



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: *MAC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FOR SPECIAL LAND USE PERMIT – PINE STREET  
DEVELOPMENT ONE, LLC (15-SLUP-02)

Attached is a memo from City Planning Director Russell Soyring, regarding a special land use permit at 305 West Front Street.

This Special Land Use Permit would allow for the construction of two approximately 96-foot tall buildings at 305 West Front Street, which include a percentage of workforce housing units. Also attached is an application and accompanying development plan documents submitted by Eric Falconer on behalf of Pine Street One Development One, LLC. The applicant has also provided a short video relating to the project; to view the video visit the link below.

Link: <https://www.dropbox.com/s/x7jwpobvblcw6hf/BuildingMovesOnly.mp4?dl=0>

The action for the City Commission's consideration on Monday evening is to schedule a public hearing on this matter for Monday, December 7, 2015.

I recommend the following motion:

**that the request from Pine Street Development One, LLC for Special Land Use Permit 15-SLUP-02, to allow for the construction of two approximately 96-foot tall buildings at 305 West Front Street, with conditions, as recommended by the Planning Commission, be scheduled for public hearing on December 7, 2015.**

MC/kez

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copy: Russell Soyring, City Planning Director  
Douglas Mansfield, President, Mansfield Land Use Consultant  
Eric Falconer, Pine Street Development One, LLC

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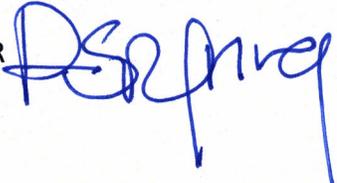
# Memorandum

The City of Traverse City  
Planning Department



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TO: MARTIN COLBURN, CITY MANAGER

FROM: RUSSELL A. SOYRING, PLANNING DIRECTOR 

DATE: NOVEMBER 10, 2015

SUBJECT: SPECIAL LAND USE PERMIT REQUEST BY ERIK FALCONER, PINE STREET DEVELOPMENT ONE, LLC TO ALLOW FOR TWO TALLER BUILDINGS AT 305 W. FRONT STREET

The Planning Commission received a request from, Erik Falconer, Pine Street Development One LLC for a Special Land Use Permit (SLUP) for two taller building buildings 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 192 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 Planning Commission on October 6, 2015 and a Public Hearing was held by the Planning Commission on November 3, 2015.

Included with this memo is the staff report, 15-SLUP-02, as well as the communication memo to the Planning Commission.

During the Public Hearing, 36 people made public comment- 13 in support, 20 opposed and 3 general comments. After the Public Hearing was closed, the Planning Commission recommended approval of the request by taking the following action:

Motion by Commissioner Bergman, second by Commissioner Koebert, that the Planning Commission affirms and adopts the facts and findings in the Staff Report 15-SLUP-2 dated October 29, 2015 after its review and public hearing and that based on those facts and findings the General Standards in Section 1364.02 and each Specific requirement in Section 1364.08(m) have been met and therefore the request by Erik Falconer, Pine Street Development One, LLC for a Special Land Use Permit to allow for two taller buildings at 305 W. Front Street be recommended for approval with conditions to the City Commission.

Motion carried 7-2 (Commissioners Fleshman and Twietmeyer opposed).

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

RAS:mll

Attachments: Memo to Planning Commission dated October 29, 2015  
Staff Report 15-SLUP-02

305 W. Front Street Applicant Submittal includes:

- September 30, 2015 letter from Mansfield Land Use Consultants
- Special Land Use Permit Application
- Project Narrative (8 pages)
- Site Plans and Elevations

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 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 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 TERMINIATION OF LINE HEREIN BEING DES.

Special Use: Construct two approximately 96-foot tall buildings.

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

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 December 7, 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.

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Benjamin Marentette, MMC, City Clerk

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

## STATEMENT OF CONCLUSIONS

The following statements of conclusion and determinations of fact supported by evidence submitted to the City in connection with Special Land Use Permit Application No. 15-SLUP-02 from Pine Street Development One, LLC:

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



# Communication to the Planning Commission

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FOR THE MEETING OF: NOVEMBER 3, 2015

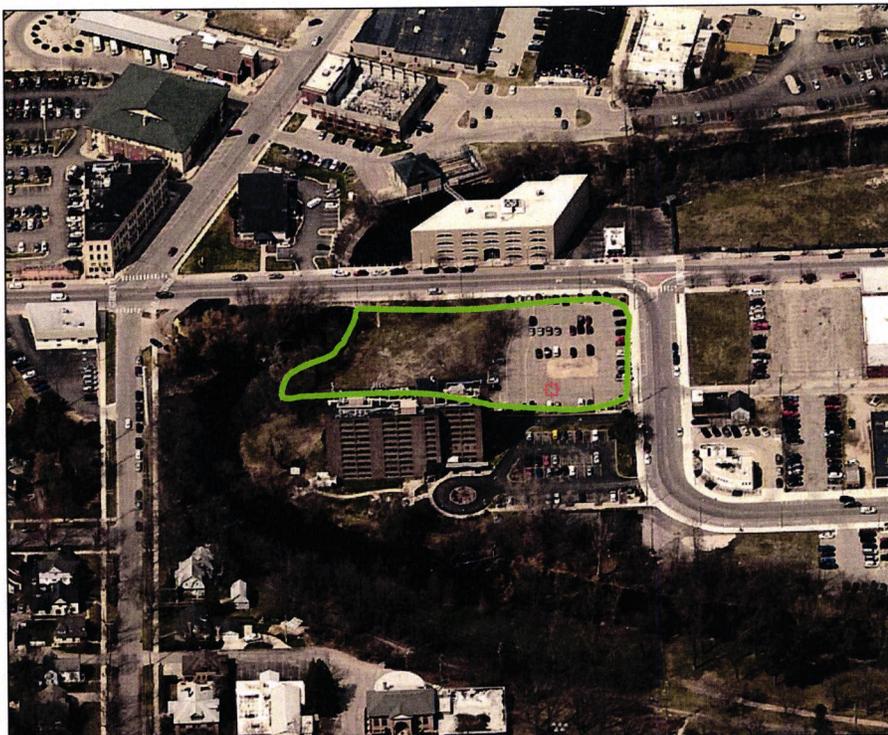
FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: SPECIAL LAND USE PERMIT REQUEST BY ERIK FALCONER, PINE STREET DEVELOPMENT ONE, LLC TO ALLOW FOR TWO TALLER BUILDINGS AT 305 W. FRONT STREET

DATE: OCTOBER 29, 2015

The Planning Department has received a request from, Erik Falconer, Pine Street Development One LLC for a Special Land Use Permit for two taller building buildings 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 192 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 specifying the unmet standard or conditions placed on the approval that will ensure all standards and conditions can be met. Please see the staff report, 15-SLUP-02 for a more detailed analysis.

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 staff report, the following motion would be appropriate:

**I move that the Planning Commission affirms and adopts the facts and findings in the Staff Report 15-SLUP-2 dated October 29, 2015 after its review and public hearing and that based on those facts and findings the General Standards in Section 1364.02 and each Specific requirement in Section 1364.08(m) have been met and therefore the request by Erik Falconer, Pine Street Development One, LLC for a Special Land Use Permit to allow for two taller buildings at 305 W. Front Street be recommended for approval with conditions to the City Commission.**

If further facts and findings are made by the Planning Commission at the public hearing then the motion should be modified to include them specifically.

RAS

# STAFF REPORT

15-SLUP-02

DATE: October 29, 2015

**APPLICANT:** Eric Falconer, Pine Street Development One LLC  
11123 S. Bugai Road  
Traverse City, MI 49684

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

**STATUS OF APPLICANT:** Property Owner

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

**REQUESTED ACTION:** Construct two 100-foot tall buildings.

**DESCRIPTION:** ALL TH TPT 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.

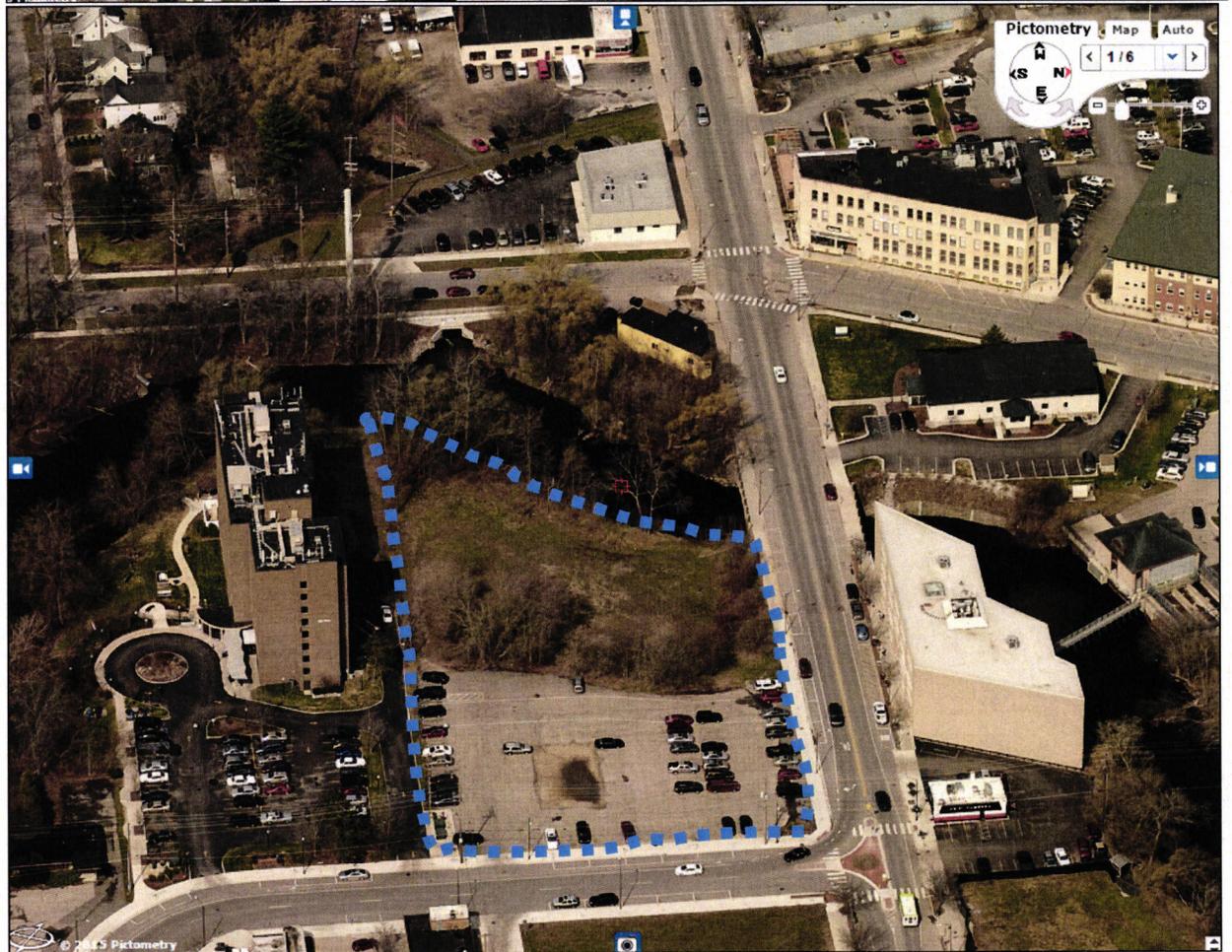
**EXISTING CONDITIONS:**

**SITE SIZE:** 1.63 acres.

**TOPOGRAPHY:** Flat, riverbank slopes, flood plain at elevation 585 feet above sea level.

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

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



**EXISTING ZONING:**

C-4c (Regional Center District).

**SURROUNDING ZONING/LAND USE:**

**NORTH:**

C-4b (Regional Center District) / 4-story office building and one-story restaurant.

**SOUTH:**

C-4c (Regional Center District) / 10 story senior housing.

**EAST:**

C-4c (Regional Center District) / Grass lot and one-story dry cleaner.

**WEST:**

C-2 (Neighborhood Center District) / Boardman River and one-story flower shop.

**ZONING HISTORY:**

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. 87).

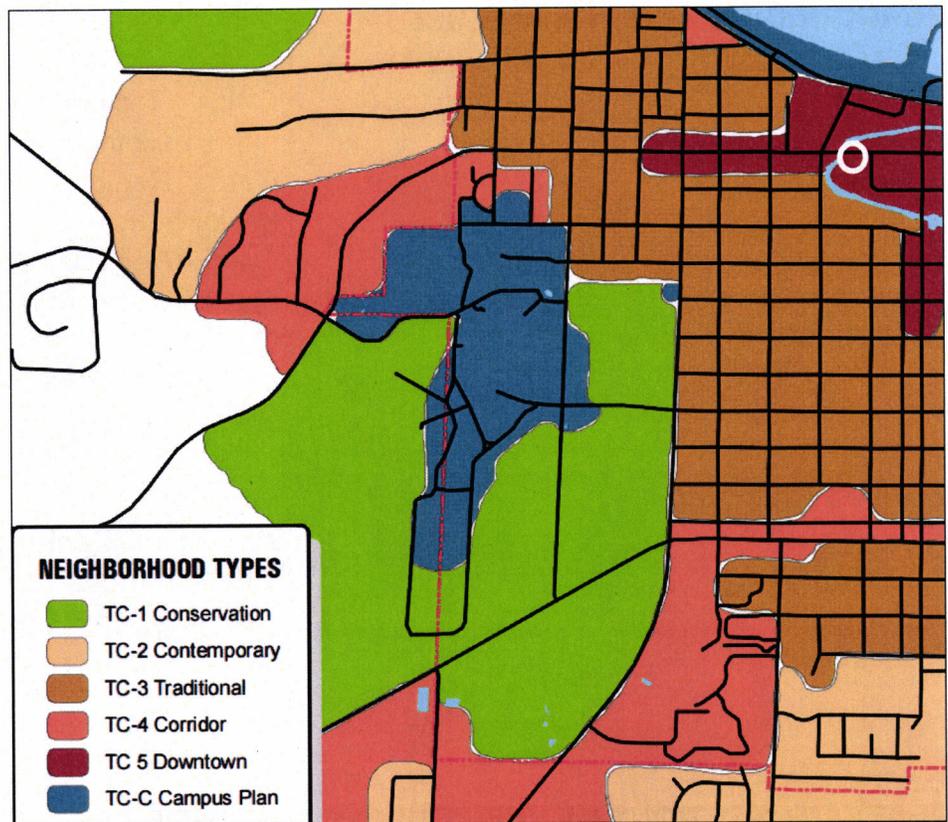
[Section 1346.02](#) Uses Allowed By Special Land Use Permit. (p. 89).

[Section 1364.02](#) General Standards For SLUP Approval (p.148).

[Section 1364.08\(m\)](#) Specific Requirements for Taller buildings (p. 157).

**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 Traverse City Master 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.

Part of the Master Plan are the Plan Elements that cover a variety of planning subjects.

The Zoning Element states that the “higher intensity uses must step down in intensity at borders with less intense neighborhoods.” and that the Planning Commission “must develop an approach and process to deal with the interface areas where two different neighborhood types meet.”

The Urban Design Element mentions step downs in height and massing for developments adjacent to TC-2 and TC-3 Neighborhoods. This

element also states to "divide long facades into smaller increments."

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."

The Parks and Recreation Element states, "Support the establishment of public access points along the Boardman Lake and River."

#### **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 Spring of 2016. 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. The City Engineer has reported that there are adequate utilities to serve the proposed development.

#### **TRAFFIC**

The 9-story building along Front Pine Streets will have a total square footage of 188,894 square feet and includes two levels of parking (177 spaces). The Front and Pine building is proposed to have 21,689 square feet of commercial uses on the first floor and 167,205 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 bicycle racks to accommodate up to 192 bicycles. Traditional downtown streetscape with bump-outs will be installed along Front and Pine Streets. The proposed bump outs will help to calm vehicle speeds while aiding pedestrians crossing the streets. The bump outs will reduce on-street public parking by several spaces.

