



Notice

City Commission Regular Meeting

7:00 pm

Monday, December 7, 2015

Commission Chambers, 2nd Floor, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 12-03-2015

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:
c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Pledge of Allegiance

1. Roll Call

Presentation by Mayor Carruthers of a Mayoral Proclamation to Laura Oblinger, Traverse City Area Chamber of Commerce Executive Director, celebrating the 100 year anniversary of the Traverse City Area Chamber of Commerce.

Presentation by Mayor Carruthers of a Mayoral Proclamation to Rebecca Garland, Executive Director of Conflict Resolution Services, celebrating the 25th anniversary of Conflict Resolution Services.

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meeting of November 16, 2015. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of adopting the Directory of Charges, which places the various City fees already established into one document rather than multiple resolutions, which is a housekeeping matter. (Adoption recommended) (Marty Colburn, Benjamin Marentette)
- c. Consideration of approving 2016 rates for the Duncan L. Clinch Marina as well as Boardman River slip rates, with all rates to remain the same, with the rates to be included in the Directory of Charges. (Adoption recommended) (Marty Colburn, Dave Green)
- d. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would conditionally rezone 2351, 2455, and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Commercial District), which was recommended by the City Planning Commission. (Marty Colburn, Russell Soyring)
- e. Consideration of authorizing a consultant agreement for 2015-2016 topographic mapping and surveying for various public improvement projects. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- f. Consideration of adopting the Electronic Device Divestment Policy, which requires that such devices be wiped clean of any memory prior to their disposal and prescribes other requirements for divestment of such devices. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- g. Consideration of authorizing an agreement for a Phase I and Phase II Baseline Environmental Assessment for 145 West Front Street. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public Hearing regarding a request for a Special Land Use Permit from Pine Street Development One to construct two approximately 96' tall buildings at 305 West Front Street, as recommended by the Planning Commission; and consideration of adopting an Order Granting the Request. (Marty Colburn, Russell Soyring)

4. New Business

- a. Presentation by Interim Chief of Police Jeff O' Brien regarding the Police Department's activities for 2015. (Marty Colburn, Jeff O' Brien)

5. Appointments

- a. Consideration of approving the Mayor's appointment to the Planning Commission. (Mayor Jim Carruthers, Marty Colburn, Katie Zeits)
- b. Consideration of accepting the resignation of Commissioner Howe from the Brown Bridge Advisory Committee and making an appointment to the vacancy; and consideration of two other appointments to the Brown Bridge Advisory Committee, as recommended by the Ad Hoc Interview Committee. (Commissioner Gary Howe, Chair; Commissioner Brian Haas; Commissioner Amy Shamroe; Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Quarterly Financial Report from the City Treasurer/Finance Director for the fourth quarter which ended June 30, 2015.
 3. Memo regarding and attaching the audit engagement letter from the City Treasurer/Finance Director dated November 30, 2015.
- e. Reports and correspondence from non-City officials.
 1. Monthly Operations Report from CH2M for the Wastewater Treatment Plant for October 2015.
 2. Clean Marina Michigan designation awarded to the City's Duncan L. Clinch Marina through October 31, 2018.

7. Public Comment

- a. Reserved.

None.

- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

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The City of Traverse City

Office of the Mayor

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax



**PROCLAMATION CELEBRATING
CONFLICT RESOLUTION SERVICES, INC.
25TH ANNIVERSARY**

Conflict resolution is a way of people solving individual disputes, as well as a means toward creating a more peaceful community.

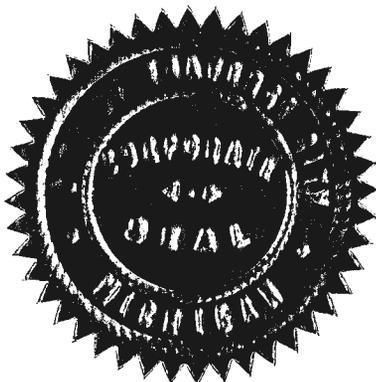
Our citizens possess the moral authority and power to resolve conflicts on their own and the conflict resolution process empowers all individuals, families, communities, schools, businesses, and organizations to foster communication and devise solutions that are acceptable to the needs and interests of all the parties involved.

Incorporated on July 1, 1990, Conflict Resolution Services, Inc. was the idea of Tom and Darylene Shea and other likeminded individuals to offer an alternative dispute resolution process to the individuals, families, schools, businesses, and organizations in Grand Traverse, Antrim, Benzie, Leelanau, Missaukee, and Wexford counties.

Community based volunteers, trained in conflict resolution, are the backbone of this program. These trained volunteer mediators provide mediation, facilitation, and conciliation when asked by their peers or ordered by the court. These volunteers, serving as mediators, provide low-cost, quality service that can strengthen and restore relationships by relieving parties and courts of costly litigation, resulting in less time involved to reach a mutually satisfactory solution rather than an order imposed on them by a third party.

Michigan Public Act of 260 of 1988, known as the Community Dispute Resolution Act, authorized the establishment of Community Dispute Resolution Centers throughout the state of Michigan of which Conflict Resolution Services, Inc. is one of these Centers.

This is why, I, Jim Carruthers, Mayor of Traverse City, Michigan, commend Conflict Resolution Services, Inc. for celebrating 25 years of providing mediation, arbitration, facilitation, and training services for Traverse City residents and recognize the dedication and hard work demonstrated by the Board of Directors, volunteer mediators, and staff of Conflict Resolution Services. I encourage all citizens to acknowledge the value of conflict resolution through mediation, facilitation, and conciliation and encourage use of this form of dispute resolution and to get involved and to support those in need.





Jim Carruthers, Mayor
City of Traverse City



**PROCLAMATION CELEBRATING
TRAVERSE CITY AREA CHAMBER OF COMMERCE
100 YEAR ANNIVERSARY**

November 24, 2015 marks 100 years of the Traverse City Area Chamber of Commerce's commitment to bringing growth and prosperity to the City of Traverse City.

Founded in 1915, a small group of local business leaders began a group that would shape the future of Traverse City physically and economically.

Within months of its creation, the Chamber of Commerce aided in getting the Boardman River Bridge built to connect downtown with the city's waterfront, build an airport and was an essential part in getting a Coast Guard Station in Traverse City.

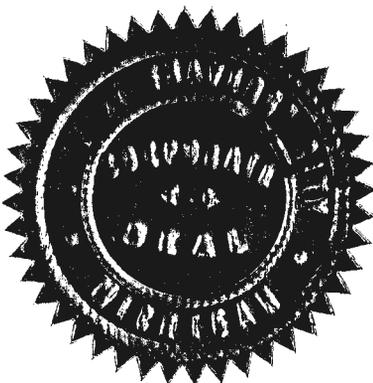
From leadership development programs to capital access to networking opportunities and events, the Traverse City Area Chamber of Commerce takes pride in supporting our region's economic health and developing landscape. Current opportunities include Business After Hours, the Annual Business Expo and the Traverse City Young Professionals.

Serving over 2,000 businesses in the Grand Traverse region, the extraordinary men and women of the Chamber over the past century have left a lasting mark on the community, which continues today.

This is why, I, Jim Carruthers, Mayor of Traverse City, Michigan, proclaim November 24, 2015 as the official day of celebration for Traverse City to show its commitment to the Traverse City Area Chamber of Commerce by gratefully acknowledging its 100 year anniversary and encouraging all citizens to share in the celebration.



Jim Carruthers, Mayor
City of Traverse City





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- November 16, 2015 Regular Meeting

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

that the minutes of the November 16, 2015, Regular Meeting, be approved.

MC/slm

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
November 16, 2015



A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

2. Consent Calendar

Moved by Richardson, seconded by Shamroe, that the following actions as recommended on the Consent Calendar portion of the Agenda be approved:

- a. the minutes of the November 2, 2015, Regular Meeting, the November 9, 2015, Special Meeting, and the November 9, 2015, Organizational Meeting, be approved.
- b. the Amended Resolution Approving Vacation of Right of Way for the east west alley between Park Street and Boardman Avenue, be adopted.
- c. the Mayor and City Clerk be authorized to execute a Quit Claim Deed to Radio Centre of Traverse City, Inc., for the alley located north of State Street and south of East Front Street and east of Park Street and running parallel to State Street as described in the City Attorney's memorandum of November 10, 2015, such Quit Claim Deed subject to approval as to its substance by the City Manager and to its form by the City Attorney.

