



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER <sup>TMC</sup>

SUBJECT: REQUEST FOR SPECIAL LAND USE PERMIT – THE WODA GROUP, INC. (15-SLUP-01)

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

Also attached is an application and accompanying information submitted by Craig Patterson of The Woda Group, Inc. on behalf of Pine Street One Development One, LLC. This Special Land Use Permit would allow for the construction of two 96-foot tall buildings at 305 West Front Street.

The Woda Group is applying for a low income housing tax credit from MSHDA which is vital to make the project feasible and the deadline for the application is October 1. The SLUP (and interrelated PILOT) need to be approved in advance of October 1 in order for The Woda Group to submit their application in time for the deadline.

The City Commission discussed this project with respect to the PILOT requested by The Woda Group at the July 13, 2015, Study Session. The action for the City Commission's consideration Monday evening is to request scheduling a public hearing on this matter for Monday, September 21, 2015; additionally, to provide for additional discussion, this matter could also be scheduled for a study session on August 31, 2015.

*-See following page for motion-*

I recommend the following motion:

**that the request from The Woda Group, Inc. for Special Land Use Permit 15-SLUP-01, to allow for the construction of two 96-foot tall buildings at 305 West Front Street, with conditions, as recommended by the Planning Commission, be scheduled for public hearing on September 21, 2015; and**

**[if a study session is desired]**

**that this matter be scheduled for a study session on August 31, 2015.**

MC/bcm

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copy:           Russell Soyring, City Planning Director  
                  Douglas Mansfield, President, Mansfield Land Use Consultant  
                  Craig Patterson, The WODA Group, Inc.  
                  Jean Derenzy, Grand Traverse County Deputy Director of Planning  
                  and Development

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# Memorandum

The City of Traverse City  
Planning Department



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**TO:** Martin Colburn, City Manager  
**FROM:** Russell A. Soyring, Planning Director *R. Soyring*  
**DATE:** August 10, 2015  
**SUBJECT:** Special Land Use Permit request by Craig Patterson, representing Pine Street Development One, LLC. to allow for a taller building at 305 W. Front Street

The Planning Commission received a request from Craig Patterson, representing Pine Street Development One, LLC. to allow for two taller buildings and site plan approval at 305 W. Front Street. Both buildings would be approximately 96 feet tall measured at the street elevation. Together, the two buildings are proposed to have 162 upper story dwelling units with over 20,000 square feet of commercial space at street level. A single driveway on Pine Street would provide access to a two level parking deck with 177 parking spaces and 132 spaces for bicycles. Sidewalks along Front and Pine Streets provide pedestrian access and a future public boardwalk is indicated along the river's edge. The request was discussed by the Commission on May 19, 2015, July 7, 2015 and a Public Hearing was held on August 4, 2015.

Included with this memo is the staff report for the SLUP as well as the communication memo to the Planning Commission.

At the Public Hearing, 22 people made public comment- 3 in support, 1 opposed and 18 general comments. After the Public Hearing was closed, the Planning Commission recommended approval of the request provided the conditions are met on a 5-2 vote (Commissioners Twietmeyer and Fleshman opposed, Commissioners Easterday and Dow absent).

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

RAS:ml

Attachments: Memo to Planning Commission dated July 31, 2015  
Staff Report 15-SLUP-01  
Letter from Doug Mansfield, Mansfield Land Use Consultants  
Special Land Use Permit Application  
Elevation and plan set dated 7/29/15, Site Plan Set dated 7/21/15  
Building Perspectives



## Communication to the Planning Commission

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FOR THE MEETING OF: AUGUST 4, 2015

FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: SPECIAL LAND USE PERMIT AND SITE PLAN REVIEW REQUEST BY CRAIG PATTERSON, REPRESENTING PINE STREET DEVELOPMENT ONE, LLC TO ALLOW FOR TWO TALLER BUILDINGS AT 305 W. FRONT STREET

DATE: JULY 31, 2015

The Planning Department has received a request from, Craig Paterson representing Pine Street Development One LLC for a Special Land Use Permit for two taller building buildings and Site Plan Approval at 305 W. Front Street. Both buildings would be approximately 96 feet tall measured at the street elevation. Together, the two buildings are proposed to have 162 upper story dwelling units with over 20,000 square feet of commercial space at street level. A single driveway on Pine Street would provide access to a two level parking deck with 177 parking spaces and 132 spaces for bicycles. Sidewalks along Front and Pine Streets provide pedestrian access and a future public boardwalk is indicated along the river's edge

Part of the site is currently leased as a public parking lot. To the south of the subject property is Riverview Terrace, a ten-story residential building. To the north across Front Street are one to four story commercial buildings. To the west is the Boardman River and to the east across Pine Street is a parking area and one and two story commercial buildings.



The property is zoned C-4c (Regional Center District) which allows for a 60 foot tall building by right. The zoning code allows for buildings up to 100 feet tall by Special Land Use Permit if at least 20% of the building is designed and used for dwellings. The Master Plan designates this area as a TC-5 (Downtown) neighborhood that is the most formally and intensely developed of the two types of commercial neighborhoods. The focus is on high intensity, regional, commercial activity. If the proposal as meets all the Special Land Use standards and requirements along with other codes and regulations, the request must be recommended for approval. If the proposal fails to meet one or more of the standards or requirements, the request must be recommended for denial or conditions placed on the approval that will ensure all standards and conditions can be met. Please see the staff report for the SLUP.

The site plan was adjusted to meet the zoning code since the Planning Commission reviewed the plans in July. A physical model of the buildings will be presented at the meeting and digital images from various perspectives have been included in the packet.

After reviewing the material and holding a public hearing, if you feel that the request for a "Taller building" meets all the Special Land Use Permit General Standards in Section 1364.02 and specific requirements in Section 1364.08(m) with the conditions outlined in the two staff reports, the following motion would be appropriate:

**I move that the request by Craig Patterson on behalf Pine Street Development One, LLC for a Special Land Use Permit and Site Plan approval to allow for a taller building at 305 W. Front Street be recommended for approval to the City Commission provided that the conditions listed in the Staff Reports 15-SLUP-1 and 15-SPR-2 are met.**

RAS

Attachments:      Special Land Use Permit Application  
                         Letter from Doug Mansfield, Mansfield Land Use Consultants  
                         Site Plan Review Application  
                         Elevation and plan set dated 6/29/15, Site Plan Set dated 7/21/15  
                         Building Perspectives

# STAFF REPORT (Amended 8/4/15)

15-SLUP-01

DATE: July 31, 2014

**APPLICANT:** The Woda Group, Inc.  
115 N. Huron Avenue  
Mackinaw City, MI 49701

**PROPERTY OWNERS:** Pine Street Development One, L.L.C.  
11123 S. Bugai Road  
Traverse City, MI 49684

**STATUS OF APPLICANT:** Holds letter of intent on a portion of the property.

**PROPERTY ADDRESS:** 305 W. Front Street.  
Tax I.D. # 28-51-794-001-00

**REQUESTED ACTION:** Construct two 96-foot tall buildings.

**DESCRIPTION:** ALL THT PRT OF BLK 1 ORIG PLAT LYING N OF THE FOL DES LINE: COM AT C/L OF PINE AND STATE STS TH N 0 DEG 15' W 15 FT TH S 89 DEG 47' W 33 FT TO W R/W OF PINE ST TH N ALG R/W 175.52 FT TO POB OF LINE HEREIN BEING DES TH W TO BOARDMAN RIVER AND TERMINATION OF LINE HEREIN BEING DES.

**EXISTING CONDITIONS:**

**SITE SIZE:** 1.63 acres.

**TOPOGRAPHY:** Flat, riverbank slopes, flood plain at elevation 585.

**VEGETATION:** Grass, shrubs and trees, mostly Black Willow, Black Locust and Box Elder.

**SOILS:** Contaminated Brownfield site with sandy soils.



<b>EXISTING ZONING:</b>	C-4c (Regional Center District).
<b>SURROUNDING ZONING/LAND USE:</b>	
<b>NORTH:</b>	C-4b (Regional Center District) / office building and restaurant.
<b>SOUTH:</b>	C-4c (Regional Center District) / 10 story senior housing.
<b>EAST:</b>	C-4c (Regional Center District) / Grass lot and dry cleaner.
<b>WEST:</b>	C-2 (Neighborhood Center District) / Boardman River and flower shop.
<b>ZONING HISTORY:</b>	From 1958 to 1999 the property was zoned C-4 (Central Business District). In 1999 the property was rezoned to C-4c (Regional Center District).

**RELEVANT SECTIONS OF THE ZONING ORDINANCE:**

Chapter 1346 C-4 Regional Center Districts (p. 85).

Section 1346.02 Uses Allowed By S.L.U.P. (p. 87).

Section 1364.02 General Standards For SLUP Approval (p. 146).

Section 1364.08(m) Specific Requirements for Taller buildings (p. 155).

**RELATIONSHIP TO THE CITY PLAN:**

The Future Land Use Map designates this neighborhood as a TC-5 Neighborhood. The TC-5 *Downtown* Neighborhood is the most formally and intensely developed neighborhood in the City Plan. The plan calls for the greatest building mass within the city with appropriate balance and scale. Buildings shall typically be placed close to the street or civic spaces to provide a sense of enclosure to the public realm. The Natural Resources Element of the Master Plan states, "Require new buildings to be set back from the shoreline using vegetative buffers where possible, rather than engineered walls and stone revetments per established guidelines." The Natural Resources Element also states as an objective to "Work with private landowners to protect and restore natural vegetation around all water bodies, including rivers, streams, lakes and wetlands." A narrow landscape buffer along the riverbank is shown on the plans with the protection of five trees and the planting of trees and shrubbery.

The proposed plans are generally consistent with the goals and objectives of the City Master Plan and the TC-5 Urban Design Element. A more extensive riparian buffer would make the plans more consistent with the Natural Resources Element.

**PUBLIC UTILITIES:**

There are adequate utilities to serve this building. Overhead electrical lines that run from the Warehouse District across the river south to

Hannah Park are planned to be undergrounded in 2015. The developer will work with Traverse City Light and Power and City Engineering for a plan to have a power supply once the undergrounding takes place. A 12-inch water main is located under Front and Pine Streets. An 8" sanitary sewer is located under Pine Street. Utility connections shall require approval from the City Engineer.

#### **TRAFFIC**

The 9-story building along Front Pine Streets will have a total square footage of 180,557 square feet and includes two levels of parking (177 spaces). The Front and Pine building is proposed to have 20,670 square feet of commercial uses on the first floor and 159,887 square feet of residential (120 dwelling units) on the upper floors. The building along the Boardman River will have a total square footage of 56,700 square feet (42 dwelling units) with a 3,600 square foot restaurant on the first floor. The project is anticipated to generate approximately 1,620 trip ends per day based on the Trip Generation Manual. This number may be overly high as the Trip Generation Manual does not take into account that this project is located downtown where many trips utilize non-motorized travel (walking, biking) or utilize public transit.

#### **ACCESS:**

The development will include a single driveway on Pine Street to provide access to a two level parking deck with 177 auto parking spaces and 60 bicycle rack spaces. Traditional downtown streetscape with bump-outs will be installed along Front and Pine Streets. Tax increment Financing will absorb half of the cost of the sidewalk improvements and the developer will absorb all of the costs of the bump-outs. A complete sidewalk network is in the general vicinity and a pedestrian bridge and walkway connecting the Warehouse District to the downtown is under construction. A future public boardwalk is indicated along the river's edge to be installed by the City in the

future. Barrier free access to this boardwalk will be provided by the developer via an elevator that will be open to the public on the proposed patio on the west side of the building connecting to Front Street. All bus lines can be accessed from the transit center site three blocks from the property. The boardwalk along the river is not a part of this project and would likely be a project initiated by the City.

**PARKING:**

Auto and bicycle parking is not required in the C-4 districts. However the applicant is proposing to construct a two level parking deck with 177 auto parking spaces and 132 bicycle rack spaces.

**ANALYSIS:**

General Standards 1364.02:

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

*The design of the building will be traditional masonry construction (brick veneer, stone, sill accents steel, glass, etc.) with numerous windows and pedestrian entrances which will be harmonious with the character of the downtown and the general vicinity. There is a 10-story 1970's residential masonry building to the south, an existing 4-story masonry office building to the north and a proposed 5-story, 65.5 foot tall, mixed use, masonry/glass building to the northeast. Typical downtown blocks consist of a series of individual but continuous buildings fronts creating an interesting and ever changing street facade. By changing surface treatment through material and/or colors would help to break up the perceived massing of the building.*  
***The Natural Resources Element encourages the establishment of natural vegetation buffers on all sites adjacent to water bodies. A narrow vegetated buffer is proposed along Boardman River.***

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

*The proposed 9-story mixed use building (retail, residential and parking) reflects the existing proposed land uses and intensities in the area. Taller and larger buildings are intended for the TC-5 Neighborhood type. The Zoning Code requires a minimum height of 30 feet. The Master Plan states each neighborhood type should be allowed to evolve with its unique character and culture. The Master Plan also states that our neighborhood types need to be protected as they evolve. **The tree lined riverbank on both sides of the Boardman River will help to provide a transition from the City's most intense neighborhood type (TC-5) Downtown Neighborhood and the (TC-3) Traditional Neighborhood to the west.***

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

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

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

*The pedestrian bridge and electrical undergrounding are planned capital project improvements to the district. The building will not create any excessive expenditure with public funds. Tax Increment Financing will pay for half of the streetscape improvements and the developer will pay for the all of the pedestrian bump-outs.*

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

***The current street system can support the potential increased traffic volume. It would be preferable if a shared driveway with the City Housing Commission***

*can be worked out to minimize conflict areas for pedestrians and to preserve on-street parking. Both the applicant and Housing Commission are open to exploring the feasibility of a shared drive. A high intense mixed use project within a walkable mixed use neighborhood will generate less motoring traffic than if the same project was located in less walkable areas of the community. The proposed use of retail, residential, and parking will not involve activities, processes, materials, equipment or nuisances that will be detrimental to any person or property. Storm water runoff control will meet the requirements of Chapter 1068.*

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

*There are no historic buildings or landmarks on the site.*

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

*The design and of the Front and Pine building has prominent store fronts with numerous windows and pedestrian entrances which helps to break up the perceived length of the building. The design incorporates vertical relief help to make components of the building more in scale with existing downtown buildings. Awnings over the street level windows would also help reduce the perceived scale of the building. (Retractable awnings are allowed to project over the public right of way.) To be more in characteristic of the downtown blocks and to reflect and reinforce the downtown development pattern, a horizontal change in material and/or color of the street facing facades would help the proposed building to be more in keeping with the urban pattern of the other downtown blocks. The placement of the building near the sidewalk strengthens the coherent overall pattern of development for downtown.*

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

*The uses proposed for the building are permitted by right in the C-4 District. Taller buildings greater than 60 feet are allowed as a special use if all of the general and specific standards are met. The Zoning Ordinance states the Regional Center Districts are for the purpose of accommodating a broad variety of retail, office and residential uses and other uses. This project is consistent with the uses planned for downtown.*

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

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

#### Specific Requirements 1364.08 (m)

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

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

*85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and positioned in a manner that will effectively shield rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of 100 feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings. That portion of the building with a finish floor elevation of 45 feet or greater must be recessed back at least 10 feet from the first floor building façade.*

*The proposed 9-story building on Front and Pine Streets will have a height of 85 feet where the rooftop mechanical equipment will be located. Dwellings will be screening the rooftop mechanical equipment to a height of 96 feet and there is a small (800 s.f.) roof extension on the corner of Front and Pine Streets to accent the corner and shield rooftop mechanical equipment at a height of 100 feet. The building is recessed back 10 feet at the finished floor elevation of 45 feet along Front and Pine Streets. Not including the two levels of parking the Front and Pine building consists of 88.5% residential dwellings.*

*The proposed 9-story building on Boardman River will be 93.6% residential with a 3,600 square foot restaurant, will have a height of 85 feet where the rooftop mechanical equipment will be located with dwellings screening the rooftop mechanical equipment at a height of 96 feet.*

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

*The rooftop mechanical equipment will be located in the center of the building roof and will be screened by residential dwellings for both buildings. If this is not the case, the building will need to be a maximum of 85 feet tall.*

*Confirmation that the top level dwellings do screen mechanical equipment is requested.*

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

*There are no architectural elements that exceed 100 feet; however, there is an 800 square foot architectural feature to accent the corner of Front and Pine Streets at a height of 100 feet.*

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

*The applicant will be presenting, to scale, a wooden model of the buildings and the surrounding buildings.*

#### **RECOMMENDATION:**

Staff recommends that Special Land Use Permit No. 15-SLUP-01 to construct 2 9-story, 96-foot, mixed-use buildings be approved contingent on the following:

1. The applicant and owner will continue to work with City Engineering and Light and Power in regards to the utility extensions and service lines.
2. The owner shall be responsible for extending and relocating service extensions to the proposed building. These utilities must meet all applicable ordinance and City requirements.
3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.
4. The stormwater requirements outlined in the City Ordinance (reference 1068.06a) including the attached written guidelines of the City Engineering Department are to be met.
5. The owner shall provide a barrier-free elevator accessible and open to the public to access the future boardwalk along the Boardman River.
6. If the public river walk is constructed along Boardman River, a mutually

agreeable pedestrian easement between the City and the owner shall be provided for access to the barrier free elevator.

7. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
8. Unless determined to be unworkable for either the Housing Commission or the applicant, a shared driveway with the Housing Commission property shall provide parking access to the property. If found to be unworkable, the driveway shown in the submittal, shall conform to the zoning ordinance access requirements and the City's streetscape design requirements.
9. Should the project be constructed in phases, the parking spaces for motorized vehicles shall be limited to a maximum of one space per dwelling and one parking space for every 350 square feet of gross floor area for commercial uses.
10. The Front and Pine Street building shall be broken up horizontally by the use of building materials and/or surface building colors to give the appearance of several individual buildings.
11. The project shall provide a variety of residential dwelling sizes as indicated in the submittal.
12. The top floor residential dwellings shall provide an architectural screen for the roof top mechanical equipment that may be located on the roof deck that is no higher than 85 feet above the street level.

## **CHAPTER 1068**

### **Ground-Water Protection and Storm-Water Runoff Control**

Excerpt

**1068.06 GENERAL STANDARDS FOR APPROVAL OF GROUND-WATER PROTECTION AND STORM-WATER CONTROL PLANS.**

**(a) The City Engineer shall approve or disapprove storm-water runoff control permit applications and plans in accordance with written guidelines which shall be on file in the Traverse City Engineering Department.**

**TRAVERSE CITY GROUND-WATER PROTECTION AND  
STORM-WATER CONTROL ORDINANCE  
GUIDELINES**

**PREAMBLE**

The guidelines were developed to be used in conjunction with the Traverse City Ground-Water Protection and Storm-Water Runoff Control Ordinance. These guidelines will be updated as needed to reflect the new technology and best management practices available to deal with ground-water protection and storm-water runoff on sites within the City of Traverse City.

**A. GROUND-WATER PROTECTION**

1. General-purpose floor drains shall be allowed only if they are connected to: an on-site holding tank; to the public sanitary sewer system with approved oil separator system or; a system authorized through a State ground-water discharge permit.
2. Secondary containment for above-ground areas where hazardous substances and polluting materials are stored or used shall be provided. Secondary containment shall be sufficient to store the substance for the maximum anticipated period of time necessary for the recovery of any released substance.
3. Outside storage of hazardous substances and polluting materials shall be prohibited except in product-tight containers which are protected from weather, leakage, accidental damage and vandalism and are stored within a secondary containment system.
4. Out-of-service abandoned tanks shall be emptied and removed in accordance with the State of Michigan Underground Storage Tank Rules.

**B. STORM-WATER RUNOFF CONTROL FACILITIES**

1. Earth changes and related improvements shall be designed, constructed and maintained to minimize the extent and duration of earth disruption and to protect the natural environment.
2. On-site storm-water runoff control facilities which protect water quality and prevent unwanted flooding shall be required for all sites. Storm-water runoff control facilities may include but are not limited to detention basins, retention ponds, infiltration trenches, infiltration basins, drainage wells, grass swales, grass swales with check dams, filter strips and other facilities.