The property owner will pay half the costs for the sidewalk improvements adjacent to the site. Tax Increment Financing revenues would pay for the remaining half. 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 on the site plan along the river's edge to be installed by others. Barrier free public access to this planned public boardwalk will be provided via an elevator that will be open to the public on the west side of the building connecting to Front Street.

All bus lines can be accessed from the transit center located approximately 800 feet (walking distance) from the property. The boardwalk along the river is not a part of this project but is being planned 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 bicycle racks to park up to 192 bicycles. Several parking spaces on Front and Park Streets would be lost due to the shown bump outs and driveway providing access to the development.

**ANALYSIS:****General Standards 1364.02:**

- (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.**

*Analysis* The Future Land Use Map indicates that the site is in a TC-5 Downtown Neighborhood. Adjacent sites to north, south, east and west are also shown to be in the Downtown neighborhood. The TC-5 Downtown Neighborhood is intended to be the most formally and intensely developed commercial neighborhoods where the focus is on high intensity, regional, commercial activity. Nearby, south and southwest of the site is intended to be a TC-3 Traditional Neighborhood. This neighborhood type has a residential focus with a residential scale. The river and street provides a transitional zone of 260 feet between the proposed tall building on the riverfront and the nearest single family residential dwelling on Wadsworth Street. Maintaining and enhancing the existing vegetation along the river banks with the planting of trees will make the transitional zone between neighborhood types more effective.

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. Breaking up the long horizontal lines architectural would help to meet the Urban Design Element of to "divide long facades into smaller increments."

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. Most trees along the riverbank on the development side will be removed, seven will be saved. Smaller tree types, shrubs and perennials are proposed to be planted along the riverbank.

**Finding** The proposed use is designed so it can be constructed, maintained and operated to be harmonious and compatible in appearance with the intended character of the vicinity.

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

**Analysis** *The proposed 9-story mixed use building (retail, residential and parking) is reflective of the existing and 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 building 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 the five neighborhood types need to be protected as they evolve. The existing tree lined riverbank on both sides of the Boardman River helps to provide a transition or a step down from the City's most intense neighborhood type (TC-5) Downtown Neighborhood and the (TC-3) Traditional Neighborhood to the south and southwest. Additional tree plantings along the riverbank will visually enhance the transition between the two neighborhood types that are planned for different intensity levels.*

*A ten-story 1970's residential masonry building is located immediately to the south, an existing four-story masonry office building to the north and a proposed five-story, mixed use, masonry/glass building to the northeast. A one-story building is to the east and across the river to the west and northwest are one-story buildings.*

*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, especially on the first story would help to break up the long façade of the building into increments more reflective to historic building patterns of downtown.*

**Finding** The use will not be hazardous or disturbing to existing or planned uses in the vicinity provided a riparian buffer with trees, shrubs and plants are maintained along the river's edge and architectural elements and materials are incorporated in the buildings facades facing Front and Pine Streets to help break up the long horizontal lines of the building.

- (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.**

**Analysis** *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 buried in Spring of 2016. 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. The City Engineer has previously stated that the existing utilities to serve the development are adequate. The Police Department has indicated no concerns with the development.*

*The Fire Department has raised concerns of being able to maneuver the 55-foot ladder truck to be adjacent to the riverfront building's long access as required by the Fire Code. The Fire Marshall will need to review the diagram submitted by the developer on October 28, 2015 that indicates a fire truck of this size and type can be in fact be positioned along the riverfront building. The access route for the fire truck would be within the parking structure so this parking structure will need to meet the structural specifications to handle the weight of the ladder truck.*

**Finding** The Fire Marshall has found that the access routes to the development meet the Fire Code, the use can be served adequately by existing public facilities and services.

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

**Analysis** *The current electrical undergrounding along Pine Street and the pedestrian bridge were planned capital project improvements for the district. The sewer main along the alley will eventually need to be relined with or without this proposed development. Tax Increment Financing will pay for half of the streetscape improvements and the developer will pay for the all of the pedestrian bump-outs. Additional tax revenues generated by the development will off-set the increase of municipal service costs required for a growing community.*

**Finding** The building will not create any excessive expenditure with public funds.

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

**Analysis** *The current street system can support the potential increased traffic volume. It would be preferable if a shared driveway with the City Housing Commission could be used to eliminate a conflict point for pedestrians and vehicles and to preserve public on-street parking. Both the applicant and 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 building filled with residents will also put eyes on the street which tends to make a commercial area safer and a deterrent to crime. Storm water runoff control must meet the requirements of Chapter 1068.*

**Finding** 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.

- (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.**

**Finding** There are no historic buildings or landmarks on the site. This part of downtown is not within a local or federal historic district.

- (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.**

**Analysis** *The design and of the Front and Pine building has prominent store fronts with numerous windows and recessed pedestrian entrances which helps to break up the perceived length of the building. The design incorporates vertical relief that will 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.*

**Finding** The project buildings' layout and features are coherent overall pattern of development for downtown and the streetscape.

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

**Analysis** *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. It also states that high density housing is appropriate.*

**Finding** This project is consistent with the purpose and intent of the C-4 Regional Center District.

### **Specific Requirements 1364.08 (m)**

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

**Analysis** *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 95 feet. The uppermost floor dwelling units will screen the rooftop mechanical equipment which will sit above the eighth floor. An 800 square foot portion of the building will be 100 feet in height to accent the corner and shield rooftop mechanical equipment. 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 is primarily residential with approximately 22,000 square feet of commercial space on the first floor.*

*The proposed 9-story building on Boardman River will be primarily residential with a 3,600 square foot restaurant; will have a height of 95 feet.*

**Finding** The building stories and height proposed are consistent with Section 1368.01.

- (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.**

**Analysis** *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. The submitted drawings are not detailed enough to determine if this requirement is met.*

**Finding** The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted that all mechanical equipment, appurtenances and access areas will be completely architecturally screened from view and enclosed by the top floor dwellings.

- (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.**

**Analysis** *An 800 square foot architectural feature is proposed to accent the corner of Front and Pine Streets at a height of 100 feet.*

**Finding** There are no architectural elements that exceed 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.**

**Analysis** *The applicant submitted a virtual model to show the relationship of the proposed buildings with the existing development.*

**Finding** A video model and physical model has been submitted showing the relationship of the proposed buildings with other buildings in the vicinity.

**RECOMMENDATION:**

Staff finds that Special Land Use Permit No. 15-SLUP-02 to construct two 9-story, 100-foot, mixed-use buildings meet all the standards for a Special Land Use Permit in Section 1364.02 and all standards for "Taller buildings" in Section 1364.08(m) and recommends approval of the request provided the following conditions are met:

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 fire access routes for both buildings shall be determined by the City Fire Marshal to meet the Fire Code.
5. 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.
6. The owner shall provide a barrier-free elevator accessible and open to the public to access the future public boardwalk along the Boardman River.
7. A mutually agreeable pedestrian easement between the City and the owner for the future boardwalk shall be provided for access to the barrier-free elevator.
8. The owner will maintain a vegetated riparian buffer along Boardman River comprised of trees, shrubs and plants to the extent possible.
9. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
10. 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.

11. 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.
12. 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.
13. The project shall provide a variety of residential dwelling sizes as indicated in the submittal.
14. 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, reseeded 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.

September 30, 2015

City of Traverse City  
Mr. Russell Soyring, 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 reintroduced to the Planning Commission on October 6, 2015.

The application is comprised of the following documents, enclosed:

- Special land use permit application form
- Project narrative
- Site Plan of proposed development
- Elevations, floor plans, and renderings of proposed development

I look forward to meeting with the Planning 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 OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

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

Property address: 305 West Front Street Traverse City, MI 49684

Legal description: Tax ID# 28-51-794-001-00 see description on attached plan

Description of request: seeking approval of a Special Use Permit to develop a mixed-use (retail, office and residential) project with a height of 100-feet per Section 1364.08(m) "taller buildings"

<p>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, <i>SITE PLANS AND SITE DEVELOPMENT STANDARDS</i>.</p>
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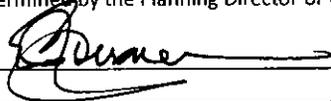
Names of all property owners: Pine Street Development One, L.L.C.  
11123 South Bugai Road Traverse City, MI 49684

Applicant's name: Pine Street Development One, L.L.C. attn: Erik Falconer

Address: 11123 South Bugai Road Traverse City, MI 49684

Telephone: (231) 631-2600 Telefax: \_\_\_\_\_

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1322.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including, but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance

Signature of owner(s): 

Signature of applicant (if different than owner): \_\_\_\_\_

Relationship of applicant to owner: the applicant is the property owner

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

## SITE PLANS - TRAVERSE CITY CODE - APPLICABLE CODE SECTIONS

### 1364.03 SPECIAL LAND USE APPLICATIONS.

All land for which an application for a special land use permit is made shall be owned by the applicant or by a person who has consented, in writing, to the application. The parcel must be capable of being planned and developed as one integral land use unit. Noncontiguous parcels may be considered. The application must be signed by the applicant and by the owner or a person with the owner's written consent and must contain:

- (a) A site plan as described by this Zoning Code;
- (b) A statement of present ownership of all land which is the subject of the request;
- (c) An application fee. This application fee shall be non-refundable. The City Commission shall, by resolution, establish the amount of the application fee.
- (d) Upon the request of the Planning Director or the Planning Commission, the applicant shall provide such other information pertinent to the special land use application. Failure of the applicant to provide such requested information with a reasonable time may be grounds for denial of the application.
- (e) If the application is approved, the applicants shall pay all Register of Deeds recording fees to record the special land use permit.

### 1364.02 GENERAL STANDARDS FOR APPROVAL.

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

- (a) The use shall be 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 shall not be hazardous or disturbing to existing or planned future uses in the same general vicinity.
- (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.
- (d) The use shall not create excessive additional requirements at public cost for public facilities and services.
- (e) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.
- (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.
- (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.
- (h) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.
- (i) The specific requirements outlined in each applicable section of this Zoning Code shall be satisfied.

Introduction to Project

The proposed RiverWest Development is located at 305 W. Front Street in the C-4c Regional Center zoning district. The site plan is comprised of two mixed-use nine-story buildings made up of retail, restaurant, and civic uses at street level and residential units above. Two levels of private parking areas are included as accessory to these buildings and a public gathering space along Boardman River connects the two buildings and provides an attractive plaza for residents, passerby, and shoppers to mingle. The pedestrian infrastructure is designed to integrate with the existing sidewalk and future Boardman River walk systems and provides improved pedestrian access via new additional crosswalks on both Front and Pine Streets. The river level parking area is designed to meet all environmental requirements and will be surfaced with pervious pavement per the requirements of the Michigan Department of Environmental Quality.

The proposed development meets the standards of the City of Traverse City Zoning Ordinance. The ordinance allows a nine-story building in the C-4c district with a Special Land Use Permit, according to the general standards of approval outlined in chapter 1364.02 of the ordinance.

**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.**

*Intended Character per the Zoning Ordinance:*

The subject property is zoned C-4c Regional Center District. The C-4c district allows for building heights of up to 100 feet by special land use permit. The proposed 9 story mixed-use building is 100 feet in height and is consistent with the required standards of the ordinance.

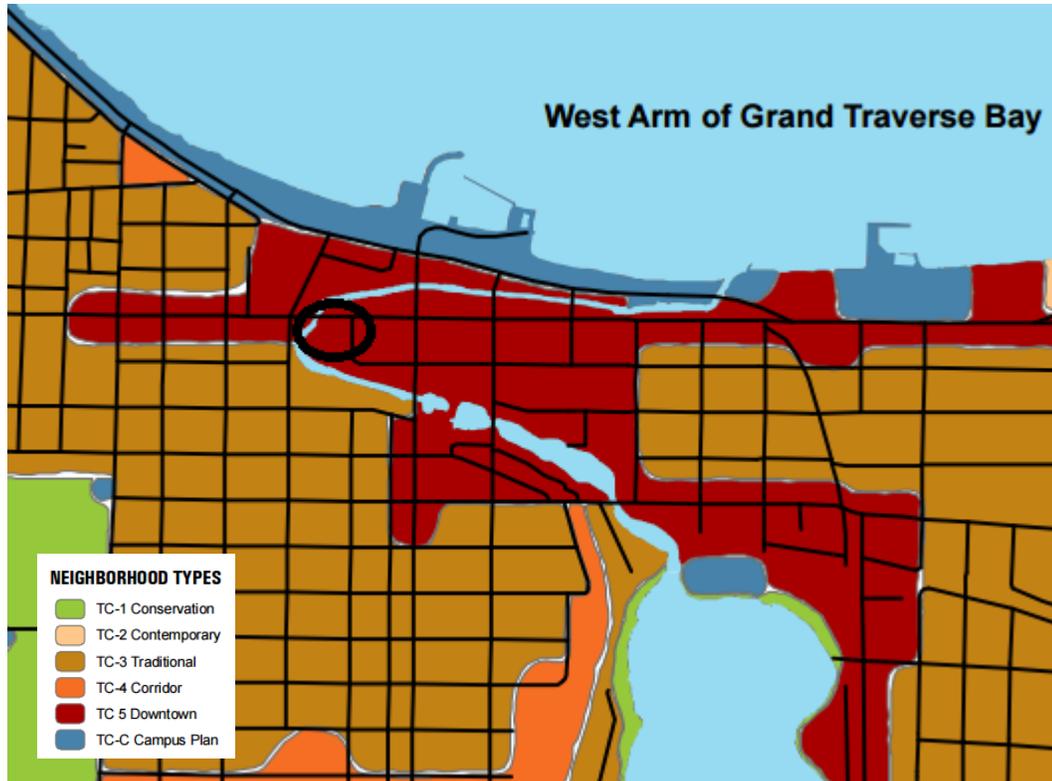
The intent and purpose of the C-4c district is to provide "...for the purpose of accommodating a broad variety of retail, office, and residential uses...". High density housing is considered appropriate and the ordinance specifically intends for commercial use to occur on lower floors and residential, 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 (page 85, chapter 1346).

The proposed development is comprised of a mixed-use building made up of residential, retail, restaurant, and civic uses and is consistent with the intent and purpose of the C-4c zoning district. The pedestrian 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 Front Street and the Boardman River.

*Intended Character per the Master Plan and Grand Vision:*

The subject property's intended designation is the "TC 5 Downtown" district according to the future land use map in the Traverse City Master Plan.



Future Land Use Map and Subject Parcel (circled in black)

The Master Plan describes this district as the "most formally and intensely developed" downtown district, focused on "high intensity, regional, commercial activity". According to the plan, the core principles of this district include diverse housing of commercial scale, infrastructure that is integrated with the Boardman River, and development which maintain and enhance the existing downtown character (pages 16-17, Master Plan).

*Intended Character per the Grand Vision:*

The Grand Vision 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 Grand Vision also notes that by locating high density and affordable residential options downtown this type of project alleviates development pressures on surrounding farms, orchards, and open spaces (pages 24-28, Grand Vision).

The proposed development is harmonious and compatible in appearance and use with the intended character of the vicinity according to the Master Plan and Grand Vision. Specifically, the following site components support these guiding planning documents:

- Tall building with nine stories.
- Outdoor public plaza adjacent to the Boardman River.
- Dedicated easement along the Boardman River to the City of Traverse City for potential future river boardwalk or acceptable use.
- Composed of 90% residential use, a portion of which is workforce housing.
- Diverse housing options including workforce, market-rate, and high-end condo dwelling units.

*Harmonious Design and Appearance*

The proposed design of the building is harmonious in appearance to the existing and planned developments in the surrounding area. The building is anchored to the corner of Front and Pine Streets with a prominent and welcoming corner façade. The design is sympathetic to the pedestrian corridor, with floors 5-9 recessed inward so as to minimize the height and maintain a harmonious scale for pedestrians at street level. The pedestrian sidewalk corridor along Front Street is engaging and lively, with inset courtyard areas at two locations (similar to Horizon Bookstore streetscape treatment, for example) which provides pedestrians areas for socializing and gathering.

The building is composed of traditional masonry construction with numerous windows, balconies, and landscaping in keeping with the existing downtown development pattern. Vertical modulation helps to break up the building mass and creates the look of several narrow buildings rather than one long building façade in harmony with the existing historical downtown Traverse City architecture.