- d. the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Physio Control in the amount of \$34,991.81 to purchase a Lifepak 15 Heart Monitor/Defibrillator and accessories, with funds available in the 2014-2015 General Fund – Capital Outlay budget; and that a Lifepak 12 Heart Monitor/Defibrillator be declared surplus and returned as a credit against the new purchase.
- e. the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.
- f. the resolution recommending approval of the request to transfer ownership of a Class C Liquor License from Nedor Corporation to Cider Haus, LLC, be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Cider Haus, LLC, to operate such license at 300 East Front Street (Taproot Cider House).
- g. the Mayor and City Clerk execute an agreement with Great Lakes Children's Museum and Northern Michigan Railroad Club for use of the Carnegie Building as recommended in the memo dated November 10, 2015, from Assistant City Manager Penny Hill, to hold the annual 2015 Festival of Trains Event, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

3. Old Business

None

4. New Business

4(a).

Overview of the City's Snow Removal Process and community-wide snow removal responsibilities.

The following addressed the Commission:

Marty Colburn, City Manager
Mark Jones, Streets Superintendent
Larry LaCross, GIS Analyst
Brian Beachamp, TART Trails Outreach and Program Coordinator

4(b).

Consideration of authorizing a unit prices contract for the 2015 Clinch Park Improvements Project.

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer
Lauren Tribble-Laucht, City Attorney

Moved by Lewis, seconded by Richardson, that the Mayor and City Clerk execute a unit prices contract in the amount of \$508,111.50, more or less, with Elmer's Crane and Dozer, Inc., for the 2015 Clinch Park Improvements Project at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund with a budget amendment to transfer the remaining \$260,000, equally from the General Fund and Stormwater Fund to the Capital Projects Fund.

Lauren Tribble-Laucht, City Attorney
Rick Buckhalter, 932 Kelley Street – expressed opposition

CARRIED unanimously.

4(c).

Consideration of scheduling a public hearing for December 7, 2015, regarding an application for a Special Land Use Permit submitted by Pine Street Development One for two buildings at 305 West Front Street.

The following addressed the Commission:

Marty Colburn, City Manager

Joe Quandt, Pine Street Development One, LLC – made general comments

Doug Mansfield, Mansfield Land Use Consultants – made general comments

Moved by Howe, seconded by Shamroe, 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.

Benjamin Marentette, City Clerk

Russell Soyring, City Planning Director

Lee Delancey, 150 Pine Street – expressed opposition

Mike Jackson, 217 Sixth Street, Central Neighborhood Association, Downtown Development Authority – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointment by the Mayor with approval of the City Commission to the Housing Commission.

Moved by Richardson, seconded by Werner, 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.

Benjamin Marentette, City Clerk

CARRIED unanimously.

5(b).

Consideration of appointment by the Mayor with approval of the City Commission to the Planning Commission.

Moved by Richardson, seconded by Carruthers, 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.

CARRIED unanimously.

5(c).

Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the Parks and Recreation Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Haas, 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 Mayor Pro Tem Richardson and Commissioners Haas and Shamroe be appointed to such Committee, with Mayor Pro Tem Richardson to serve as Chair.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.

- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Traverse City Light and Power Board meeting of September 22, 2015.
 - 3. Minutes of the Act 345 Retirement System Board meeting of August 26, 2015.
 - 4. Minutes of the Planning Commission meetings of October 6, 2015 and October 20, 2015.
- e. Reports and correspondence from non-City officials.

7. Public Comment

The following addressed the Commission:

- 1. Reserved.

None

- 2. General.

Mike Jackson, 217 Sixth Street
Commissioner Tim Werner
Commissioner Richard Lewis
Commissioner Gary Howe
Commissioner Amy Shamroe
Mayor Jim Carruthers

3. Mayor and City Commissioners.

8. Adjournment

There being no objection, Mayor Carruthers declared the meeting adjourned at 8:38 pm.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: CITY FEES

City fees for various services are established in various resolutions. As a way of consolidating the information, we have organized all of the fees into one document, referred to as the Directory of Charges, similar to a document we had in Mason, where I previously served.

Attached is the Directory of Charges. We will continue to conduct a biannual fee study and bring such recommendations to the City Commission to keep this document – and our fees -- current. The marina and Boardman River fees for the 2016 season later in the agenda would be incorporated into this document, if they are approved.

I recommend the following motion:

that the Directory of Charges, which consolidates all fees established by resolution of the City Commission into one document, which is a housekeeping matter be adopted and that the resolutions which established fees outlined in the Directory of Charges be superseded.

MC/bcm

K:\tcclerk\city commission\fees\directory of charges

Copy: Department Heads

CITY OF TRAVERSE CITY
DIRECTORY OF CHARGES

(Amended _____)

I hereby certify that the Directory of Charges was adopted by the
City Commission of the City of Traverse City at its regular
meeting held on December 7, 2015, in the Commission Chambers,
Governmental Center, 400 Boardman Avenue, Traverse City,
Michigan.

Benjamin C. Marentette, MMC, City Clerk

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CITY CLERK

AUCTIONEER PERMIT	\$75.00
BUILDING MOVING PERMIT	\$180.00
FILM PRODUCTION PERMIT APPLICATION (plus upon issuance of the permit, reimbursement for City services provided, if any, relating to filming activities)	\$50.00
GOING OUT OF BUSINESS PERMIT (New or Renewal)	\$50.00/30-day
HONEYBEE LICENSE (new)	\$25.00/calendar year
HONEYBEE LICENSE (renewal)	\$15.00/calendar year
HUNTING PERMIT (Brown Bridge Quiet Area)	\$10.00/week
INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE APPLICATION	\$1,160.00
LAND DIVISION/BOUNDARY ADJUSTMENT	\$310.00
LIQUOR LICENSE REGISTRATION	\$540.00
- existing-license location, no new owners	\$300.00
- intermediary transfer registration	\$130.00
- other	Based on staff involvement, per Fee Study
MARRIAGE CEREMONY	\$40.00
MEDICAL MARIHUANA CULTIVATION FACILITY-INDUSTRIAL DISTRICT	
- License fee (initial)	\$225.00
- Annual Police inspection fee	\$95.00
MOBILE FOOD VENDING	
- Vending on city owned & private property	\$1,225/calendar year
- Vending on private property only (non-city)	\$725/calendar year
- Year-round city food service establishments (city property)	\$500/calendar year
- Year-round city food service establishments (non-city property)	No fee
- Public electricity hookup	\$15/day
NEWSRACK PERMIT	\$25.00

CITY CLERK (Continued)

PEDICAB	
- New	\$25.00
- Renewal	\$15.00
TRANSIENT MERCHANT (Non-DDA Residential Areas)	\$50/month
- All others May 16 th through Sept. 14 th	\$100/day
- All others Sept. 15 th through May 15 th	\$100/week
SECONDHAND STORE (New & renewal)	\$50.00/calendar year
SEWER CONTRACTOR REGISTRATION (new & renewal)	\$20.00/calendar year
SIDEWALK CAFÉ (new & renewal)	\$110.00/license year
- With alcohol	\$165.00/license year
SIDEWALK DISPLAY OF MERCHANDISE	\$35.00
SOLICITOR'S PERMIT	\$10.00
SPECIAL EVENT PERMITS (including street use & parks)	

Street Use Application Fee (the City will also invoice for incremental costs, such as overtime from the Police Department):

Events which are solely conducted by a non-profit organization for its financial benefit	\$ 50.00
All other events	\$350.00

Parks and Public Land (excluding streets) High Impact Event Application & Reservation Fees:

High Impact Event Application Fee	\$200.00
High Impact Event Future Year Reservation Fee	\$200.00
(If a permit is issued for the reserved date(s), the reservation fee will act as a credit against the permit fee.)	