3. Storm-water control facilities shall be planned and designed to reproduce the pre-development hydrology of the site to the maximum possible extent.
4. Infiltration trenches, perforated pipe and infiltration basins shall be encouraged provided that (a) sediment is removed from storm-water runoff before runoff reaches the infiltration facility and (b) adequate provisions for facility maintenance have been made.
5. Infiltration basins shall be lined with a vegetative cover designed to slow the flow of runoff and to trap pollutants. Sediment traps, catch basins and/or sediment basins shall be provided for the purpose of collecting sediment before storm water reaches the infiltration basin or trench. Infiltration facilities shall be designed to distribute storm-water runoff volume evenly over the floor of the basin or trench and to prevent ponding or standing water.
6. Drainage wells, commonly known as dry wells, may be used as a storm-water control method if the use of storm-water retention or detention basins, either on- or off-site, is not feasible. All drainage wells must provide the following: (1) catch basins, sediment basins, silt traps or vegetative filter strips to remove sediment from storm water flowing to the drainage well, (2) an approved overflow system and (3) adequate provisions for maintenance.
7. Detention basins shall be designed as extended detention basins to detain runoff on the site for 24 hours or more to allow for maximum settling and removal of suspended solids and other pollutants. Vegetation shall be installed and maintained in the basin to help absorb pollutants.
8. When a downstream outlet (open channel or storm sewer) is unacceptable, minimum detention, retention and infiltration basins on the site shall have the storage capacity to hold the increase in runoff volume generated by the earth change. The required volume shall be calculated by comparing the undeveloped condition to the developed condition for a 25-year 24-hour frequency storm event. Provisions for overflow shall be made. In general, this paragraph shall apply to larger open areas where storm sewers do not exist.
9. If a quantity or capacity problem exists with an outlet as may be determined by the City Engineer, the peak rate of discharge from a site shall be as determined by the City Engineer. It should be assumed for design purposes, that such problems exist with almost all storm sewers within the City. However, in general, such runoff rate will normally not be less than the pre-developed rate, and required on-site storage shall not be greater than that required for a 10-year frequency storm event with 24 hour minimum detention. In general, a short hand design method of a 2½" rain over all impervious surfaces may be used. Drainage facilities for quantity purposes shall be designed to pass a 10-year frequency storm event.

10. As a minimum, all drainage control on all multi-family, commercial and industrial sites when developed shall be designed to allow infiltration or to retain in some acceptable manner all small storms or first-flush runoff which shall be the first one-half (½") inch of runoff. The City Engineer, at the written request of the Michigan Department of Environmental Quality, may reduce the minimum infiltration retention requirements if it is determined that the introduction of surface storm-water infiltration into the groundwater would increase and/or exacerbate the existing known pollution at a site.
11. A two-stage design for detention and retention basins shall be used on sites where parking lots and other impervious surfaces exceed five (5) acres in size as well as for other sites identified by the City Engineer or the Michigan Department of Environmental Quality as requiring special protection for water quality purposes. In such cases, a meeting will be set up between the property owner/developer and City Engineer to discuss details of design and requirements.
12. The use of Swirl Concentrator technology or other "new technology" systems in which the removal of a minimum of 80% of pollutants, including grit, oil, hydrocarbons and floating contaminants for on-site storm-water runoff control facilities, is encouraged. Where these "new technology" systems are designed within projects for areas where off-site receiving and conveyance facilities have adequate capacity, the City Engineer may reduce or eliminate on-site retention/detention requirements.

**C. STORM-WATER CONVEYANCE FACILITIES AND RECEIVING WATERS**

1. Unless otherwise approved, storm-water runoff shall be conveyed through swales, vegetated buffer strips or other approved facilities so as to decrease runoff velocity, to remove pollutants, to allow suspended sediments to settle and to encourage infiltration.
2. When storm sewers are determined to be necessary by the City Engineer, the applicant shall design the drainage system to mitigate any harmful impact on water quality by using appropriate structural devices or other best management methods.
3. Drain spouts from roofs and sump pumps from basements shall be directed to on-site swales, detention basins or other measures designed to slow the flow of storm-water runoff to non-erosive velocities whenever possible.

**D. SITE CONSTRUCTION CONTROL**

1. All earth changes shall be designed, constructed and maintained in such a manner as to minimize the extent and duration of earth disruption.

2. Soil erosion control facilities shall be designed to remove sediment from storm water before the storm water leaves the site of the earth-change activity.
3. Vegetative stabilization or other soil erosion control measures shall be installed and maintained throughout the development process. Critical areas exposed during construction shall be protected with temporary vegetation, mulching, filter fences or other methods of stabilization.
4. Storm-water runoff control and soil erosion control measures shall be installed before grading, filling or removal of vegetative cover is initiated.
5. Filter fences and other soil erosion control facilities installed at the perimeter of a development site shall be installed at least five (5') feet from the property boundary to allow for on-site maintenance.
6. Fill slope grades on the perimeter of the graded area adjacent to lakes, streams, wetlands and storm-water ponds, or adjoining properties shall not have a slope steeper than a 33 percent rise (3 feet horizontal to 1 foot vertical) unless approved by the City Engineer.
7. Retention and detention basins shall have an emergency overflow system. The overflow system shall be designed to accommodate flow from the 100-year storm event, or as otherwise required by the Michigan Department of Environmental Quality.
8. Side slopes of any storm-water retention or detention basin shall be no greater than 3:1 (horizontal to vertical) so as to prevent soil erosion and allow for basin maintenance.
9. Storm-water basins with depths greater than three feet shall have one or more of the following safety features: (a) Safety ledges at the basin perimeter which are at least eight feet wide for every three feet of vertical height; (b) aquatic vegetation surrounding the basin which discourages wading; or (c) fencing to prevent unauthorized access to the basin.
10. Soil erosion control measures shall be maintained throughout the duration of the earth change including the later stages of development. Maintenance activities include but are not limited to removal of accumulated sediment, structural repairs, reseeding or replacement of vegetative cover and lawn mowing.
11. Removal of natural vegetation and tree roots within twenty five (25) feet of the ordinary high water mark of any wetland, lake or stream shall be prohibited unless approved for recreational uses. A lake or stream buffer area greater than twenty five (25) feet may be required by the City Engineer if necessary for soil erosion control purposes.

12. Grading of land or other earth changes shall not be permitted in any flood plain unless approved by the Michigan Department of Environmental Quality as well as the City Engineer. Further, all approved grading of land or other earth changes within a flood plain or within the required buffer area of a lake or stream shall not reduce the storage capacity of the flood plain and shall meet the requirements of the City Zoning Ordinance.

E. DESIGN PARAMETERS FOR FACILITY CONSTRUCTION

1. Design parameters for ground-water protection, storm-water management and soil erosion facilities shall follow best management practices as identified by the City Engineer, the Grand Traverse County Soil Conservation Service and/or the Michigan Department of Environmental Quality.
2. The Michigan Department of Environmental Quality "Urban Storm-water Best Management Practices Manual" will be used as a reference along with other manuals such as "Controlling Urban Runoff" by the Metropolitan Washington Council of Governments and the Small Business Guide To Secondary Containment by the Clinton River Watershed Council.

CITY OF TRAVERSE CITY

ORDER GRANTING

SPECIAL LAND USE PERMIT NO. 15-SLUP-01

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

Street Address: 305 West Front Street

Property Description: ALL TH T PRT OF BLK 1 ORIG PLAT LYING N OF THE FOL DES LINE: COM AT C/L OF PINE AND STATE STS TH N 0 DEG 15' W 15 FT S 89 DEG 47' W 33 FT TO W R/W OF PINE ST TH N ALG R/W 175.52 FT OG POB OF LINE HEREIN BEING DES TH W TO BOARDMAN RIVER AND TERMINATION OF LINE HEREIN BEING DES.

Special Use: Construct two 96-foot tall buildings.

Applicant: The Woda Group, Inc.  
115 N Huron Avenue  
Mackinaw City, MI 49701

Owners: Pine Street Development One, LLC  
11123 Bugai Road  
Traverse City, MI 49684

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

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

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

**Conditions**

1. The applicant and owner will continue to work with City Engineering and Light and Power in regards to the utility extensions and service lines.

2. The owner shall be responsible for extending and relocating service extensions to the proposed building. These utilities must meet all applicable ordinance and City requirements.
3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.
4. The stormwater requirements outlined in the City Ordinance (reference 1068.06a) including the attached written guidelines of the City Engineering Department are to be met.
5. The owner shall provide a barrier-free elevator accessible and open to the public to access the future boardwalk along the Boardman River.
6. If the public river walk is constructed along Boardman River, a mutually agreeable pedestrian easement between the City and the owner shall be provided for access to the barrier free elevator.
7. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
8. Unless determined to be unworkable for either the Housing Commission or the applicant, a shared driveway with the Housing Commission property shall provide parking access to the property. If found to be unworkable, the driveway shown in the submittal, shall conform to the zoning ordinance access requirements and the City's streetscape design requirements.
9. Should the project be constructed in phases, the parking spaces for motorized vehicles shall be limited to a maximum of one space per dwelling and one parking space for every 350 square feet of gross floor area for commercial uses.
10. The Front and Pine Street building shall be broken up horizontally by the use of building materials and/or surface building colors to give the appearance of several individual buildings.
11. The project shall provide a variety of residential dwelling sizes as indicated in the submittal.
12. The top floor residential dwellings shall provide an architectural screen for the roof top mechanical equipment that may be located on the roof deck that is no higher than 85 feet above the street level.

This order shall not be deemed to be City approval for anything other than the zoning approval for the expressed Special Land Use Permit described above, and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance. The land use and this permit and order shall also be subject to the provisions of

Traverse City Code Section 1364.02, General Standards and 1364.08, Specific Requirement Section as may be amended from time to time and all other ordinances of the City of Traverse City.

I hereby certify that the above Order was adopted on September 21, 2015 at a regular meeting of the City Commission of the City of Traverse City at the Commission Chamber, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin Marentette, City Clerk

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

DRAFT

## STATEMENT OF CONCLUSIONS

The following statements of conclusion and determinations of fact supported by evidence submitted to the City in connection with Special Land Use Permit Application No. 15-SLUP-01 from Craig Patterson of The Woda Group, Inc.

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

August 10, 2015

City of Traverse City  
Mr. Russell Soyering, Planning Director  
400 Boardman Avenue  
Traverse City, MI 49684

Re: Mixed Use Development / Tall Building Proposal  
305 West Front Street

Dear Russ,

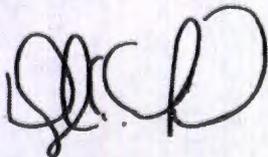
Please find the application for Special Land Use Permit and Site Plan Review for a mixed use, retail, office, and residential development at 305 West Front Street, to be introduced to the City Commission on August 17, 2015.

The application is comprised of the following documents, enclosed:

- Special land use application form;
- Narrative in response to Section 1364 Special Land Use Regulations;
- Site Plan of proposed development;
- Elevations, floor plans, and renderings of proposed development

I look forward to meeting with the City Commission. Should you have any questions or concerns please do not hesitate to contact me at our offices.

Respectfully,



Douglas L. Mansfield  
President  
Mansfield Land Use Consultants



City of Traverse City

**SPECIAL LAND USE PERMIT APPLICATION**

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

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

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

Property address: 305 W. FRONT STREET, TRAVERSE CITY, MI

Legal description: TAX I.D. # 28-51-794-001-00 - SEE DESCRIPTION ON ATTACHED PLAN

Description of request: SEEK APPROVAL OF A SPECIAL USE PERMIT TO DEVELOPE A MIXED USE, RETAIL, OFFICE AND RESIDENTIAL PROJECT OF 100 FT. IN HEIGHT PER SECTION 1364.08 (m) "TALLER BUILDINGS"

THE COMPLETED APPLICATION, FOURTEEN (14)\* COPIES OF THE SITE PLAN, AND ONE (1) ELECTRONIC COPY OF THE APPLICATION AND SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, SITE PLANS AND SITE DEVELOPMENT STANDARDS.

Names of all property owners: PINE STREET DEVELOPMENT OHS, L.L.C. 1123 S. BUGAL RD., TRAVERSE CITY, MI. 49684

Applicant's name: THE WOPA GROUP, INC. - CRAIG PATTERSON

Address: 115 N. WISOU AVE, MACKINAW CITY, MI. 49701

Telephone: (989) 464-8195      Telefax: \_\_\_\_\_

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1327.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance.

Signature of owner(s): [Signature]

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

Relationship of applicant to owner: HOLD LETTER OF INTENT OVER PORTION OF PROPERTY

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

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

*The following standards are taken from the City of Traverse City Zoning Ordinance (Ordinance). The ordinance regulations are stated in bold and the applicant's responses follow in italicized text.*

**1364.02 GENERAL STANDARDS FOR APPROVAL.**

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

- a. **The use shall be designed, constructed, operated and maintained so as to be harmonious and compatible in appearance with the intended character of vicinity.**  
*The subject property is designated as the "TC 5 Downtown" neighborhood by the future land use map in the Traverse City Master Plan. The plan describes this neighborhood as the "most formally and intensely developed" downtown district, focused on "high intensity, regional, commercial activity". The core principles of this neighborhood include diverse housing of commercial scale, infrastructure that is integrated with the Boardman River, and development to maintain and enhance the existing downtown character.*

*The proposed development meets the intent of the master plan. The proposed development is bound by Front Street on the northerly property line, Pine Street on the easterly property line, an adjacent 10 story high density residential building to the south, and the Boardman River on the westerly property line. See Figure 1 below.*



Figure 1: Site Location

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

*The RiverWest Development is comprised of a mixed-use building made up of retail, restaurant, civic, and residential uses. Private parking areas are included as accessory to these uses. The infrastructure is designed to integrate with the existing sidewalk and future river walk systems and provides improved pedestrian access via crosswalks across both Front and Pine Streets as well as a public gathering space along Boardman River. The river level parking area is open to the Boardman River and will be surfaced with pervious pavement in the event of high water. The driveway for the street level private parking structure crosses an existing sidewalk but will not include curb cuts so as to facilitate existing pedestrian thru traffic. Appropriate safety measures will be taken to protect pedestrians from vehicles entering and exiting the private parking structure.*

*Additionally the proposed RiverWest development is consistent with the objectives of the Grand Vision, which calls for attractive and active downtowns with tall buildings of 8 or more stories, plazas for people to gather, and pathways to nearby waterways. The proposed mixed-use building incorporates a public plaza adjacent to the Boardman River and is designed to integrate with a potential future river walk. By providing high density and affordable residential options downtown, the proposed RiverWest development alleviates development pressure on surrounding farms, orchards, and open spaces.*

**b. The use shall not be hazardous nor disturbing to existing or planned uses in the vicinity.**

*The subject property is bordered by high intensity residential and commercial uses and bound on the westerly side by the Boardman River. The aesthetic and function of the proposed 9 story mixed-use building is consistent with existing and planned land uses in the C-4 Regional Center District.*

*The river level parking area is designed with pervious pavement and an infiltration system to effectively manage storm water runoff. No filling shall occur in the floodplain and the proposed construction shall not result in any increase in flood levels. The storm water control plan is designed and shall be maintained to prevent detrimental off-site flooding of downstream and neighboring properties and the City storm water drainage system.*

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

- 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 development will be adequately served by existing public infrastructure. The developer will construct additional pedestrian crosswalks on both Front and Pine Streets to serve the development and surrounding neighborhood. The buildings river level is designed with pervious pavement and an infiltration system to effectively manage storm water runoff.*

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

*The proposed development does not require excessive additional requirements at public expense. The developer will pay for the proposed pedestrian bump-outs and crosswalks on both Front and Pine Streets. The storm water control plan is designed and shall be maintained to prevent detrimental off-site flooding of downstream and neighboring properties and the City storm water drainage system.*

- 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.**

*The proposed development is designed to prevent harmful emissions in the form of traffic, noise, fumes, glare, or odors that would be detrimental to any person, property, or general public. The storm water control plan takes into consideration the adjacent Boardman River and neighboring properties and is designed and shall be maintained to prevent detrimental off-site flooding of downstream properties and the City storm water drainage system.*

- 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 subject property does not include any historic buildings or landmarks.*

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

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

*The mixed-use structure is anchored to the corner of Front and Pine Streets with a prominent and welcoming corner façade. The building design is sympathetic to the pedestrian corridor, with floors 5-9 recessed inward so as to minimize the height and maintain the pedestrian scale at street level. The building is composed of traditional masonry construction to reflect the character of downtown and the neighboring properties.*

*Numerous windows, balconies, and awnings add to the overall aesthetic of the proposed development and are in keeping with the existing downtown development pattern.*

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

*The subject property is located in the C-4 Regional Center District. According to the ordinance, this district is intended "...for the purpose of accommodating a broad variety of retail, office, and residential uses...". High density housing is considered appropriate and the ordinance specifically intends for commercial use to occur on lower floors and residential, office, and other related uses to occur on upper floors of buildings in this district. The ordinance also calls for pedestrian-friendly streetscapes and development which is integrated into the sidewalk and river walk systems.*

*The proposed RiverWest development is comprised of a mixed-use building made up of retail, restaurant, civic, and residential uses. Private parking areas are included as accessory to these uses. The infrastructure is designed to integrate with both the sidewalk and river walk systems and provides improved pedestrian access via crosswalks across both Front and Pine Streets as well as a public gathering space along Boardman River. The river level parking area is open to the Boardman River and will be surfaced with pervious pavement in the event of high water. The driveway for the street level private parking structure crosses an existing sidewalk but does not include curb cuts so as to facilitate existing pedestrian thru traffic. Appropriate safety measures will be taken to protect pedestrians from vehicles entering and exiting the private parking structure.*

*The proposed landscaping plan incorporates tall trees and hardy shrubs along the southern edge of the property in order to screen the parking area from public view while also maintaining the open design of the parking levels in the event of a flood. Planter boxes and trellis systems are designed to screen the street level parking from above. The*

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

*streetscape along Front and Pine Streets will be appropriately landscaped per City standards. Bike racks are provided on both river and street levels of the parking area.*

*The development will not alter the existing vegetation between the dock line to the Boardman River edge. This portion of the property will be dedicated by the developer to the City for their intended future use.*

*The proposed development meets the standards of the ordinance, including Chapter 1068 Ground-Water Protection and Storm-Water Control, Chapter 1346 C-4 Regional Center Districts, Chapter 1364 Special Land Use Regulations, Chapter 1366 Site Plan & Development Standards, Chapter 1368 Size and Area Requirements, Chapter 1372 Landscaping, and Chapter 1458 Flood Plain Management.*

**1364.08 SPECIAL LAND USE PERMITS GRANTED BY THE CITY COMMISSION.**

The City Commission may grant a special land use permit for the following uses in any district, except as herein qualified:

**m. Taller buildings.** "Taller buildings" mean those buildings greater than 60 feet in height. The purpose of this section is to encourage sensitive design for taller buildings. Since there are very few buildings taller than 60 feet in the City, it is of public interest that prominent buildings, simply by order of their height, are designed in a manner which will maintain the pedestrian scale at the street level. At the same time, the physical, visual and spatial characteristics of the City are encouraged to be promoted by consistent use, compatible urban design and architectural design elements. Taller buildings are allowed in a C-4b, C-4c, D, GP, NMC-2 or H-2 district subject to the following:

**1. The building's height is consistent with Section 1368.01.**

*Section 1368 requires a minimum building height of 30 feet and maximum building height of 100 feet in the C-4c zoning district. Buildings over 60 feet tall must be composed of at least 20% residential use. The portion of the building at 45 feet or greater in height must be recessed back at least 10 feet from the first floor building façade. The portion of the building that fronts the street shall have a minimum height of 15 feet measured from the street entrance level to the next finished level.*

**SPECIAL LAND USE REGULATIONS  
1364.02 GENERAL STANDARDS FOR APPROVAL  
City of Traverse City Commission  
August 17<sup>th</sup>, 2015 Introduction**

*The proposed building meets these requirements as follows - the building is 100 feet in height, composed of 90% residential dwellings, and the portion of the building greater than 45 feet in height is recessed back 10 feet from the first floor building façade. The portion of the building that fronts the street is 15 feet in height, measured from the street entrance level to the next finished level.*

- 2. Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.**  
*The rooftop mechanical equipment is located at the center of the building and is to be screened from public view by residences.*
  
- 3. Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.**  
*The northeast corner of the building has an 800 square feet architectural feature, for a total building height of 100 feet, the maximum permissible building height in the C-4c district.*
  
- 4. The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of the taller building in relation to surrounding land and buildings.**  
*The applicant will present a wooden model of the proposed development at the public hearing.*

**PROJECT DATA:**

Owner/Developer: Pine Street Development One LLC  
 Address: 11123 S. Bugoi Road  
 Traverse City, Michigan 49684  
 Contact:  
 Phone:

**SITE DATA:**

Location: 305 W. Front Street  
 Traverse City, Michigan 49684  
 Tax ID: 28-51-794-001-00  
 Tax Desc: All that part of Blk 1 Orig Plat lying n of the lot des line: com at c of Pine and State Sts th n 0 deg 15' w 15 ft th s 89 deg 47' w 33 ft to w/rw of Pine St th n 1/4 r/w 175.52 ft to POB of line herein being des th w to Boardman River and termination  
 Parcel Size: 1.63 acres  
 Zoning District: C-4C, Regional Center District  
 Building Height Allowed: 85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and positioned in a manner that will effectively shield rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of 100 feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings. That portion of the building with a finish floor elevation of 45 feet or greater must be recessed at least 10 feet from the first floor building facade.