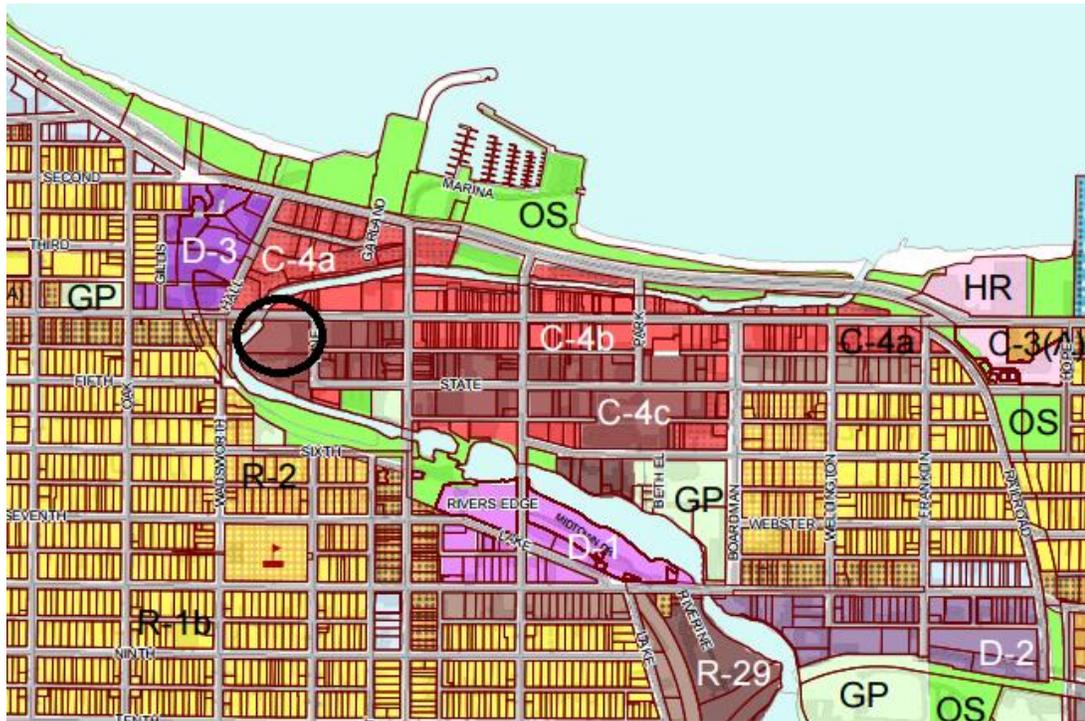
**b. The use shall not be hazardous nor disturbing to existing or planned uses in the vicinity.**

*Existing Character and Use of Adjacent Vicinity*

The subject property is zoned C-4c Regional Center District and is immediately bound by the following zoning categories: C-4b Regional Center District to the north; C-4c Regional Center District to the east; C-4c Regional Center District to the south; and C-2 Neighborhood Center District to the west.

The C-4c Regional Center District allows for building heights up to 85 feet by right and 100 feet by special land use permit. The proposed 9 story mixed-use building is 100 feet in height. Immediately south of the subject property, also zoned C-4c, is a 10 story multi-family residential building. To the north, zoned C-4a which allows for a maximum

height of 68 feet, is a 4 story office building. To the northeast, also zoned C-4b, a 5 story mixed use residential and commercial building is planned. The proposed development, composed of mixed use residential, commercial, and civic use is compatible with all of the immediately adjacent vicinity.



Current Zoning and Subject Parcel (circled in black)

*Existing Character of Nearby Vicinity*

Beyond the immediately adjacent land uses, the Central Neighborhood Historic District is the nearest two-family and single-family neighborhood to the subject property. South of Hannah Park and east of Wadsworth Street is zoned R-2 Two Family Residential. West of Wadsworth is zoned R-1b Single Family Residential. Neither district is immediately adjacent to the subject property. Instead, the Boardman River and Hannah Park buffer the neighborhoods from the intense commercial scale activities already occurring downtown including the existing ten story multi-family residential building immediately south of the subject property.

The proposed development will be served by the same natural buffer of the Boardman River so as to minimize potential disturbance to the existing character of the Central Neighborhood. There is over 200 feet between the southwest corner of the subject property and the Wadsworth Street and 5<sup>th</sup> Street intersection in Central Neighborhood.

Furthermore, other land uses allowed by right in the C-4c district, including convention centers and mechanical amusement arcades, are perhaps more disturbing to nearby

single-family residential land uses than the proposed mixed-use building comprised of residential, retail, and restaurant uses.

- 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 river level is designed with pervious pavement and a storm water 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.

- 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 will not involve any excessive production of traffic, noise, fumes, glare, or odors that would be detrimental to any person, property, or general public. The river level is designed with pervious pavement and a storm water infiltration system to effectively manage storm water runoff.

- 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. This standards does not apply.

- 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 proposed design of the building is harmonious in appearance to the existing and planned developments in the surrounding area. The building is anchored to the corner of Front and Pine Streets with a prominent and welcoming corner façade. The design is sympathetic to the pedestrian corridor, with floors 5-9 recessed inward so as to minimize the height and maintain a harmonious scale for pedestrians at street level. The

pedestrian sidewalk corridor along Front Street is engaging and lively, with inset courtyard areas at two locations (similar to Horizon Bookstore streetscape treatment, for example) which provides pedestrians areas for socializing and gathering.

The building is composed of traditional masonry construction with numerous windows, balconies, and landscaping in keeping with the existing downtown development pattern. Vertical modulation helps to break up the building mass and creates the look of several narrow buildings rather than one long building façade in harmony with the existing historical downtown Traverse City architecture.

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 high water and per the requirements of the Michigan Department of Environmental Quality. Planter boxes and trellis systems are designed to screen the street level parking from above. The 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 to the City.

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

The subject property is zoned C-4c Regional Center District. The C-4c district allows for building heights of up to 100 feet by special land use permit. The proposed 9 story mixed-use building is 100 feet in height and is consistent with the required standards of the ordinance.

The intent and purpose of the C-4c district is to provide "...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 (page 85, chapter 1346).

The proposed development is comprised of a mixed-use building made up of residential, retail, restaurant, and civic uses and is consistent with the intent and purpose of the C-4c zoning district. The pedestrian 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 Front Street and the Boardman River.

**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 provides the following height-related standards:

- Minimum building height of 30 feet.
- 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.

The proposed building meets these requirements as follows:

- The building is 100 feet in height.
- The building is composed of 90% residential dwellings.
- 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.

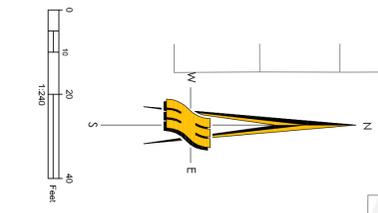
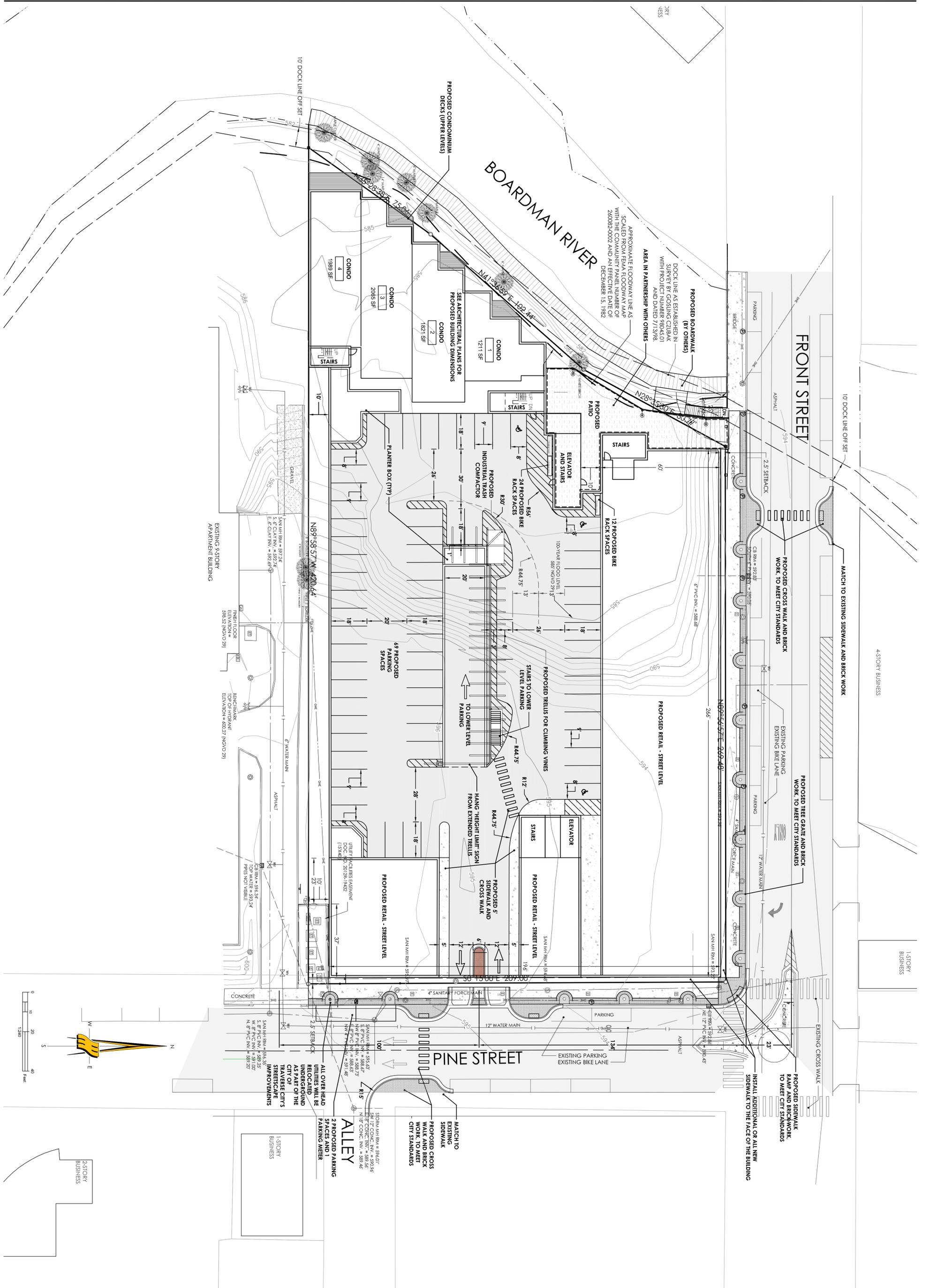
- 3. Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.**

The northeast corner of the building has an 800 square foot 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.





PRELIMINARY  
 DATE: 11/15/15  
 PROJECT: 14035  
 SHEET: 2 of 4

**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

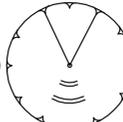
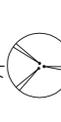
REV#	DATE	DES	DRN	CHK	DESC
0	05-11-15	dlm	mnm	dlm	Original
01	07-13-15	dlm	mnm	dlm	Add trash compactor
02	07-21-15	dlm	mnm	dlm	Alternate Parking Entrance

**Mansfield**  
 &  
**Land Use Consultants**

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



**PLANT SYMBOL**  
**PLANT NAME**  
**TREES**

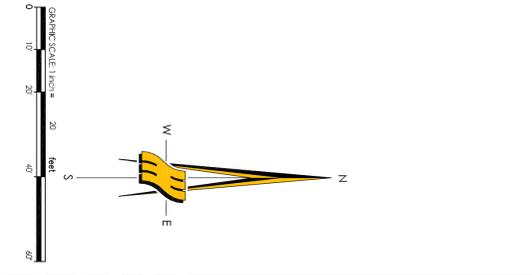
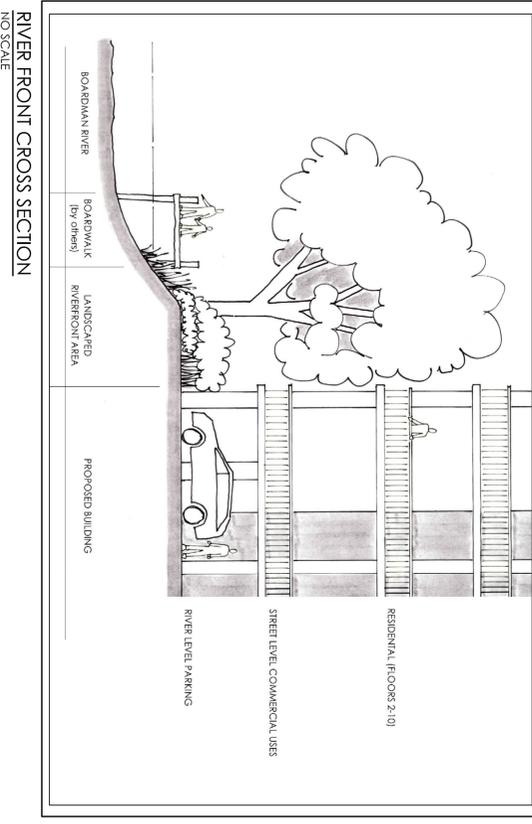
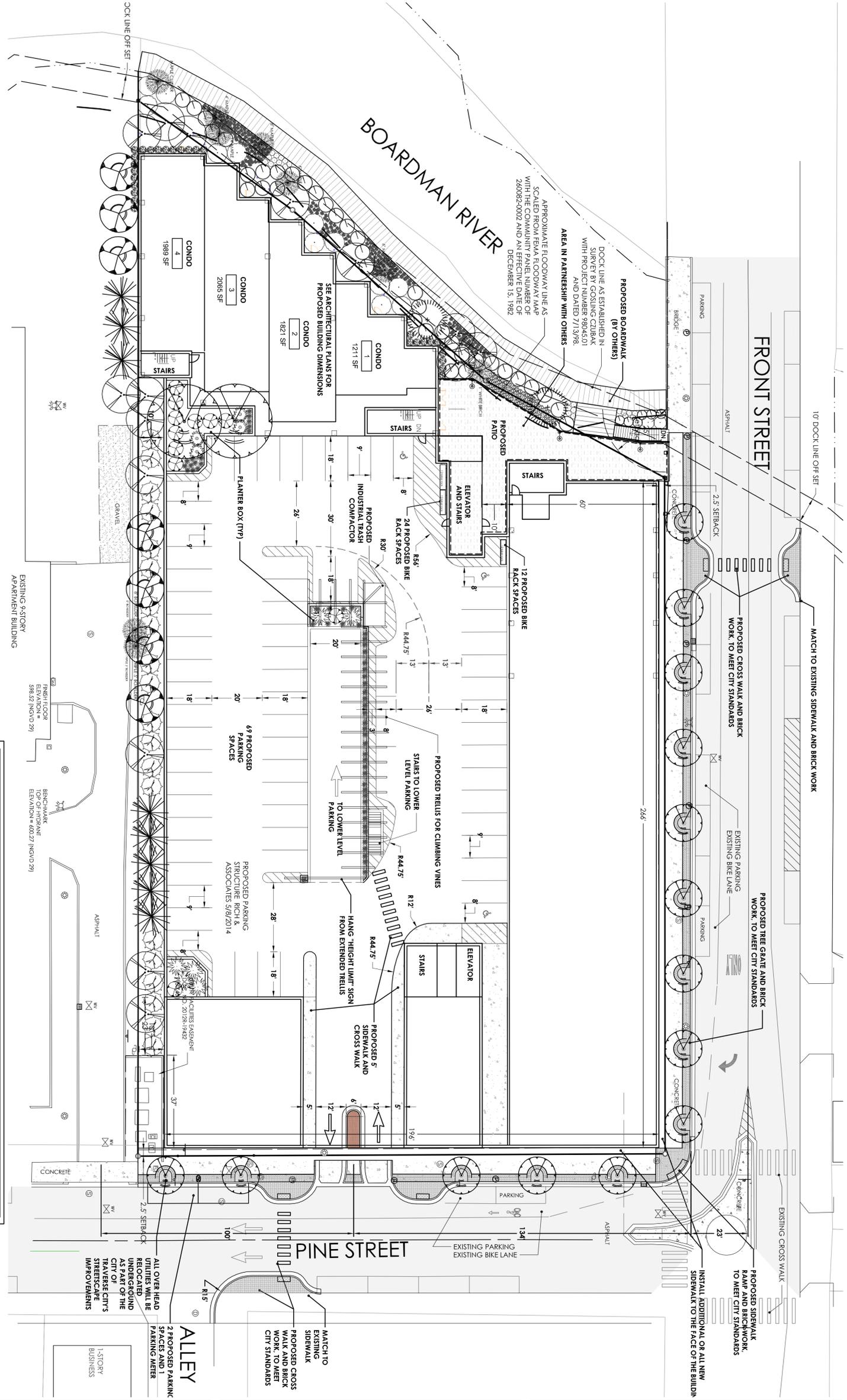
-  Maple Columnar Armstrong  
(Acer columnar-armstrongii)
-  Honeylocust Skyline  
(Gleditsia triacanthos  
var. skyline)
-  Serviceberry  
(Amelanchier x grandiflora 'Autumn Ballerina')
-  Spruce Black Hills  
(Picea glauca 'Densata')
-  Tamarack Larch  
(Larix laricina)

