to vacate a portion of an alley located north of the 1400 block of Eighth Street (Action Requested)
  - C. Recreation facilities ordinance amendment (For introduction and possibly scheduling a Public Hearing for August 5, 2014)

- D. NACTO “Urban Street Design Guide” Possible Endorsement (Action Requested)

**6. NEW BUSINESS**

**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— Commissioner Bergman
  - 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—Mrs. Luick

**9. PUBLIC COMMENT**

**10. ADJOURNMENT**

# MINUTES

## TRAVERSE CITY PLANNING COMMISSION

TUESDAY, June 3, 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, Cecil McNally, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

**ABSENT:** None.

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

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

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** None.

4. **APPROVAL OF MINUTES**

A. May 6, 2014 Regular Meeting and May 20, 2014 Study Session Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner McNally, that the May 6, 2014 Regular Meeting and May 20, 2014 Study Session Meeting minutes be approved as presented.

Motion carried 9-0.

5. **OLD BUSINESS**

A. Public Hearing to consider an amendment to General Provisions and Definitions Section 1320.07, *Definitions*; Special Land Use Regulations Section 1364.01, *Types of Special Land Use Review* and Section 1364.08, *Special Land Use Permits Granted by the City Commission*, regarding allowing Emergency shelters and establishing regulations for Emergency shelters and modifying the regulations for Transitional housing (Action requested)

Mr. Soyring summarized his May 30, 2014 memo to the Commission and explained that emergency shelters are a reasonable use in the City and it is the role of the Planning Commission to establish criteria for such a use within the City limits. Mr.

Soyring explained that Emergency Shelters are being proposed as a use that is allowed by Special Land Use Permit. It is the role of the City to approve Special Land Use Requests if the general and specific standards are met.

Commissioner McNally recused himself from the discussion stating an appearance of a conflict of interest due to his employment with Goodwill. Commissioner McNally left the meeting at 7:37 p.m.

Commission discussion.

Commission consensus was to edit §1368.08(q)(2) to read, "The site is located within a ½ mile of a bus stop connected by sidewalks or bike trails" and to edit §1368.08(q)(8) to read, "The operator shall have an ongoing housing assistance program on the premises to place residents into permanent housing and maintain a list of all persons residing at the facility."

Commission discussion.

The Public Hearing was opened. The following members of the public made comments:

- Deni Scudato, 442 E. State Street, city resident, made general comments
- Richard Kuchell, 500 Webster, city resident and city business owner, opposes the amendment
- Rick Buckhalter, 932 Kelly Street, city resident, opposes the amendment
- Tina Allen, non-city resident, made general comments
- Susan Kuchell, 500 Webster, city resident and city business owner, made general comments
- Mark Jensen, city business owner at 515 Wellington, opposes the amendment
- John Scudato, 442 E. State Street, city resident, made general comments
- Tom Emmott, 720 Lincoln Street, city resident, supports the amendment
- Carol Moorman, 4875 Arbor Grove, non-city resident, supports the amendment
- Ryan Hannon, non-city resident, supports the amendment
- Al Neuman, 401 Washington Street, city resident, opposes the amendment
- Peter Starkel, non-city resident, supports the amendment

The Public Hearing was closed.

Commission discussion.

Commission discussion included opposition to the allowance of 100 bed maximum by Commissioners Dow and Serratelli. Commissioner Twietmeyer expressed

concern with combining regulations for transitional housing with emergency shelters.

Motion by Commissioner Warren, second by Commissioner Bergman that an amendment to the Traverse City Code of Ordinances General Provisions and Definitions Section 1320.07, *Definitions*; Special Land Use Regulations Section 1364.01, *Types of Special Land Use Review* and Section 1364.08, *Special Land Use Permits Granted by the City Commission*, regarding allowing Emergency shelters and establishing regulations for Emergency shelters and modifying the regulations for Transitional housing be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 5-3 (Commissioners Dow, Serratelli and Twietmeyer opposed, Commissioner McNally recused.)

Commissioner McNally rejoined the meeting at 8:44 p.m.

**B. 8<sup>th</sup> Street Restriping Request and Action Plan for 8<sup>th</sup> Street Design Charrette and Corridor Zoning Overlay District(Action Requested)**

Mr. Soyring explained his June 2, 2014 memo to the Commission.

Commission discussion included adding a police enforcement component to go along with the restriping and adding marked pedestrian crosswalks.

Mr. Soyring discussed his conversation with the East Lansing Public Works Director who has undertaken multiple road diets in East Lansing with positive results.