Building Height Provided: 107' (from street grade)  
 Min. Lot Width: No minimum  
 Min. Lot Area: No minimum  
 Max. Density: N/A  
 Impervious Surface: 100% allowed

Parking Provided: 169 standard on-site spaces  
 8 handicap on-site spaces  
 177 on-site spaces total

**SETBACKS:**

Front = 2.5'  
 Side = 0'  
 Rear = 0'  
 Bridge = 25' (from abutment)  
 Water = May build to the edge of a public easement; if no public easement, then 10 feet inland from the ordinary high water mark or any dockline established by City ordinance

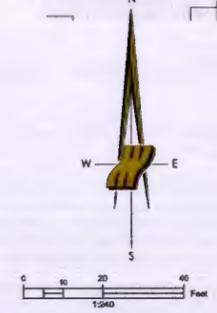
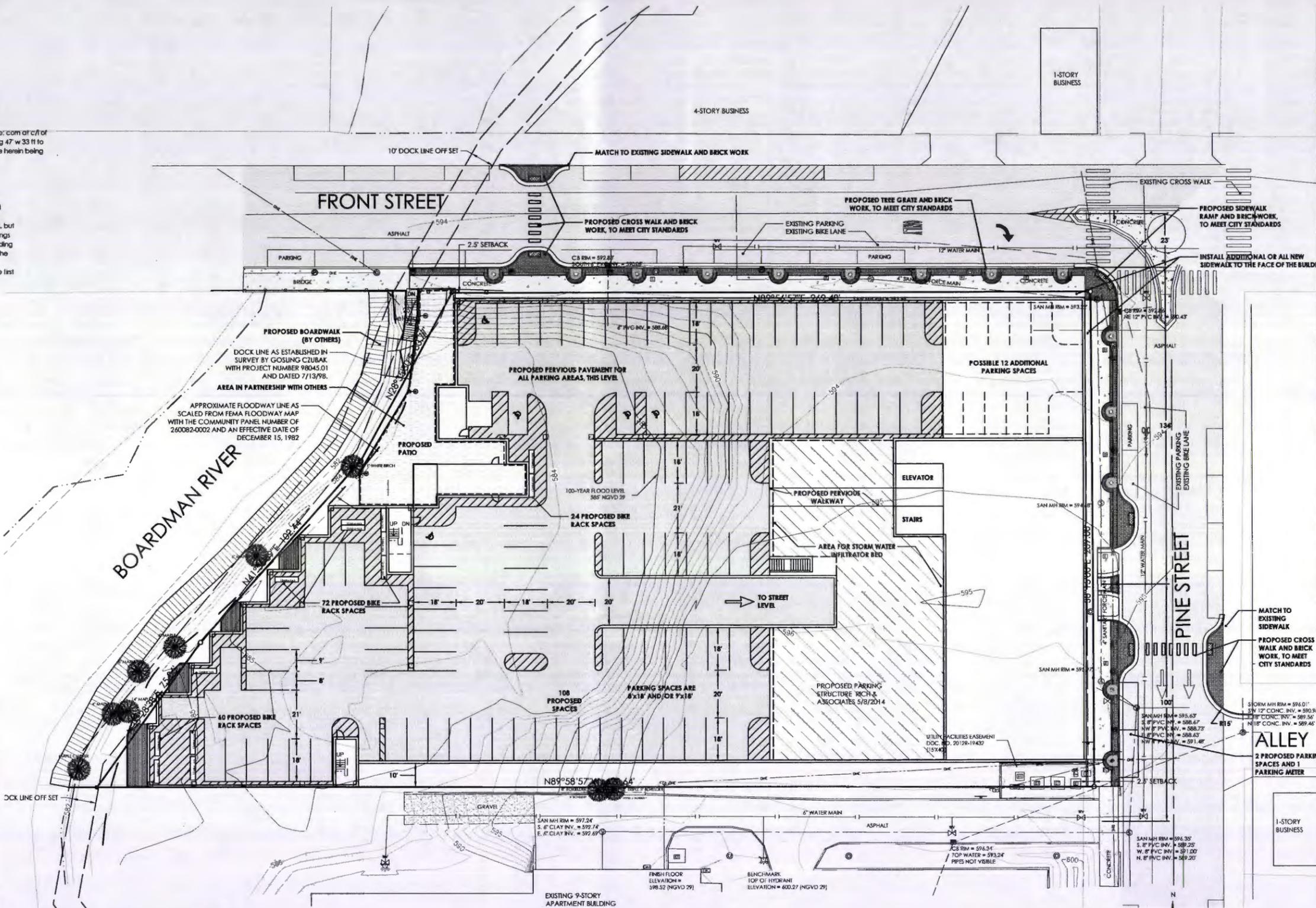
**PROPOSED USES:**

River Side	River Level	Parking Garage
Street Level	3600	s.f. Proposed Restaurant Space
2nd Floor	5	Proposed Building Manager's Unit
3rd Floor	5	Proposed Condominium Units
4th Floor	5	Proposed Condominium Units
5th Floor	5	Proposed Condominium Units
6th Floor	5	Proposed Condominium Units
7th Floor	5	Proposed Condominium Units
8th Floor	5	Proposed Condominium Units
9th Floor	5	Proposed Condominium Units

Front Street	River Level	Parking Garage
Street Level	16000	s.f. Proposed Office/Retail
2nd Floor	9	Proposed Condominium Units
3rd Floor	9	Proposed Condominium Units
4th Floor	9	Proposed Condominium Units
5th Floor	9	Proposed Condominium Units
6th Floor	9	Proposed Condominium Units
7th Floor	9	Proposed Condominium Units
8th Floor	9	Proposed Condominium Units
9th Floor	9	Proposed Condominium Units

Pine Street	River Level	Parking Garage
Street Level	3300	s.f. Proposed Office/Retail
2nd Floor	8	Proposed Condominium Units
3rd Floor	8	Proposed Condominium Units
4th Floor	8	Proposed Condominium Units
5th Floor	8	Proposed Condominium Units
6th Floor	8	Proposed Condominium Units
7th Floor	8	Proposed Condominium Units
8th Floor	8	Proposed Condominium Units
9th Floor	8	Proposed Condominium Units

177 Total Proposed Condominium Units  
 19300 Total S.F. Proposed Retail/Office  
 1800 Total S.F. Proposed Community Room  
 3600 Total S.F. Proposed Restaurant



830 Conantway Dr., Ste. 201  
 P.O. Box 4015  
 Traverse City, MI 49685  
 Phone: 231-946-9310  
 www.mansfield.com  
 info@mansfield.com

**Mansfield**  
 Land Use Consultants

REV.	DATE	BY	CHK.	DESCRIPTION
01	05-11-15	dm	mm	Original
02	07-21-15	dm	mm	Add ramp connector
03	07-21-15	dm	mm	Alternate Parking Entrance

Pine Street Development One LLC  
 Site and Dimension Plan - River Level  
 Part of Block 1, Original Plat of Traverse City  
 City of Traverse City, Grand Traverse County, Michigan

PRELIMINARY  
 14035  
 Sht. 1 of 4



HALL STREET

ZONED: C-4A

ZONED: C-4A

ZONED: C-4B

4-STORY BUSINESS

ZONED: C-4B

1-STORY BUSINESS

ZONED: C-4B

ZONED: C-4B

ZONED: C-4B

10' DOCK LINE OFF SET

REMOVE EXISTING ASPHALT, CURB AND WALK AS NEEDED TO CONSTRUCT NEW CROSS WALK

FRONT STREET

REMOVE AND REPLACE EXISTING ASPHALT, SIDEWALK AND CURB AS NEEDED

EXISTING PARKING EXISTING BIKE LANE

EXISTING CROSS WALK

REMOVE AND RECONSTRUCT EXISTING CURB/WALK

ASPHALT

REMOVE SIGN

2.5' SETBACK

CONCRETE

12" WATER MAIN

4" SANITARY FORCE MAIN

CONCRETE

1-STORY BUSINESS

ZONED: C-2

DOCK LINE AS ESTABLISHED IN SURVEY BY GOSLING CZUBAK WITH PROJECT NUMBER 98045.D1 AND DATED 7/13/98.

APPROXIMATE FLOODWAY LINE AS SCALED FROM FEMA FLOODWAY MAP WITH THE COMMUNITY PANEL NUMBER OF 260082-0002 AND AN EFFECTIVE DATE OF DECEMBER 15, 1982

BOARDMAN RIVER

REMOVE EXISTING MONITOR WELL

RELOCATE EXISTING STORM

REMOVE EXISTING CONCRETE

REMOVE EXISTING ASPHALT

REMOVE AND REPLACE EXISTING ASPHALT, CURB AND SIDEWALK AS NEEDED

ZONED: C-4C

REMOVE EXISTING ASPHALT, CURB AND SIDEWALK, AND PARKING METERS, AS NEEDED TO CONSTRUCT NEW CROSS WALK AND DRIVEWAY ENTRANCE

REMOVE EXISTING ASPHALT, CURB AND SIDEWALK AS NEEDED TO CONSTRUCT NEW CROSS WALK

ALL OVER HEAD UTILITIES WILL BE RELOCATED UNDERGROUND AS PART OF THE CITY OF TRAVERSE CITY'S STREETSCAPE IMPROVEMENTS

REMOVE AND REPLACE EXISTING ASPHALT, CURB AND WALK AS NEEDED

REMOVE AND REPLACE EXISTING ASPHALT, CURB AND WALK AS NEEDED

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REMOVE AND REPLACE EXISTING ASPHALT, CURB AND WALK AS NEEDED

REMOVE AND REPLACE EXISTING ASPHALT, CURB AND WALK AS NEEDED

WADSWORTH STREET

EXISTING TREES TO REMAIN (TYP)

REMOVE ALL EXISTING TREES SHADED GRAY

REMOVE EXISTING MONITOR WELL

REMOVE EXISTING GRAVEL

REMOVE EXISTING MONITOR WELL

10' DOCK LINE OFF SET

N89°58'57" E 269.40'

**PLANT SYMBOL PLANT NAME TREES**

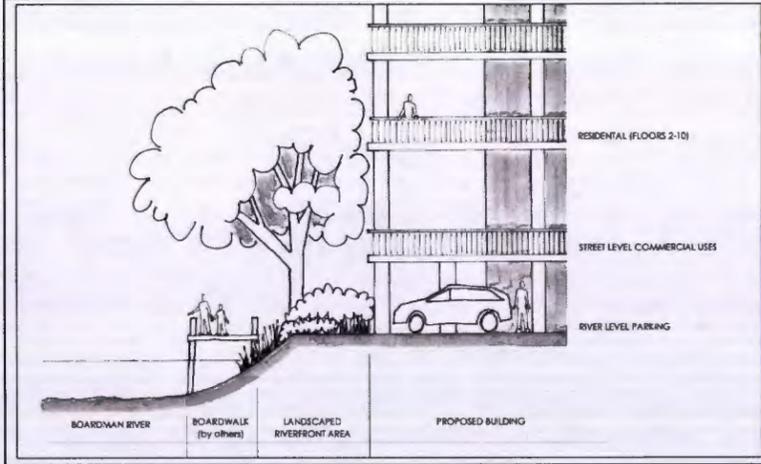
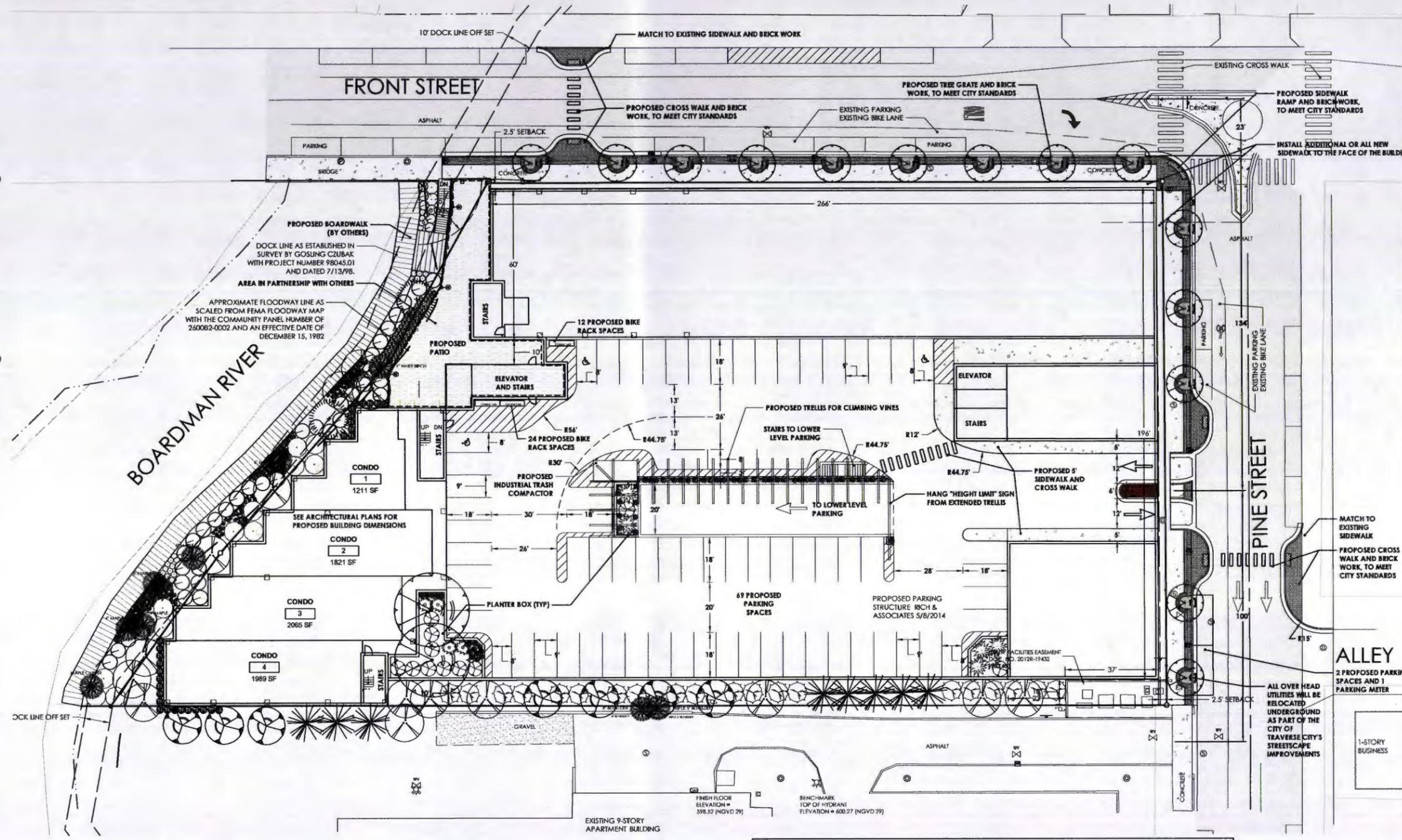
-  Honeylocust, Skyline  
(*Gleditsia triacanthos*  
Inermis 'Skyline')
-  Maple, Columnar Armstrong  
(*Acer rubrum* 'Armstrong')
-  Serviceberry  
(*Amelanchier x grandiflora* 'Autumn Brilliance')
-  Spruce, Black Hill  
(*Picea glauca* 'Nana')
-  Tamarack, Larch  
(*Larix laricina*)

**SHRUBS**

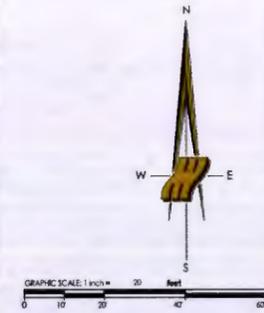
-  Arbutifolia, Woodward's Globe  
(*Thuja occidentalis* 'Woodward')
-  Barberry, Crimson Pygmy  
(*Berberis thunbergii* var. *atropurpurea* 'Nana')
-  Boxwood, Winter Gem  
(*Buxus microphylla* 'Koreana' 'Winter Gem')
-  Dogwood, Red Oak  
(*Cornus sericea* 'Cardinal')
-  Juniper, Creeping Blue Rug  
(*Juniperus horizontalis* 'Wilton')
-  Juniper, Sea Green  
(*Juniperus chinensis* 'Sea Green')
-  Sumac, Grow Low  
(*Rhus aromatica*)
-  Witchazel, American  
(*Hamamelis virginiana*)

**PERENNIALS**

-  Black-Eyed Susan, Goldstrum  
(*Rudbeckia hirta* 'Goldstrum' 'Goldstrum')
-  Daylily, Stella de Oro  
(*Hemerocallis x Stella de Oro*)
-  Fern, Cinnamon  
(*Osmunda cinnamomea*)
-  Grass, Prairie Dropseed  
(*Sporobolus heterolepis*)
-  Vine, Virginia Creeper  
(*Parthenocissus quinquefolia*)
-  Wintercreeper, Purpleleaf  
(*Euonymus fortunei* var. *Coloratus*)



**RIVER FRONT CROSS SECTION**  
NO SCALE



830 Congress Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9310  
www.mansfield.com  
info@mansfield.com

**Mansfield**  
Land Use Consultants

REV	DATE	BY	CHK	DESC
1	05/11/14	dm	dm	Original
2	05/14/14	dm	dm	Revised
3	05/14/14	dm	dm	Revised
4	05/15/14	dm	dm	Revised

Pine Street Development One LLC  
Landscape Plan  
Part of Block 1, Original Plat of Traverse City  
City of Traverse City, Grand Traverse County, Michigan

PRELIMINARY  
14035  
Sht. 4 of 4

**PROJECT DATA:**

Owner/Developer: Pine Street Development One LLC  
 Address: 11123 S. Bugal Road  
 Traverse City, Michigan 49684  
 Contact:  
 Phone:

**SITE DATA:**

Location: 305 W. Front Street  
 Traverse City, Michigan 49684  
 Tax ID: 28-51-794-001-00  
 Tax Desc: All that part of Blk. 1 Orig Plat lying n of the old des line; com at c of Pine and State Sts th n 0 deg 15' w 15 ft th s 89 deg 47' w 33 ft to w r/w of Pine St th n 0 deg 17.52 ft to POB of line herein being des th w to Boardman River and termination  
 Parcel Size: 1.63 acres  
 Zoning District: C-4C, Regional Center District  
 Building Height Allowed: 85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and positioned in a manner that will effectively shield rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of 100 feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings. That portion of the building with a finish floor elevation of 45 feet or greater must be recessed at least 10 feet from the first floor building facade.