**SHRUBS**

-  Aronia  
(Aronia arbuscula)
-  Borberry  
(Rubus fruticosus)
-  Boxwood Winter Gem  
(Buxus microcarpa 'Koreana Winter Gem')
-  Dogwood Red Oak  
(Cornus sericea 'Coralia')
-  Juniper Creeping Blue Rug  
(Juniperus horizontalis 'Blue Rug')
-  Juniper Sea Green  
(Juniperus chinensis 'Sea Green')
-  Syringa Grow Low  
(Rhus ornamental)
-  Witchazel American  
(Hamamelis virginiana)

**PERENNIALS**

-  Black-eyed Susan, Goldsturm  
(Rudbeckia hirta 'goldsturm')
-  DeWilly Stella de Oro  
(Fremontodaisy 'Stella de Oro')
-  Fern Chimonon  
(Cinnamomum camphora)
-  Grass Prairie Dropseed  
(Sporobolus heterostachyus)
-  Vine Virginia Creeper  
(Parthenocissus quinquefolia)
-  Wintercreeper Purpleleaf  
(Euonymus fortunei var. coloratus)



**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

REV#	DATE	DES	DRN	CHK	DESC
01	05-11-15	dlm	mjm	dlm	Original
02	07-21-15	dlm	mjm	dlm	Change to trash compactor
03	07-21-15	dlm	mjm	dlm	Alternate Parking Entrance

**Mansfield**  
**Land Use Consultants**

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

**PROJECT DATA:**

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

Contact:  
 Phone:

**SITE DATA:**

Location: 305 W. Front Street  
 Traverse City, Michigan 49684  
 Tax ID: 28-51-1794201-00  
 All in part of Blk. 1, Orig Plat lying n of the lot desc line, com at c/c of Pine and State Sts, n to 0 deg 15' n 15' n 89 deg 47' n 43 ft to w 77' n of Pine St n 0 deg 17' n 175.52 ft to POB of line herein being 1.63 acres  
 Parcel Size: C-4C, Regional Center District  
 Zoning District: Allowed:  
 Building Height: 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 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: 100' (from street grade)

Min. Lot Width: No minimum  
 Max. Density: N/A  
 Impervious Surface: 100% allowed

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

**SETBACKS:**

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

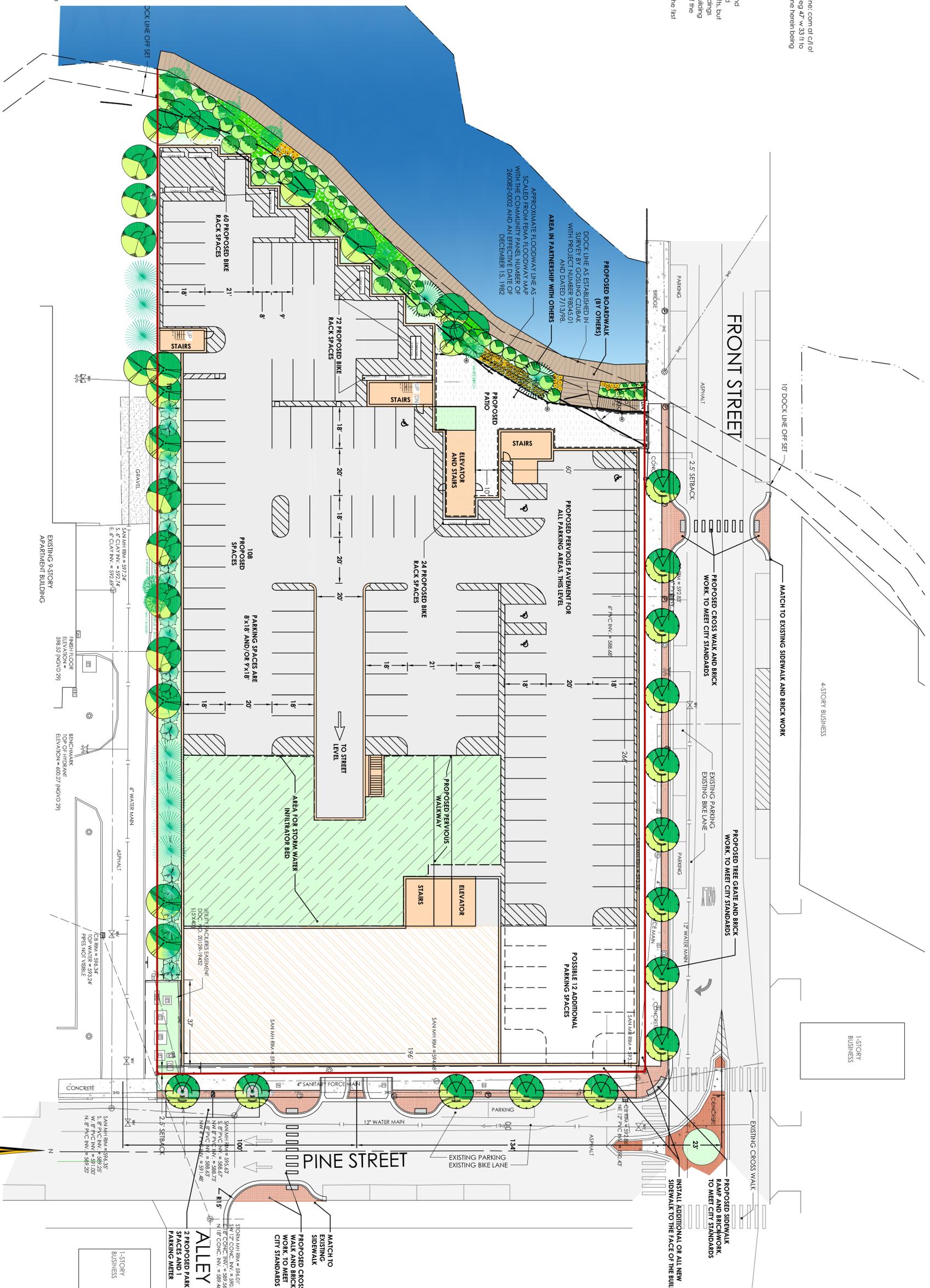
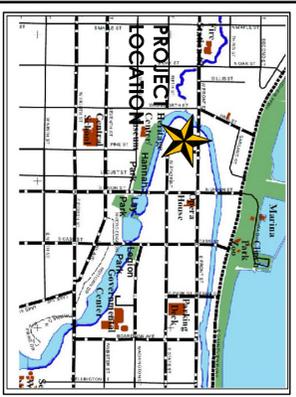
**PROPOSED USES:**

- River Side
- Street Level 3600 s.t. 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
- Street Level 16000 s.t. 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 1300 Earth and Storm Water Infiltrator Bed
- Street Level 1600 s.t. Proposed Office/Retail
- 1600 s.t. Proposed Community Room
- 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.T. Proposed Retail/Office
- 1600 Total S.T. Proposed Community Room
- 3600 Total S.T. Proposed Restaurant



**PRELIMINARY**

DATE: 07-13-15  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

**14035**

Sht. 1 of 2

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

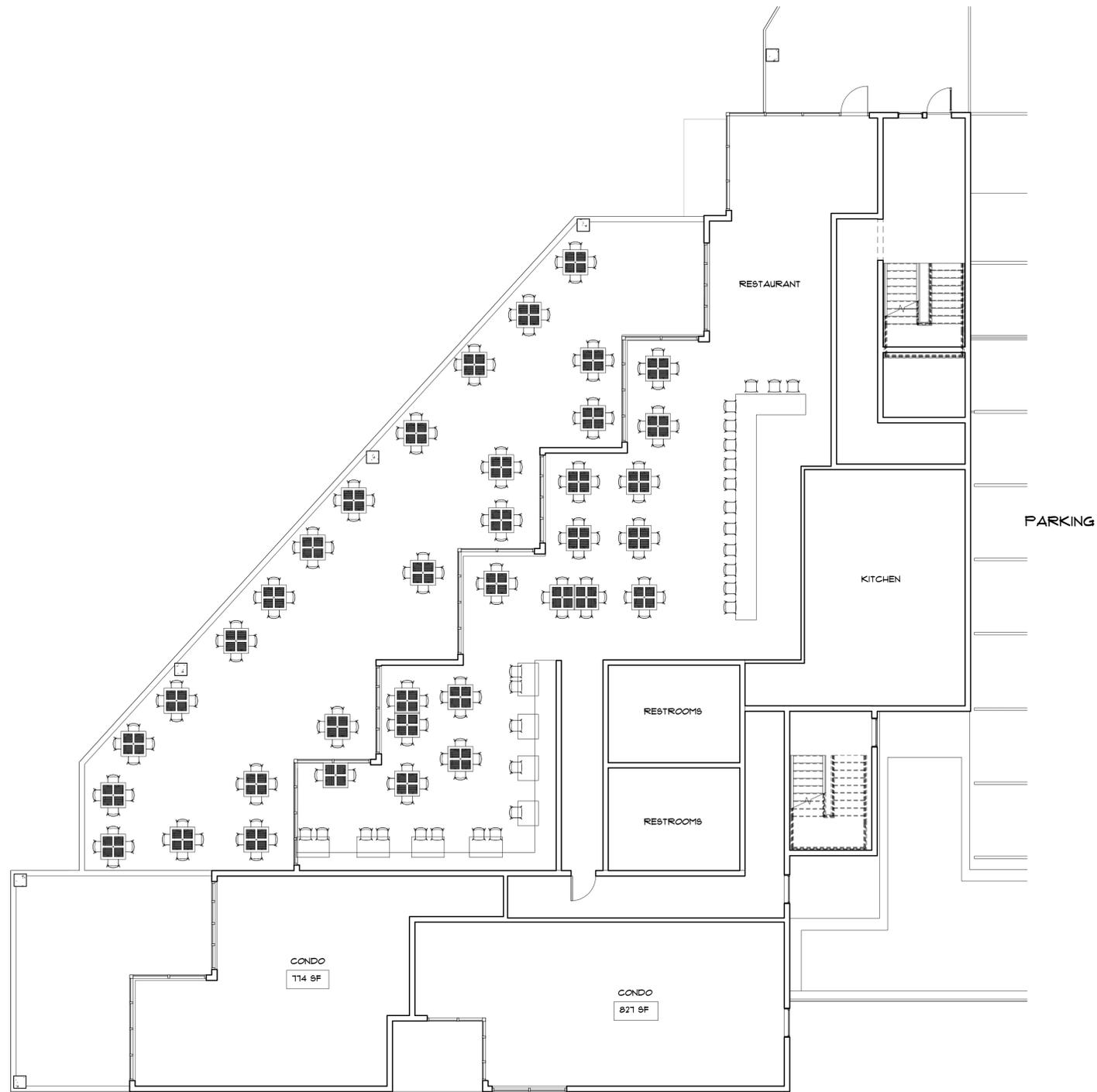
REV#	DATE	DES	DRN	CHK	DESC
0	05-11-15	dlm	mmm	dlm	Original
01	07-13-15	dlm	mmm	dlm	Add trash compactor
02	07-21-15	dlm	mmm	dlm	Alternate Parking Entrance

**Mansfield**  
 &  
**Land Use Consultants**

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 P.O. Box 4015  
 Traverse City, MI 49685  
 Phone: 231-946-9310  
 www.maeps.com  
 info@maeps.com







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



STREET LEVEL PLAN

205 W. FRONT STREET

- PRELIMINARY
- CONSTRUCTION
- FINAL RECORD

DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: **RMM**  
 CHECKED BY: **CLIENT**  
 DATE: **9-30-15**  
 JOB NO: **14035**  
 SHEET #