Parks and Public Land High Impact Event Permit Fees:

All City Parking Lots

Permit Fee – Per Day: For Each Metered Space	\$1.31/space (including Parking Decks)
Permit Fee – Per Day: For Each Permitted Space	\$1.34/space

DEPARTMENT OF PUBLIC SERVICES

CEMETERY
(Oakwood Cemetery)

PLOT PRICES Including Perpetual Care	Resident	Non-Resident
-Upright monument sections	\$715.00	\$1,360.00
-Flush monument sections	\$585.00	\$1,200.00
-Infant only section	\$260.00	\$800.00
-Cremation only section	\$390.00	\$960.00
-For those older lots where perpetual care was not included, the cost for perpetual care is per grave space (each plot)	\$75.00	\$100.00

BURIAL SERVICES

-For all burials – for every ½ hour or portion thereof that the Sexton is kept past closing time of 4:00 p.m. for completion of burial services

-Fee per ½ hour or portion thereof	\$130.00	\$160.00
-Saturday burials or entombment (added to reg. fees)	\$455.00	\$560.00
-Saturday cremation services (added to reg. fees)	\$325.00	\$400.00

ADULT BURIAL SERVICE FEES

-Opening and closing with lowering device	\$650.00	\$1,120.00
-Opening and closing with lowering device, grass carpeting, chairs and stand	\$715.00	\$1,200.00
-Opening and closing with lowering device, grass carpeting, chairs, stand and tent	\$780.00	\$1,280.00
-Winter burial approximately Nov. 15-Mar 31 (lowering device only)	\$780.00	\$720.00

ADULT CREMATION BURIAL SERVICE FEES

-Opening and closing	\$260.00	\$560.00
-Opening and closing with grass carpeting, chairs and stand	\$325.00	\$640.00
-Opening and closing with grass carpeting, chairs, stand and tent	\$390.00	\$720.00

-Winter burial approximately Nov. 15 – March 31 (no set up available)	\$390.00	\$720.00
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TWO CREMATIONS IN ONE OPENING

-Opening and closing	\$390.00	\$720.00
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-Opening and closing with grass carpeting, chairs and stand	\$455.00	\$800.00
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-Opening and closing with grass carpeting, chairs, stand and tent	\$520.00	\$880.00
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-Winter burial approximately Nov. 15 – March 31 (no set up available)	\$520.00	\$880.00
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INFANT AND CHILD BURIAL SERVICES

0-12 Months Of Age

-Opening and closing (full burial or cremation burial)	\$65.00	\$160.00
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-Opening and closing with lowering device or stand, grass carpeting, chairs and tent	\$390.00	\$720.00
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-Winter burial approximately Nov. 15 – March 31 (no set up available)	\$195.00	\$320.00
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1-12 Years Of Age

-Opening and closing (full burial)	\$390.00	\$720.00
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-Opening and closing with lowering device or stand, grass carpeting, chairs and tent	\$520.00	\$880.00
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-Winter burial approximately Nov. 15 – March 31 (no set up available)	\$520.00	\$880.00
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-Child cremation burial	\$195.00	\$480.00
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-Child cremation burial with stand, grass carpeting, chairs and tent	\$325.00	\$640.00
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-Winter cremation burial approximately Nov. 15 – March 31 (no set up available)	\$325.00	\$640.00
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MAUSOLEUM SERVICES AND FEES

-Crypt purchase	\$3,250.00	\$4,800.00
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-Entombment (opening and sealing crypt front)	\$390.00	\$720.00
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-Engraving of crypt front	\$390.00	\$480.00
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COLUMBARIUM SERVICES AND FEES

-Niche purchase (for one cremation)	\$780.00	\$1,280.00
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-Enurnment (opening and sealing Niche front)	\$195.00	\$320.00
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-Engraving of Niche front	\$260.00	\$320.00
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DISINTERMENT / REINTERMENT

-Adult disinterment/re-interment in Oakwood	\$1,300.00	\$2,240.00
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-Adult disinterment and removal to another cemetery	\$780.00	\$1,280.00
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-Adult re-interment in Oakwood from another cemetery	\$650.00	\$1,120.00
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-Adult winter re-interment in Oakwood from another cemetery	\$780.00	\$1,280.00
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-Infant or child disinterment/re-interment in Oakwood	\$780.00	\$1,440.00
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-Infant or child disinterment and removal to another cemetery	\$390.00	\$720.00
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-Infant or child re-interment in Oakwood from another cemetery	\$390.00	\$720.00
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-Infant or child winter re-interment in Oakwood from another cemetery	\$520.00	\$880.00
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-Cremains disinterment/re-interment in Oakwood	\$520.00	\$1,120.00
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-Cremains disinterment and removal to another cemetery	\$325.00	\$640.00
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-Cremains re-internment from another cemetery	\$260.00	\$560.00
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-Winter cremains re-interment in Oakwood from another cemetery	\$390.00	\$720.00
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-Disentombment from Mausoleum crypt – plus cost for cleaning and if needed marble crypt front replacement	\$520.00	\$880.00
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-Re-entombment in the Mausoleum from another cemetery	\$390.00	\$720.00
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-Disentombment/re-entombment in Mausoleum plus cost for cleaning	\$1,040.00	\$1,520.00
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FOUNDATION AND FLUSH MARKER PREPARATION FEES

Veterans Administration Markers Only

-Foundation 24" x 12"	\$80.00	\$80.00
-Foundation 28" x 16"	\$100.00	\$100.00
-Foundation 30" x 18"	\$120.00	\$120.00

Regular

Placement of all foundations will be charged by the square inch	\$0.33 per sq. inch	\$0.48 per sq. inch
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Flush Marker Placement Preparation

Placement of all flush markers will be charged by the square inch	\$0.25 per sq. inch	\$0.40 per sq. inch
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Additional Fees And Services

Miscellaneous work on plots, crypts, etc. will be based on a time and material basis

Vases and Urns

-Tan round metal vase	\$40.00	\$40.00
-Silver or copper color with metal insert and plastic housing vase	\$40.00	\$40.00
-Urn with clip-on top	\$50.00	\$50.00
-Urn with screw-on top	\$100.00	\$100.00

Genealogical Research

-Genealogical request for research for first two locations	No charge	No charge
-Genealogical request for research per location over two	\$3.00	\$3.00

Engraving

-Standard sandblast numbers/letters-first four numbers or letters	\$110.00	\$110.00
-Each additional number/letter	\$10.00	\$10.00

-Any specialty sandblast work will be charged based on the job.

**HICKORY HILLS SKIING RATES
2015-2016 SEASON**

Season Pass	City Residents	Non-City Residents
Adult	\$140.00	\$180.00
Child 12 and under	\$120.00	\$160.00
Senior 60 and over	\$120.00	\$160.00
Family (up to 4 people)	\$300.00	\$400.00
Each additional family member	\$30.00	\$40.00
Cross Country family	\$50.00	\$70.00
Daily Rates	City Residents	Non-City Residents
Adult (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$18.00	\$21.00
Child 12 and under (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$13.00	\$16.00
Adult (Saturday and Holidays after 4:00 p.m. and all other days)	\$14.00	\$17.00
Child (Saturday and Holidays after 4:00 p.m. and all other days)	\$13.00	\$16.00
Senior 60 and over (all days)	\$13.00	\$16.00
Cross Country at all times	\$6.00	\$7.00
Show Shoeing at all times	\$6.00	\$7.00

INDUSTRIAL PRETREATMENT PROGRAM

All "Commercial", "Industrial" & "Other" Users	\$10.00/year
Industrial Users with Spill Prevention Concerns	\$100.00/year
Significant Industrial Users	\$250.00/year
Very Significant Industrial Users	\$600.00/year
Low-Strength Liquid Waste Haulers	\$150.00/year

LOW IMPACT – PARKS & PUBLIC LAND USE PERMITS

If no City services are needed and only minimal infrastructure is set up in park	No Fee
All other Low Impact Event Permits – City Resident	\$15.00

All other Low Impact Event Permits – Non-City Resident

\$25.00

MARINA

Duncan L. Clinch Marina Transient Rates (2015)

<u>Slip Length</u>	<u>Fee</u>
25 Feet & Under	\$40.00
26 Feet	\$42.00
27 Feet	\$43.00
28 Feet	\$45.00
29 Feet	\$46.00
30 Feet	\$48.00
31 Feet	\$50.00
32 Feet	\$51.00
33 Feet	\$53.00
34 Feet	\$54.00
35 Feet	\$56.00
36 Feet	\$58.00
37 Feet	\$59.00
38 Feet	\$61.00
39 Feet	\$62.00
40 Feet	\$64.00
41 Feet	\$66.00
42 Feet	\$67.00
43 Feet	\$69.00
44 Feet	\$70.00
45 Feet	\$72.00
46 Feet	\$74.00
47 Feet	\$75.00
48 Feet	\$77.00
49 Feet	\$78.00
50 Feet	\$80.00
51 Feet	\$82.00
52 Feet	\$83.00
53 Feet	\$85.00
54 Feet	\$86.00
55 Feet	\$88.00
56 Feet	\$90.00
57 Feet	\$91.00
58 Feet	\$93.00
59 Feet	\$94.00
60 Feet	\$96.00
61 Feet	\$98.00
62 Feet	\$99.00
63 Feet	\$101.00