**Building Height:**

Provided: 100' (from street grade)  
 Min. Lot Width: No minimum  
 Min. Lot Area: No minimum  
 Max. Density: N/A  
 Impervious Surface: 100% allowed

Parking Provided: 175 standard on-site spaces  
 8 handicap on-site spaces  
 183 on-site spaces total

**SETBACKS:**

Front = 2.5'  
 Side = 0'  
 Rear = 0'  
 Bridge = 25' (From abutment)  
 Water = May build to the edge of a public easement; if no public easement, then 10 feet inland from the ordinary high water mark or any declivity established by City ordinance

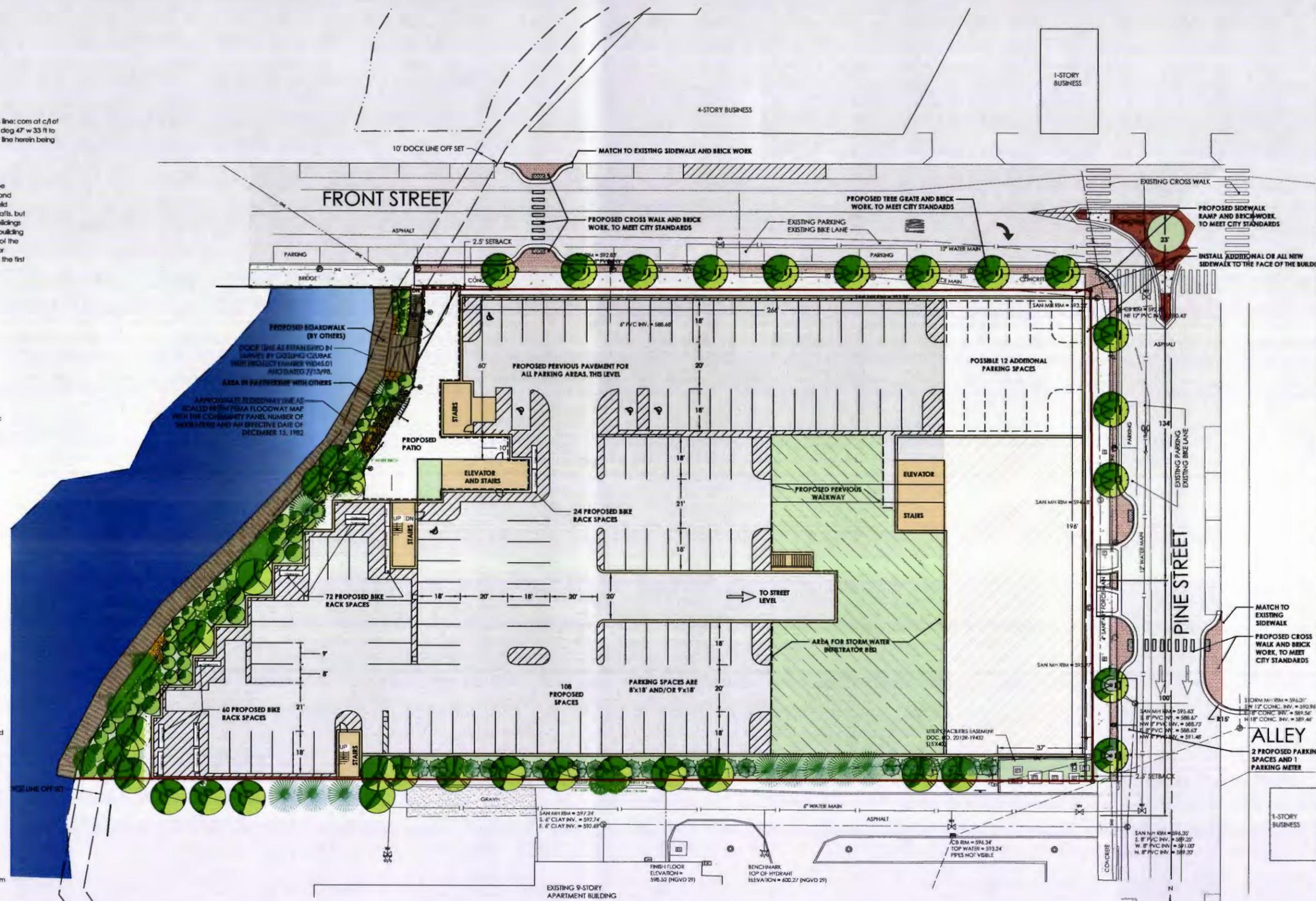
**PROPOSED USES:**

River Side	River Level	Parking Garage
	Street Level 3600	s.f. Proposed Restaurant Space
	2nd Floor	1 Proposed Building Manager's Unit
	3rd Floor	5 Proposed Condominium Units
	4th Floor	5 Proposed Condominium Units
	5th Floor	5 Proposed Condominium Units
	6th Floor	5 Proposed Condominium Units
	7th Floor	5 Proposed Condominium Units
	8th Floor	5 Proposed Condominium Units
	9th Floor	5 Proposed Condominium Units

Front Street	River Level	Parking Garage
	Street Level 16000	s.f. Proposed Office/Retail
	2nd Floor	9 Proposed Condominium Units
	3rd Floor	9 Proposed Condominium Units
	4th Floor	9 Proposed Condominium Units
	5th Floor	9 Proposed Condominium Units
	6th Floor	9 Proposed Condominium Units
	7th Floor	9 Proposed Condominium Units
	8th Floor	9 Proposed Condominium Units
	9th Floor	9 Proposed Condominium Units

Pine Street	River Level	Earth and Storm Water Infiltrator Bed
	Street Level 1500	s.f. Proposed Office/Retail
	2nd Floor	8 Proposed Condominium Units
	3rd Floor	8 Proposed Condominium Units
	4th Floor	8 Proposed Condominium Units
	5th Floor	8 Proposed Condominium Units
	6th Floor	8 Proposed Condominium Units
	7th Floor	8 Proposed Condominium Units
	8th Floor	8 Proposed Condominium Units
	9th Floor	8 Proposed Condominium Units

177	Total Proposed Condominium Units
17500	Total S.F. Proposed Retail/Office
1600	Total S.F. Proposed Community Room
3600	Total S.F. Proposed Restaurant



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 Phone: 231-946-9310  
 www.mansfield.com  
 info@mansfield.com

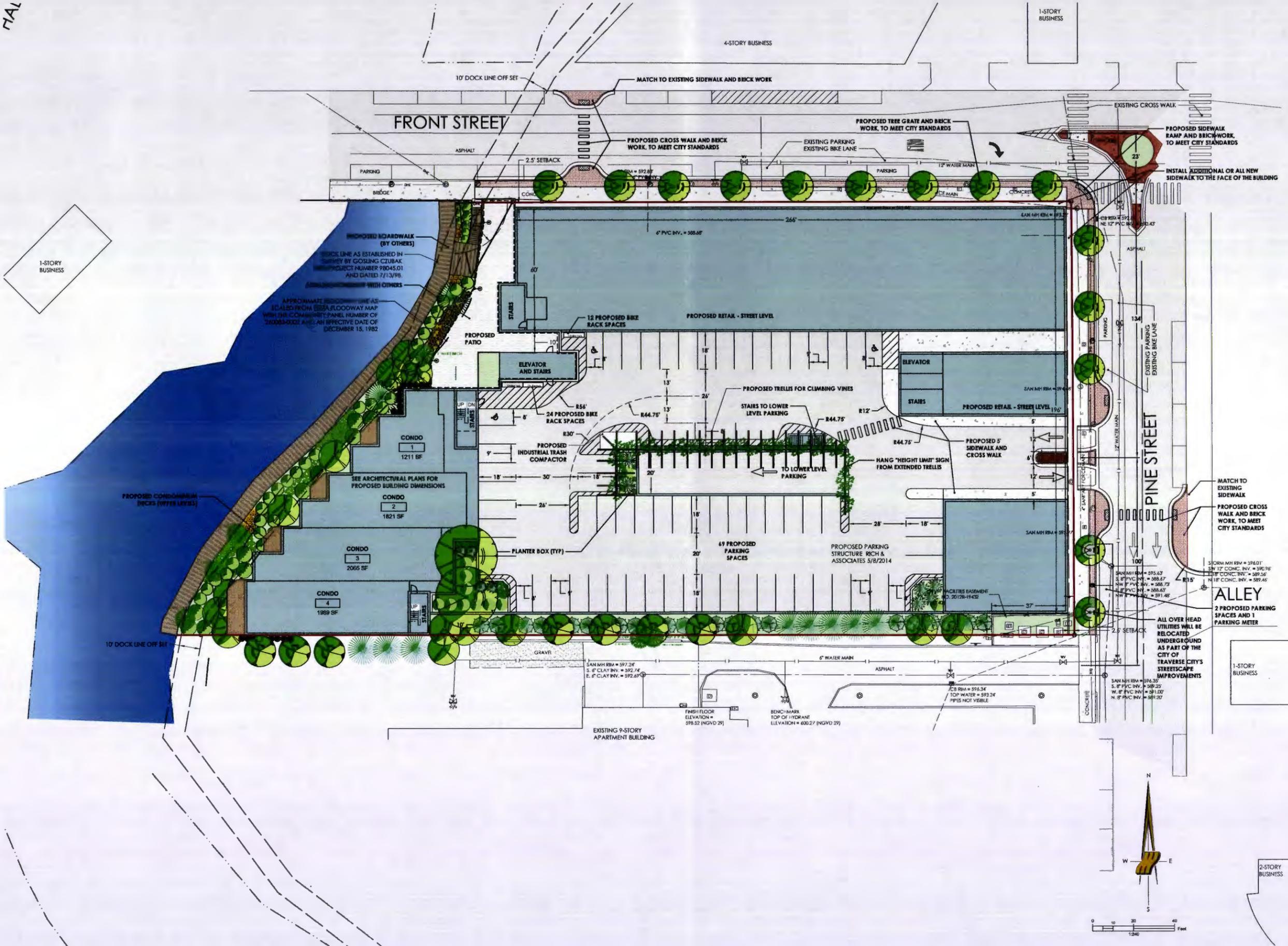
**Mansfield**  
 Land Use Consultants

REV.	DATE	BY	CHK.	DESCRIPTION
0	05-11-15	dm	dm	Original
1	07-15-15	dm	mm	Add north compass rose
2	07-21-15	dm	mm	Alternate Parking Entrance

Pine Street Development One LLC  
 Site and Dimension Plan - River Level  
 Part of Block 1, Original Plat of Traverse City  
 City of Traverse City, Grand Traverse County, Michigan

PRELIMINARY  
 14035  
 Sht. 1 of 2

7/1



830 Compucenter Dr., Ste. 201  
 P.O. Box 4015  
 Traverse City, MI 49685  
 Phone: 231-946-9310  
 www.mansfield.com  
 info@mansfield.com

# Mansfield

Land Use Consultants

REV	DATE	BY	CHK	DESCRIPTION
01	05-11-15	dm	dm	Original
02	07-21-15	dm	dm	Alternate Parking Entrance

Pine Street Development One LLC  
 Site and Dimension Plan - Street Level  
 Part of Block 1, Original Plat of Traverse City  
 City of Traverse City, Grand Traverse County, Michigan

PRELIMINARY

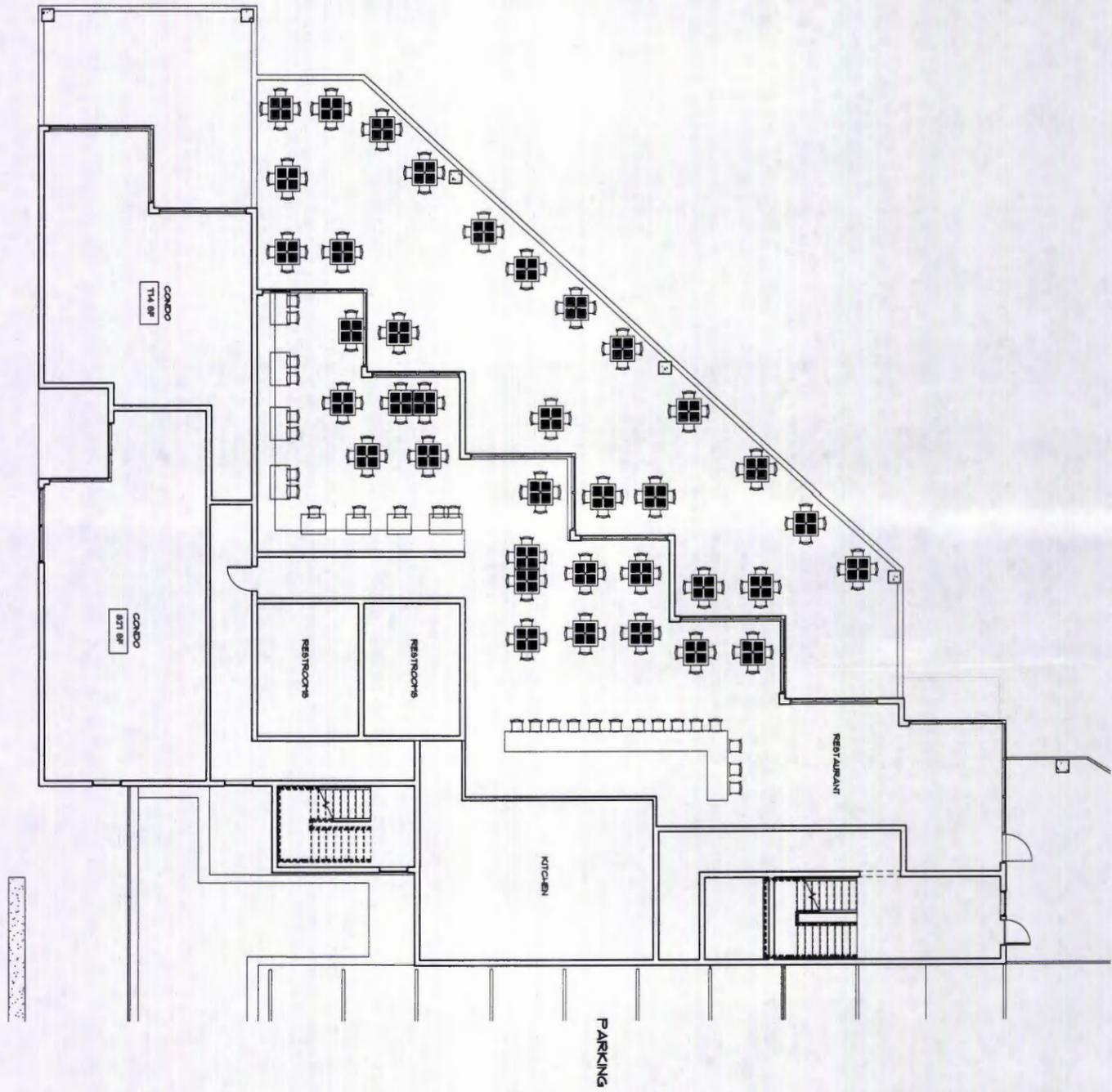
DATE: 5.11.15

PROJECT: 14035

Sht. 2 of 2



① STREET LEVEL PLAN- RESTAURANT  
1/8" = 1'-0"



<input type="checkbox"/> PRELIMINARY	DATE	DESCRIPTION
<input type="checkbox"/> CONSTRUCTION	DATE	DESCRIPTION
<input type="checkbox"/> FINAL RECORD	DATE	DESCRIPTION
DESIGNED BY: RYM	DATE	DESCRIPTION
CHECKED BY: CLIENT	DATE	DESCRIPTION
DATE: 1-29-15		
JOB NO: 14935		
SHEET #		
<b>A2.3</b>		

205 W. FRONT STREET

STREET LEVEL PLAN

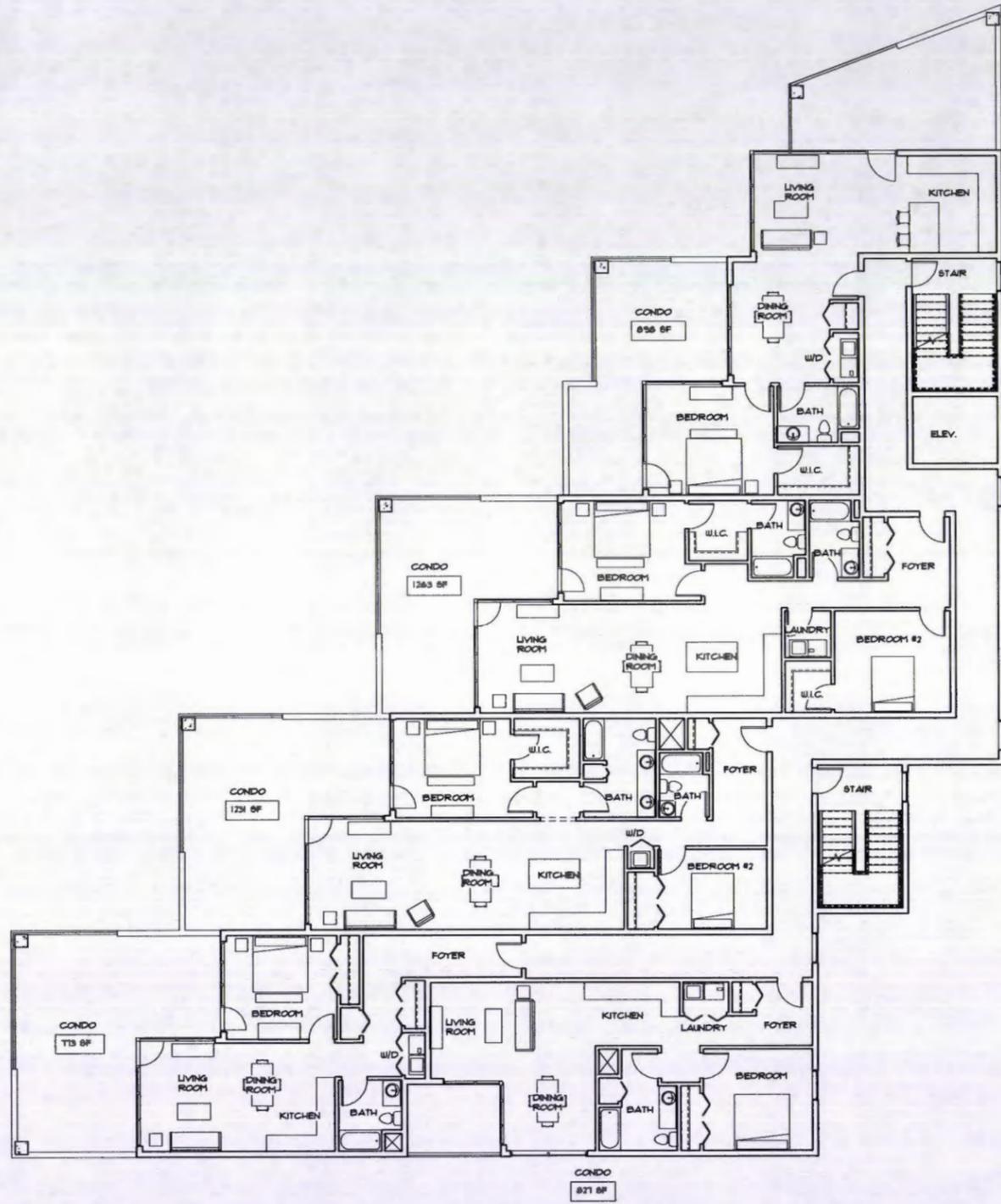


TRAVERSE ARCHITECT GROUP  
 830 Cottageview Dr. Ste. 201  
 P.O. Box 4015  
 Traverse City, MI 49695  
 Ph: 231-946-9940 Fax: 231-946-8828