Commission discussion.

Motion by Commissioner McNally, second by Commissioner Werner, that the temporary restriping of Eighth Street with a striping configuration that will enhance the walking and bicycling environment along Eighth Street between Woodmere Avenue to Lake Avenue is found to be consistent with the Traverse City Master Plan and Corridors Master Plan in terms of location, extent and character and that the temporary restriping be evaluated for one year to determine the impacts the reconfigured striping will have on the corridor and adjacent neighborhood be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

The following members of the public made comments:

- Mike Coco, 325 Wellington Street, city resident, supports the request
- Richard Kuchell, 500 Webster, city resident and city business owner, made general comments
- Maggie Coco, 325 Wellington Street, city resident, supports the request
- Elizabeth Whalen, 442 Webster, city resident, supports the request
- Debra Gratz, 547 8<sup>th</sup> Street, city resident and city business owner, supports the request
- Paula Colombo, city resident, supports the request
- Bob Otwell, 525 Washington, city resident, supports the request
- Mark Jensen, 515 Wellington, city business owner, supports the request
- John Scudato, 422 State Street, city resident, supports the request
- Bill Clark, 604 W 12<sup>th</sup> Street, city resident, supports the request
- Suzanne Stepan, 536 Webster Street, city resident, supports the request

Commission discussion.

Commission discussion included timing the lights, so drivers going the speed limit make the lights.

Motion carried 9-0.

**6. NEW BUSINESS**

- A.** Special Land Use Permit request by Sandy Oliver, 1012 Centre Street, for a Group Daycare Home at the property mentioned (For Introduction and Possibly set a Public Hearing for July 1, 2014)

Mrs. Luick explained her May 29, 2014 memo to the Commission.

Commission discussion.

Motion by Commissioner Bergman, second by Commissioner Easterday, that the request from Sandy Oliver for a Special Land Use Permit to allow for a Group Day Care Home at 1012 Centre Street be Introduced and scheduled for a Public Hearing on July 1, 2014.

Motion carried 9-0.

- B.** NorthStar Soccer, Inc. letter requesting Recreational Facilities in the Neighborhood Center (C-2) District (Discussion)

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Mr. Soyring explained that currently Recreational Facilities are only allowed in two zoning districts: OS (Open Space) and GP (Government Public) and that if the Commission would like to expand the districts, then an ordinance amendment would be required.

Commission discussion.

Commission consensus was for staff to present recommendations for expanded districts for Recreational Facilities uses at a future meeting.

**7. CORRESPONDENCE - None.**

**8. REPORTS**

- A.** City Commission- Commissioner Werner 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— Commissioner Bergman reported
  - 2. Active Transportation Committee—Commissioner Werner reported
  - 3. Master Plan Review Committee—Commissioners Bergman and Dow reported
- E.** Planning Department—No report
  - 1. Capital Improvement Program—No report.

**9. ADJOURNMENT-** Meeting was adjourned at 9:43 p.m.

Respectfully submitted,

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

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

# SPECIAL MEETING MINUTES TRAVERSE CITY PLANNING COMMISSION

TUESDAY, JUNE 17, 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, Janet Fleshman, Cecil McNally, Chairperson John Serratelli, and Bill Twietmeyer  
**ABSENT:** Commissioners Jeanine Easterday, Janice Warren and Tim Werner  
**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 requested that items 4 and 5 on the agenda be reversed in their discussion order. With no objections from the Commission, 'Recreational facilities' moved to agenda item 4 and NACTO moved to agenda item 5.

Mr. Soyring announced that the emergency shelter ordinance amendment passed at the City Commission and will be back on their agenda in 2 weeks for possible enactment.

Mr. Soyring also announced that the City Commission also authorized the 8<sup>th</sup> Street Restriping request.

Mrs. Luick announced that the Traverse City Public Pier Request for Qualifications were due last week and the City received 7 proposals. Staff and the Traverse City Public Pier Study Group will review the proposals, hold interviews and make a recommendation on the selected consultant to the City Commission.

4. **'RECREATIONAL FACILITIES' REVISED ZONING DISTRICT RECOMMENDATIONS (DISCUSSION)**

Mr. Soyring explained his June 13, 2014 memo to the Commission.

Commission discussion.

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The following made public comment on the topic:

- Ed Roy, 412 S Union Street, non-city resident, supports the recommendations

Staff will revise the recommendations based on the discussion and bring it back to the Commission at a future meeting for further consideration.