64 Feet	\$102.00
65 Feet	\$104.00
66 Feet	\$106.00
67 Feet	\$107.00
68 Feet	\$109.00
69 Feet	\$110.00
70 Feet	\$112.00
71 Feet	\$114.00
72 Feet	\$115.00
73 Feet	\$117.00
74 Feet	\$118.00
75 Feet or more	\$1.60/ft

Boardman River Seasonal Slip Rate Schedule

20 Feet and under	\$767.00
20'1" – 21'0"	\$796.00
21'1" – 22'0"	\$823.00
22'1" – 23'0"	\$851.00
23'1" – 24'0"	\$898.00
24'1" – 25'0"	\$935.00
25'1" – 26'0"	\$964.00
26'1" – 27'0"	\$990.00
27'1" – 28'0"	\$1,019.00

Duncan L. Clinch Marina Seasonal Rates

A Dock East (up to 50')	\$5,450.00
A Dock West (up to 60')	\$6,600.00
B Dock East (35')	\$3,710.00
B Dock West (42')	\$4,578.00
C Dock East (30')	\$3,180.00
C Dock West (35')	\$3,710.00
D Dock East (24')	\$2,544.00
D Dock West (27')	\$2,862.00

Marina Launching Permit Fees

Daily	\$6.00
Seasonal	\$45.00
Commercial Vendors Seasonal	\$90.00
Commercial Daily	\$12.00/boat

Sewage Pump Out Fees

Holding Tank less than 30 gallons	\$6.00
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Holding Tank greater than 30 gallons \$12.00

WATER RATES & WATER SERVICE CHARGES

<u>First 600 Cu. Ft or less</u>	<u>Inside City Limits</u>	<u>Outside City Limits</u>
5/8 Inch or 3/4 Inch (avg. residence)	\$12.00	\$18.00
1 Inch	\$24.00	\$36.00
1 ¼ Inch	\$36.00	\$54.00
1 ½ Inch	\$48.00	\$72.00
2 Inch	\$72.00	\$108.00
3 Inch	\$96.00	\$144.00
4 Inch	\$144.00	\$216.00
6 – 12 Inch	\$240.00	\$360.00
Next 3,400 Cu. ft/1,000 Cu. ft	\$15.00	\$22.50
Next 16,000 Cu. ft/1,000 Cu. ft	\$15.00	\$30.00
All over 20,000 Cu. ft.	\$15.00	\$30.00

The following are rates for the various services provided by the Water and Sewer Maintenance Division:

Service Lines:

City Resident cost 1 inch service lead = \$1,000
 Township Resident cost for 1 inch service lead = \$1,500

Exceptions: (A) All service connections installed on State Highways or through reinforced concrete pavements will be charged on a time and material basis; and (B) All service connections installed during the period of November 15 to May 15 will be charged on a time and material basis

Any necessary road restoration costs will be added to the listed charge for water taps or service connections

Tap Only:

1"	\$200.00
1 ½"	\$225.00
2"	\$250.00
4"	\$550.00
6"	\$750.00
8"	\$950.00
10"	\$1,150.00
12"	\$1,350.00

Meter Charges:

New meter installations or changes in meter size requested by customer.

Size	Cost to Install
3/4"	\$400.00
1"	\$500.00

Greater than 1 inch diameter = time and material cost basis

Service Turn-Ons and Turn-Offs:

During scheduled work hours	\$20.00
During non-scheduled working hours	\$70.00

Initial and Final Readings

Initial reading (without turn off or turn on)	\$10.00
Final reading (without turn off or turn on)	\$10.00

Fire Suppression Connection Fee:

4 inch and smaller	\$20.00 per year
6 inch	\$50.00 per year
8 inch	\$100.00 per year
10 inch	\$200.00 per year
12 inch	\$300.00 per year

Inspection Fee:

Sewer/water cut & caps	\$50.00
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Repeat Calls for Service:

No show, not ready, re-freeze	\$50.00
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Bulk Water Sales:

Fill tankers at our shop – 1 st 600 cu ft	\$50.00
Next 1,000 cu ft	\$10.00
Est. cost \$45/\$54	

Dewatering:

Cost to dewater	\$300.00
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Bacteriological Testing:

Cost for labor, materials and equipment \$15.00

ENGINEERING

SOIL EROSION PERMITS	\$35.00
RIGHT-OF-WAY PERMITS	
Residential	
Non-Excavating:	\$35.00
Excavating:	\$70.00
Commercial	
Non-Excavating:	\$50.00
Excavating:	\$105.00
Civil Infraction:	\$100.00
STORM WATER RUNNOFF PERMITS	
Less than ½ acre:	\$35.00
More than ½ acre, but less than 1 acre:	\$70.00
1 acre:	\$105.00
Each additional acre (to the nearest acre):	\$35.00
UTILITY SERVICES REVIEW (conjunction with issuing Land Use Permit)	
Sites less than ½ acre:	\$35.00*
Sites more than ½ acre, but less than 1 acre:	\$70.00*
1 acre:	\$105.00*
Each additional acre (to the nearest acre):	\$35.00
 <i>*Applies only to residential, multiple, commercial, institutional and industrial projects in which a utility review is required.</i>	
PURGE WELL DISCHARGE RATE	\$3.00/1,000 cu. ft.
ENCROACHMENT/SALE OF CITY PROPERTY/ RELINQUISHMENT OF CITY EASEMENT	\$475.00

FIRE DEPARTMENT

FIRE SAFETY INSPECTION SERVICES/PLAN REVIEW

New Construction/Remodel Fire Code Review

0-2000 Sq. ft	\$100.00
2001-5000 Sq. ft	\$150.00
5001-10,000 Sq. ft	\$200.00
10,001-50,000 Sq. ft	\$225.00
50,001-100,000 Sq. ft	\$250.00
100,001-500,000 Sq. ft	\$300.00
Over 500,000 Sq. ft	\$500.00

- a) One inspection included with initial fee, additional inspections shall be \$50.00 per hour, minimum of ½ hour charge
- b) A minimum permit fee of \$75.00 for minor building modification, at the discretion of the reviewer

Fire Sprinkler/Standpipe/Foam System

1-100 heads	\$200.00
101-200 heads	\$250.00
201-300 heads	\$300.00
301-400 heads	\$350.00
401-500 heads	\$400.00
More than 500 heads	\$400.00 plus \$0.25 per head

- a) Systems supplied by fire pump add \$200.00 per pump
- b) \$50.00 per standpipe plus \$5.00 per hose connection
- c) Two inspections included with initial permit fee, additional inspections charge at \$50.00 per hour, minimum of ½ hour charge
- d) A minimum permit fee of \$750.00 for minor system modifications, at the discretion of the reviewer

Commercial Cooking Hood Suppression System

- a) \$175.00 per control box/release assembly
- b) Two inspections included with initial permit fee, additional inspections at \$50.00 per hour, minimum of ½ hour charge

Special Hazard Systems Including dry chemical, wet chemical, clean agent and Total Flood Systems

- a) \$250.00

- b) Two inspections included with initial permit fee, additional inspections at \$50.00 per hour, minimum ½ hour charge

Fire Alarm/Smoke Detection Systems

Alarm control panel	\$100.00
Each remote annunciator	\$20.00
Each booster power supply	\$20.00
Each alarm/supervisory/auxiliary device point connection	\$6.00
Each notification device/speaker	\$3.00

- a) Two inspections included with initial permit fee, additional inspections at \$50.00 per hour, minimum ½ hour charge
- b) Minimum permit fee of \$100.00 for minor system modifications, at the discretion of the reviewer

Special Event Plan Review, for events not issued a permit from the City Clerk's Office

(Events activities include, but are not limited to, temporary tents/membrane structures, carnivals/fairs, exhibits and trade shows, pyrotechnic displays or any other large assembly function)

- a) \$50.00 per event
- b) One plan review and one inspection included during normal business hours
- c) For inspection requests during non-normal business hours, an additional \$50.00 per hour fee, minimum ½ hour charge, fee shall be paid prior to inspection

Site Plan Review

Two reviews	\$50.00
Additional reviews	\$50.00/hour (minimum of one hour charge)

Board of Appeals Hearing

One appeal to the board	\$400.00
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FIRE DEPARTMENT TRANSPORT FEES