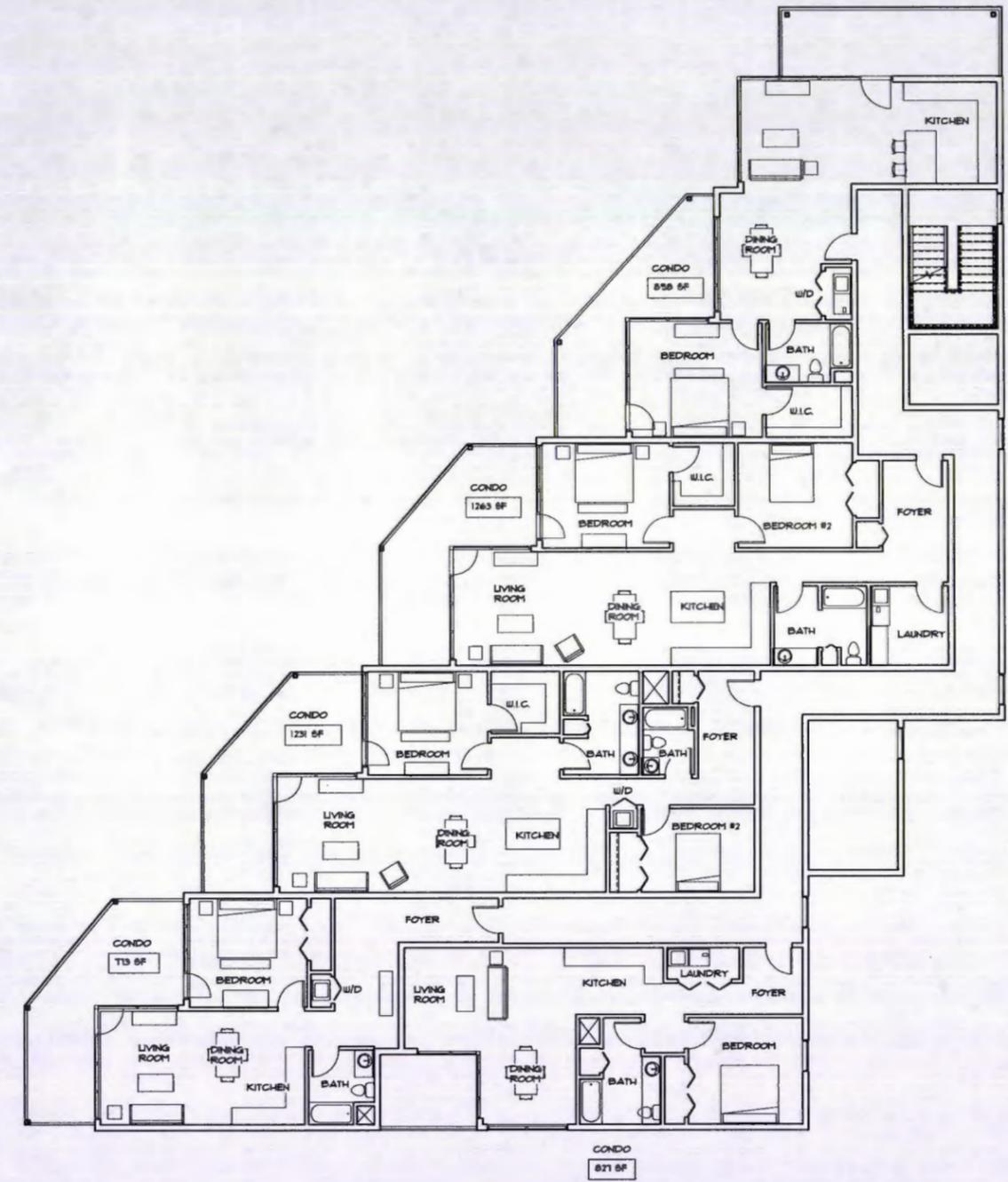


TYP. FLOOR PLAN

205 W. FRONT STREET



1 TYP. FLOOR PLAN- LEVELS 2-5  
1/8" = 1'-0"



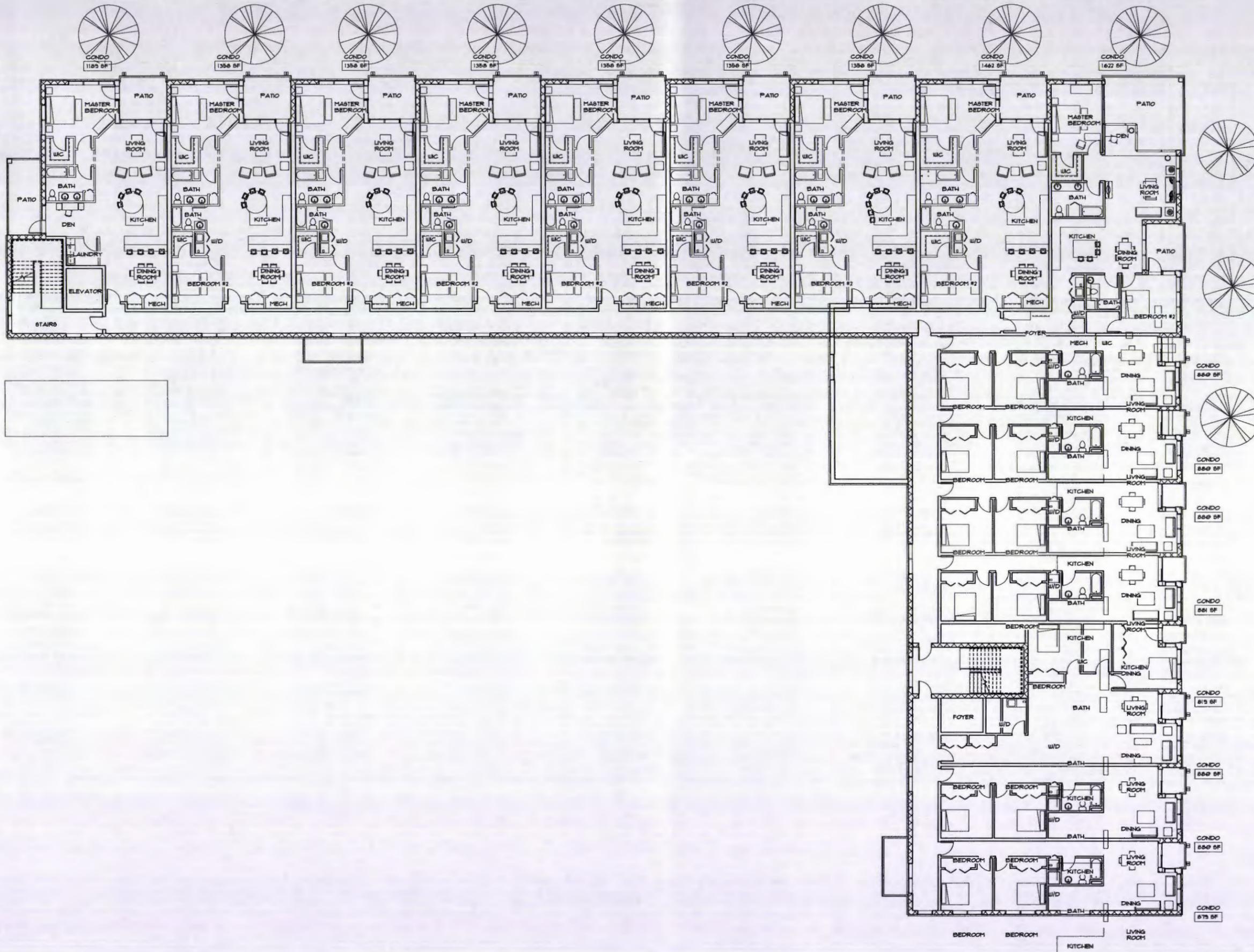
2 TYP. FLOOR PLAN- LEVELS 6-9  
1/8" = 1'-0"

- PRELIMINARY
- CONSTRUCTION
- FINAL RECORD

DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: RMM  
CHECKED BY: CLIENT  
DATE: 7-29-15  
JOB NO: 14035

SHEET #  
**A2.4**



TRAVERSE  
ARCHITECT  
GROUP  
830 Collingwood P.O. Box 40715  
Traverse City, MI 49685  
Ph: 231-946-9940 Fax: 231-946-9926



TYP. FLOOR PLAN

205 W. FRONT STREET

<input type="checkbox"/>	PRELIMINARY
<input type="checkbox"/>	CONSTRUCTION
<input type="checkbox"/>	FINAL RECORD
DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: RMM  
CHECKED BY: CLIENT  
DATE: 7-29-15  
JOB NO: 14035  
SHEET #

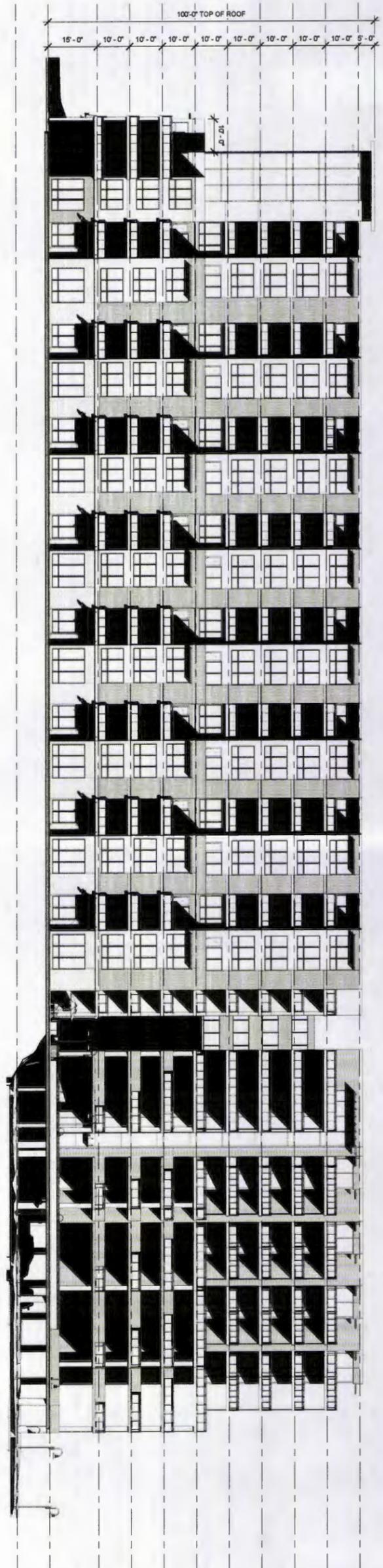
A2.5

1 TYP. FLOOR PLAN LEVELS 2-4  
1" = 10'-0"

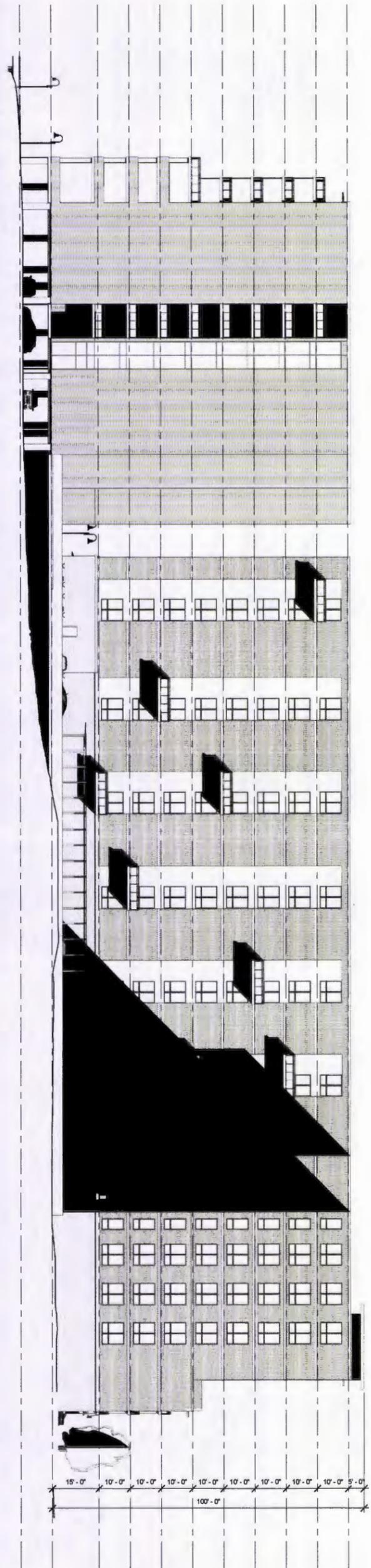




① FRONT STREET ELEVATION  
1/16" = 1'-0"



② SOUTH ELEVATION  
1/16" = 1'-0"



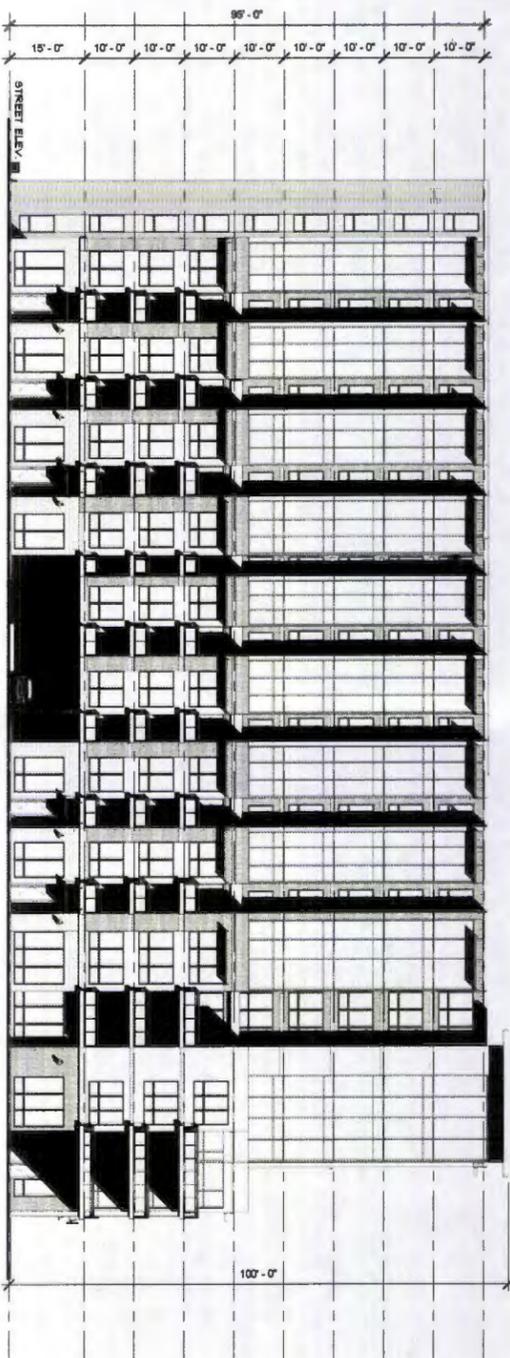
205 W. FRONT STREET

EXTERIOR ELEVATIONS

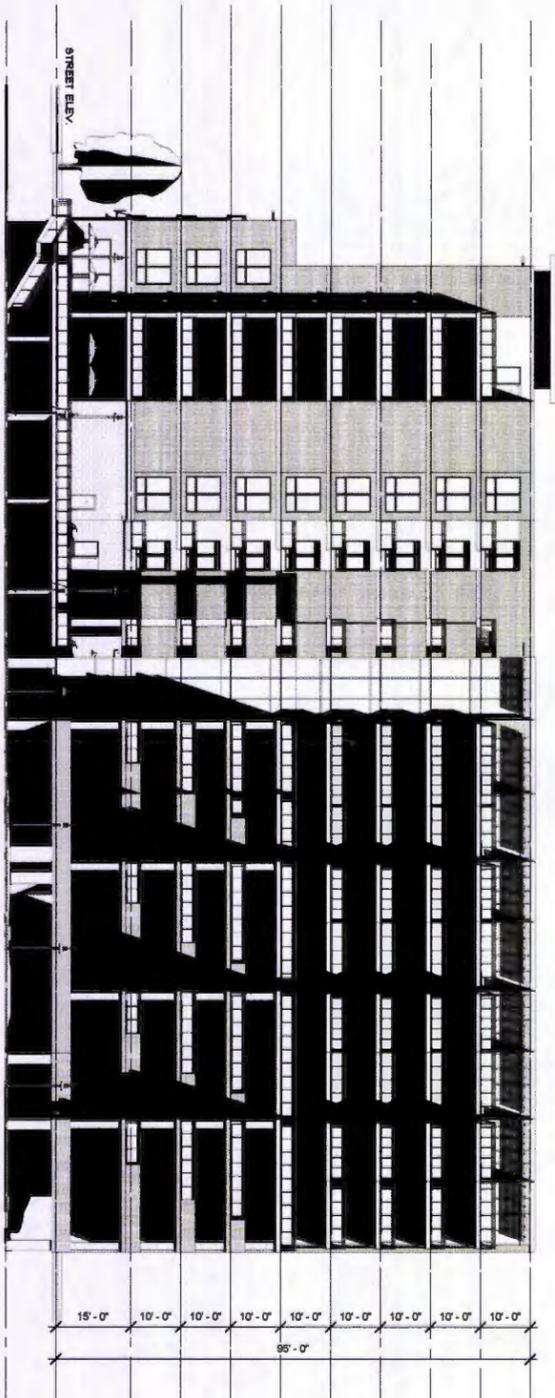


TRAVERSE  
ARCHITECT  
GROUP  
630 Cottageview Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49695  
Ph: 231-946-9940 Fax: 231-946-9928

<input type="checkbox"/> PRELIMINARY	DESIGNED BY: RPH/ML
<input type="checkbox"/> CONSTRUCTION	CHECKED BY: CUNNER
<input type="checkbox"/> FINAL RECORD	DATE: 1-29-15
ISSUED FOR: PERMITS	APP NO: 14035
DATE: 02/02/15	SHEET #
	<b>A5.1</b>



① PINE STREET ELEVATION  
1/16" = 1'-0"



③ RIVER SIDE ELEVATION  
1/16" = 1'-0"



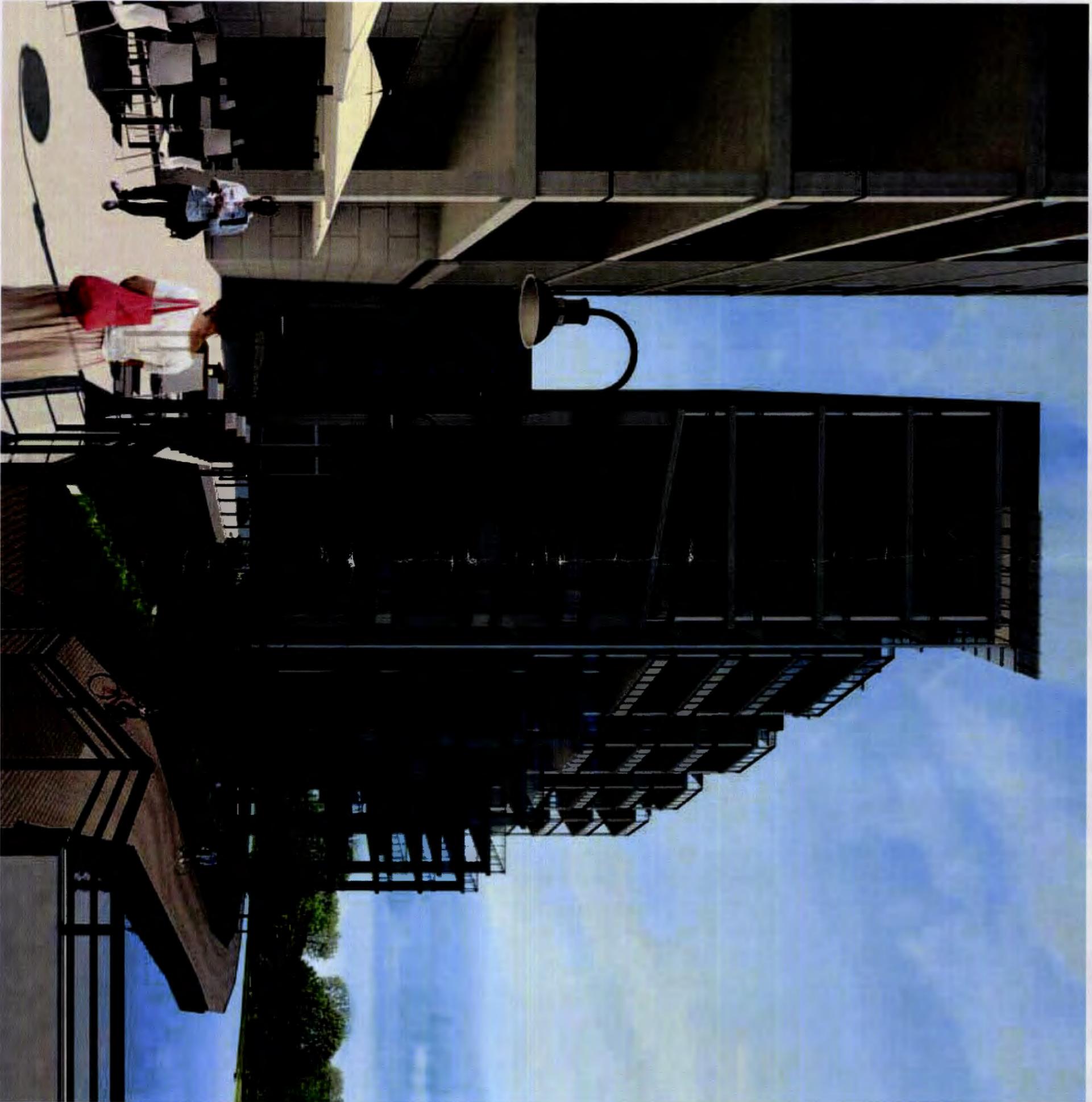
TRAVERSE  
ARCHITECT  
GROUP  
830 Cottageview Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Ph: 231-946-8940 Fax: 231-946-8826