**5. NACTO 'URBAN STREET DESIGN GUIDE' POSSIBLE ENDORSEMENT (ACTION REQUESTED)**

Mr. Soyring explained that the current Infrastructure Policy cites the "Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities" as a technical resource. The Planning Commission is being asked to consider that the NACTO "Urban Street Design Guide" be recommended to the City Commission for its inclusion as a technical resource in the City's Infrastructure Policy.

Mr. Soyring gave a presentation regarding the NACTO "Urban Street Design Guide."

Commission discussion included holding off on making a recommendation and studying the document further. The topic will be brought back to the Commission at a future meeting for further consideration.

**6. MASTER PLAN REVIEW COMMITTEE RECOMMENDATIONS (DISCUSSION)**

Mr. Soyring summarized his June 13, 2014 memo to the Commission and explained that Commissioners Bergman, Dow and Twietmeyer served on the Master Plan Review Committee.

Commission discussion.

There was commission consensus that the Future Land Use Map proposed changes made sense.

There were some concerns regarding changing the HAME "standard" language to "guideline." There were concerns with the core principles and goals on pages 5-6. In addition, the use of the word "neighborhood" needs to be better explained. The intent of transition zones between neighborhood types should be discussed further by the Committee.

The Master Plan Review Committee will reconvene and bring a revised recommendation back to the Commission at a future meeting.

**7. PUBLIC COMMENT- None.**

**PLANNING COMMISSION**

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8. **ADJOURNMENT-** Meeting adjourned at 8:43 p.m.

Respectfully submitted,

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

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



## Communication to the Planning Commission

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FOR THE MEETING OF: July 1, 2014

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT

SUBJECT: PUBLIC HEARING TO CONSIDER A SPECIAL LAND USE PERMIT  
REQUEST FROM SANDY OLIVER TO ALLOW A GROUP DAY CARE  
HOME AT 1012 CENTRE STREET

DATE: June 26, 2014

As discussed at the June 3, 2014 Planning Commission meeting, the Special Land Use Permit request by Sandy Oliver, of 1012 Centre Street, to operate a group day care home at the 1012 Centre Street is scheduled for a public hearing. The parcel is located in a Two Family Dwelling (R-2) District. Group day care homes are allowed by Special Land Use Permit.

Please bring the packet material regarding this request that was included in your June 3, 2014 meeting packet for review.

Group Day Care Homes must meet §1364.02 *General Standards of Approval* and the specific requirements of §1364.08(i) *Group day care homes, including adult day care*.

If after the public hearing has been held, if you feel all of the general and specific standards are or will be met, the following motion would be appropriate:

**That the request for a Special Land Use Permit 14-SLUP-01 to allow for a Group Day Care Home at 1012 Centre Street be hereby approved by the Planning Commission provided that the general and specific standards in sections 1364.02 and 1364.08 (i) respectively are met, and further that the recommendation be passed along to the City Commission for consideration.**

Attachment: Staff Report 14-SLUP-01 dated June 27, 2014

*Attachments included in the June 3, 2014 packet:*

SLUP Application, Proposed site plan, Location Map, Site Photographs, excerpts from the Zoning Code sections 1364.02 *General Standards for Approval* and 1364.08 (i) *Group day care homes, including adult day care*

# STAFF REPORT

14-SLUP-01

DATE: June 27, 2014

APPLICANT: Sandy Oliver.

PROPERTY OWNERS: Mark and Sandy Oliver.

STATUS OF APPLICANT: Owner of property.

PROPERTY ADDRESS: 1012 Centre Street  
REQUESTED ACTION: Group Day Care Home (childcare, more than 6 children, but no more than 12 at one time).

DESCRIPTION: E 65 FT OF LOTS 20 & 21 BLOCK A BURCH ADD.

EXISTING CONDITIONS:

SITE SIZE: 65' x 101'  
TOPOGRAPHY: Flat.  
VEGETATION: Grass and trees.  
SOILS: Sandy loam, well drained.  
EXISTING ZONING: R-2 (Two Family Dwelling District)

SURROUNDING ZONING/LAND USE:

NORTH: R-2 (Two Family Dwelling District).  
SOUTH: R-2 (Two Family Dwelling District).  
EAST: R-2 (Two Family Dwelling District).  
WEST: R-1b (Single Family Dwelling District).

ZONING HISTORY: From 1958 to 1999 the property was zoned Single Family. In 1999 the property was rezoned to Two Family.