BLS – NE	\$600.00	Pre-assigned/scheduled transport. Ex: Hospital to nursing home
BLS – E	\$600.00	Basic Life Support call where unit responded immediately
ALS – 1	\$700.00	Assessment and 1 ALS procedure performed by Paramedic/Specialist

ALS – 2	\$700.00	ALS medications, defibrillation, advanced airway, cardiac pacing, surgical airway, InterOsseous IV, chest decompression, etc.
ALS Intercept	\$250.00	Paramedic assistance to outlying Basic/Limited Life Support ambulances
Mileage	\$13.50/mi	Fee for transport of patient once patient is in Ambulance
Treat – No transport	\$150.00	Assessment and treatment, no transport to Hospital
Oxygen	\$50.00	Cost recovery for administration of 100% Oxygen
Defib/Pacer	\$200.00	Shocking/pacing heart – advanced cardiac Procedures
Intubation	\$100.00	Advanced airway procedure for unconscious patient, similar to surgery
InterOsseous	\$150.00	Advanced procedure to secure IV/medication administration in bone
Cryothyrotomy	\$100.00	Advanced surgical airway procedure applied to throat
Cardiac Monitor	\$65.00	Assessment and interpretation of EKG
IV Therapy	\$50.00	Monitoring of an existing IV for flow and Infusion
CPAP	\$100.00	Continuous Positive Airway Pressure – ventilation support procedure
Medical Examiner	\$100.00	Assist M.E. with post death examination process and records
Suction	\$50.00	Suction procedures and supplies replacement
EtCO2	\$50.00	Assessment of exhalation to determine level of respiratory distress
CO Detection	\$50.00	Assessment to determine Carbon Monoxide

		poisoning level in patient
Medication Admin	\$50.00	Administration of medications at ALS level
Burn Sheet	\$25.00	Cost recovery for consumables used to treat severely burned patients
Decompression	\$100.00	ALS procedure to release air trapped in patient chest
IV Pump	\$50.00	Cost recovery for consumables associated with electric IV pump
12-Lead	\$50.00	ALS procedure used with cardiac patients to determine heart damage
IV	\$50.00	Actual charge for starting IV in patient's arm, leg, or neck
Medical Stand-by	Actual	Actual costs incurred as per current department practice
BVM	\$150.00	Manual respiratory ventilation support for non-breathing patient

HAZARDOUS MATERIALS RESPONSE SERVICE

Incidents Involving Coolant, Hydraulic and Lubrication Oil, or Fuel Spills

Up to 1 gallon of fluid spilled + up to 2 bags of oil dry used	\$No Charge
1 gallon to 5 gallons of fluid spilled	\$200.00 flat fee

Incidents Involving Coolant, Hydraulic and Lubrication Oil, or Fuel Spills in Excess of 5 Gallons and Incidents Involving Hazardous Chemical Spills of Any Quantity

Personnel

Hazmat Technician level person	\$75.00 each per hour
Hazmat Operations level person	\$50.00 each per hour
Medical Standby person	\$55.00 each per hour

Equipment

Hazmat #1 response vehicle	\$250.00/hour + \$4.00/mile
Decontamination Equipment Trailer(s)	\$175.00 each per hour
Engine #1, Engine #2	\$125.00/hour + \$4.00/mile
Rescue #1	\$150.00/hour
Mobile SCBA Air Replenishment Vehicle	\$90.00/hour
Cars #1, #2, #3, #4	\$50.00
Hazmat ID	\$200.00 each flat fee
Equipment/Material Replacement	Replacement cost

Non-Subscriber Response Fee

A base fee of \$4,000.00 will be charged to the requesting agency for response, plus personnel time and equipment costs as outline above.

Instructor's Fee

A fee of \$75.00 per hour will be charged for preparation, travel and instruction time for area personnel. This fee will be charged to the sponsoring entity/agency.

HYDRANT METER RENTAL

For various reasons such as filling swimming pools and soil compaction, etc.

Hydrant meter rental

\$20.00

INSPECTIONS (Protective)

Base Permit Fees*

Electrical	\$25.00
Mechanical	\$25.00
Plumbing	\$25.00
Building	\$30.00

*Protective Inspection Department Hourly Rate \$25.00

Construction Board of Appeals Application Fee \$150.00

Permit Filing Fees (Plan Review Fees)

25% of each permit fee for all projects whose estimated costs are \$250,000 or more

PARKING

PARKING DECK RATES

Larry C. Hardy Parking Garage	
Daily	\$1.00/hr, \$10.00 daily maximum
Overnight (posted close – 7AM)	\$10.00
Old Town Parking Garage	
Daily	\$1.00/hr (1 st Floor 8AM-6PM Mon-Sat)
	\$1.00/hr, \$10.00 daily maximum (2 nd Floor and up, 7AM-midnight)
Overnight	Allowed on ground level

ON-STREET PARKING METER RATES

<u>Hour Limit</u>	<u>Rate</u>
0-4 hours	\$1.00/hr
4:01-8 hours	\$0.80/hr
8:01-max hours	\$0.60/hr

PLANNING

BASE FEE FOR BOARD OF ZONING APPEALS REQUEST

Interpretation, Variance, Exception or Appeal	\$240.00
Appeal made under Rental Housing Code or State Housing Law	\$25.00

BASE FEE FOR PLANNING COMMISSION REQUEST

Land Use Permit	
Single Family, Two-Family & Commercial Interior	\$50.00
Multi Family per unit	\$50.00
Demolition	\$50.00
Commercial/Industrial/Institutional	\$70.00
Subarea Plan	\$425.00
Conditional Zoning Offer	\$830.00 (1)*
Planned Unit Development (PUD)	\$830.00 (1)*
Major Amendment to PUD	\$425.00 (1)*
Administrative Special Land Use Permit (ADSLUP)	\$425.00
Planning Commission Special Land Use Permit (PSCLUP)	\$830.00 (1)*
Major Amendment to PCSLUP	\$425.00 (1)*
Zoning Change (Rezoning)	\$425.00 (2)*
Site Plan Review (SPR)	\$200.00
Major Amendments to Site Plan Review	\$100.00

*(1) Includes Site Plan Review; (2) Does not include Site Plan Review

SIGN PERMIT

\$50.00

PLANNED UNIT DEVELOPMENT & SPECIAL LAND USE PERMIT TERMINIATIONS

Termination of a Planned Unit Development (PUD)	\$425.00
Termination of a Special Land Use Permit (SLUP)	\$425.00

RENTAL HOUSING INSPECTIONS

Apartment Program	
Application fee	\$10.00/unit
Initial inspection fee	\$30.00/unit
Follow up inspections	\$15.00 per ¼ hour
Biennial inspection	\$20.00/unit
Follow up inspections	\$15.00 per ¼ hour

Rooming House Program	
Application fee	\$10.00/unit
Initial inspection fee	\$10.00/unit
Follow up inspections	\$15.00 per ¼ hour
Biennial inspection	\$10.00/unit
Follow up inspections	\$15.00 per ¼ hour

STREET/ALLEY VACATION REQUESTS

Street & Alley Vacations not requiring Circuit Court action	\$2,475.00
Street & Alley Vacations requiring Circuit Court action	\$2,725.00

GRAND TRAVERSE COMMONS
PLANNING/ZONING MATTERS

District Plan Amendment	\$1,000
Subarea Development Plan	\$425
Subarea Development Plan – major amendment	\$200
Site Plan Approval	\$200
Land Use Permit (per building)	
Single-family, two-family and commercial interior	\$100
Multi-family	\$100
Demolition	\$100
Commercial/Industrial/Institutional	\$100
Board of Zoning Appeals	\$300



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 SEASONAL MARINA RATES

Attached is a memo from Director of Public Services Dave Green regarding the proposed 2016 marina rates, the Boardman River dockage seasonal rates as well as the transient boater rates.

As explained by Mr. Green, due to the fact Duncan L. Clinch Marina was partially funded with a State Waterways Commission Grant, the State of Michigan establishes a range of docking rates from which we are allowed to choose as it relates to the marina. The State Waterways Commission did not increase the allowed seasonal rates over the 2013 level. The recommended seasonal rates for 2016 would remain the same and are the maximum allowed by the State Waterways Commission.

As explained in the attached memo from Mr. Green, he recommends the Boardman River Seasonal Dockage Rates, the Transient Boater Rates, and the Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees remain the same.