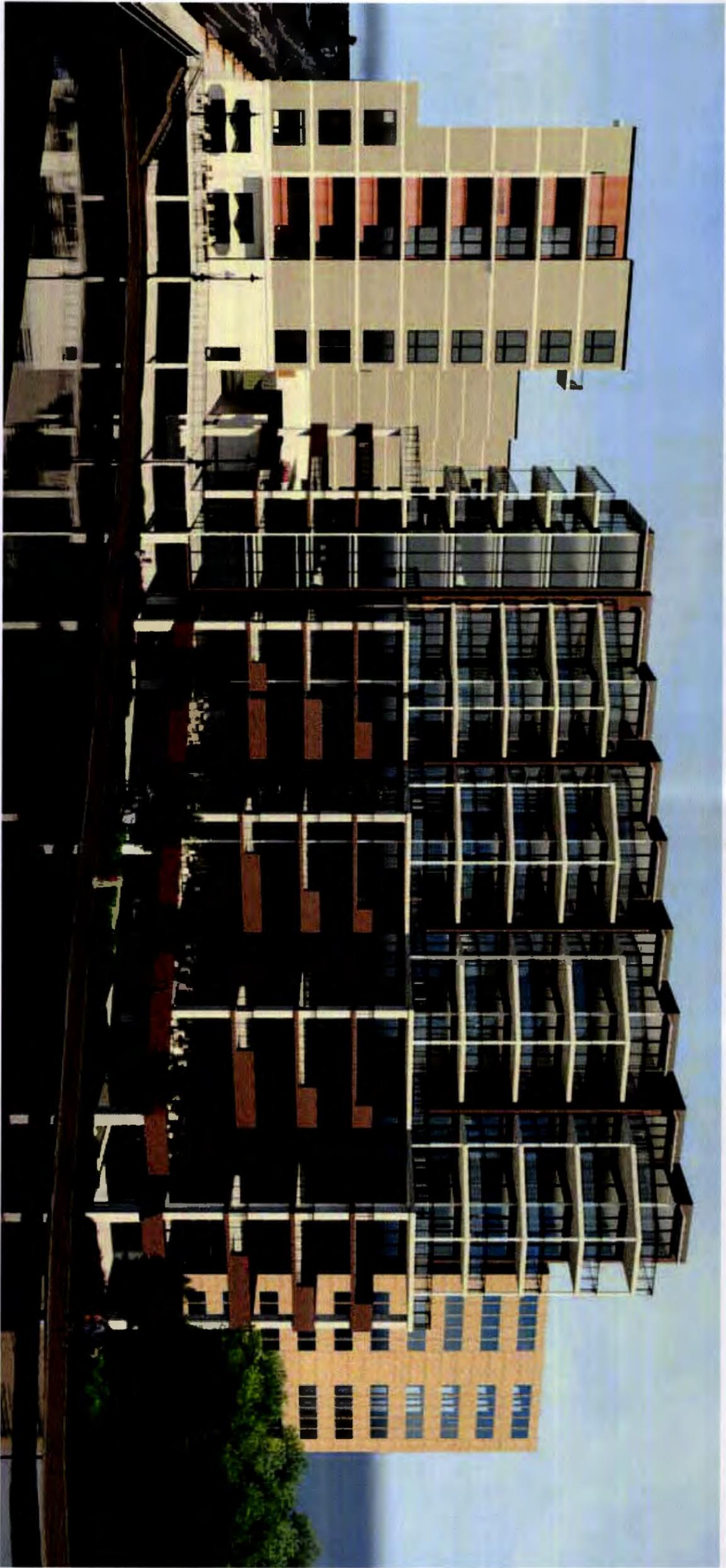
EXTERIOR ELEVATIONS

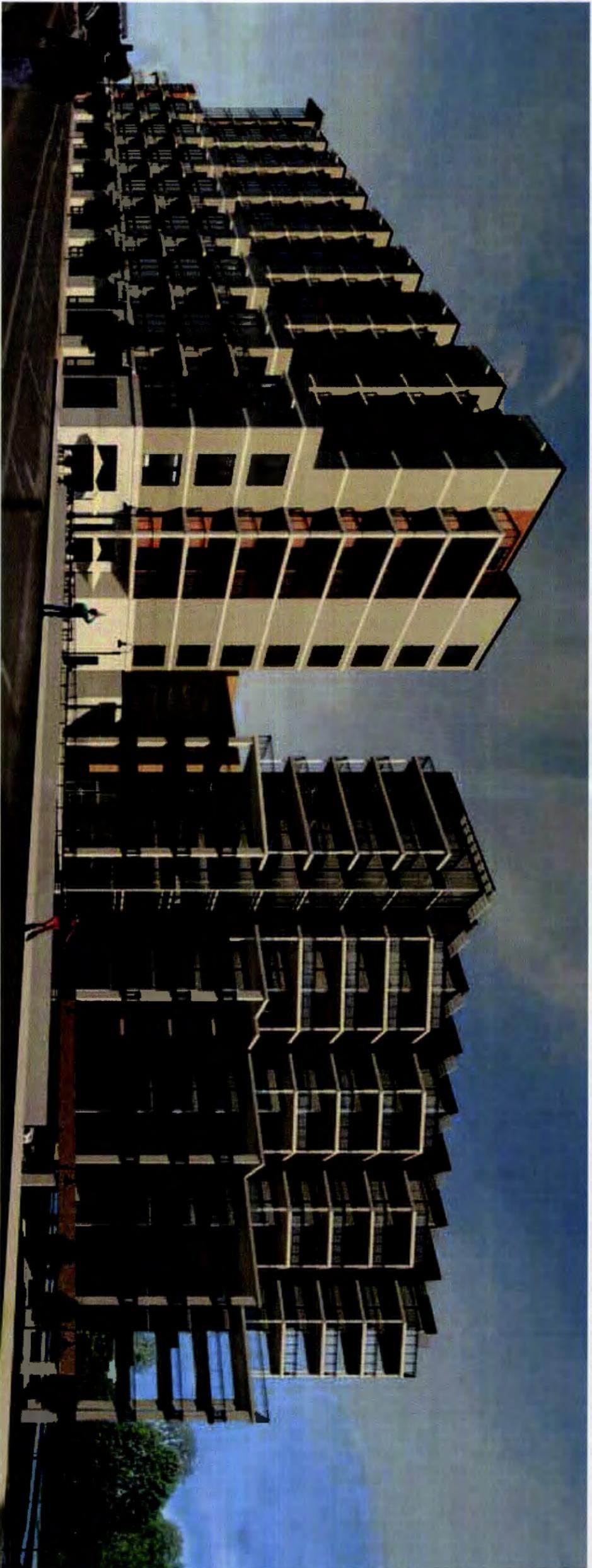
205 W. FRONT STREET

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<input type="checkbox"/> CONSTRUCTION
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DESIGNED BY: <b>RMH</b>
CHECKED BY: <b>CUNNER</b>
DATE: <b>1-29-15</b>
DRAWING NUMBER: <b>14935</b>
DATE DESCRIPTION:
SHEET #
<b>AS.2</b>

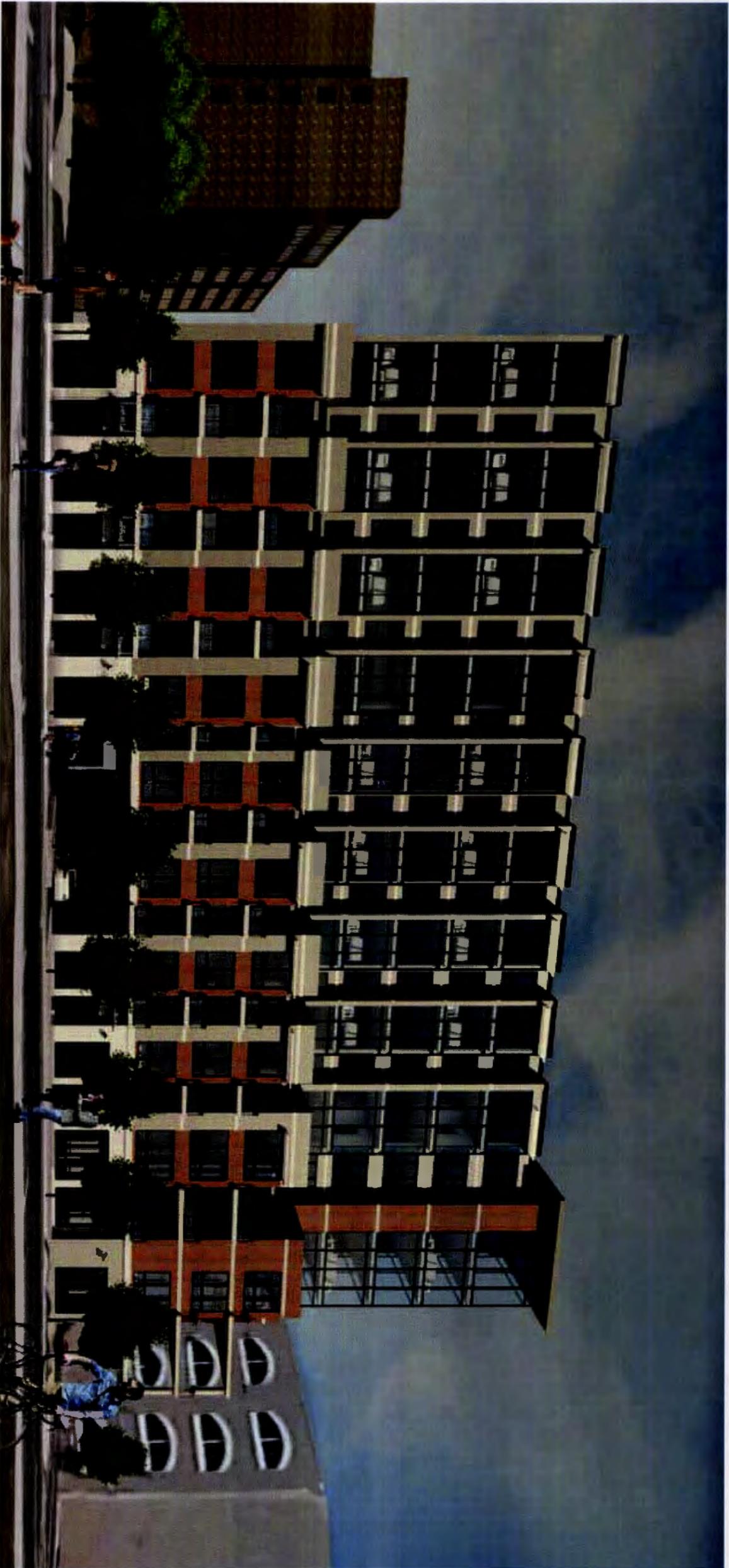


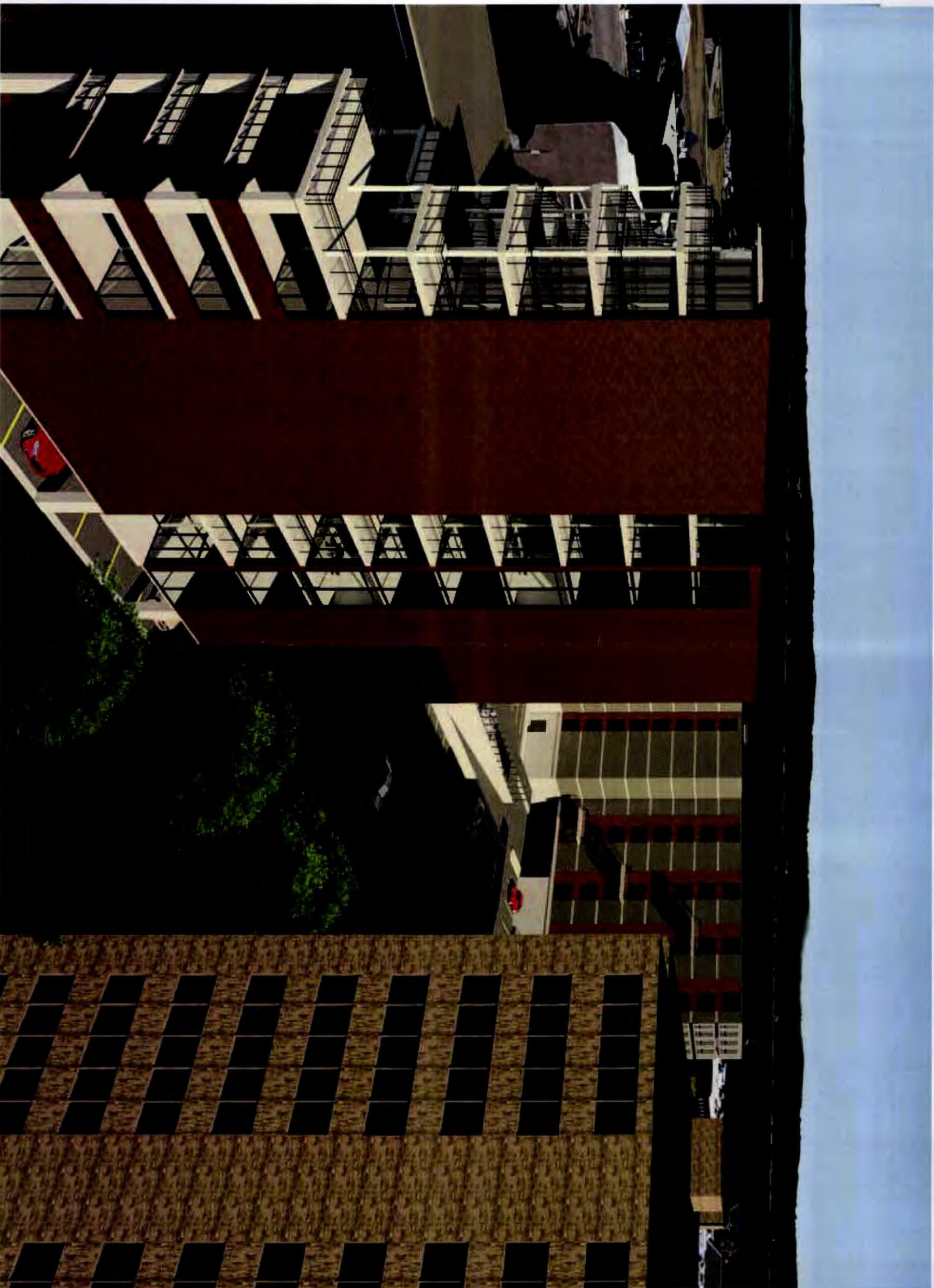
















The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *MAC*

SUBJECT: WODA GROUP – PAYMENT-IN-LIEU-OF-TAXES  
ARRANGEMENT – SOUTHWEST CORNER OF PINE STREET  
AND FRONT STREETS

At the July 13 Study Session, the City Commission discussed a request from P. Craig Patterson, Senior Vice President for The Woda Group (Woda) outlining Woda's request for a payment-in-lieu of taxes (PILOT) arrangement for the 64 workforce housing/affordable-rate units it plans to construct.

A PILOT allows for a development to provide a specified percentage of the affordable-rate units less common utilities to the taxing jurisdictions as opposed to a traditional tax bill. The specified percentage of the affordable rents (or the PILOT percentage) is allocated to the taxing jurisdictions proportionate to their millage rates.

The following are the highlights of Woda's proposal – as discussed at the July 13 Study Session:

- Woda will construct 64 workforce housing/affordable rate apartments
- The PILOT would be 6% and for 16 years; Woda estimates this would equate to \$20,000 annually, assuming 100% occupancy – and the City Assessor indicates the City's portion would be approximately \$4,300 annually (this equates to \$67 per unit in PILOT income vs \$1,359 per unit in traditional tax income)
- Woda would also enter into a municipal services agreement with the City for \$12,500 annually for City services; this would be in addition to our share of the 6% of annual rental income from the workforce housing/affordable-rate units
- Woda will have to comply with MSHDA requirements for maintaining workforce/affordable rate rents

- Woda's PILOT payments would be audited annually

As shared previously, The Joint Housing Task Force Report provides four key action areas; one of those key action areas is for the City to partner with non-profit and private developers to create workforce housing/affordable-rate housing. This development provides the opportunity to have workforce/affordable rate housing, commercial space as well as market rate and luxury residential units all within the same campus and within our core downtown area.

Attached is a memo from City Assessor Polly Cairns addressing this request as well as the previously-provided spreadsheet prepared by the City Assessing Department showing the existing PILOT projects as well as an accompanying map.

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

**that the Resolution Granting Tax Exemption for the property at the southwest corner of Front and Pine Streets which will contain 64 workforce housing/affordable rate units to 77 Pine Street Limited Dividend Housing Association, LP, establishing Payment In Lieu of Taxes (PILOT) for affordable and workforce housing, be adopted; and further that the Mayor and City Clerk execute a municipal services agreement with 77 Pine Street Limited Dividend Housing Association, LP, for it to pay the City \$12,500 annually for City services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\tcclerk\city commission\resolutions\PILOT Woda Group Pine and Front 20150817

copy: Mr. Craig Patterson, The Woda Group – [cpatterson@wodagroup.com](mailto:cpatterson@wodagroup.com)  
Polly Cairns, City Assessor

---

# MEMORANDUM

CITY OF TRAVERSE CITY



*ASSESSING DEPARTMENT*

---

**TO:** MARTIN COLBURN, CITY MANAGER

**FROM:** Polly Watson Cairns, City Assessor *PSC*

**SUBJECT:** PILOT- Payment in Lieu of Tax proposal from Woda Group, Inc.  
Property located at Southwest Corner Pine St & West Front  
Parcel ID Part of 28-51-794-001-00-00

**DATE:** August 11, 2015

---

It is acknowledged that this proposal is to provide low income housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with City Ordinance No. 431, now Chapter 881 - Low Income Housing Tax Exemption, and State Housing Development Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq), and must be in compliance with MSHDA requirements and guidelines.

The City of Traverse City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed taxes that would be paid but for this Act.

In lieu of normal property taxes, an annual service charge for public services is paid. This payment in lieu of taxes (PILOT) is estimated on the proposed six percent (6%) of the net shelter rents expected to be received after allowance for utilities paid, as is typical City policy. As per City policy, this charge shall not exceed the amount that normal taxes would generate. Payments in lieu of tax payments dispersed amongst the various taxing authorities in a manner consistent with State Statue.

Information obtained from P. Craig Patterson, Senior Vice President of WODA, for the proposed six percent, (6%), PILOT, assumes an annual payment of \$20,000, for the completed 64 unit multi-family project. Assuming a completed project at 100% occupancy, the City of Traverse City would receive a portion of the in lieu of tax payments estimated at \$4,300 of its share of PILOT payment due. The proposed PILOT payment averages approximately \$67 per unit.

Valuation of the proposed project, based on supplied construction costs of \$13,000,000, indicating an Ad Valorem Taxable Value of \$6,500,000, not including land value, would generate an estimated \$367,000 for annual property tax, for all taxing jurisdictions, of which an estimated \$87,000 is attributable to current City's millage rates; including both City Operating and Act 345. The Ad Valorem tax, attributable to City millage rates, averages \$1,359 per unit, as presented, excluding the portion of land value attributable to the project.

The proposed project does include a commercial component, not applicable to the PILOT, which would be assessed and taxed as Ad Valorem property. Additionally, the proposed 64-unit PILOT building project encompasses a portion of the land, not the entire site.

Location map below, indicating proposed project location, for visual purposes.



Parcel No	City of Traverse City PILOT Projects	Property Status	Address	PILOT Percentage	Estimated # of Units	
<b>Low/Moderate Income</b>						
1	28-51-110-045-00 Bay Hill #1	40% PILOT/60% AdValorem	600 Bay Hill Dr	10%	150	
2	28-51-110-041-10 Bay Hill #2	50% PILOT/50% Ad Valorem	1640 Veterans Dr	10%	72	
3	28-51-109-002-00 TradeWinds Terrace	100% PILOT	851 Fitzhugh Dr	10%	122	
4	28-51-018-001-50 Foundation for Mental Health	100% PILOT	4121 N Three Mile Rd	4%	4	
5	28-51-018-001-20 Bay Oaks Townhouses	100% PILOT	2893 Aero Park Dr	10%	8	
6	28-51-510-001-00 Northwest Michigan Supportive Housing aka Woodmere Ridge Housing Assoc LP	100% PILOT	927 Woodmere Ave	10%	11	
7	28-51-360-006-00 TC Commons I LTD DVD Housing Association aka TC Commons (630 Lofts)	100% PILOT	630 Cottageview	4%	110	
<b>Traverse City Housing Commission</b>						
8	45-51-033-038-20 Orchard View (Traverse City City of)	100% PILOT	10200 E Carter Rd	10%	20	
9	28-51-794-001-10 Riverview Terrace (Traverse City City of)	100% PILOT	150 Pine St	10%	116	
<b>Mental or Physical Handicap</b>						
10	28-51-830-010-00 Twelfth Street Non-Profit Housing	100% PILOT	318 W Twelfth St	4%	4	
11	28-51-474-023-00 Kelley Street Living Inc	100% PILOT	924 Kelley St	4%	2	
12	28-51-111-111-10 Fern St Living Center #1	100% PILOT	803 Fern St	4%	2	
13	28-51-111-111-20 Fern St Living Center #2	100% PILOT	809 Fern St	4%	2	
14	28-51-111-032-00 GT Area Community Living Center	100% PILOT	935 Barlow St	4%	16	
15	28-51-642-058-00 Bay Front Apartments	100% PILOT	870 E Front St	4%	7	
<i>As of year end 2014</i>					<i>Estimated number of unit is approximate</i>	646

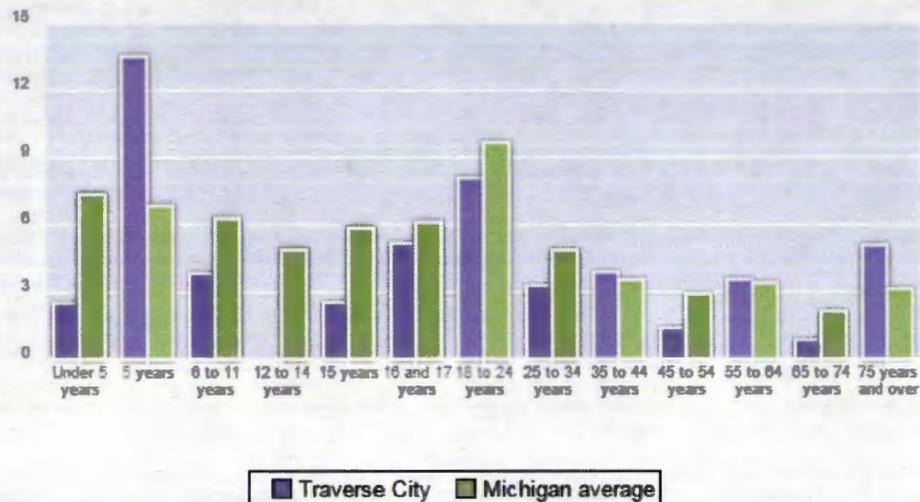
### Map of City of Traverse City PILOT properties for 2014

28-51-110-045-00	Bay Hill #1	600 Bay Hill Dr
28-51-110-041-10	Bay Hill #2	1640 Veterans Dr
28-51-109-002-00	TradeWinds Terrace	851 Fitzhugh Dr
28-51-018-001-50	Foundation for Mental Health	4121 N Three Mile Rd
28-51-018-001-20	Bay Oaks Townhouses	2893 Aero Park Dr
28-51-510-001-00	Northwest Michigan Supportive Housing	927 Woodmere Ave
28-51-360-006-00	TC COMMONS I LTD DVD HOUSING ASSOC	630 Cottageview
45-51-033-038-20	Orchard View (Traverse City City of)	10200 E Carter Rd
28-51-794-001-10	Riverview Terrace (Traverse City City of)	150 Pine St
28-51-830-010-00	Twelfth Street Non-Profit Housing	318 W Twelfth St
28-51-474-023-00	Kelley Street Living Inc	924 Kelley St
28-51-111-111-10	Fern St Living Center #1	803 Fern St
28-51-111-111-20	Fern St Living Center #2	809 Fern St
28-51-111-032-00	GT Area Community Living Center	935 Barlow St
28-51-642-058-00	Bay Front Apartments	870 E Front St