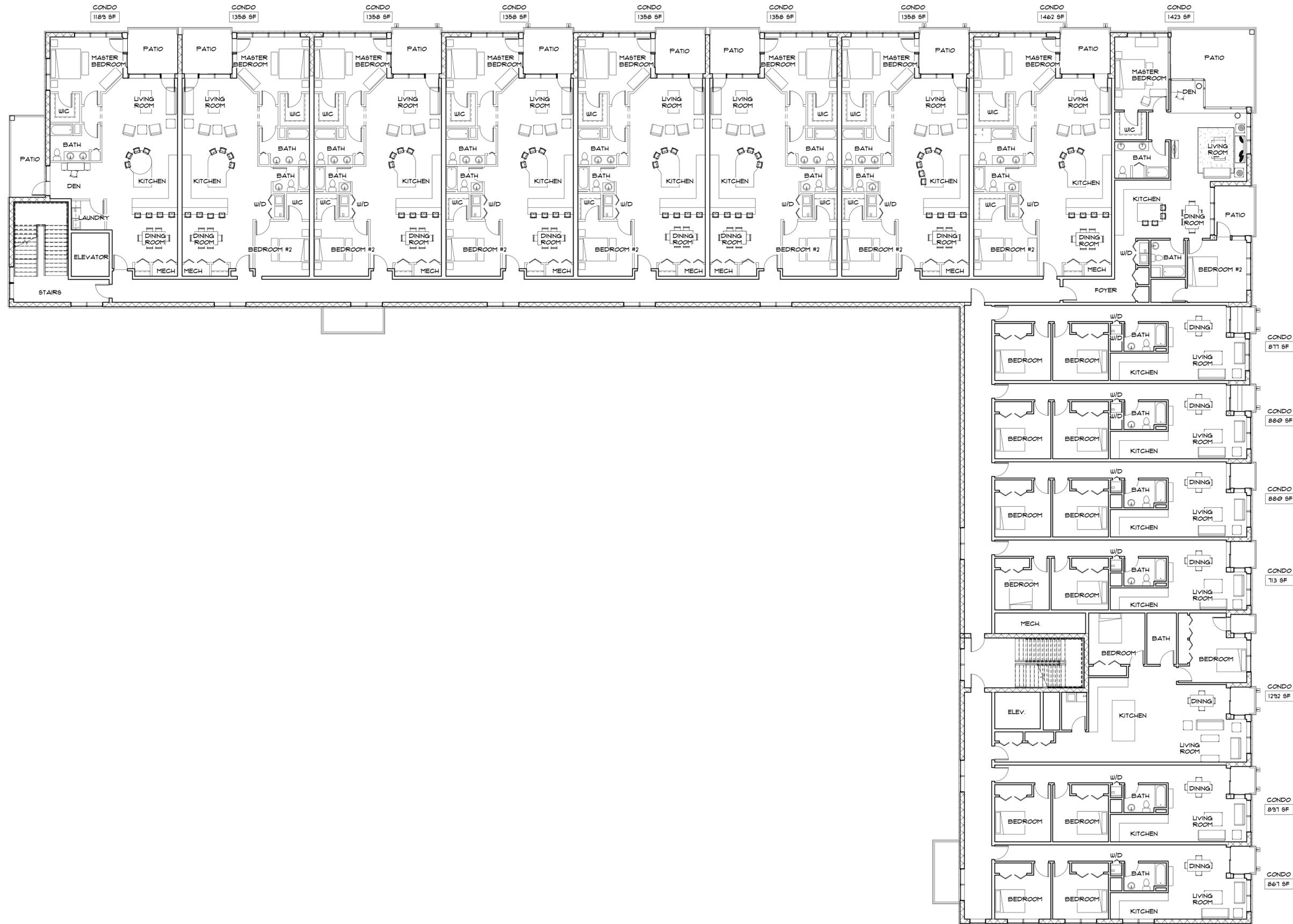
**A2.3**





TYP. FLOOR PLAN

205 W. FRONT STREET



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

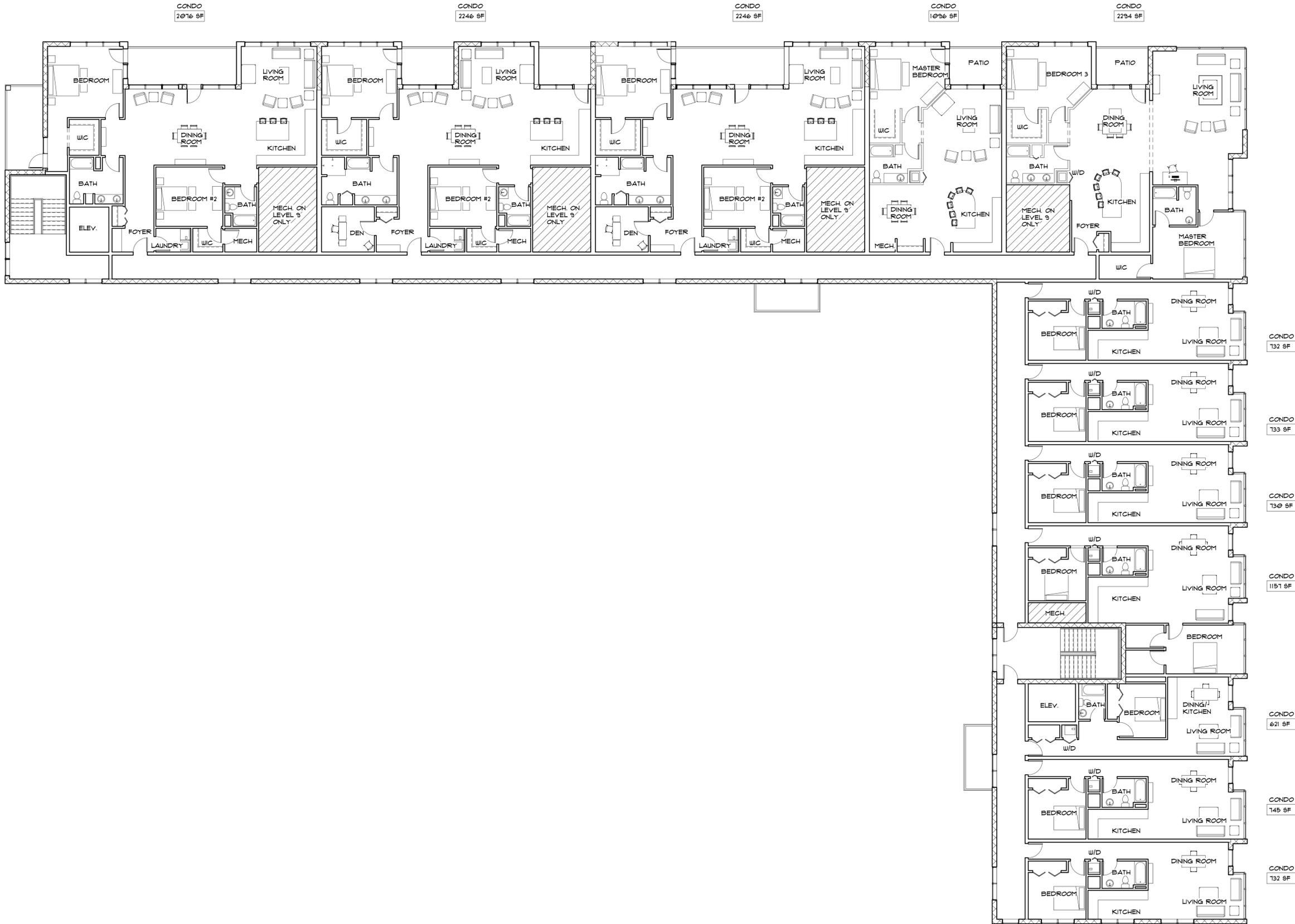
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<input type="checkbox"/>	CONSTRUCTION
<input type="checkbox"/>	FINAL RECORD
DRAWING HISTORY	
DATE	DESCRIPTION
DRAWN BY:	RMM
CHECKED BY:	CLIENT
DATE:	9-30-15
JOB NO.:	14035
SHEET #:	A2.5





TYP. FLOOR PLAN

205 W. FRONT STREET



- PRELIMINARY
- CONSTRUCTION
- FINAL RECORD

DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: **AUTHOR**  
 CHECKED BY: **CHECKER**  
 DATE: **9-30-15**  
 JOB NO: **14035**

SHEET #

**A2.1**





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 49885  
PH: 231-946-5900 FAX: 231-946-5928



EXTERIOR ELEVATIONS

205 W. FRONT STREET

- PRELIMINARY
- CONSTRUCTION
- FINAL RECORD

DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: RMM  
 CHECKED BY: OWNER  
 DATE: 9-30-15  
 JOB NO: 14035

SHEET #  
**A5.2**





① EXTERIOR PERSPECTIVE



② EXTERIOR PERSPECTIVE 2

TRAVERSE  
ARCHITECT  
GROUP  
830 Cottageview Dr., Ste. 201  
P.O. Box 40715  
Traverse City, MI 49885  
Ph: 231-946-9988 Fax: 231-946-9988



EXTERIOR VIEWS

205 W. FRONT STREET

- PRELIMINARY
- CONSTRUCTION
- FINAL RECORD

DRAWING HISTORY	
DATE	DESCRIPTION

DRAWN BY: RMM  
 CHECKED BY: OWNER  
 DATE: 9-30-15  
 JOB NO: 14035

SHEET #  
**A5.4**



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

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

SUBJECT: APPOINTMENT TO THE TRAVERSE CITY HOUSING  
COMMISSION

At the Organizational Meeting on November 9, 2015, it was asked that staff research whether or not the City Commission may appoint one of themselves as a member to the Housing Commission.

Staff has concluded that it would not be a conflict to appoint a City Commissioner as a member to the Housing Commission. However, the Housing Commission may only consist of five members in total, one of them being a resident of a City housing complex.

This is a Mayoral appointment with City Commission approval.

The following motion would approve the Mayor's appointment:

**that the Mayor's appointment of Commissioner Haas to a five-year term (seat previously held Kelly Whittle), expiring November 30, 2020, on the Traverse City Housing Commission, be approved.**

MC/kez

K:\tcclerk\city commission\appointments\Housing\_20151109.doc

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# Memorandum

The City of Traverse City



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To: Marty Colburn, City Manager  
Copy: Benjamin C. Marentette, City Clerk  
From: Katie Zeits, Deputy City Clerk *KZ*  
Date: November 12, 2015  
Subject: Appointment to the Traverse City Housing Commission

At the Organization Meeting, the City Commission requested that staff research whether or not it would be a conflict to appoint a City Commissioner as a representative on the Housing Commission.

After researching the subject, it appears there is not conflict with this action and that the City Commission could appoint a member of it serve on this Commission. However, it is a requirement of the Housing Commission to consist of only five members, one of them being a resident of the City's housing complex. Jo Simerson, Housing Commissioner, does live within the City's housing complex, fulfilling the residency requirement.

Currently serving on the Commission is Kelly Whittle who is not seeking reappointment.

The following applications are on file:

Rusty Jones

Bradley Matson – *application received after the City Commission Organizational Meeting*

Appointments to the Traverse City Housing Commission are made by the Mayor and approved by the City Commission.

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

## Housing Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Kay Serratelli 237 Midtown Dr, TC, 49684 929-3252 (Res) 882-0365 (Bus) <a href="mailto:900kay@sbcglobal.net">900kay@sbcglobal.net</a>	11/07/11	11/30/18
Jo Simerson 150 Pine St, Apt. 101, TC, 49684 421-5628 (Red) 937-760-1211 (Cell)	04/02/12	11/30/16
Richard Michael 337 W. 12th St, TC, 49684 631-4848 (Res) <a href="mailto:rtaxman@gmail.com">rtaxman@gmail.com</a>	11/12/12	11/30/17
Kelly Whittle 221 Midtown Dr, TC, 49684 586-201-4882 (Res) <a href="mailto:kelly.whittle@comcast.net">kelly.whittle@comcast.net</a>	03/17/14	<del>11/30/15</del> 11/30/20

**- *Not Seeking Reappointment***

Andy Smits 402 Leeward Trail, TC, 49686 429-3184 (Res) 933-4041 (Bus) <a href="mailto:a.smits.tchc@gmail.com">a.smits.tchc@gmail.com</a>	02/01/10	11/30/19
---	----------	----------

Tony Lentych - Executive Director - staff

All appointments are 5-year terms expiring 11/30. This commission consists of 5 members appointed by the Mayor and approved by the City Commission. It is a HUD requirement that the City attempt to appoint at least one resident of a City housing complex.

One member of the commission shall be a tenant of public or subsidized housing as provided in this subsection. If, on the effective date of the amendatory act that added section 11a, a commission is managing an occupied project and has no tenant member, a tenant member shall be appointed for at least 1 of the next 3 vacancies after that effective date, or within 2 years after that effective date, whichever comes first.

Authority: "To purchase, acquire, construct, maintain, operate, improve, extend and repair housing facilities; to eliminate housing conditions which are detrimental to the public peace, health, safety, morals or welfare; to issue notes and revenue bonds; to regulate the issuance, sale, retirement and refunding of such notes and bonds; to regulate the rentals of such projects and the

use of the revenues of the projects; to prescribe the manner of selecting tenants for such projects, etc. etc." Taken from P.A. No. 18, Ex. Sess., 1933.

Commission was formed by adoption of Ordinance No. 105 on October 3, 1966 pursuant to P.A. 18 of the Extra Session of 1933, as amended.

On October 2, 1995, the City Commission waived the residency requirement to allow not more than one member to reside outside the City and in Grand Traverse County as the Housing Commission has a contractual agreement with Grand Traverse County.

Meets the 3rd Tuesday of each month at 8:00 a.m. @ Orchard View or Riverview.  
Members can hold another City office provided there is no conflict of interest. (Doren, 4-11-97).

City of Traverse City  
Application to Become Involved

RECEIVED



Thank you for your interest in serving on one of Traverse City's boards or committees. Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

OCT 26 2015

CITY OF TRAVERSE CITY  
CITY CLERK'S DEVELOPMENT  
BROWNFIELD REDEVELOPMENT

Board/Committee you are interested in serving (indicate up to three):

AUTHORITY, HOUSING COMMISSION, RECREATIONAL AUTHORITY BOARD

Name: RUSTY L. JONES

Residential Address: 1990 SWAN POINTE DR TRAVERSE CITY MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: RJones@McNish.com

Preferred Phone No.: 231-333-9202 Additional Phone No.: 231-947-0412

Occupation: Commercial Insurance / Retired Air Force (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

[Signature]  
Signature

10/23/2015  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Rusty L. Jones  
1990 Swan Pointe Dr  
Traverse City, MI 49686

Friday, October 23, 2015

Benjamin Marentette  
City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Marentette:

I am submitting to you my application to become involved. I was at a dinner for the Builders Exchange of Northwest Michigan last night and was really moved by the talk Marty Colburn gave about the growth of our great city.

I've lived in Traverse City twice in my life but have loved this city since I was a young boy coming up for Boy Scout summer camp at one of our scout leader's homes on Silver Lake. In 1998 I lived here as the Air Force Recruiter until 2002. During my time as the Air Force Recruiter I learned how important it was to provide the youth of Northwest Michigan options for developing and growing into responsible adults. I loved the engagement I had with educators and other influencers in our area. It was then that I believe Traverse City became my home.

A really interesting note is that prior to moving to Traverse City I was stationed in Japan and had the opportunity to travel through the country a fair bit. I was surprised while traveling through the southern part of Japan to find Traverse City's sister city of Koka. It was just a few months later I was given the opportunity to become a Recruiter for the Air Force. When asked where I wanted to be stationed, the only option I gave them was Traverse City. It ended up being one of my most rewarding assignments.

My love of this city is the reason I am applying for a seat on one of the listed commissions. My son, who is currently serving in the Air Force, plans to move himself and his family back to this area after he retires in a few years. I want to make sure Traverse City is a great place for them to live and grow. I also want to do my part to help Traverse City continue to grow into that world-class city it is becoming.

Mr. Marentette  
Friday, October 23, 2015  
Page 2

I believe the city would benefit from my years of experience as a leader of men and women as well as a change manager. While in the Air Force, we were focused on completing our assigned missions with the parameters given to us. I believe understanding what we could and could not do, championing changes necessary to realize our goals and yet still protecting the integrity of our mission was a large part of my responsibility. I believe that would directly translate into service on one of the city's commissions.

I have not previously been engaged with municipal committees or boards. But I have experience as a real estate broker, so I understand how markets work; I have been a mortgage broker; and I have worked with many non-profits in the past. All of these positions have given me insight into the hows and whys of people's decision making where real property is concerned. I also recognize the value of smart development and as a commercial insurance agent now, I understand what needs to be done to develop safely.

I would serve on whichever committee or board I was appointed to with the same dedication I gave my country for 22 years. I am a responsible man in his early 50s with ample time on my hands to get involved and am hoping to do so.

Thank you sincerely for your consideration of my application.

Rusty L. Jones

Sincerely,

Rusty L. Jones  
[Title]



# City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: planning commission  
housing commission, Brownfield Redevelopment Authority, DDA

(Please limit to three boards/committees)

Name: Bradley Matson E-Mail Address: bcmatson@gmail.com

Address: 415 E Front St Traverse City MI 49686  
(Street) (City) (State) (Zip)

Occupation: software developer (if retired, please provide your career)

Home telephone number: (231) 3428389 Work telephone number: ( )

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? yes  
Do you own taxable property within the City? yes Are you a downtown district (DDA) resident? yes Do you have ownership interest in downtown district (DDA) property? yes Are you in default to the City? no Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? yes  
Are you a resident of a complex operated by the City? no Do you live within the Traverse City Light and Power service area? yes Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? no  
Are you or are any of your immediate family members a member of any other City board or Committee? yes If yes, which? alternate member of zoning appeals

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Signature

11/1/2015  
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!  
- Benjamin C. Marentette, City Clerk



The City of Traverse City

## Communication to the City Commission

---

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

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

SUBJECT: APPOINTMENT TO THE CITY PLANNING COMMISSION – AT –  
LARGE MEMBER

Mayor Carruthers conducted interviews with all applicants on file for the Planning Commission and has chosen to appoint Camille Weatherholt to one of the two available positions.

This is a Mayoral appointment, with City Commission approval.

The following motion would approve the Mayor's recommendation:

**that the Mayor's appointment of Camille Weatherholt to a three-year term (seat previously held by Jody Bergman), expiring November 12, 2018, on the City Planning Commission, be approved.**

MC/kez

K:\tcclerk\city commission\appointments\PC\_Citizen at Large\_20151109.doc

copy: Russell Soyring, City Planning Director

---

# Memorandum

The City of Traverse City



---

To: Marty Colburn, City Manager  
Copy: Benjamin C. Marentette, City Clerk  
From: Katie Zeits, Deputy City Clerk *KZ*  
Date: November 12, 2015  
Subject: Appointment to the City Planning Commission – At-Large Member

Mayor Carruthers has previously conducted interviews with applicants on file for the City Planning Commission and has chosen to appoint one of those applicants.

Currently serving on the City Planning Commission are Jody Bergman and Jan Warren who have both indicated their interest in being reappointed.

2014 Attendance Records for Incumbents:

Jody Bergman – Present 21 out of 22 meetings

Jan Warren – Present 18 out of 22 meetings

The following applicants are on file:

Elizabeth Whelan

Camille Weatherholt

Quinn Raftery (currently serving on the Board of Zoning Appeals; will need to resign if appointed to the Planning Commission)

Matt Grant

Bradley Matson – application received after the City Commission Organizational Meeting  
(currently serving on the Board of Zoning Appeals; will need to resign if appointed to the Planning Commission)

Jody Bergman (Incumbent)

Jan Warren (Incumbent)

Mayor Carruthers has chosen to appoint Camille Weatherholt to the seat currently held by Jody Bergman.