I recommend the following motion:

that the following Resolutions be adopted and added to the Directory of Charges: the Resolution Establishing Fees for Duncan L. Clinch Marina Seasonal Rates 2016; the Resolution Establishing Fees for Boardman River Dockage Seasonal Rates 2016; the Resolution Establishing Fees for Duncan L. Clinch Marina Transient Rates 2016; and the Resolution Establishing Fees for Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees 2016.

MC/slm

copy Dave Green, Department of Public Services Director

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2016 Seasonal Rates

Michigan State Waterways Commission

Slip Length	2016									
	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Rate 7	Rate 8	Rate 9	Rate 10
20	\$2,120	\$1,720	\$1,620	\$1,420	\$1,160	\$1,020	\$860	\$880	\$760	\$700
21	\$2,226	\$1,806	\$1,701	\$1,491	\$1,218	\$1,071	\$1,008	\$924	\$798	\$735
22	\$2,332	\$1,892	\$1,782	\$1,582	\$1,276	\$1,122	\$1,056	\$968	\$836	\$770
23	\$2,438	\$1,978	\$1,863	\$1,633	\$1,334	\$1,173	\$1,104	\$1,012	\$874	\$805
24	\$2,544	\$2,064	\$1,944	\$1,704	\$1,392	\$1,224	\$1,152	\$1,056	\$912	\$840
25	\$2,650	\$2,150	\$2,025	\$1,775	\$1,450	\$1,275	\$1,200	\$1,100	\$950	\$875
26	\$2,756	\$2,236	\$2,106	\$1,846	\$1,508	\$1,326	\$1,248	\$1,144	\$988	\$910
27	\$2,862	\$2,322	\$2,187	\$1,917	\$1,566	\$1,377	\$1,296	\$1,188	\$1,026	\$945
28	\$2,968	\$2,408	\$2,268	\$1,988	\$1,624	\$1,428	\$1,344	\$1,232	\$1,084	\$980
29	\$3,074	\$2,494	\$2,349	\$2,059	\$1,682	\$1,479	\$1,392	\$1,276	\$1,102	\$1,015
30	\$3,180	\$2,580	\$2,430	\$2,130	\$1,740	\$1,530	\$1,440	\$1,320	\$1,140	\$1,080
31	\$3,286	\$2,697	\$2,511	\$2,232	\$1,829	\$1,581	\$1,457	\$1,395	\$1,178	\$1,116
32	\$3,392	\$2,784	\$2,592	\$2,336	\$1,888	\$1,632	\$1,504	\$1,440	\$1,216	\$1,152
33	\$3,498	\$2,871	\$2,673	\$2,409	\$1,947	\$1,683	\$1,584	\$1,485	\$1,254	\$1,188
34	\$3,604	\$2,958	\$2,754	\$2,516	\$2,006	\$1,734	\$1,632	\$1,530	\$1,292	\$1,224
35	\$3,710	\$3,080	\$2,836	\$2,590	\$2,065	\$1,785	\$1,680	\$1,610	\$1,330	\$1,260
36	\$3,888	\$3,240	\$2,952	\$2,736	\$2,124	\$1,872	\$1,728	\$1,656	\$1,368	\$1,296
37	\$3,996	\$3,330	\$3,034	\$2,849	\$2,183	\$1,924	\$1,813	\$1,702	\$1,406	\$1,332
38	\$4,104	\$3,420	\$3,154	\$2,964	\$2,242	\$2,014	\$1,862	\$1,786	\$1,444	\$1,368
39	\$4,251	\$3,588	\$3,276	\$3,081	\$2,340	\$2,106	\$1,950	\$1,833	\$1,482	\$1,404
40	\$4,360	\$3,680	\$3,400	\$3,200	\$2,400	\$2,200	\$2,000	\$1,920	\$1,520	\$1,440
41	\$4,469	\$3,772	\$3,485	\$3,321	\$2,460	\$2,294	\$2,091	\$2,009	\$1,558	\$1,470
42	\$4,578	\$3,864	\$3,570	\$3,444	\$2,520	\$2,368	\$2,184	\$2,100	\$1,596	\$1,512
43	\$4,687	\$4,042	\$3,698	\$3,569	\$2,623	\$2,494	\$2,279	\$2,150	\$1,634	\$1,548
44	\$4,796	\$4,136	\$3,828	\$3,652	\$2,728	\$2,552	\$2,376	\$2,244	\$1,672	\$1,584
45	\$4,905	\$4,275	\$3,960	\$3,735	\$2,835	\$2,655	\$2,430	\$2,295	\$1,748	\$1,656
46	\$5,014	\$4,418	\$4,094	\$3,884	\$2,944	\$2,714	\$2,484	\$2,392	\$1,786	\$1,692
47	\$5,123	\$4,559	\$4,183	\$3,948	\$3,055	\$2,820	\$2,538	\$2,444	\$1,824	\$1,728
48	\$5,232	\$4,704	\$4,320	\$4,080	\$3,120	\$2,880	\$2,592	\$2,496	\$1,862	\$1,813
49	\$5,341	\$4,802	\$4,410	\$4,214	\$3,185	\$2,940	\$2,646	\$2,548	\$1,900	\$1,850
50	\$5,450	\$4,900	\$4,500	\$4,300	\$3,250	\$3,000	\$2,700	\$2,600	\$1,938	\$1,887
51	\$5,559	\$5,049	\$4,590	\$4,388	\$3,315	\$3,060	\$2,754	\$2,652	\$1,976	\$1,976
52	\$5,668	\$5,200	\$4,732	\$4,472	\$3,380	\$3,172	\$2,808	\$2,704	\$2,014	\$2,014
53	\$5,777	\$5,300	\$4,823	\$4,558	\$3,445	\$3,233	\$2,862	\$2,756	\$2,052	\$2,106
54	\$5,886	\$5,454	\$4,914	\$4,644	\$3,510	\$3,294	\$2,916	\$2,808	\$2,090	\$2,145
55	\$6,050	\$5,555	\$5,005	\$4,730	\$3,575	\$3,355	\$2,970	\$2,860	\$2,184	\$2,184
56	\$6,160	\$5,656	\$5,152	\$4,816	\$3,640	\$3,416	\$3,080	\$2,912	\$2,280	\$2,223
57	\$6,270	\$5,757	\$5,244	\$4,902	\$3,705	\$3,477	\$3,135	\$2,964	\$2,378	\$2,262
58	\$6,380	\$5,858	\$5,336	\$4,988	\$3,770	\$3,538	\$3,190	\$3,016	\$2,478	\$2,301
59	\$6,490	\$5,959	\$5,428	\$5,074	\$3,835	\$3,598	\$3,245	\$3,068	\$2,520	\$2,340
60	\$6,600	\$6,120	\$5,520	\$5,160	\$3,900	\$3,660	\$3,300	\$3,120	\$2,620	\$2,340
Over 60 ft	\$110 per ft	\$102 per ft	\$92 per ft	86 per ft	65 per ft.	\$61	\$55 per ft	\$52 per ft	\$42 per ft	\$39 per ft.

