

**CITY OF TRAVERSE CITY  
HOUSING AND BUILDING COMMITTEE**

**Tuesday, July 15, 2014**

**3:00 P.M.**

**Planning and Engineering Conference Room  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684**

**Posted 7/11/14**

**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. APPROVAL OF MINUTES OF 4/14/14 MEETING (ACTION REQUESTED)**
- 3. ACCESSORY DWELLING UNITS (DISCUSSION)**
- 4. PUBLIC COMMENT**
- 5. ADJOURNMENT**

**MINUTES**  
**CITY OF TRAVERSE CITY**  
**HOUSING AND BUILDING COMMITTEE**

**MONDAY, APRIL 14, 2014**

**9:00 A.M.**

**Planning & Engineering Conference Room**

**Governmental Center, 2nd Floor**

**400 Boardman Avenue**

**Traverse City, Michigan 49684**

**PRESENT:** Members Bergman (Chair), Cecil McNally, Kay Serratelli and Jan Warren (9:08)

**ABSENT:** None

**STAFF PRESENT:** Russ Soyring, Planning Director

**OTHERS PRESENT:** George Golubovskis, 325 Washington Street, Christie Minervini, Street Advocate Organization

**1. CALL MEETING TO ORDER**

*Chairwoman Bergman called the meeting to order at 9:00 a.m.*

**2. APPROVAL OF MINUTES OF 3/31/14.**

*Member Warren made the motion, seconded by Member Lucas to approve the minutes. Upon vote, the motion passed.*

**4. HOMELESS SHELTER REGULATIONS**

*Mr. Soyring reviewed the revised draft regulations.*

*General discussion with suggestions for revisions including the zoning districts of where such facilities would be allowed by Special Land Use. Mr. Soyring stated that staff would investigate the ATS properties on*

**5. PUBLIC COMMENT**

*None.*

**ADJOURNMENT**

*The meeting was adjourned at 10:02 a.m.*



## ACCESSORY DWELLING UNITS OVERLAY DISTRICTS

- (d) Only one accessory dwelling unit per parcel is allowed with a maximum of 2 dwellings per parcel.
- (e) Access to an upper story accessory dwelling unit must be internal to the building structure.
- (f) The accessory dwelling unit is clearly incidental to the principal dwelling unit and the structures' exteriors appear to be single-family. No alteration to the exterior of the residential dwelling, accessory building or yard that alters the single-family residential character of the premises is permissible.
- (g) The orientation of the accessory dwelling unit shall, to the extent practical, maintain the privacy of residents in adjoining dwellings, as determined by the physical characteristics surrounding the accessory dwelling unit, including landscape screening, fencing and window and door placement.
- (h) If the accessory dwelling unit's primary entrance is not the same as that of the principal dwelling unit, it shall be made less visible from the street view than the main entrance of the principal dwelling unit.
- (i) Individual site plans, floor plans, elevation drawings and building plans for both the proposed accessory dwelling unit and the subsequent reconversion to conventional single-family residence shall be submitted with the application for a land use permit. Any construction of an accessory dwelling unit shall meet all design and building code requirements.
- (j) The accessory dwelling unit may not exceed forty percent of the total floor area of the principal dwelling unit including the garage. The interior staircase of the accessory dwelling unit is not included in the total floor area.
- (k) The accessory dwelling unit must have at least 250 square feet of gross floor area per dweller.
- (l) The dwelling unit that is rented shall not be leased for less than twelve months at a time.
- (m) All off-street parking facilities shall be behind or to the side of the primary dwelling and shall be paved. The petitioner must submit a site diagram indicating the location of proposed off-street parking.
- (n) At least one owner of record shall occupy either the primary dwelling unit or the accessory dwelling unit. The owner occupant shall meet the requirements for a minimum sixty percent principal residence tax exemption.
- (o) An accessory dwelling unit shall meet all applicable requirements of the Traverse City Code of Ordinances.
- (p) Prior to issuing a land use permit, the Planning Director shall notify, ten days in advance by first class mail, abutting property owners so that they may provide input on the pending request to the Planning Director.
- (q) The accessory dwelling unit shall be discontinued and the property shall be brought into full compliance with the use requirements of this Zoning Code if any of the above conditions are not met.

(Ord. 959. Passed 4-15-13)