Appointments to the Planning Commission are made by the Mayor and approved by the City Commission.

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

RECEIVED

OCT 12 2015

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

City of Traverse City  
Application to Become Involved



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Planning Commission,  
Brownfield Redevelopment, Tax Review

Name: Camille Weatherholt

Residential Address: 1118 Pine Needle Lane Traverse City, MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: Camille.Weatherholt@gmail.com

Preferred Phone No.: 231-342-1991 Additional Phone No.: N/A

Occupation: Sr. Systems Analyst - Munson (if retired, please provide your career)  
Healthcare

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

**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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Camille Weatherholt  
Signature

10/11/2015  
Date

*Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

## Camille Weatherholt

1118 Pine Needle Lane  
Traverse City, Michigan, 49686  
camille.weatherholt@gmail.com  
(231) 342-1991

### Personal Summary

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I was born and raised in Traverse City, growing up on Washington Street. My grandfather was a cherry farmer on the Old Mission peninsula and later farmed in Williamsburg, Mi. where my mother still owns the farm. In my adult life, I have lived, worked and traveled extensively throughout the world, gaining a broad perspective of communities, cultures and people. In addition, my career path has provided me with a varied perspective of organizational culture. Per my work experience below, I have expertise in strategic planning, development and support of industry standards and methodologies.

### Professional History

---

<b>Munson Healthcare</b> - Traverse City, MI Senior Systems Analyst	August, 2015 - present
<ul style="list-style-type: none"><li>• System Optimization, Design and Support</li></ul>	
<b>Leidos Health</b> – Traverse City, MI Senior Consultant	2006 to 2015
<ul style="list-style-type: none"><li>• Home base of Traverse City with extensive travel in the U.S.</li><li>• Project Management, Team Lead/ Technical Lead (multiple large project implementations)</li><li>• Design, Implementation and Support Model Development</li><li>• Vendor Liaison</li><li>• Systems Optimization</li></ul>	
<b>Munson Healthcare</b> – Traverse City, MI Systems Analyst	1999 - 2006
<b>Sullivan &amp; Cromwell</b> – London, England Legal Assistant – Corporate Law	1992 - 1994
<b>Sullivan &amp; Cromwell</b> – New York, NY Legal Assistant – Tax Law	1990 - 1992

\*Additional work experience available.

### Education

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MBA, Strategic Planning / Healthcare Administration  
Davenport University – Grand Rapids, MI

BS, Business  
Ferris State University – Big Rapids, MI

AAS, Computer Information Systems  
Northwestern Michigan College – Traverse City, MI

City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

October 11, 2015

Dear Sir or Madam,

Attached please find my application to serve on a board for the City of Traverse. I strongly believe in civic involvement and it would be an honor to serve my community. I previously held a job that required extensive travel which prevented me from being present at weekday board meetings. I recently left that job and have accepted a position locally at Munson Healthcare, and therefore now have the ability to make such a commitment.

I was born and raised in Traverse City, and have lived here, on and off, for over 35 years. I also lived in New York City for six years and London, England for two years, as well as spending 1 ½ years backpacking throughout parts of Europe and Asia. I feel my experience living in two very large metropolitan areas, and seeing a large part of the world has afforded me perspective relating to the present challenges of Traverse City, such as affordable housing and urban development. Coupled with my knowledge of historical changes within the City, I can contribute unique points of view on these issues.

Through my work experience on large, extended projects, I worked within various teams on multiple competing priorities requiring compromise and consensus. My work experience also requires following methodologies for technical analysis and reasoned decision-making in order to arrive at optimal solutions. I feel these skills would be an asset to serving on any board.

In addition to my work experience, I have volunteered for the following: delivering meals for Meals on Wheels, tutoring for the Grand Traverse Area Literacy Council, Goodwill Industries Christmas drive, Trinity Lutheran's Thanksgiving meal delivery, assisting at the Grace Episcopal food pantry, and assisting at the New York City Legal Aid Society.

I am excited at the opportunity to serve on a board for Traverse City. Thank you for your consideration.

Very Truly Yours,



Camille S. Weatherholt  
1118 Pine Needle Lane  
Traverse City, MI 49686

RECEIVED

NOV 05 2015

City of Traverse City CITY OF TRAVERSE CITY  
Application to Become Involved CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Traverse City Planning Commission

Name: Elizabeth Whelan

Residential Address: 442 Webster St Traverse City MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: elizwhel@chartermi.net

Preferred Phone No.: 929-0437 Additional Phone No.: \_\_\_\_\_

Occupation: Retired.Civilian employee of Air Force (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

- YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.
- YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_
- YES NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Elizabeth Whelan  
Signature

11/5/2015  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

## Application for Board Consideration

I would like to be a part of the discussion as to the direction that Traverse City will take going into the future.

I have lived in Traverse City for 21 years, and think that the City is at a turning point as to how it will develop. The small town characteristics which attract many to our City should be honored, as well as the consideration of well thought out development. There should be room for compromise so that proponents of all sides of issues should feel that they are being heard and respected. I have been part of City sponsored groups working toward the thoughtful development of the City while recognizing what is good and should be preserved.

I have been president of the Boardman Neighborhood Association going on 12 years. I have throughout that time tried to foster a feeling of belonging within the neighborhood as well as being a part of the big picture which is Traverse City. I look at my job as President as a conduit of information from the City to residents, to build a connection with the City and make residents aware that decisions made by local government have a profound effect on their day to day lives.

I was part of the COFAC group which spent 14 months studying all aspects of City Government, with a detailed report of good things the City has accomplished, and proposals for future undertakings and adjustments that could be considered in future dealings the City has with governance of a mid- sized city in northern Michigan. I was part of the Component Units group, which looked at the DDA and Traverse City Light and Power. I was co-chair of the Economic Development and Revenue Resources group within COFAC which looked for strategic planning directives for thoughtful and responsible development.

I was part of the Planning Commission Ad Hoc for Corridor Redevelopment. We spent over a year working with a Chicago consultant group working on strategies for redeveloping underutilized corridors within the City, with initial emphasis on the 8<sup>th</sup> Street corridor, continuing on to Garfield, 14<sup>th</sup> Street, West and East Front Streets.

I have volunteered for 16 years at the Father Fred Foundation. I interview clients to ascertain what if any service we can provide. I get a real feel for issues facing individuals living in the community facing either homelessness or hardship due to economic circumstances.

I have been very active in the community since moving here. I feel that we have an obligation to work towards a better life for those who live here and think that we need to balance economic opportunities while never forgetting those challenged by life's circumstances.

12/9 @ 10 AM



### City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Planning Commission

(Please limit to three boards/committees)

Name: Quinn Raftery E-Mail Address: quinnraftery@gmail.com

Address: 310 N. Spruce St Traverse City MT 49684  
(Street) (City) (State) (Zip)

Occupation: Institutional Sales (if retired, please provide your career)

Home telephone number: (231) 649-4948 Work telephone number: ( )

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? Y Do you reside within the city limits? Y  
Do you own taxable property within the City? Y Are you a downtown district (DDA) resident? N Do you have ownership interest in downtown district (DDA) property? N Are you in default to the City? N Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? N  
Are you a resident of a complex operated by the City? N Do you live within the Traverse City Light and Power service area? Y Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? N  
Are you or are any of your immediate family members a member of any other City board or Committee? Y If yes, which? I'm a member of the Zoning Appeals Board

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature

11/25/14  
Date

Thank you for your application... volunteers secure our community's beauty and promote its enhancement!  
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:TCCLERKForms\boardapplication.doc

11/25/2014

City Clerk  
400 Boardman Ave.  
Traverse City, MI 49684

To Whom it May Concern at The City of Traverse City:

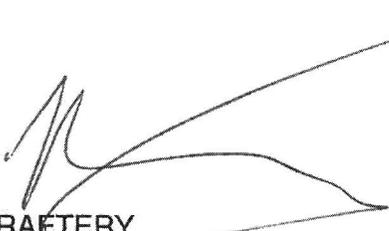
Please find enclosed my application to serve on the City of Traverse City Planning Commission Board.

My desire to serve on the Planning Commission Board is rooted in a long-standing strong interest in Traverse City's past, present & future. Traverse City has been part of me and I have been part of it since 1987. I feel very strongly it is a great place which continues to improve and has a great future. I have had a strong interest in urban planning since I wrote my 6th grade jobs report on the City Manager position and having attended the University of Colorado in Boulder, Colorado and seeing the value and benefits of proper planning.

I think my keen interest in the future of Traverse City, Urban Planning, Preservation, & Economic development make me a great candidate. I think my 15 years experience in business across sectors and geographies makes me a credible candidate. I have lived and seen cities across the country and studied cities and economies globally. I have see the "good, the bad, & the ugly" when it comes to urban growth.

I currently sit on the Board of Zoning Appeals and invite you to reach out to Dave Weston as a reference. I've been active with a local conservation group(s) for around 10 years. I currently work in the finance industry for a privately held conglomerate based in Northern Germany. I focus on procuring and facilitating investment in Germany from North America based institutions (Pension Funds, Sovereign Funds, Mutual Funds). I have experience across a broad range of industries. I have a fairly in-depth knowledge of the drivers of economies and municipalities.

Best,



Quinn RAFTERY  
310 N. Spruce St.  
Traverse City, MI 49684

RECEIVED

NOV 25 2014

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): planning commission **OCT 29 2015**

Name: Mike Grant **CITY OF TRAVERSE CITY CITY CLERKS OFFICE**

Residential Address: 619 Webster Street, TC  
(Street) (City) (State) (Zip)

E-Mail Address: grant.mikec@gmail.com

Preferred Phone No.: 231 714-9427 Additional Phone No.:

Occupation: Patent examiner (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Michael Grant  
Signature

10/28/15  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

**1. Why are you applying for a city board or committee seat?**

I am applying for a seat on the planning commission because I am interested in and concerned about the land use and transportation future of TC, as well as because I believe I have relevant experience that would make me an effective planning commissioner.

**2. How do you believe your appointment would benefit the city?**

I believe that my background as an attorney who practiced land use and municipal law would benefit the city in terms of I have a good idea of what can (and cannot) be achieved via a zoning ordinance and master plan. I also believe that I have relevant personal experience in terms of in addition to growing up in the TC area, I have lived in several other cities including Portland, Oregon, Detroit, Michigan, and Alexandria, Virginia, and made myself a student of what I thought worked and did not work in those cities while I lived in them, from a land use and transportation perspective. Toward the end, I interned with the 1000 Friends of Oregon organization in 1999 as a research associate.

**3. Describe your involvement in the community on a board/committee or in another volunteer capacity.**

I am a former member of the City's Board of Zoning Appeals and I just finished volunteering as my son's TBAYS soccer coach for the fall season.

## Michael C. Grant

619 Webster Street  
Traverse City, Michigan, 49686  
231/714-9427  
grant.mikec@gmail.com

### EDUCATION

**WAYNE STATE UNIVERSITY**  
School of Law

**Detroit, Michigan**

**Juris Doctor, graduated *cum laude* May 2005, 3.53 GPA**

- Attended with full scholarship as a William D. Traitel scholar after scoring in the 98<sup>th</sup> percentile on the LSAT.

**PORTLAND STATE UNIVERSITY**

**Portland, Oregon**

**June 1998 to June 1999, 4.00 GPA**

- Pursued a pre-medical science curriculum for a calendar year as a full-time student.

**THE UNIVERSITY OF MICHIGAN**

**Ann Arbor, Michigan**

**College of Engineering**

**BSE (computer), graduated *summa cum laude* May 1992, 3.82 GPA**

- Pursued a software-focused curriculum with an emphasis on artificial intelligence.
- Member of Tau Beta Pi honor society.

### EXPERIENCE

**UNITED STATES PATENT AND TRADEMARK OFFICE**

**Traverse City, Michigan**

**Patent examiner**

**October 2010 to present**

Examined patent applications through all phases of patent prosecution. Hired as GS7 and achieved promotion to GS14 in shortest possible time. Named as point of contact for all internal art unit inquiries in regard to subject matter eligibility in the wake of *Alice* decision.

**LAW OFFICES OF MICHAEL C. GRANT**

**Alexandria, Virginia**

**Attorney**

**August 2009 to October 2010**

Co-counsel for a plaintiffs group of Michigan sheriff's deputies in a federal civil rights lawsuit. Co-authored Criminal Justice Act appeals in the 6<sup>th</sup> Circuit Court of Appeals. Co-counsel for a pro bono real property case handled through the Neighborhood Legal Services Program in Washington, D.C. Contract attorney doing document review.

**LAW OFFICES OF OLSON, BZDOK & HOWARD**

**Traverse City, Michigan**

**Attorney**

**December 2005 to August 2009**

Represented municipalities, corporations, and individuals in regard to environmental and land use issues, including litigation, regulatory and transactional matters. Responsibilities included client intake; investigation; researching a wide variety of legal topics; drafting memos, pleadings, motions, and briefs; conducting all aspects of discovery; preparing and examining expert and lay witnesses; motion and trial practice; drafting original documents including contracts, ordinances, real estate documents; and negotiating on behalf of clients.

**LAW OFFICES OF OLSON, BZDOK & HOWARD**

**Traverse City, Michigan**

**Law clerk**

**June 2000 to December 2005**

Assisted counsel with all aspects of litigation, transactional and regulatory practice, in environmental, land use, and real estate law. Duties included researching legal issues (including state and federal case law, statutes, and administrative regulations); investigating factual matters; drafting memos, motions, and pleadings.



# City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: planning commission  
housing commission, Brownfield Redevelopment Authority, DDA

(Please limit to three boards/committees)

Name: Bradley Matson E-Mail Address: bcmatson@gmail.com

Address: 415 E Front St Traverse City MI 49686  
(Street) (City) (State) (Zip)

Occupation: software developer (if retired, please provide your career)

Home telephone number: (231) 3428389 Work telephone number: ( )

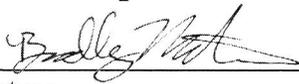
We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? yes  
Do you own taxable property within the City? yes Are you a downtown district (DDA) resident? yes Do you have ownership interest in downtown district (DDA) property? yes Are you in default to the City? no Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? yes  
Are you a resident of a complex operated by the City? no Do you live within the Traverse City Light and Power service area? yes Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? no  
Are you or are any of your immediate family members a member of any other City board or Committee? yes If yes, which? alternate member of zoning appeals

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

  
Signature

11/1/2015  
Date

Thank **you** for your application.... volunteers secure our community's beauty and promote its enhancement!  
– Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:\TCCLERK\FORMS\boardapplication.doc



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 12, 2015

DATE: NOVEMBER 16, 2015

FROM: <sup>*MC*</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: PARKS AND RECREATION COMMISSION – UNEXPIRED TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one unexpired term on the Parks and Recreation Commission expiring September 1, 2017. As mentioned by Ms. Zeits, Commissioner Brian Haas previously held this seat.

This is a City Commission appointment.

I recommend the following motion:

**that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term on the Parks and Recreation Commission (seat currently held by Brian Haas), expiring September 1, 2017, and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

MC/kez

K:\tcclerk\city commission\appointments\Parks & Rec\_20151116.doc

copy: Lauren Vaughn, Parks and Recreation Supervisor

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

COPY: Lauren Vaughn, Parks and Recreation Supervisor

FROM: Katie Zeits, Deputy City Clerk *KZ*

DATE: Thursday, November 12, 2015

SUBJECT: Parks and Recreation Commission – Unexpired Term

Because Brian Haas has been elected to the City Commission, he would like to stepdown from the Parks and Recreation Commission. Therefore, a three-year term, expiring September 1, 2017, is available.

These are appointments made by the City Commission. Terms are three years in length and expire on September 1.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we have four applications on file, William Clark, Sabrina Newton, William Dorrier and Kathleen Kasdorf. If the City Commission desires, additional advertising can be done.

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

Thank you!