2016 Transient Rates

Michigan State Waterways Commission



Slip Length	A	B	C	D	E	F
25	\$19	\$22	\$30	\$32	\$40	\$51
26	\$20	\$23	\$31	\$34	\$42	\$53
27	\$20	\$24	\$33	\$35	\$43	\$55
28	\$21	\$25	\$34	\$36	\$45	\$57
29	\$22	\$26	\$35	\$37	\$46	\$59
30	\$23	\$26	\$37	\$39	\$48	\$62
31	\$23	\$27	\$38	\$41	\$50	\$64
32	\$24	\$28	\$40	\$42	\$51	\$66
33	\$25	\$29	\$41	\$43	\$53	\$68
34	\$26	\$30	\$42	\$45	\$54	\$70
35	\$26	\$31	\$43	\$46	\$56	\$72
36	\$27	\$32	\$45	\$50	\$58	\$74
37	\$28	\$33	\$46	\$51	\$59	\$76
38	\$29	\$33	\$47	\$52	\$61	\$78
39	\$29	\$34	\$51	\$58	\$62	\$80
40	\$30	\$35	\$53	\$59	\$64	\$82
41	\$31	\$36	\$54	\$61	\$66	\$84
42	\$32	\$37	\$55	\$62	\$67	\$86
43	\$32	\$38	\$57	\$64	\$69	\$88
44	\$33	\$39	\$58	\$65	\$70	\$90
45	\$34	\$40	\$60	\$67	\$72	\$92
46	\$35	\$40	\$63	\$68	\$74	\$94
47	\$35	\$41	\$64	\$70	\$75	\$96
48	\$36	\$42	\$65	\$71	\$77	\$98
49	\$37	\$43	\$67	\$73	\$78	\$100
50	\$38	\$44	\$68	\$74	\$80	\$103
51	\$38	\$45	\$69	\$75	\$82	\$105
52	\$39	\$46	\$71	\$77	\$83	\$107
53	\$40	\$47	\$72	\$78	\$85	\$109
54	\$41	\$48	\$73	\$80	\$86	\$111
55	\$41	\$48	\$75	\$81	\$88	\$113
56	\$42	\$49	\$76	\$83	\$90	\$115
57	\$43	\$50	\$78	\$84	\$91	\$117
58	\$44	\$51	\$79	\$86	\$93	\$119
59	\$44	\$52	\$80	\$87	\$94	\$121
60	\$46	\$53	\$82	\$89	\$96	\$123
61	\$47	\$54	\$83	\$90	\$98	\$125
62	\$48	\$55	\$84	\$92	\$99	\$127
63	\$49	\$55	\$86	\$93	\$101	\$129
64	\$49	\$56	\$87	\$95	\$102	\$131
65	\$50	\$57	\$88	\$96	\$104	\$133
66	\$51	\$58	\$90	\$98	\$106	\$135
67	\$52	\$59	\$91	\$99	\$107	\$137
68	\$52	\$60	\$92	\$101	\$109	\$139
69	\$53	\$61	\$94	\$102	\$110	\$141
70	\$54	\$62	\$95	\$104	\$112	\$144
71	\$55	\$62	\$97	\$105	\$114	\$146
72	\$55	\$63	\$98	\$107	\$115	\$148
73	\$56	\$64	\$99	\$108	\$117	\$150
74	\$57	\$65	\$101	\$110	\$118	\$152
75 ft or greater	\$0.77	\$0.88	\$1.36	\$1.48	\$1.60	\$2.05



**RESOLUTION ESTABLISHING FEES
FOR
DUNCAN L. CLINCH MARINA
SEASONAL RATES 2016**

WHEREAS, the Department of Natural Resources, State Waterways Commission has established 2016 seasonal rates; and

WHEREAS, the City of Traverse City, considered a local unit of government by the State Waterways Division, must maintain the rate structure at or above the levels set by the State Waterways Division in compliance with the terms and conditions of the previously executed grant-in-air contracts for state grant assistance in facility development; now therefore be it

RESOLVED, the City Commission of the City of Traverse City does hereby establish the following seasonal boat slip rates for the 2016 season at Duncan L. Clinch Marina in accordance with the Department of Natural Resources State Waterways Commission:

	2016 Rates
A Dock East (up to 50')	\$5,450.00
A Dock West (up to 60')	\$6,600.00
B Dock East (35')	\$3,710.00
B Dock West (42')	\$4,578.00
C Dock East (30')	\$3,180.00
C Dock West (35')	\$3,710.00
D Dock East (24')	\$2,544.00
D Dock West (27')	\$2,862.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 7, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



**RESOLUTION ESTABLISHING FEES
FOR
DUNCAN L. CLINCH MARINA
LAUNCHING PERMIT AND SEWAGE PUMP OUT FEES
2016**

Because, the City of Traverse City must continually maintain the Duncan L. Clinch Marina launch ramp, and sewage pump out station which requires hours of staff time and funds; and

Because, the Commission believes that it is important that the actual costs associated with this service are not subsidized by the general taxpayer; now, therefore, be it,

RESOLVED, the fees for the launching permit fees be established as follows:

**CITY OF TRAVERSE CITY
LAUNCHING PERMIT FEES
FOR 2016**

Launch Fee Daily	\$ 6.00
Launch Fee Seasonal	\$45.00
Commercial Vendors Seasonal	\$90.00
Commercial Daily	\$12.00 per boat

Senior citizens' rates are one-half of the above rates for seasonal permits only (\$20.00). For these special rates, the purchaser must be at least 60 years of age. Seniors must be prepared to show proof of age.

Launching permits must be placed on the top of the boat trailer tongue; and now therefore be it

RESOLVED, the fees for sewage pump out for the 2016 boat season shall be established as follows:

**CITY OF TRAVERSE CITY
SEWAGE PUMP OUT FEES
FOR 2016**

Holding Tank less than 30 gallons	\$ 6.00
Holding Tank greater than 30 gallons	\$12.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 7, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



**RESOLUTION ESTABLISHING FEES
FOR
DUNCAN L. CLINCH MARINA
TRANSIENT RATES 2016**

- Because, the Department of Natural Resources, State Waterways Division has set the 2016 transient rates; and
- Because, the City of Traverse City abides by these rates set by the State Waterways Commission for state-assisted mooring facilities; and
- Because, the fees represent the charge that must be levied for transient moorage at municipal marinas, per the Department of Natural Resources State Waterways Division; now, therefore, be it,

RESOLVED, the City Commission of the City of Traverse City does hereby establish the following transient boat slip rates for the 2016 season at Duncan L. Clinch Marina in accordance with the Department of Natural Resources State Waterways Division:

**CITY OF TRAVERSE CITY
2016 TRANSIENT SLIP RATE SCHEDULE**

<u>Slip Length</u>	<u>2016 Fee</u>
25 Feet and Under	\$32.00
26 Feet	\$34.00
27 Feet	\$35.00
28 Feet	\$36.00
29 Feet	\$37.00
30 Feet	\$39.00
31 Feet	\$41.00
32 Feet	\$42.00
33 Feet	\$43.00
34 Feet	\$45.00
35 Feet	\$46.00
36 Feet	\$50.00
37 Feet	\$51.00
38 Feet	\$52.00
39 Feet	\$58.00
40 Feet	\$59.00

(Resolution on Transient Fees for Marina)

<u>Slip Length</u>	<u>2016 Fee</u>
41 Feet	\$61.00
42 Feet	\$62.00
43 Feet	\$64.00
44 Feet	\$65.00
45 Feet	\$67.00
46 Feet	\$68.00
47 Feet	\$70.00
48 Feet	\$71.00
49 Feet	\$73.00
50 Feet	\$74.00
51 Feet	\$75.00
52 Feet	\$77.00
53 Feet	\$78.00
54 Feet	\$80.00
55 Feet	\$81.00
56 Feet	\$83.00
57 Feet	\$84.00
58 Feet	\$86.00
59 Feet	\$87.00
60 Feet	\$89.00
61 Feet	\$90.00
62 Feet	\$92.00
63 Feet	\$93.00
64 Feet	\$95.00
65 Feet	\$96.00
66 Feet	\$98.00
67 Feet	\$99.00
68 Feet	\$101.00
69 Feet	\$102.00
70 Feet	\$104.00
71 Feet	\$105.00
72 Feet	\$107.00
73 Feet	\$108.00
74 Feet	\$110.00
75 Feet or more	\$1.48/ft

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 7, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



**RESOLUTION ESTABLISHING FEES
FOR
BOARDMAN RIVER DOCKAGE
SEASONAL RATES
2016**

Because, services are provided for the rental of boat slips at the Boardman River that require expenditures of time and materials; and

Because, the City Commission believes that it is important that the actual costs associated with this service are not subsidized by the general taxpayer; now, therefore, be it,

RESOLVED, the fees for the City of Traverse City Boardman River seasonal slips be established as follows:

**CITY OF TRAVERSE CITY BOARDMAN RIVER
2016-SEASONAL SLIP RATE SCHEDULE**

20 Feet and under	\$767.00
20'1" - 21'0"	\$796.00
21'1" - 22'0"	\$823.00
22'1" - 23'0"	\$851.00
23'1" - 24'0"	\$898.00
24'1" - 25'0"	\$935.00
25'1" - 26'0"	\$964.00
26'1" - 27'0"	\$990.00
27'1" - 28'0"	\$1,019.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 7, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ^{cmw}CONDITIONAL REZONING – 2351, 2455, AND 2457 NORTH
AERO PARK COURT

Attached is a memo from City Planning Director Russell Soyring indicating the request Doug Mansfield of Mansfield Land Use Consultants on behalf of Traverse Development Group to conditionally rezone three properties on North Aero Park Court from I (Industrial) to C-3 (Community Commercial). With a conditional rezoning request, a property owner has the option of submitting an “offer” for a conditional rezoning, whereby the property can be rezoned, provided the property owner fulfills certain conditions upon which the rezoning was based.