**RELEVANT SECTIONS OF THE ZONING ORDINANCE:**

Section 1364.02 General Standards for Approval (pages 138-139).

Section 1364.08(i) specific requirements (page 146).

**RELATIONSHIP TO THE CITY PLAN:** The City Plan designates this area as a TC-2 Neighborhood. The City Plan states that home occupations, schools and places of worship should be conveniently located.

**PUBLIC UTILITIES:** There are adequate utilities to serve this use.

**TRAFFIC** No more than 12 children can be present at one time. If all 12 children are full time, 24 trip ends could be generated. Trip ends could double if part time children are present, 12 in the morning and 12 in the afternoon.

**ACCESS:** The property will be accessed from Centre Street and an alley to the east. There are no sidewalks on Centre Street adjacent to the property and the sidewalks are incomplete in the general neighborhood.

**PARKING:** Parking is available on both sides of Centre Street and the home has a nonconforming driveway on Centre Street which is approximately 60 feet long. Two parking spaces are available in front of the detached garage located in the alley.

## ANALYSIS:

## General Standards 1364.02:

The use shall be harmonious with and in accordance with the general principles and proposals of the City Plan.

*The City Plan designates this area as a TC-2 Neighborhood and states home occupations, schools and places of worship should be conveniently located. Traverse Heights Elementary School is located one block to the west for the applicant's parcel. Even though Group Day Care Homes are not specifically mentioned in the City Plan, having before and after school day care providers adjacent to schools (Traverse Heights Elementary School) allows children the ability to walk to and from school.*

- (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 Group Day Care Home will be operated at the applicant's residence. No exterior changes to the dwelling will be made to accommodate this use. Operation will be typical day care hours from 7:00 a.m. to 5:30 p.m.*

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

*The applicant's parcel is a typical residential lot (65' x 101') with a large back yard for children to play. Hours of operation are occurring when most residences are likely to be away from their homes. The potential noise of children playing will be minimal and likely will not disturb the general vicinity.*

- (c) The use shall be served adequately by existing or proposed public infrastructure and services, including but not limited to, streets and highways, police and fire protection, refuse disposal; water, waste water, and storm sewer facilities; electrical service, and schools.

*The proposed use will be adequately served by existing public facilities and services.*

- (d) The use shall not create excessive additional requirements for infrastructure, facilities, and services provided at public expense.

*No additional requirements or public costs will be associated with the proposed use.*

- (e) The use shall not involve any activities, processes, materials, equipment or conditions of operation that would 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.

*No more than 12 children can be present at one time. If all 12 children are full time, 24 trip ends may be generated. It's possible this number could double if part time children are present, 12 in the morning and 12 in the afternoon. This use would be equivalent to the traffic that is generated by 2-5 single family homes. The use should 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.

*The property is not in a Historic District. No changes to the exterior appearance of the dwelling is anticipated.*

- (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.

*Again, no changes to the exterior appearance of the dwelling is anticipated. The play area will be in the rear yard and is fenced in. The fence is chain link with a height of 3 ½ feet.*

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

*The intent of the R-2 Zoning District is for the purpose of accommodating single family and two family homes on small lots. The home will still be used primarily for single family living.*

## Specific Requirements 1364.08 (i)

- (1) All necessary licenses are obtained and maintained. Expiration or revocation of a license automatically terminates the special land use permit and a change in the licensee requires a special land use permit renewal.

*The applicant will be obtaining State licenses if the Special Land Use Permit is granted.*

- (2) The lot is not located within 1,500 feet of another lot devoted to such use.

*There are no Group Day Care Homes located within 1,500 feet of the property.*

- (3) For child day centers, fenced outside recreation areas of 1,200 square feet or more of playable ground surface shall be located on premise where it will most effectively shield neighboring properties from noise and visual disruptions. Play equipment shall not be placed streetward of the principal structure unless specifically allowed by the Planning Commission for unique circumstances.

*The rear yard is fenced in with a chain link with a height of 3 ½ feet. The fenced in area approximately 1,766 square feet. All play equipment will be located in the rear yard.*

- (4) The use is not allowed in an apartment.

*The proposed use will be located in a single family home.*

- (5) The use is limited to an established and recognized work or shift period and shall not be operated on a 24-hour basis unless approved by the Planning Commission.

*Hours of operation will be weekly from 7:00 a.m. to 5:00 p.m.*

- (6) The premises are approved by the City Fire Marshal prior to the issuance of the special land use permit and at least annually thereafter to maintain the special land use permit.