## Parks & Recreation Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Brian Haas 227 E. 10th St, TC, 49684 928-273-3468 (Cell) <a href="mailto:ob1haas@gmail.com">ob1haas@gmail.com</a>	09/19/11	09/01/17

### *Elected to the City Commission*

Margaret Szajner (Chairperson) 647 West Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) <a href="mailto:keedanlex@gmail.com">keedanlex@gmail.com</a>	08/16/10	09/01/16
Danielle Rearick 626 W. 8th St, TC, 49684 590-7476 (Res) 922-9600 (Bus) <a href="mailto:danielle@byte-productions.com">danielle@byte-productions.com</a>	09/04/12	09/01/18
Brooke DiGiacomo 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) <a href="mailto:brookeedigiacomo@gmail.com">brookeedigiacomo@gmail.com</a>	10/07/13	09/01/17
Matthew Ross (Vice Chairperson) 625 W. Seventh St, TC, 49684 231-409-1943 (Cell) <a href="mailto:matthewross538@gmail.com">matthewross538@gmail.com</a>	05/04/15	09/01/16
John Gessner 702 Highland Park Dr, TC, 49686 303-909-0693 (Res) 995-7737 (Bus) <a href="mailto:johngessner@me.com">johngessner@me.com</a>	08/18/14	09/01/18
Commissioner Gary L. Howe City Manager Designee 926 Lincoln St, TC, 49686 715-1017 (Res) <a href="mailto:glhowe@traversecitymi.gov">glhowe@traversecitymi.gov</a>	11/12/13	11/13/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.

**Purpose:** to make recommendations (advisory capacity) to the City Commission on matters relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.

RECEIVED

DEC 06 2014

City of Traverse City  
Application to Become Involved



CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Planning, Park & Recreation.

Name: William Clark

Address: 604 W. 12<sup>th</sup> St. Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: williamjamesclark@yahoo.com

Preferred Phone No.: 231-929-1709 Additional Phone No.: \_\_\_\_\_

Occupation: Educator, Forester, Planner (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

William Clark  
Signature

Dec 8, 2014  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

William Clark  
Traverse City, MI 49684

December 8, 2014

City Clerk, City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Marentette,

I am interested in applying for any seat that becomes open within the 2015 calendar year on either the Planning Commission or on the Park and Recreation Commission. Before making the decision to become a full time father, I was a transportation planner for URS Corporation in Charlotte, NC for five years. I specialized in the development of transit operation and non-motorized comprehensive plans that, because of the physical nature of walking and bicycling, were strongly tied to land-use planning strategies. Before then, I was a land management planner for the Florida Forest Service for another five years and I studied Urban and Regional Planning and environmental education as part of my graduate degree from the University of Florida. I also served on the City of Charlotte's Urban Forestry/Tree Commission and on its Bicycle Transportation Committee during my time there as well. My time here in Traverse City has focused on my children, but I have volunteered for The National Park Service, Norte Youth Cycling, TART Trails, the Traverse City Film Festival & the State Theatre/Bijou, BATA, TCAPS, and the City of Traverse City during my first four years here.

I believe that I can use the experience that I have gained as a planner and a forester to help these commissions make decisions based off of current planning guidelines, policies and practices. I believe that I am very capable of making the type of unbiased, professional and educated contributions that are expected from a commission member and that I can help Traverse City take the steps necessary to develop our urban areas, transportation network, and parks to compete in an intelligent and sustainable manner.

Sincerely,

A handwritten signature in black ink, appearing to read "William J. Clark". The signature is fluid and cursive, with a long horizontal stroke at the end.

William J. Clark

Enc.: City of Traverse City Application to Become Involved

## William James Clark

### Education:

- Bachelor of Science, *School of Forest Resources and Conservation, University of Florida*. May 1996. Major, Resource Conservation. Minor, Wildlife Ecology.
- Master's Degree in Forest Resources and Conservation, *University of Florida*. May 2002. Urban and Regional Planning emphasis with a minor in Science Education.

### Traverse City Area Volunteer Experience, 2010 to 2014:

- **Sleeping Bear Dunes National Park.** I spent the last two summers monitoring the endangered piping plover nests for Sleeping Bear Dunes National Park. I have also spent several months last fall (2013) walking the beaches weekly to photograph and bury dead birds for their botulism study.
- **Norte Youth Cycling.** I am a new board member of this non-profit bike group for kids.
- **TART Trails.** I am a regular volunteer for this non-profit and often help with related events such as the TC Zombie Run, Turkey Trot, Leelanau Heritage Tour, Recycle a Bicycle, snow removal, random cleaning and maintenance, and volunteering for other rides, runs, ski events and programs that support TART and other regional trail systems.
- **TCAPS Montessori Elementary School at Glenn Loomis.** I volunteer for one full day a week at my children's school taking each recess class for activities on Thirlby Field plus I spend time there each week doing numerous volunteer projects for the students, teachers, PTO, and helping with the Building and Grounds Committee. I have volunteered as a daily crossing guard for a year before organizing the implementation of their new AAA Student Safety Patrol Program.
- **Traverse City State Theatre, The Bijou, and Traverse City Film Festival.** I volunteer for several shifts each month at our State Theatre and volunteer each day of the Film Festival and Winter Comedy Arts Festival.
- **BATA (Bay Area Transit Authority).** I was invited to give my input to BATA last spring at weekly planning meetings when they were putting together their new route system. They asked me to give my professional opinions and I ended up greatly helping them create the changes that BATA recently unveiled.
- **City of Traverse City.** I have served on the mayor's *Yes to Division Street Committee* and have been invited to speak with the City Planner on occasion concerning transportation issues. I also spend a few hours a day in the winter shoveling various city walkways.

### Professional Career Experience:

- **URS Corporation, Charlotte, North Carolina. August 2005 to July 2010**  
I was a planner in charge of developing written transportation plans for municipalities and facilitating the public discussion for the adoption of these plans. Generally, my focus was pedestrian, bicycle, and transit plans. During my time in Charlotte, I served on the City of Charlotte Urban Forestry/Tree Commission under mayor Pat McCrory (now the current governor of North Carolina) and on the City of Charlotte Bicycle Transportation Advisory Committee under mayor Pat McCrory and then mayor Anthony Foxx (now the US Secretary of Transportation with the Obama Administration.)
- **Mount Holyoke College, South Hadley, MA. October 2004 to February 2005**  
I was the assistant coach for Mount Holyoke College's NCAA Division Three Swimming and Diving Team for the 2004/2005 season. I helped to instruct the swimmers on proper technique.

- **Northampton City Schools, Northampton, MA. September 2004 to February 2005**  
I was a substitute teacher for the Northampton City Schools in Massachusetts. I spent an extended period of that time working with a special needs second grade student.
- **Universidad de San Francisco de Quito, Quito, Ecuador. Sept. 2003 to Dec. 2003**  
I was an English professor at the *Galápagos Academic Institute for the Arts and Sciences*, which is an extension campus of the *Universidad de San Francisco de Quito* in Ecuador. I taught basic and advanced English to Spanish-speaking students of the university on the island of San Cristobal in the Galapagos Archipelago.
- **Parque Nacional de Galápagos, San Cristobal, Galapagos. Oct. to Dec. 2003**  
I volunteered my spare time with *Parque Nacional de Galápagos* (Galapagos Island National Park) translating a plant identification guidebook and a tourism interactive computer CD. I also guided local scout groups with their environmental programs.
- **Florida Forest Service, Gainesville, FL. January 1999 to September 2003**  
I was a forester for the *Florida Division of Forestry* (Now the *Florida Forest Service*) responsible for assisting small private landowners with their forestry practices by collecting field data and using it to plan, write, and present land management plans. I played an important role in community education, serving five years on the state's *Forestry Education Committee* as its lead instructor, curriculum planner, and material writer, and as our district's *Fire Prevention Committee* Chairperson.
- **Dunnellon and Kanapaha Middle Schools, Marion and Alachua County FL August 1997 to January 1999**  
I was an 8th grade science teacher at Dunnellon and Kanapaha Middle Schools, responsible for the students' understanding of physical and environmental science.
- **North Central FL Regional Planning Council, Gainesville, FL. May to Aug. 1997**  
I was an intern planner responsible for collecting and presenting data on housing types in the region.
- **St Johns, Alachua, and Gilchrist County Florida Schools. Sept 1996 to April 2004**  
I was a part to full time substitute teacher for three school districts in Florida while I pursued a graduate degree and to increase my teaching skills.
- **Jefferson Smurfit/Container Corporation of America, May to August 1996**  
I was an intern forester responsible for collecting and presenting growth data on five year-old slash, loblolly, and longleaf pine plantations.

### Select Certifications and Training:

Florida General Science 5-9 Teaching Certificate	<i>Wildland Firefighter</i> , Florida Division of Forestry and Florida Fire Marshal
Massachusetts Middle Grades Science Teaching Certificate Qualified	Prescribed Burn Manager, State of Florida
Walking Communities Training Workshop by Dan Burden	Firefighter, State of Florida Fire Marshal
American Red Cross CPR, First Aid, Lifeguard, and Instructor Candidate Training	Federal I-200 Incident Command Training
Florida Division of Forestry <i>Arc View</i> Training for GIS	Federal P-101 Introduction to Wildfire Prevention
Florida Division of Forestry Fire Behavior Training	Federal P-130 - Wildfire Cause Determination
Florida Division of Forestry Forest Health Training	Federal P-301 - Wildland Fire Prevention Planning
Florida Division of Forestry Hazardous Materials Awareness (OSHA1)	Federal S-130/S-190 - Basic Fire Management
Florida Division of Forestry First Responder for EMS	Federal S-200 - Initial Attack Incident Commander
Project Learning Tree Facilitator Trainer	Federal S-270 - Basic Air Operations
TEFL Certified (Teaching English as a Foreign Language)	PADI and YMCA certifications in SCUBA

RECEIVED

AUG 03 2015



City of Traverse City  
Application to Become Involved

Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Park & Recreation Commission

Name: SABRINA NEWTON

Address: 206 N. Oak St TC MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: SDNEWTON@yahoo.com

Preferred Phone No.: 231-360-5099 Additional Phone No.: \_\_\_\_\_

Occupation: Flight Attendant (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

*While it is not required, a resume is helpful in the recruitment process for City boards and committees.*

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

**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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Signature [Handwritten Signature]

Date Aug 3, 2015

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

I apologize for handwriting this letter. I intended to complete application last night but lost power with our Aug 2 storm.

I am applying for a seat on the Parks & Recreation Commission as I am very impassioned with TC. I've lived downtown since 2000 & am an avid outdoor person.

My appointment could benefit the city as my job as a Flight Attendant has me traveling the world & have seen first hand what seems to work in other communities. I've lived in 4 countries, ~~as well~~ Also lived in Minneapolis for 12 years, a city deeply committed to its greenspace. My greatest strength would be bringing new ideas to the table as well as being a good listener.

This would be my first involvement in the community. I have volunteered with Habitat for Humanity in Minneapolis and was the president of the Northwest Airlines ski team for 4 years (500 members) putting in well over 20 volunteer hrs weekly. I continue to organize the Delta International ski meets.

I majored in Political Science. My father is currently a MN state Representative. He also served on city council, school board & numerous other committees. I grew up in an involved household & now feel it is my turn.

I love TC, have several rental properties, read the ticker & RE daily and feel I am fairly well informed on city issues. I am excited by all the proposed developments & hope we can balance growth with green space.

RECEIVED

NOV 05 2015

City of Traverse City  
Application to Become Involved



CITY OF TRAVERSE CITY

CITY CLERK'S OFFICE

*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Parks & Rec,  
Light & Power

Name: William A. Dorrier, Jr

Residential Address: 601 Highland Park Dr., TC, MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: dorrier509@yahoo.com

Preferred Phone No.: 231-499-7058 Additional Phone No.:

Occupation: see attached (if retired, please provide your career)

*Before submitting your application, please be sure to attach a brief letter indicating the following:*

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

*While it is not required, a resume is helpful in the recruitment process for City boards and committees.*

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

William A. Dorrier, Jr.  
Signature

11/5/2015  
Date

*Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

11/5/2015

City of Traverse City,

Please consider my application for TC Parks & Rec and TCL&P boards.

Why am I applying? – Traverse City is a wonderful place to live with a uniquely involved citizenry. I've enjoyed contributing as a member of the COFAC committee and also on GT County's Parks & Rec Commission (4 years).

How will my appointment benefit the city? – My experience and education in recreation, the utility industry and as an attorney will assist either board in setting and achieving its goals and delivering services to residents.

My involvement – 6 years on the board of directors of Grand Traverse Bay YMCA (1994-2000), member of Traverse City's COFAC committee for its duration, 4 years appointed to GT County's Parks & Rec Commission.

Other info –

- MS in Parks & Recreation Administration, 3 years of experience as a recreation professional in Indiana and Florida.
- JD degree, licensed attorney in Michigan and Pennsylvania. I run a part time law practice from a home office.
- Employee of MichCon Gas/DTE Energy (1982 – present) as a supervisor, manager and compliance consultant.
- Certified as an examiner for the Michigan Quality Council utilizing Malcolm Baldrige Criteria. This is recognized as one of the best approaches to quality management and continuous improvement for organizations of all types.

Bill Dorrier



City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee. Also interested in Arts Comm. & Park & Rec.

Name: Kathleen Kasdorf

Residential Address: 512 W Seventh St Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: Kathleen.Kasdorf@interlochen.org

Preferred Phone No.: Cell: 970-692-9726 Additional Phone No.: Work: 231-276-7637

Occupation: Director of Planned Giving (fundraising) (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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 from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Kathleen Kasdorf  
Signature

11-5-2015  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Kathleen Kasdorf  
512 W. Seventh Street  
Traverse City, MI 49684  
(970) 692-9726 (cell)  
(231) 276-7637 (work)

November 5, 2015

City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

Attached, please find my *Application to Become Involved*. It is my understanding that the City is currently seeking volunteers to serve on the Brown Bridge Advisory Committee.

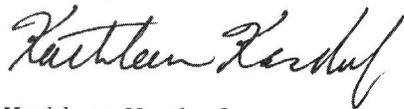
My husband and I frequently visit the Brown Bridge Quiet Area and truly appreciate its trails. Its preservation and protection is something I feel strongly about, and would like to help ensure.

I currently work in Advancement at Interlochen Center for the Arts. I am a former attorney, and have always been active in the communities where I live and work. I believe that communities are strengthened through the input, time, and talent of their citizens.

My prior civic experience can be a benefit to the City. I previously served on the Sturgis Public Library Board during its transition into the Sturgis District Library. I was the Board's spokesperson appointed to explain that change and the accompanying millage proposal to the member townships. In my private law practice, I worked with several villages and townships, including serving as counsel for the Village of Burr Oak and handling zoning and ordinance violation cases for Colon and Burr Oak townships.

I am not currently involved with any Traverse City boards, and my volunteering has been limited to working with local festivals. I had hesitated to become involved until I felt that I had a good understanding of the people, businesses, history, and unique concerns of the community. After almost five years of calling Traverse City home, I believe that now is the correct time for me to share my skills, experience, and vision for our community.

Sincerely,



Kathleen Kasdorf

TRVERSE CITY  
LIGHT AND POWER BOARD

11/16 cc report

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, September 22, 2015

**Board Members -**

Present: Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence, Jan Geht

Absent: Barbara Budros, John Taylor

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Scott Menhart, Karla Myers-Beman, Kelli Schroeder, Stephanie Tvardek,  
Jessica Wheaton

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

With the consensus of the Board, Vice Chairman Geht asked that item 5a be considered first on the agenda.

**Item 5 on the Agenda being Appointments**

a. Appointment of Secretary for the Light and Power Board.

Moved by Palisin, seconded by McGuire, that Marty Colburn, Acting Executive Director, be appointed Secretary for the Light and Power Board.

CARRIED unanimously. (Budros, Taylor absent)

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

None.

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

a. West Side Transmission Line Upgrade Project re-authorization.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Moved by McGuire, seconded by Palisin, that the Board authorize amending the West Side Transmission Line Upgrade Project Authorization to include the Wayne Street Distribution Line Rebuild.

CARRIED unanimously. (Budros, Taylor absent)

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

a. Consideration of approving minutes of the Regular Meeting of August 25 and Special Meeting of September 2, 2015.