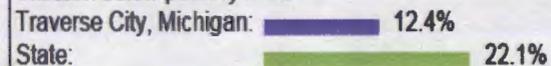


- BAY OAKS TOWNHOUSES (Symbols)
- BAY OAKS TOWNHOUSES
- FOUNDATION FOR MENTAL HEALTH (S)
- FOUNDATION FOR MENTAL HEALTH
- TRADE WINDS TERRACE (Symbols)
- TRADE WINDS TERRACE
- BAY HILL #2 (Symbols)
- BAY HILL #2
- BAY HILL #1 (Symbols)
- BAY HILL #1
- GT AREA CMUNTY LIVING CNTR (Symbc
- GT AREA CMUNTY LIVING CNTR
- FERN ST LIVING CNTR #1 (Symbols)
- FERN ST LIVING CNTR #1
- FERN ST LIVING CNTR #2 (Symbols)
- FERN ST LIVING CNTR #2
- TC COMMONS I LTD HOUSING ASCN (S
- TC COMMONS I LTD HOUSING ASCN
- KELLEY ST NON-PROFIT HOUSING (Symb
- KELLEY ST NON-PROFIT HOUSING
- NW MICH SUPPORTIVE HOUSING (Symb
- NW MICH SUPPORTIVE HOUSING
- RIVERVIEW TERRACE (Symbols)
- RIVERVIEW TERRACE
- 12TH ST NON-PROFIT HOUSING (Symb
- 12TH ST NON-PROFIT HOUSING
- ORCHARD VIEW (Symbols)
- ORCHARD VIEW

**Breakdown by age of very poor residents in Traverse City, MI (percentage below half of poverty level)**



**Children below poverty level:**



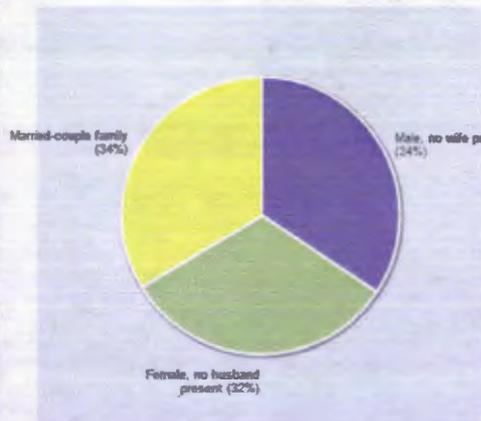
**Poverty rate among high school graduates not in families:**



**Poverty rate among people who did not graduate high school not in families:**

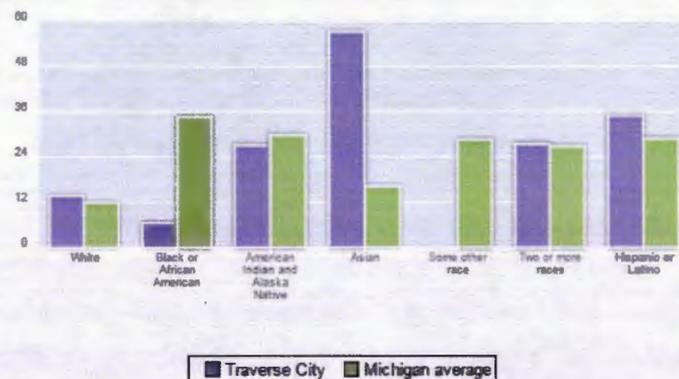


**Poor families by family type**



- Married-couple family (33.6%)
- Male, no wife present (34.3%)
- Female, no husband present (32.1%)

**Breakdown by races of poor residents (income below poverty level) in Traverse City in percentages**



## 03/06/2015 INCOME AND RENT LIMITS

County: 28 Grand Traverse

Effective Date: 3/6/2015

Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	8,840	10,100	11,360	12,620	13,640	14,640	15,660	16,660
25%	11,050	12,625	14,200	15,775	17,050	18,300	19,575	20,825
30%	13,260	15,150	17,040	18,930	20,460	21,960	23,490	24,990
35%	15,470	17,675	19,880	22,085	23,870	25,620	27,405	29,155
40%	17,680	20,200	22,720	25,240	27,280	29,280	31,320	33,320
45%	19,890	22,725	25,560	28,395	30,690	32,940	35,235	37,485
50%	22,100	25,250	28,400	31,550	34,100	36,600	39,150	41,650
55%	24,310	27,775	31,240	34,705	37,510	40,260	43,065	45,815
60%	26,520	30,300	34,080	37,860	40,920	43,920	46,980	49,980
80%	35,360	40,400	45,440	50,480	54,560	58,560	62,640	66,640
100%	44,200	50,500	56,800	63,100	68,200	73,200	78,300	83,300
120%	53,040	60,600	68,160	75,720	81,840	87,840	93,960	99,960
125%	55,250	63,125	71,000	78,875	85,250	91,500	97,875	104,125
140%	61,880	70,700	79,520	88,340	95,480	102,480	109,620	116,620
150%	66,300	75,750	85,200	94,650	102,300	109,800	117,450	124,950

Rent By Person	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	221	252	284	315	341	366	391	416
25%	276	315	355	394	426	457	489	520
30%	331	378	426	473	511	549	587	624
35%	386	441	497	552	596	640	685	728
40%	442	505	568	631	682	732	783	833
45%	497	568	639	709	767	823	880	937
50%	552	631	710	788	852	915	978	1,041
55%	607	694	781	867	937	1,006	1,076	1,145
60%	663	757	852	946	1,023	1,098	1,174	1,249
80%	884	1,010	1,136	1,262	1,364	1,464	1,566	1,666
100%	1,105	1,262	1,420	1,577	1,705	1,830	1,957	2,082
120%	1,326	1,515	1,704	1,893	2,046	2,196	2,349	2,499
125%	1,381	1,578	1,775	1,971	2,131	2,287	2,446	2,603
140%	1,547	1,767	1,988	2,208	2,387	2,562	2,740	2,915
150%	1,657	1,893	2,130	2,366	2,557	2,745	2,936	3,123

Rent By Bedroom	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
20%	221	236	284	328	366	404
25%	276	295	355	410	457	505
30%	331	355	426	492	549	606
35%	386	414	497	574	640	707
40%	442	473	568	656	732	808
45%	497	532	639	738	823	909
50%	552	591	710	820	915	1,010
55%	607	651	781	902	1,006	1,111
60%	663	710	852	984	1,098	1,212
80%	884	947	1,136	1,313	1,464	1,616
100%	1,105	1,183	1,420	1,641	1,830	2,020
120%	1,326	1,420	1,704	1,969	2,196	2,424
125%	1,381	1,479	1,775	2,051	2,287	2,525
140%	1,547	1,657	1,988	2,297	2,562	2,828
150%	1,657	1,775	2,130	2,461	2,745	3,030



DEVELOPMENT  
CONSTRUCTION  
MANAGEMENT

The Woda Group, Inc.  
115 North Huron Avenue  
P.O. Box 369  
Mackinaw City, Michigan 49701

[www.wodagroup.com](http://www.wodagroup.com)

July 1, 2015

Ms. Penny Hill  
Acting City Manager  
City of Traverse City  
400 Boardman Avenue  
Traverse City, Michigan 49684

Re: PILOT Request; 77 Pine Street

Ms. Hill,

In follow up to our conversation, The Woda Group, Inc. would like to formally request a PILOT be approved for their proposed 64 unit multi-family development situated near the corner of West Front and Pine Street at 77 Pine Street. Once completed, this development will have restricted but affordable rents to help working families obtain quality, safe, and energy efficient housing in downtown Traverse City. An approved PILOT will significantly improve Woda's chances of receiving MSHDA funding for this \$13,000,000 development.

The Woda construction plan proposes the development of a nine floor high rise residential building with a commercial suite and a large community room on the first floor. The first floor community space will be used primarily by tenants and their guests. Commercial space will be marketed to the business community at large. The building concept has been created to integrate well within the surrounding neighborhood. Once completed, the new units will have Energy Star appliances, water-saving faucets/toilets, abundant insulation and contain other "green" features which will help the finished community qualify for Enterprise Green Communities certification.

To fund the construction, Woda will seek housing tax credit financing from MSHDA. As part of the application process, MSHDA requests that developers seek a PILOT from the local municipality. The PILOT helps ensure the long-term financial stability of the property plus helps the developer increase their chances of receiving funding for the project. Woda (developer) plans to submit a funding application to MSHDA on October 1.

Woda 77 Pine Street Limited Dividend Housing Association, LP (owner) and The Woda Group, Inc. are requesting a 6% PILOT for 16 years be adopted for the proposed development at 77

Pine Street. In addition, The Woda Group proposes to enter a Municipal Services Agreement (MSA) that will pay the City an annual MSA fee of \$12,500 in addition to the PILOT. The fee is provided to cover possible City funded services (eg. fire, EMS) that may be needed at the site. Both the annual PILOT and MSA payment will be paid simultaneously but can be made at any date the City prefers. In addition, The Woda Group estimates that the annual value of the 6% PILOT will approximate \$20,000 assuming 100% occupancy.

As you know, the PILOT payment will be determined each year based on collected rents plus other income less common utilities. Each year in late March, we can provide a third party financial audit to the City to verify income and utilities.

Without a PILOT, it will be highly improbable for Woda to receive funding. Each developer competes against other developers in the state to win funding. Historically, for new construction projects, only the projects that receive a local PILOT receive MSHDA funding.

I appreciate you considering this request and I look forward to making a formal presentation to City leadership at an upcoming Commission meeting.

Sincerely

A handwritten signature in cursive script that reads "P. Craig Patterson". The signature is written in dark ink and is positioned above the typed name.

P. Craig Patterson,  
Senior Vice President



---

**Resolution Granting Tax Exemption  
for the property at the Southwest corner of Front and Pine Street to  
77 Pine Street Limited Dividend Housing Association Limited Partnership**

- Because, on December 4, 1995, the City Commission enacted City Ordinance No. 431 (now Chapter 881) (hereinafter referred to as "Chapter 881"), which establishes a class of housing developments pursuant to the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401 et seq.; MSA 16.114(1) et seq.) (the "Act") which are exempt from the payment of property taxes and in lieu thereof pay a service charge; and
- Because, the 77 Pine Street Limited Dividend Housing Association Limited Partnership, through its Senior Vice President, P. Craig Patterson of 115 North Huron Avenue, Mackinaw City, MI 49701 (the "Sponsor"), has applied to the City for a determination that a proposed multiple family development sponsored by it, and to be known as the Low Income Housing Development at the southwest corner of Front Street and Pine Street, commonly known as 77 Pine Street, is entitled to the exemption from taxes authorized by Chapter 881; now therefore, be it
- Resolved, that the proposed housing development to be known as the Low Income Housing Development at 77 Pine Street sponsored by the 77 Pine Street Limited Dividend Housing Association Limited Partnership, (the "Sponsor") and which is to be located on Permanent Parcel No. 28-51-794-001-00-00, is within the class of Housing Developments entitled to an exemption under Section 4 of Chapter 881, if it meets the following contingencies:
- a. Sponsor shall provide documentation to the City substantiating ownership of the property at 77 Pine Street, Traverse City, Michigan.
  - b. Construction of the proposed Housing Development shall be commenced after the effective date of Chapter 881 and within one year from the effective date of this resolution, or the resolution shall be void and of no effect.
  - c. The proposed Housing Development must receive financing in part through a loan secured by a first mortgage on the Housing Development (the "Mortgage") that meets the requirements of Chapter 881 and the Act.
  - d. The proposed Housing Development will apply to receive construction and permanent financing from Low Income Housing Tax Credits from the Michigan State Housing Development Authority (the "Authority").
  - e. For the life of the Low Income Tax Credits, 100% of the dwelling units in the proposed Housing Development will be restricted to Occupancy by persons of Low Income as defined by Section 881.03 of Chapter 881 and

the United States Department of Housing and Urban Development. Rental rates for these dwelling units will be similarly restricted.

- f. Prior to commencement of construction, the Sponsor shall provide satisfactory evidence to the City that it has received a reservation from the Authority of Low Income Housing Tax Credits under §42 of the Internal Revenue Code of 1986.
- g. The owner of the Housing Project shall file with the City Assessor a notification of the exemption, which shall be in an affidavit form as provided by the Authority as provided by the Act; and, further be it

Resolved, that in lieu of ad valorem property taxes, and effective when permits have been issued for those units, the Sponsor shall pay an annual service charge equal to six percent (6%) of the "Annual Shelter Rents" as defined in Section 881.03(b) of Chapter 881 for that portion of the Housing Development Occupied by Person of Low Income; and, further be it

Resolved, that in granting application for occupancy in the Housing Development, the Sponsor shall give first priority to those qualified applicants who are Traverse City Residents. This paragraph is subject to the Sponsor's compliance with all Fair Housing laws and regulations; and, further be it

Resolved, that annually the Sponsor shall provide the City Assessor with a copy of the independent annual audit furnished to the Authority which covers the prior year's operation of the Housing Development within 120 days of the end of Sponsor's fiscal year, which shall be the same as the calendar year. If the audit discloses that the service charge paid in the prior year for the portion of the Housing Development occupied by Persons of Low Income was greater or less than the percent of Annual Shelter Rents required to be paid by this Resolution, the Sponsor shall pay any shortfall or receive a credit against the current years' service charge as appropriate; and, further be it

Resolved, that the tax exempt status granted by this Resolution shall remain in effect for so long as the Mortgage loan remains outstanding and unpaid and the low income housing tax credit use restriction remains in effect, not to exceed 16 years, unless otherwise terminated pursuant to Chapter 881 or this Resolution; and, further be it

Resolved, that all portions of Chapter 881 are hereby incorporated by reference; and, further be it

Resolved, that this Resolution may be assigned by the Sponsor only to subsequent owners of the Housing Development who shall agree to abide to its terms. If not assigned, to and accepted by subsequent owners of the Housing Development, it shall automatically terminate; and further be it

Resolved, that the Mayor and City Clerk execute a contract with the sponsor providing the tax exemption and acceptance of payments in lieu of taxes as defined within this

resolution, and a municipal service agreement in the amount of \$12,500 annually to be paid to the City to guarantee that certain municipal services will be provided to the project during the term of the project such contract and agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on August 17, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: MOBILE FOOD VENDING – REQUEST TO ALLOW AT THE  
SENIOR CENTER PARKING LOT

Attached is a memo from City Clerk Benjamin Marentette regarding a request from the Grand Traverse County Commission on Aging to allow a mobile food vending unit at the Senior Center Parking Lot.

I recommend the following motion:

**that the Resolution Establishing Locations on City-Controlled Property Where Mobile Food Vending is Allowed be amended to allow one mobile food vending unit at a time at the Senior Center Parking Lot.**

MC/bcm

K:\tcclerk\city commission\resolutions\mobile food vending location senior center

Copy: Lori Wells, Grand Traverse County Commission on Aging Deputy  
Director

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# Memorandum

The City of Traverse City



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To: Marty Colburn, City Manager  
Copy: Lori Wells, Grand Traverse County Commission on Aging Deputy Director  
From: Benjamin Marentette, City Clerk   
Date: Thursday, August 13, 2015  
Subject: MOBILE FOOD VENDING AT SENIOR CENTER

Attached is a request from Grand Traverse County Commission on Aging Deputy Director Lori Wells to allow a mobile food vending unit to operate within the Senior Center Parking Lot. As indicated by Ms. Wells, there is an increasing number of individuals playing Pickleball, Tennis, Shuffleboard, etc., and the existing meal option does not fit the needs of the seniors who patronize the Senior Center.

The City's mobile food vending ordinance indicates that vendors may only operate on City-controlled property if approved by resolution of the City Commission.

When the City Commission established City-controlled locations where such vending is allowed, one area of concern was not allowing the vending in highly-congested areas; and the Senior Center parking lot is not highly-congested.

I recommend that the City Commission approve this request and adopt the amendment to the attached resolution.

As always, please let me know if you have any questions.



## GRAND TRAVERSE COUNTY

### COMMISSION ON AGING

520 W. FRONT STREET, SUITE B  
TRAVERSE CITY, MI 49684-2237  
(231) 922-4688 • FAX (231) 929-1645  
E-MAIL ADDRESS: [gtcoa@grandtraverse.org](mailto:gtcoa@grandtraverse.org)  
HOMEPAGE: [www.grandtraverse.org](http://www.grandtraverse.org)

July 31, 2015

To: Benjamin Marentette, City Clerk  
From: Lori Wells, Senior Center Deputy Director   
Re: Food Truck at the Senior Center

I would like to request permission to allow a food truck on the Senior Center property. It is my desire to explore ways to enhance our food delivery to seniors at the Senior Center. We are experiencing an increased use of our outdoor programming (Pickleball, Shuffleboard, Tennis and Beach Use) by seniors in the community. Presently, we offer a daily noon meal in cooperation with the Meals on Wheels program. These meals are prepared by the Goodwill Inn kitchen. This daily meal does not meet the needs or interests of many of patrons for a variety of reasons. These meals are a single entrée option, they require advance registration and they are only available at a single serving hour of 12 noon. Seniors are coming to the Center and staying for extended periods – having food options on site for them will be appealing and well received, I am sure.

I would see the regular beach users finding value in this option as well.

Please advise what action we need to take to make this request to the City Commission.

Thank you!



---

**Resolution Establishing Locations on City-Controlled Property  
Where Mobile Food Vending is Allowed**

Because, the City of Traverse City desires to encourage mobile food vendors who add to the vibrancy and desirability of Traverse City while providing a framework under which such businesses operate; and

Because, the City Commission, as called for in Chapter 865 of the City of Traverse City's Code of Ordinances, may establish by resolution city-controlled property where mobile food vending as defined by the Code of Ordinances, may occur; and

Because, the City Commission desires to authorize certain city-controlled property for permissible Mobile Food Vending; now, therefore be it,

**Resolved,** by the City Commission for the City of Traverse City that the City Clerk is authorized to issue Mobile Food Vending licenses in accordance with Chapter 865 of the Traverse City Code of Ordinances at the following city-owned properties:

1. Along city streets which abut city parks that are located outside of the DDA, Traverse City Central High School, Northwestern Michigan College's main campus at 1701 East Front Street, the Grand Traverse County Civic Center, and Munson Medical Center's Main Campus at 1101 Sixth Street, provided parking is otherwise allowed on such streets, during hours allowed by Traverse City Ordinance Chapter 865;
2. Along State Street between Pine and Union Streets, during hours allowed by Traverse City Ordinance Chapter 865;
3. In Parking Lot RB, with a maximum of two Mobile Food Vending Units located within the parking lot ~~at any given time~~ as allowed by City ordinance;
4. In Parking Lot B, with a maximum of two Mobile Food Vending Units located within the parking lot ~~at any given time~~ as allowed by City ordinance, with no vending during Farmer's Market times;

*Resolution Establishing Locations on City-Controlled Property Where Mobile Food Vending is Allowed*

5. In Parking Lot J, with a maximum of two Mobile Food Vending Units located within the parking lot ~~at any given time~~ as allowed by City ordinance;
6. In Parking Lot E, with a maximum of two Mobile Food Vending Units located within the parking lot ~~at any given time~~ as allowed by City ordinance.
7. In the Senior Center Parking Lot, with a maximum of one Mobile Food Vending Unit within the parking lot as allowed by City ordinance.

**Resolved further**, that the City Clerk is authorized to implement these requirements in his/her best judgment; and

**Resolved further**, that any such Mobile Food Vending Unit shall be at least thirty feet from all intersections and driveways.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its May 6, 2013, Regular Meeting and amended at its August 17, 2015, Regular Meeting, held in the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: 2015 MICHIGAN MUNICIPAL LEAGUE (MML) CONVENTION –  
HOST CITY RECEPTION - CONTRACT FOR CATERING  
SERVICES

In 2014, the City of Traverse City invited the Michigan Municipal League to host the 2015 annual convention in Traverse City, and Traverse City was subsequently chosen as the site for the 2015 convention. The convention will be held from September 16 through September 18, 2015, hosting approximately 500 elected and appointed officials and their guests for three days of educational sessions, mobile workshops, and other events showcasing the Traverse City area. Of course, an important benefit of hosting this conference is the positive economic activity it brings to our businesses.

One of the responsibilities of the host city is to sponsor a “Host City Reception”, which will be held on September 16, 2015 from 6 to 8 PM at the Open Space. The host city is also responsible to provide light hors d’oeuvres and beverages. The total cost for the event is estimated at approximately \$20,000.

As previously reported, city staff, DDA staff and volunteers have been fundraising to pay for the cost of this event. To date, we have received \$4,000 toward the cost of the event, with pledges of an additional \$8,000. In the unlikely event that fundraising will not cover the entire cost of the event, the City will be responsible to make up the difference.

In order to lock in the dates for the caterer, we are requesting that the City Commission approve a contract with Grand View Catering at an estimated cost of \$7,500, including an initial deposit of \$2,500.

I recommend the motion on the following page (5 affirmative votes required).

*-See motion on following page-*

**that the Mayor and City Clerk execute a Catering Contract with Grand View Catering for the provision of Catering Services on September 16, 2015 for the MML Host City Reception during the 2015 Michigan Municipal League Annual Convention at an estimated cost of \$7,500, including an initial deposit of \$2,500, with funds to be provided through private donations, with such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/ph

K:\TCCLERK\City Commission\Agreements\catering mml 2015 convention

copy: Rob Bacigalupi, Downtown Development Authority Executive Director  
Colleen Paveglio, Downtown Development Authority Marketing and  
Deputy Director



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: ADOPT-A-COMMISSIONER YOUTH ENGAGEMENT PROGRAM

Earlier this year, the City Commission discussed the possibility of forming a Youth Council; the Commission requested that Commissioner Howe and City Clerk Benjamin Marentette further explore the concept, including through meetings with Traverse City Area Public Schools.