*The property has not yet been inspected by the Fire Marshall. An inspection is required and all violations of the International Fire Code observed would need to be rectified prior to issuance of the special land use permit.*

- (7) For Child care centers, “Approved Child Care Provider” identification is prominently displayed in a street side window so as to be clearly identifiable from the public street, or as otherwise required by the City Commission.

*Signs will need to be installed once the S.L.U.P is granted and licenses and inspections are approved.*

- (8) No additional parking is required for the Group Day Care Home provided on-street parking is allowed adjacent to the property. If on-street parking is not allowed, four parking spaces shall be provided on premise.

*Parking is allowed and is available on both sides of Carver Street and the home has a nonconforming driveway approximately 60 feet long, with additional parking available in front of the detached garage adjacent to the alley.*

- (6) As part of the application, a site plan shall be submitted showing the designated outside play area, primary drop off/pick up entrance and parking spaces.

*A site plan was submitted with the application with the required information.*

#### RECOMMENDATION:

Staff recommends the Special Land Use Permit be approved provided the following conditions are met.

Any violations noted by the Fire Marshall are corrected.

All necessary State licenses are obtained.

“Approved Child Care Provider” identification is prominently displayed in a street side window.



## Communication to the Planning Commission

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FOR THE MEETING OF: July 1, 2014

FROM: Russ Soyring, Planning Director

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

DATE: June 26, 2014

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

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

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

When the alley vacation was discussed last year, the Planning Commission requested that first-class mail letters be sent to the affected adjoining property owners prior to discussing the matter further. Letters were sent to the owners of 1409 E. 8<sup>th</sup> Street and 1413 E 8<sup>th</sup> Street. Ms. Adams also owns the property at 449 Fair Street, so a letter was not sent to that parcel.

The Michigan Municipal Planning Act states that a master plan shall include those subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction. Included in the list of subjects is the vacating or extension of streets. The Traverse City Master Plan mentions alleys as part of the infrastructure that is characteristic of a TC-3 Neighborhood. Although, formal review by the Planning Commission is not required, as a matter of practice, the Planning Commission has reviewed street and alley vacations since it impacts land use and circulation patterns. According to the Planning Commission Rules and Procedures, the "(Planning) Commission may hold a public hearing as is deemed advisable for public street and alley vacations and openings." The City Commission is the body that formally

makes a decision by resolution after holding a public hearing. The Planning Department is interested in receiving input from the Planning Commission on this matter.

If the Planning Commission is interested in holding a public hearing on this vacation request the following motion is appropriate:

**I move 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 8th Street be introduced and scheduled for a Public Hearing on August 5, 2014.**

If the Planning Commission concludes a public hearing is not necessary, the Planning Commission can formally make a recommendation to vacate or not vacate in a form of a motion. Such as:

Approval:

**I move 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.**

Denial:

**I move 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 be hereby denied by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.**

Attachment: Application, Map of Area

RAS/mlI

ALLEY  
VACATION  
REQUEST

Bonne Adams  
946.1893



 SUBJECT  
ALLEY

50'  
SCALE

Legend  
Road Names  
Parcels



1 inch = 50 feet

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



City of Traverse City

**APPLICATION FOR ALLEY/STREET VACATION**

400 Boardman Avenue, Traverse City, Michigan 49684 (p) 231-922-4778 (f) 231-922-4457

Applicant Name: BONNIE ADAMS  
 Address: 441 FAIR ST, TC, MI: 49686  
 Phone: 231-946-1893 Fax: \_\_\_\_\_

Description/location of alley/street to be vacated: ALLEY PROPERTY  
LOCATED EAST OF PARCEL 28-51-582-022-00.  
PROPERTY SPLIT HALF NORTH & HALF SOUTH,  
OR HOWEVER DIVIDED.

Applicant Signature: Bonnie Adams Date: 10-17-13

(Office Use Only)

Non-refundable \$1,050.00 Application Fee received on: 10-19-13  
~~\$1050.00~~ CK # 2909 Rec # 18347 Additional fee rec 6/17/14  
 Planning Commission Public Hearing on: \_\_\_\_\_

Resolution Deeming Advisable to Vacate adopted by City Commission on: \_\_\_\_\_

Public Hearing and Resolution Vacating Alley/Street adopted by City Commission on: \_\_\_\_\_