Moved by Carruthers, seconded by Palisin, that the minutes of the Regular Meeting of August 25 and Special Meeting of September 2, 2015 be approved.

CARRIED unanimously. (Budros, Taylor absent)

- b. Consideration of authorizing a change order to C.C. Power, LLC in the not to exceed amount of \$45,000 for the Wayne Street Distribution Line Rebuild.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Moved by McGuire, seconded by Palisin, that the Board authorizes the Acting Executive Director to execute a change order with C.C. Power, LLC not to exceed \$45,000.

CARRIED unanimously. (Budros, Taylor absent)

- c. 2015 Energy Optimization Biennial Filing.

The following individuals addressed the Board:

Jessica Wheaton, Manager of Energy Services & Key Accounts

Vice Chairman Geht opened the floor to public comment.

The following individuals from the public addressed the Board:

No one from the public commented.

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

- a. From Legal Counsel.

None.

- b. From Staff.

1. Tony Radjenovich, MERS regional manager, presented an overview of the MERS Retirement System, TCL&P's 12/31/14 annual actuarial valuation and outcomes of their most recent experience study.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Marty Colburn, City Manager/Acting Executive Director

2. Kelli Schroeder presented the proposal submitted by Mycoff, Fry & Prouse, LLC for Interim Executive Director and Chief Engineer placement services.

The following individuals addressed the Board:

Marty Colburn, City Manager/Acting Executive Director

Karla Myers-Beman, Controller

3. Jessica Wheaton presented the 2014 Annual Summary for the Energy Optimization and Renewable Energy Plan.
4. Kelli Schroeder provided an update on the Market Research – Customer Survey.
5. Karla Myers-Beman reported on an emergency purchase made for the August storm.
6. Karla Myers-Beman announced the employee appreciation lunch scheduled for September 30, 2015.
7. Kelli Schroeder announced the TCL&P Open House scheduled for October 3, 2015.
8. Marty Colburn provided an update on the daily operations and activities of TCL&P.

c. From Board.

1. Jan Geht provided a reminder for the Joint Study Session with the City Commission scheduled for September 28, 2015.

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

No one from the public commented.

There being no objection, Vice Chairman Geht declared the meeting adjourned at 6:35 p.m.



---

Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

**MINUTES**

**ACT 345 RETIREMENT SYSTEM**

DATE: August 26, 2015  
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
TIME: 12:00 Noon.  
PRESENT: W. Twietmeyer, J. Bussell, C. Rueckert, W. Kuhn, J. Jenkins  
ABSENT:  
GUESTS: N. McKerchie  
STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:09 pm.

J. Jenkins participated via teleconference call.

Moved by W. Kuhn, seconded by J. Bussell that the minutes of the July 29, 2015 regular meeting be approved.

**Motion approved 5-0.**

Warrant No. 592 in the amount of \$191,965.40 for Retirees Benefits for September 2015 was approved and signed by W. Kuhn and J. Bussell..

Bob Hubbard of Gray & Company gave a report to the Board via telephone conference call. The Board was provided a performance report for the quarter ending June 30, 2015. The report included a capital markets review, total fund performance and analysis, and an investment manager performance and analysis. The Board was informed that with recent market turbulence the portfolio was very defensive and of high quality that the drop in market value was much less compared to the decline in the markets as a whole. The Board asked numerous questions.

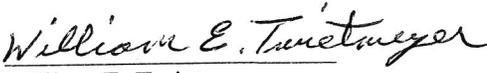
Moved by W. Kuhn, seconded by J. Bussell to approve the two year extension of the actuarial services agreement with Gabriel, Roeder, Smith & Company in accordance with the terms set forth in their actuarial services engagement letter dated August 18, 2015, and furthermore, that the Board Secretary be authorized to sign the letter on behalf of the Retirement Board.

**Motion approved 5-0.**

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

**Motion approved 5-0.**

Meeting adjourned at 12:40 pm

  
William E. Twietmeyer  
Secretary/Treasurer

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Regular Meeting**

**TUESDAY, OCTOBER 6, 2015**

**7:30 P.M.**

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

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Janet Fleshman, Linda Koebert, Tim Werner, Chairperson John Serratelli, Bill Twietmeyer and Jan Warren

**ABSENT:** Commissioner Jeanine Easterday

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

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

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** None.

4. **APPROVAL OF MINUTES**

September 1, 2015 regular meeting minutes, September 14, 2015 special meeting minutes and September 15, 2015 study session minutes (Action requested)

Motion by Commissioner Warren, second by Commissioner Twietmeyer, to approve the September 1, 2015 regular meeting minutes, September 14, 2015 special meeting minutes and September 15, 2015 study session minutes.

Motion carried 8-0 (Commissioner Easterday absent).

5. **OLD BUSINESS-** None.

6. **NEW BUSINESS**

A. **Public Arts Master Plan-** Commissioner Warren (Action requested)

Chairperson Serratelli updated the Commission on the process for approvals for the Public Arts Master Plan.

Commissioner Warren serves on the Arts Commission. Commissioner Warren introduced Arts Commissioners Mary Gillette and Deb Lake.

Ms. Gillette and Ms. Lake presented the Public Arts Master Plan to the Commission.

Commission discussion.

Motion by Commissioner Dow, second by Commissioner Koebert that the Arts Commission Master Plan titled "A Public Art Program Master Plan for Traverse City" be adopted by the Planning Commission.

Motion carried 8-0 (Commissioner Easterday absent).

- B.** Conditional rezoning request initiated by Doug Mansfield of Mansfield Land Use Consultants, on behalf of Traverse Development Group to rezone the properties located at 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions (For introduction and possibly scheduling a Public Hearing for November 3, 2015)

Mr. Soyring explained a summary of the request. The request is to conditionally rezone three parcels on the north segment of Aero Park Court from Industrial (I) to Community Commercial (C-3) with conditions as offered by the applicant. The proposal is to build 150 dwelling units within 5 buildings and approximately 5,000 square feet of retail space in 1 commercial building. The site plan includes a play area, a bus bay, sidewalks (including a planned connection to the TART Trail).

The Master Plan indicates this area as a campus neighborhood. The neighborhood to the north is designated as a TC-3 Traditional Neighborhood with a residential focus.

Rezoning and conditional rezonings are legislative decisions and should be based on sound planning principles. There are a number of questions to consider when reviewing a conditional rezoning request. Such as, is the current zoning reasonable for the land? Are 150 multiple dwellings and 5,000 square feet of commercial use compatible with the surrounding uses? Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?

Doug Mansfield, 830 Cottageview Drive, Mansfield Land Use Consultants, representing Traverse Development Group presented the request to the Commission.

Mr. Mansfield stated that the property is the former site of TC Cast product site. It is a brownfield site. The project site is approximately 6 acres and is located near shopping centers, schools, and services.

Commission discussion included requesting more information on sales in the Aero Park industrial park from staff, a discussion/explanation of what workforce housing is, location of on-site snow storage within the project, that this area of the city needs more pedestrian connectivity and that the project provides housing choices.

Motion by Commissioner Warren, second by Commissioner Koebert that the request from, Doug Mansfield, Mansfield Land Use Consultants representing Traverse Development Group, to conditionally rezone the properties commonly known as 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions as offered by the applicant be scheduled for a public hearing for the November 3, 2015 Regular Meeting.

Public comments on the topic were made from the following individuals:

- Grant Parsons, 6936 Mission Ridge, non-city resident, city business owner, made general comments
- Rick Buckhalter, 932 Kelley Street, city resident, made general comments
- Pricilla Townsend, 150 Pine Street, city resident, made general comments
- Ellen Corkrin, 150 Pine Street, city resident, made general comments

Commission discussion.

Motion carried 8-0 (Commissioner Easterday absent).

- C. Special Land Use Permit request by Erik Falconer, Pine Street Development One, LLC to allow for a taller building at 305 W. Front Street (For introduction and possibly scheduling a Public Hearing for November 3, 2015)

Mr. Soyring explained that the Commission considered a similar request in July and August; however, the current request is under a new applicant and the site plan has been modified slightly.

The current request is from, Erik Falconer of Pine Street Development One LLC for a Special Land Use Permit for two taller building buildings 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 177 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. 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 of 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 denied or conditions shall be placed on the approval that will ensure all standards and conditions can be met.

Mr. Soyring reminded the Commission that tonight's decision before the Commission is to determine if there is sufficient information to consider the Special Land Use Permit request and schedule the Public Hearing.

Doug Mansfield, 830 Cottageview Drive, Mansfield Land Use Consultants, representing Pine Street Development One, LLC presented the request to the Commission.

Mr. Mansfield indicated that April 2016 is the next submittal deadline to MSHDA for the project.

Mr. Mansfield presented the project details to the Commission.

Joe Quant addressed the Commission related to outreach and communication efforts related to the project.

Commission discussion included questions related the floodplain and storm water management. Staff will look into other buildings that have been allowed to be built in the floodplain. Floor area ratio comparisons of the Park Place and Riverview Terrace properties are requested from Staff.

Public comments on the topic were made from the following individuals:

- Pricilla Townsend, 150 Pine Street, city resident, made comments in opposition
- John Scudado, 422 State Street, city resident, made comments in opposition
- Ann Rogers, 1236 Peninsula Drive, city resident, made general comments
- T. Michael Jackson, 217 Sixth Street, city resident, made comments in opposition
- Grant Parsons, 6936 Mission Ridge, non-city resident, city business owner, made comments in opposition
- Ross Richardson, 10675 Candleton, city resident, made comments in opposition
- Rick Buckhalter, 932 Kelley Street, city resident, made comments in opposition
- Ellen Corkrin, 150 Pine Street, city resident, made comments in opposition
- Stuey Zacks, 203 Wadsworth Street, city resident, made comments in opposition
- Deni Scudato, 422 State Street, city resident, made comments in opposition

- Adrienne Rossi, 312 Seventh Street, city resident, made comments in opposition
- Kent Anderson, 429 S Garfield, city property owner, made comments in opposition
- Patricia Pellizarri, 415 Sixth Street, city resident, made general comments
- Tom Mair, 612 Fifth Street, city resident, made comments in opposition
- Brenda Quick, 542 Fifth Street, city resident, made general comments
- Dave Petro, 9988 Riley Road, Interlochen, non-city resident, made comments in opposition
- Donna Hornburger, 6730 Mission Ridge, non-city resident, made comments in opposition
- Jeffrey Turner, 150 Pine Street, city resident, made comments in opposition

Chairperson Serratelli explained that the Planning Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays which regularly coincides with election night each year.

Commission discussion included comments related to the Boardman River Plan which is a concept plan, traffic speed, and fire emergency access considerations.

Motion by Commissioner Werner, second by Commissioner Warren, that the request by Erik Falconer of Pine Street Development One, LLC for a Special Land Use Permit to allow for a taller building at 305 W. Front Street be introduced and scheduled for a Public Hearing on November 3, 2015.

Additional commission discussion included comments related to the Master Plan, Grand Vision, and current zoning regulations.

Motion carried 7-1 (Commissioner Twietmeyer opposed, Commissioner Easterday absent).

**7. CORRESPONDENCE - None.**

**8. REPORTS**

- A. City Commission - Commissioners Werner reported regarding 8<sup>th</sup> Street pilot project.
- B. Board of Zoning Appeals - Commissioner Bergman reported.
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported regarding progress on the draft zoning ordinance
- D. Arts Commission- No report.
- E. Planning Commission
  - 1. Master Plan Review Committee—Commissioner Bergman reported that the committee is trying to schedule a meeting in mid October.
  - 2. Parking Regulation Committee- Commissioner Serratelli reported.
- F. Planning Department—Mr. Soyring

**PLANNING COMMISSION  
MEETING MINUTES  
OCTOBER 6, 2015  
Page 6**

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1. Traverse City Place Plan Committee- Commissioner Koebert reported.
2. Community Development/Economic Development- Mr. Soyring announced that a report from Jean Derenzy was included in the packet.

**9. PUBLIC COMMENT**

- Adrienne Rossi, 312 Seventh Street, city resident, made comments regarding the planned 7<sup>th</sup> Street reconstruction and coordination with Central Grade School drop off/pick up circulation patterns

**10. ADJOURNMENT**

Chairperson Serratelli adjourned the meeting at 10:25 p.m.

Date: November 3, 2015

Respectfully submitted,

Jan Warren ps

Jan Warren, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Study Session**

**TUESDAY, October 20, 2015**  
**7:30 P.M.**

**COMMISSION CHAMBERS**  
**Governmental Center, 2nd Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Commissioners Bill Twietmeyer, Janice Warren and Tim Werner

**ABSENT:** Commissioner Linda Koebert

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

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** None.
4. **REVIEW OF SECTION 1368.03 LOT WIDTH, LOT AREA, IMPERVIOUS SURFACE AND DENSITY REQUIREMENTS (DISCUSSION)**

Chairperson Serratelli reminded the Commission that this item came up during the discussion regarding the redevelopment of Immaculate Conception School.

Mr. Soyring briefly explained the history of impervious surface limits. Impervious surface limits were added to the zoning code in 1999 to establish limits to utilize properties better (i.e. limit parking areas and building mass). Amendments over the years were added to incentivize affordable housing or for using green roofs or porous pavement. An amendment was made several years ago for places of worship to increase the impervious surface allowance to 70% because it was determined that it was important to keep places of worship in the city limits.

Swimming pools, sidewalks, plazas, tennis courts are not counted against the impervious surface limit.

Commission discussion included the concept of dividing buildings from parking. Possibly look into regulating parking areas with parking maximums. The existing stormwater ordinance handles how stormwater is handled on site. Perhaps look into adding incentives

to projects (ex. Larger building footprint, or more surface parking allowances) that exceed the requirements of the stormwater ordinance.

Mr. Soyering discussed that the impervious surface limits in the multi-family dwelling districts often limit potential developments and that it may be worthwhile looking into adjusting the impervious surface limits for multi-family. Mr. Soyering also discussed that some of the intent of the impervious surface limits were for "neighborhood character". Perhaps that can be achieved by requiring landscape requirements.

The Commission discussed the concept of possibly designating schools as campus areas that are subject to Master Site and Facilities Plans.

Commission consensus was that it is important to keep schools in the city limits. The Commission would like to move forward considering a text amendment to increase the impervious surface limit for schools with similar language to the amendment that was previously approved that increased the impervious surface limit for places of worship. In the future, the Commission would like to establish a committee to look into studying impervious surface limitations in the residential districts.

The following addressed the Commission:

- Scott Jozwiak, city business owner, made general comments

**5. CAPITAL IMPROVEMENT PLAN- PRIORITIZING EXERCISE (DISCUSSION)**

Chairperson Serratelli explained that the Planning Commission will see a Capital Improvement Plan this year that looks a lot different from past years. We will review a Capital Improvement Plan that lists projects and their proposed fiscal year for implementation, but it will not include monetary components. The Capital Improvement Plan is a strategic planning document and is meant to be a document that sets priorities for the future and implements the City's Master Plan.

Mr. Soyering stated that the Michigan Planning Enabling Act states that the Planning Commission shall prepare and adopt a Capital Improvement Plan. The Planning Commission should set general order of priorities for planned projects within the six-year Capital Improvement Plan. In the past, the Capital Improvement Plan has been an elaborate "wish list" and has not served as an effective strategic document. It is our hope that the Plan can be used for strategic planning for the City.

Chairperson Serratelli explained that Steve Constantin, DDA Board Member, led the DDA through a prioritization exercise using paired comparisons a few years ago and has offered to explain the process to the Planning Commission.

The following addressed the Commission:

- Steve Constantin, 223 Midtown Dr., city resident explained a paired comparison process that the DDA used to establish project priorities

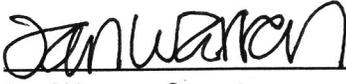
Commissioner Twietmeyer left the meeting at 8:53 p.m.

The Planning Commission reviewed a paired comparison document to establish priorities for project categories within the Capital Improvement Program. The Planning Commission will fill out the spreadsheet as a homework assignment. Staff will tabulate results. The result will be discussed at a future meeting.

6. **PUBLIC COMMENT- None.**
7. **ADJOURNMENT-** The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Date: ~~November~~ 3, 2015

  
Jan Warren, Secretary PS

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