Attached is the previously-distributed memo from Traverse City West High Senior High School Government Teacher Tak Ready, Commissioner Gary Howe and City Clerk Benjamin Marentette outlining a framework for an Adopt-A-Commissioner Youth Engagement Program.

With the City Commission's support and involvement, I look forward to watching this program continue to grow and evolve.

With respect to the possibility of a Youth Endowment Grant from the Grand Traverse Regional Community Foundation, we will bring back any proposed grant application(s) for possible City Commission support, after additional exploration.

I recommend the following motion:

**That the City Commission supports the Adopt-A-Commissioner Youth Engagement Program as outlined in the communication submitted with the August 17, 2015, City Commission meeting packet materials, with coordination of City Commission volunteers by the City Clerk's Office.**

MC/bcm

K:\tcclerk\city commission\appointments\youth engagement program

copy: Paul Soma, Traverse City Area Public Schools Superintendent  
Tak Ready, Traverse City West Senior High School Civics/Government Teacher

## MEMO

To: City Commissioners; City Manager  
From: TCAPS TC West Civics/Government Teacher, Tak Ready; City Commissioner,  
Gary Howe; City Clerk, Benjamin Marentette  
Date: July 30, 2015  
Proposal: **Adopt-a-Commissioner Youth Engagement Program**

Earlier this year, the idea of a Traverse City Youth Council was proposed. The concept received positive interest from the City Commission as well as other parties in the community. The reason communities establish youth councils is to give young people a more substantive role in the community by developing active citizenship and leadership skills.

After further consideration, we propose a pilot project that falls short of establishing a formal youth council. Instead, we propose an innovative program that engages students in developing a flexible program that may provide more meaningful & empirical involvement. The proposal "Adopt-a-Commissioner Youth Engagement Program" could lay the foundation for a youth council while providing immediate engagement with a more manageable commitment of time and energy. The general framework for the first year is described below.

**Program:** Adopt-a-Commissioner Youth Engagement Program

**Mission:** Public officials and young citizens working together to create and strengthen conditions for effective, rewarding, and personal community development.

**Objective:** To develop active citizenship and community leadership, this program aims to:

- Increase youth involvement and investment in solving local problems.
- Strengthen civic engagement in the community for all generations.
- Increase awareness and understanding of local issues and government.
- Develop skills and leadership needed to navigate through institutions and community contexts to affect positive change.
- Identify and address key issues of young citizens in the community.
- Provide diverse opinions on the issues before the City Commission.
- Provide direct community experience integrated with the students' normal curriculum.

**Who:** For the first year pilot, the initial participants will be interested commissioners, the City Clerk, TC West Civics/Government Teacher, Tak Ready, and, most importantly, students from Mr. Ready's classes.

**Program:** The initial participants will lead the way in developing effective models for meeting program goals. However, the basic framework as envisioned begins each semester with a class visit by participating commissioners and the City Clerk to introduce the role of city government, elicit topics of interest from students, and have student teams (5-6 students per team) adopt a commissioner for the semester. The expectation would be that the teams meet at least once a month to discuss current interests and develop their individualized program. It is envisioned that commissioners will help facilitate a team project, engage students on current issues, provide factual context to issues, receive constructive student input, and generally demonstrate the positives of community engagement and civic mindedness. Commissioners will also actively invite their team to City meetings or events that may be of interest. Students will do the same, inviting their adopted commissioners to functions or events at their school.

**Potential:** Also for consideration, the City Commission may endorse a grant application for a Youth Endowment Grant of \$5,000, which is awarded through The Grand Traverse Regional Community Foundation's Youth Advisory Council (YAC). The grant is meant to serve youth in the region. This year's proposal would be for the City to make a general request to the YAC for potential student led projects. If approved by YAC, a separate Youth Engagement Fund shall be created at the City to administer potential student projects. Funding of those projects would require proper approval by appropriate boards and commissions, including City Commission. Possible projects may be a public space improvement, a program creation, or other public benefit. If awarded, the City Commission is encouraged to match the Youth Endowment Fund. Applications to YAC are due October 1  
and  
awarded in December.

**Bonus:** To maximise general student visits to City Commission meetings, a few times per semester a pre-meeting introduction will be scheduled with the students led by the City Clerk and available commissioners. This meeting will begin 30 minutes prior to the meeting and last about 15 minutes. This time will be spent clarifying general questions about the process and introducing that evening's topics. Coordination will take place between the City Clerk's office, appropriate instructors, and be posted on the City's website.

**Evaluation:** At the conclusion of the first year, participants will evaluate the program and make recommendations to continue or not continue, and if to continue, ways to improve it. Commissioner Howe, Mr. Ready, and Mr. Marentette will develop an evaluation process, but general program evaluation will assess success through: 1) the level of participation (quantity and quality), 2) the ability of students to increase their understanding of local government, 3) the ability of students to have an impact on their community, 4) benefit to City Commissioners in hearing diverse opinions on City issues, and 5) the ability to administer program and potential for a sustained effort. This will be accomplished through a survey of all participants, students and adults.

**Schedule: 2015-2016**

<b>September</b>	<p>Class Visit to Tak Ready's A.P. Government and Civics Classes at TC West (Clerk &amp; Commissioners up for Adoption)</p> <p>Finalize any necessary agreements between City and TCAPS, particularly for Commissioner/Student Projects.</p>
<b>Oct.-Jan.</b>	<p>Adopt-a-Commissioner Program - Monthly meetings at public coffee shops or in meeting rooms at the city/county building. (Adopted Commissioners; City Clerk will attend where helpful)</p> <p>Students will be required to write out monthly Google Presentation reports that they present to their entire class. Reports will include: 1) Topics and issues discussed with City Commissioners; 2) Knowledge gained about about the issues and how government works; 3) Student opinions on those issues, including how they changed as they learned more; 4) Students will lead other students in open-ended discussion/debates regarding those issues. That report would be given monthly to all of Tak Ready's government classes so that all students learn from this project, not just those directly involved.</p>
<b>January</b>	Report back to community at City Commission meeting; New Adoptee Volunteers
<b>February</b>	Class Visit (City Clerk & Commissioners up for Adoption)
<b>March-May</b>	Adopt-a-Commissioner Program
<b>June</b>	<p>Report back to community at City Commission meeting</p> <p>Evaluate year long pilot program</p>
<b>August</b>	New Adoptee Volunteers...



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *MAC*

SUBJECT: NATIONAL CHERRY FESTIVAL – FEES

Beginning last fall, the City Commission discussed fees charged to the National Cherry Festival and various fee options. As part of that fee discussion, this year, the agreement with the National Cherry Festival, for the first time in several years, eliminated the cap on the amount of incremental city costs for which the National Cherry Festival was responsible for reimbursing the City. Since 2011, the cap was set at \$45,000; and from 2008-2010, it was set at \$40,000.

In 2014, the City's total incremental costs were \$62,709.75; with the \$45,000 cap in place, the City absorbed \$17,709.75 in incremental costs.

For 2015, the cap was eliminated, and the City's total incremental costs are \$60,388.88, with the entire amount to be reimbursed by the Festival, or \$15,388.88 more than they would have been required to pay under prior arrangements with the cap on reimbursement.

When the 2015 agreement was approved, the City Commission indicated a desire to have a discussion following the 2015 event on if it would like to further explore the 'fee arrangement' with the Festival.

If it is the desire of the City Commission to discuss this issue further, I recommend that an ad hoc committee be appointed to make a recommendation to the City Commission; and the following motion would do so:

**that a National Cherry Festival Fee Ad Hoc Committee be established to make a recommendation to the City Commission with respect to fees charged to the National Cherry Festival; and that Commissioners \_\_\_\_\_,**

*--Motion continued on following page--*

\_\_\_\_\_ and \_\_\_\_\_ be appointed to such committee, with  
**Commissioner** \_\_\_\_\_ **to serve as chair.**

MC/bcm

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copy: Trevor Tkach, National Cherry Festival Executive Director



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER <sup>max</sup>

SUBJECT: RE-ESTABLISH – ADMINISTRATION OF THE GARAGE FUND  
AD HOC COMMITTEE

The above mentioned Ad Hoc Committee was first established on February 17, 2015 to review the administration of the Garage Fund and Commissioners Richardson, Howe, and Werner were appointed to the committee with Commissioner Richardson serving as Chair.

Commissioner Richardson has requested that this committee be re-established.

I recommend the following motion:

**that a City Commission Ad Hoc Committee Regarding Administration of the Garage Fund be re-established (originally established on February 17, 2015) to review the administration of the Fund; and that Commissioners Richardson, Howe, and Werner be reappointed to the Committee, with Commissioner Richardson to serve as Chair, with the committee to expire February 17, 2016.**

MC/kes

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copy: William Twietmeyer, City Treasurer/Finance Director  
Dave Green, Director of Public Services



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 17, 2015

DATE: AUGUST 13, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – EXPIRING  
TERMS

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding four terms on the Brown Bridge Advisory Committee which will expire on October 5, 2015. As mentioned by Ms. Stroven, all four incumbents are seeking reappointment.

This is a City Commission appointment.

The following are sample motions:

1- to establish an ad hoc interview committee

**that an ad hoc interview committee be established to make recommendation regarding four three-year terms (seat previously held by Paul Maxbauer, Michael Kreft, Judith Nemitz, and Deni Scrudato) on the Brown Bridge Advisory Committee, effective October 5, 2015 and expiring October 1, 2018, and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

- *Additional motion on the next page* -

2- to reappoint incumbents

**that Paul Maxbauer, Michael Kreft, Judith Nemitz, and Deni Scrudato (seats previously held by Paul Maxbauer, Michael Kreft, Judith Nemitz, and Deni Scrudato) each be reappointed to one three-year term expiring October 1, 2018, on the Brown Bridge Advisory Committee.**

MC/kes

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copy: Dave Green, Director of Public Services

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katelyn Stroven, Deputy City Clerk *KS*  
DATE: Thursday, August 13, 2015  
SUBJECT: Brown Bridge Advisory Committee – Expiring Terms

There are four terms on the Brown Bridge Advisory Committee expiring on October 5, 2015, seats currently held by Paul Maxbauer, Michael Kreft, Judi Nemitz, and Deni Scrudato. Each of these four individuals has indicated their interest in being reappointed.

2014 Attendance Records for those Currently Serving:

Paul Maxbauer – Present 4 out of 4 meetings

Michael Kreft – Present 3 out of 4 meetings

Judi Nemitz – Present 3 out of 4 meetings

Deni Scrudato – Present 3 out of 4 meetings

The Brown Bridge Advisory Committee consists of twelve members, at least six of which should be City residents. Three of the four terms expiring are City residents, while one is not. If it is the desire of the Commission to create an ad hoc interview committee to seek additional applications, they should keep in mind that they could appoint up to two individuals whom are not City residents.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, Twitter page, and has sent out press releases. As a result, we have no applications on file for this position. If the City Commission desires, additional advertising can be done.

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

Thank you!

**Brown Bridge Advisory Committee**

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 <a href="mailto:nasper@mainstreammkt.com">nasper@mainstreammkt.com</a>	05/02/11	10/03/16
Gary Howe (City Commission Rep, City Res) 926 Lincoln St, TC, 49684 715-1017 (Res) <a href="mailto:glhowe@traversecitymi.gov">glhowe@traversecitymi.gov</a>	11/18/13	10/02/17
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) <a href="mailto:briverdown@charter.net">briverdown@charter.net</a>	09/07/10 (Eff. 10/04/10)	10/05/16
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) <a href="mailto:backhome@earthlink.net">backhome@earthlink.net</a>	10/02/07	10/02/17
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) <a href="mailto:pmaxba@gmail.com">pmaxba@gmail.com</a>	03/18/13	<del>10/05/15</del> 10/01/18
<b>- Seeking Reappointment -</b>		
Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) <a href="mailto:mary_flees@yahoo.com">mary_flees@yahoo.com</a>	10/06/14	10/02/17
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) <a href="mailto:kreftngr@charter.net">kreftngr@charter.net</a>	03/05/07	<del>10/05/15</del> 10/01/18
<b>- Seeking Reappointment -</b>		
Larry Gerschbacher (City Resident) 925 Kelley St, TC, 49686 946-1592 (Res) <a href="mailto:gerschtc@charter.net">gerschtc@charter.net</a>	10/07/13	10/03/16

Judith Nemitz  
4572 Albert Courtade Rd, TC, 49686  
632-9009 (Res) 995-1755 (Bus)  
[jjnemitz@yahoo.com](mailto:jjnemitz@yahoo.com)

03/24/05

10/05/15  
10/01/18

- Seeking Reappointment -

Deni Scrudato (City Resident)  
422 E. State St, TC, 49686  
922-5938 (Res)  
[deniscrudato@yahoo.com](mailto:deniscrudato@yahoo.com)

09/07/10

10/05/15  
10/01/18

- Seeking Reappointment -

Jim Tuller (City Resident)  
220 W. 13th St, TC, 49684  
342-0650 (Cell) 922-4930 (Bus)  
[jtuller@tcfire.org](mailto:jtuller@tcfire.org)

09/07/10  
(Eff. 10/04/10)

10/03/16

Dave Green, Staff (Ex-Officio; no voting authority) Indefinitely (non-TC resident)

Resources:

Steve Largent  
Boardman River Program Coordinator  
Grand Traverse Conservation District  
1450 Cass Road  
Traverse City, MI 49685  
Office: 941-0960  
Fax: 941-0837  
E-mail: [slargent@gtcd.org](mailto:slargent@gtcd.org)

All appointments are three-year terms expiring the first Monday in October.

The Committee meets quarterly on the third Thursday of that month.

**This Committee consists of twelve members (half of which must be city residents). They are selected as follows:**

One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city

residents)

**Purpose:** To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.

Committee established by the City Commission on October 4, 1993.

Resolution establishing the Brown Bridge Advisory Committee as a twelve-member committee, to allow for the establishment of a seat to be nominated by the Traverse City Light and Power Board was adopted by the City Commission on June 4, 2001 - - this Resolution supersedes the April 3, 1993, action of the City Commission relating to the establishment and composition of the Committee.

Ordinance Amendment 651 (enacted 8-16-04) revised manner in which appointments are made; the method for appointments in light of this change is reflected above. Ordinance Amendment 872 (enacted 8-16-2010) revised manner in which appointments are made; therefore removing the provision for a Traverse City Light and Power Board seat nomination.

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Special Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, June 30, 2015

**Board Members -**

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

Absent: Jim Carruthers

**Ex Officio Member -**

Present: Marty Colburn, City Manager

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

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

Tim Arends requested item 2f be pulled from the Consent Calendar to be discussed at a future meeting.

5:20 p.m. Bob Spence joined the meeting.

Bob Spence requested item 2c be pulled from the Consent Calendar for full discussion.

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

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

- a. Minutes of the Regular Meeting of June 9, 2015.
- b. Amended Freedom of Information Act Policy.
- c. *Removed from the Consent Calendar.*
- d. Michigan Public Power Agency Commissioner and Alternates appointments.
- e. Withdrawal of Municipal Competitive Trust Funds.
- f. *Removed from the Consent Calendar.*
- g. Purchase order to Power Line Supply in the amount of \$43,200 for underground cable for the Pine Street – Overhead to Underground Conversion, Hickory Hills and Cowell Family Cancer Center Projects.
- h. Purchase order to RESCO in the amount of \$32,725 for transformers for the Hickory Hills Project.

- i. Three purchase orders to Power Line Supply in the combined amount of \$119,674.21 for electrical material for the Pine Street – Overhead to Underground Conversion, Hickory Hills and Cowell Family Cancer Center Projects.
- j. Two purchase orders to All-Phase Electric in the combined amount of \$43,360.71 for conduit material for the Pine Street – Overhead to Underground Conversion Project.
- k. Purchase order to Irby Utilities in the amount of \$87,000 for switchgear equipment for the Pine Street – Overhead to Underground Conversion Project.

CARRIED unanimously. (Carruthers absent)

**Items Removed from the Consent Calendar**

- a. Consideration of authorizing a Settlement Agreement between TCL&P and GRP Engineering, Inc.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Budros, seconded by Geht, that the Board authorize the Chairman and Secretary to execute the Settlement Agreement with GRP Engineering, Inc. subject to approval as to substance by the Executive Director and approval as to form by General Counsel. Contingent on the receipt of a written document stating GRP will assume liability for installation costs of the new transformers subject to legal review.

CARRIED unanimously. (Carruthers absent)

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

None.

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

- a. Consideration of authorizing funding for the Traverse City Public Pier Project.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Missy Luick, City Planning Department

No motion was made on this item. It was the consensus of the Board to request a cost/benefit analysis from the City Planning Department to be reviewed and discussed at the next Regular Board Meeting.

Moved by Geht, seconded by Budros, to suspend the board rules and allow public comment on agenda item 4a.

CARRIED unanimously. (Carruthers absent)

The following individuals from the public addressed the Board:

Mayor Michael Estes, 1023 Nakoma Drive, Ratepayer  
Rick Buckhalter, 932 Kelley Street, Ratepayer

5:50 p.m. Marty Colburn joined the meeting.

Chairman Taylor welcomed City Manager, Marty Colburn, to the TCL&P Board.

- b. Consideration of authorizing a purchase order to the City of Traverse City in the amount of \$226,040.25 for the Pine Street Pedestrian Way.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Palisin, seconded by Budros, that the Board authorizes the Executive Director to issue a purchase order in the amount of \$226,040.25, more or less, to the City of Traverse City for the electric and lighting costs related to the Pine Street Pedestrian Way.

CARRIED unanimously. (Carruthers absent)

- c. Consideration of authorizing a Tree Trimming Services Agreement for tree trimming for the West Side Transmission Line Project.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by McGuire, seconded by Geht, that the Board authorize the Chairman and Secretary to enter into a Tree Trimming Services Agreement for the West Side Transmission Line Project with Penn Line Services, Inc. in the not to exceed amount of \$145,000; subject to approval as to substance by the Executive Director and approval as to form by General Counsel.

Further, authorizing the Executive Director to execute work orders for services and administer amendments and change orders that are in the best interest of the Light and Power Department.

CARRIED unanimously. (Carruthers absent)

- d. Consideration of a revised organizational chart and job description for the Light & Power Department.

The following individuals addressed the Board:

Tim Arends, Executive Director

Kelli Schroeder, Manager of Human Resources & Communications

Moved by McGuire, seconded by Geht, that the Board approves the organizational chart and job description for the Field Engineering Supervisor as presented.

CARRIED unanimously. (Carruthers absent)

- e. Consideration of approving an updated wage scale.

The following individuals addressed the Board:

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

Moved by Palisin, seconded by Geht, that the Board approves the updated wage scale for TCL&P administrative employees as presented.

CARRIED unanimously. (Carruthers absent)

f. 2015 Biennial filing for the Renewable Energy Plan.

The following individuals addressed the Board:

Jessica Wheaton, Manager of Energy Services & Key Accounts

Chairman Taylor opened the floor to public comment on agenda item 4f. No one from the public commented.

**Item 5 on the Agenda being Appointments**

None.

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

a. From Legal Counsel.

None.

b. From Staff.

1. Jessica Wheaton provided an update on Community Solar Phase II.

The following individuals addressed the Board:

Tim Arends, Executive Director

c. From Board.

1. Chairman Taylor provided a reminder the July 14, 2014 Regular Meeting has been canceled.

2. Vice Chairman Geht requested an update on the status of the communications survey. Kelli Schroeder announced the request for bid will be sent out on July 13, 2015.

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

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:36 p.m.



Tim Arends, Secretary  
LIGHT AND POWER BOARD

**Fractile Emergency Response Times**

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 07/01/2015 AND 07/31/2015; AND Call Types IS Intercept OR Prehospital;  
 AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
<i>Negative Times</i>	11	11	8.00%	8%
<i>00:00 - 00:59</i>	8	19	6.00%	14%
<i>01:00 - 01:59</i>	7	26	5.00%	19%
<i>02:00 - 02:59</i>	8	34	6.00%	24%
<i>03:00 - 03:59</i>	15	49	11.00%	35%
<i>04:00 - 04:59</i>	25	74	18.00%	53%
<i>05:00 - 05:59</i>	19	93	14.00%	67%
<i>06:00 - 06:59</i>	19	112	14.00%	81%
<i>07:00 - 07:59</i>	9	121	6.00%	87%
<i>08:00 - 08:59</i>	7	128	5.00%	92%
<i>09:00 - 09:59</i>	4	132	3.00%	95%
<i>10:00 - 10:59</i>	4	136	3.00%	98%
<i>12:00 - 12:59</i>	1	137	1.00%	99%
<i>14:00 - 14:59</i>	1	138	1.00%	99%
<i>15:00 - 15:59</i>	1	139	1.00%	100%
<b>Total Calls:</b>	<b>139</b>			