## Communication to the Planning Commission

FOR THE MEETING OF:                    JULY 1, 2014

FROM:                                        RUSS SOYRING, PLANNING DIRECTOR

SUBJECT:                                    ZONING REGULATIONS FOR RECREATIONAL FACILITIES

DATE:                                        JUNE 26, 2014

At the June 17 meeting the Planning Commission discussed possible amendments regarding regulations for recreational uses. Recreational facilities currently are allowed in OS (Open Space) and GP (Government Public) Districts and are defined as a **“public or private non-profit facility for athletic activities such as ice arenas, stadiums, indoor sports areas, community recreation centers, indoor and outdoor swimming pools.”**

“Amusement and recreational services” are allowed in the C-3 (Community Center) and C-4 (Regional Center) districts. Recreational services are not defined in the zoning code so staff relies on the Standard Industrial Classification Manual as an interpretative guide. This guide states this category of uses “includes establishments engaged in providing amusement or entertainment services, not elsewhere classified.”

The Zoning Code also regulates Mechanical amusement arcades, athletic fields and golf courses. Mechanical Arcades are allowed with conditions and limitations in the C-3 and C-4 Districts. See section 1344.01. Athletic fields and golf courses are allowed in the R Districts and any district that allows R District uses such the C Districts.

Staff recommends the following amendments to the Zoning Ordinance:

1. Amend the definition of “Recreational facilities” to read, **“Recreational facilities means buildings or grounds, excluding amusement parks where a variety of sport or exercise activities are offered.”**
2. Add **“Recreation Facilities with spectator seating capacity of 200 or less”** to all zoning districts except for the R Districts.
3. Eliminate **“Recreational services”** as a use listed in the C-3 and C-4 Districts. (It is confusing to have both “Recreational facilities” and “Amusement and recreational services” listed as a permitted use.)
4. Eliminate **“Mechanical amusement arcades”** with the associated conditions in the C-3 and C-4 Districts. Mechanical amusement arcades would be incorporated as a use by right under the revised Recreational facility definition.

Recreational facilities with more than 200 seats for spectators could be allowed by Special Land Use Permit or allowed by right with specific conditions. Stadiums have unique traffic, parking, lighting and sound issues and would be best handled by creating a special district with a campus plan, an overlay district or Special Land Use Permit. Amusement parks could also be allowed by Special Land Use Permit.

If the Planning Commission is in agreement with the suggested amendments 1 through 4 the following motion would be appropriate (the amendment will be in ordinance format for the Public Hearing):

**I move that a Public Hearing be scheduled for August 5, 2014 to consider an amendment to the Traverse City Code of Ordinances Sections 1320.07, *Definitions*; 1328.01 Open Space (OS) District *Uses Allowed*; 1338.01 Hotel Resort (HR) District *Uses Allowed*; 1340.01 Office Service (C-1) District *Uses Allowed*; 1342.01 Neighborhood Center (C-2) District *Uses Allowed*; 1344.01 Community Center (C-3) District *Uses Allowed*; 1346.01 Regional Center (C-4) Districts *Uses Allowed*; 1347.01 Development (D) Districts *Uses Allowed*; 1348.01 Transportation (T) District *Uses Allowed*; 1350.01 Government/Public (GP) District *Uses Allowed*; 1354.01 Industrial (I) District *Uses Allowed*; 1356.01 Northwestern Michigan College (NMC) Districts *Uses Allowed*; and 1358.01 Hospital (H) Districts *Uses Allowed*; as described in the Planning Director's memo dated June 26, 2014 regarding recreational facilities.**



## Communication to the Planning Commission

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FOR THE MEETING OF: July 1, 2014

FROM: Russ Soyring, Planning Director

SUBJECT: NACTO 'Urban Street Design Guide' possible endorsement

DATE: June 26, 2014

The Planning Commission heard a brief presentation regarding the National Association of City Transportation Officials (NACTO) 'Urban Street Design Guide' for use as a technical resource guide in the City's Infrastructure Strategy Policy at the June 17, 2014 Special Meeting.

An online version of the publication can be found here <http://nacto.org/usdg/>

There was consensus at the meeting that the Commission needed more time to read the online guide and have further discussion at the next Commission meeting.

If the Planning Commission is supportive of endorsing the NACTO 'Urban Street Design Guide' for inclusion in City policy, the following motion would be appropriate:

**I move that the National Association of City Transportation Officials 'Urban Street Design Guide' be recommended by the Planning Commission for its inclusion as a technical resource as part of the City's Infrastructure Strategy Policy and such recommendation be forwarded to the City Commission for their consideration.**

RAS:ml