Also attached are the materials submitted by the applicant. Within the attachments, the property owner provides the “conditions” for the rezoning. These conditions would be incorporated into an agreement that the developer would be bound by.

As mentioned by Mr. Soyring, by rezoning the three mentioned properties, the property owner would then be able to construct both a commercial building as well as 150 multiple dwelling residential units.

If the Commission wishes to further consider this request, it is a two-part process, as follows:

1. The ordinance amendment is introduced and scheduled for possible enactment two weeks later; and
2. Two weeks later, the ordinance amendment is enacted, and the Conditional Rezoning Agreement is authorized; the rezoning and agreement become effective 31 days later

If the conditional rezoning is ultimately approved, the development must be at least 75% complete within two years and 100% within three years; if not, the conditional

rezoning is void.

The following motion would introduce the conditional rezoning and schedule it for possible enactment on December 21st:

that an amendment to the Traverse City Code of Ordinances, which would rezone the property located at 2351, 2455, and 2457 North Aero Park Court from I (Industrial) to C-3 (Community Commercial), which was recommended by the City Planning Commission, be introduced and scheduled for possible enactment on December 21, 2015.

MC/kez

K:\tcclerk\city commission\conditional rezoning\2351, 2455, 2457 Aero Park Ct.doc

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *Russ Soyring*

SUBJECT: CONDITIONAL REZONING REQUEST FOR 2351, 2455 AND 2457 AERO PARK CT

DATE: NOVEMBER 12, 2015

Doug Mansfield, Mansfield Land Use Consultants on behalf of Traverse Development Group submitted a request to conditionally rezone three parcels on the north segment of Aero Park Court from I (Industrial) to C-3 (Community Commercial). The proposal is to build 150 multiple family dwelling units within five buildings and a commercial building. The site is wooded and vacant. Industrial uses are on three sides. To the north is an active railroad line and non-motorized asphalt trail and further north, across Parsons Road, is a single-family residential neighborhood.

C-3 zoning is sought because it allows buildings the sizes that are proposed. C-3 zoning also would allow for a new commercial building which is proposed for the southwest portion of the site. The applicant has stated that the proposed commercial use would complement the residential development and uses in the area. The applicant has included offers (included in a letter dated September 30, 2015) that if the rezoning is approved the property will be developed in accordance with the submitted site plan (dated September 29, 2015) for 150 multiple dwelling units with a commercial building.

The Master Plan designates this area as TC-C Campus Neighborhood. These areas are unique areas of the community with uses having common specialties located in proximity to each other. The Plan states this neighborhood type will have individualized special plans approved by the Planning Commission. At the boundaries of the campus the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods. The neighborhood to the north is designated as a TC-3 Traditional Neighborhood with a residential focus. The Zoning Element does not address the TC-C type neighborhoods.

Conditional rezonings are legislative decisions and should to be based on sound planning principles. The following questions are appropriate when considering rezonings. Staff has provided answers to the following questions.

- 1. Is the current zoning reasonable for the land?** The industrial zoning is appropriate for this property. In other areas zoned industrial, mixed-use development is allowed.
- 2. Is the rezoning request consistent with the goals polices and future land use plan of the Master Plan?** The Master Plan designates this area as TC-C Campus Neighborhood. These areas are unique areas of the community with uses having common specialties located in proximity to each other. The Plan states this neighborhood type will have individualized special plans approved by the Planning Commission. This campus area does not have a

special plan at this time. At the boundaries of the campus, the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods. The neighborhood to the north is designated as a TC-3 Traditional Neighborhood with a residential focus. The Zoning Element does not address the TC-C type neighborhoods.

- 3. Would the property size and environmental conditions accommodate the proposed use?**
The proposed buildings can be accommodated on this parcel. Although undocumented, possible environmental contamination (being close to a rail line and having industrial zoning) may restrict more sensitive uses or possibly require clean up of the site.
- 4. Are 150 multiple dwellings and 5,000 square feet of commercial use compatible with the surrounding uses?** Housing opportunities within walking distance of employers in the Industrial Park as well as a direct connection to the TART Trail make the project compatible. Retail opportunities that are part of the development that serve residents in the development, East Bay Township residents to the north and the Industrial Park employees also could make it compatible. Developments which generate more than 500 trip ends would need to get site plan approval by the Planning Commission. This project as proposed would need to also go through a separate Site Plan Approval process. All the site plan standards would need to be met for approval.
- 5. Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?** There are adequate capacities in terms of utilities and streets to serve the proposed building.
- 6. Are there sufficient demands for 150 multiple family dwellings and 5,000 square of commercial space?** Yes, the recent [Grand Traverse County Target Market Analysis](#) report dated November 2014 states, "There is a maximum annual market potential throughout Grand Traverse County for 452 new owner-occupied units and 2,462 new renter-occupied units, for a total of 2,914 units. Assuming the market potential is fully served every year over the next five years, this implies a market potential for 2,260 owner-occupied units and 12,310 renter occupied units over the 5-year term. Again, the aggressive scenario includes households migrating into the county, plus households moving within the same county."

On November 3, 2015 the Planning Commission held a public hearing to consider the request. Three individuals made public comment during the public hearing: 2 made general comments, 1 made comment in opposition. After the public hearing, the Planning Commission took the following action:

Motion by Commissioner Dow, second by Commissioner Warren, 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 recommended for approval to the City Commission. Motion carried 9-0.

Please pass on the City Planning Commission's recommendation to the City Commission for consideration.

Attachments: Rezoning application submittal

**TRAVERSE CITY CODE OF ORDINANCES
ORDINANCE AMENDMENT NO. _____**

Effective date: _____

TITLE: CONDITIONAL REZONING OF 2351, 2455, 2457 AERO PARK COURT

THE CITY OF TRAVERSE CITY ORDAINS:

That Part 13, Planning and Zoning Code, Appendix I, Zoning Map Changes, shall be amended by adding the following change to read as follows:

Change No. 39

That the following described property shall hereafter be designated on the Zoning Map of the City of Traverse City as C-3 (Community Commercial) District.

2351 North Aero Park Court, Property ID: 28-51-851-051-00

2455 North Aero Park Court, Property ID: 28-51-851-050-00

2457 North Aero Park Court, Property ID: 28-51-851-049-00

A copy of this ordinance may be purchased or inspected at the Office of the City Clerk within the Governmental Center (231-922-4480).

I hereby certify that the above ordinance was introduced on December 7, 2015, at a regular meeting of the City Commission and was enacted at the regular meeting of the City Commission held on December 21, 2015, by a vote of Yes:___, No:___, within the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Jim Carruthers, Mayor

Benjamin C. Marentette, MMC, City Clerk

I hereby certify that the above ordinance was published in the Traverse City Record-Eagle, A daily newspaper in Traverse City on _____.

Benjamin C. Marentette, MMC, City Clerk

Mansfield

Land Use Consultants

September 30, 2015

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

Re: Aero-Park Court -Conditional Rezoning request
from Industrial to C-3, mixed-use residential/complementary commercial

Dear Russ,

On behalf of the Traverse Development Group, Mansfield Land Use Consultants is pleased to present the City with the following application for a conditional rezoning of a site within the Traverse City Airport Industrial Park.

The proposed project is located on four vacant parcels along the northeast corner of Aero-Park Drive and North Aero-Park Court. The proposed use includes the development of five 3-story buildings having 30 residential units each, for a total of 150 residential units on about 6.5 acres (23 units per acre). A proposed 5,000 square foot commercial use is intended to serve as a neighborhood type store for the convenience of residents of the development and the surrounding area.

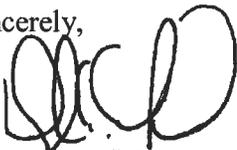
We believe that this request for conditional rezoning from I Industrial District to C-3 Community Center District is appropriate to this location for the following reasons:

- Provides for housing on the far east site of the City
- Provides direct access to the TART Trail, and public transportation
- Provides a location walkable to nearby jobs, higher education/vocational training, the coast guard air station, a grocery store and the State Park Beach
- Has infrastructure to use existing municipal utilities
- Its adjacent proximity to existing residential neighborhood to the north

I ask that you place our proposal on the next regular meeting of the Planning Commission. I have provided the Site Plan for your review, the zoning change application and the inclusive fee.

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

Sincerely,



Doug Mansfield, President

830 Cottageview Drive -Suite 201
P.O. Box 4015 Traverse City, MI 49685

p 231.946.9310
f 231.946.8926

September 30, 2015

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

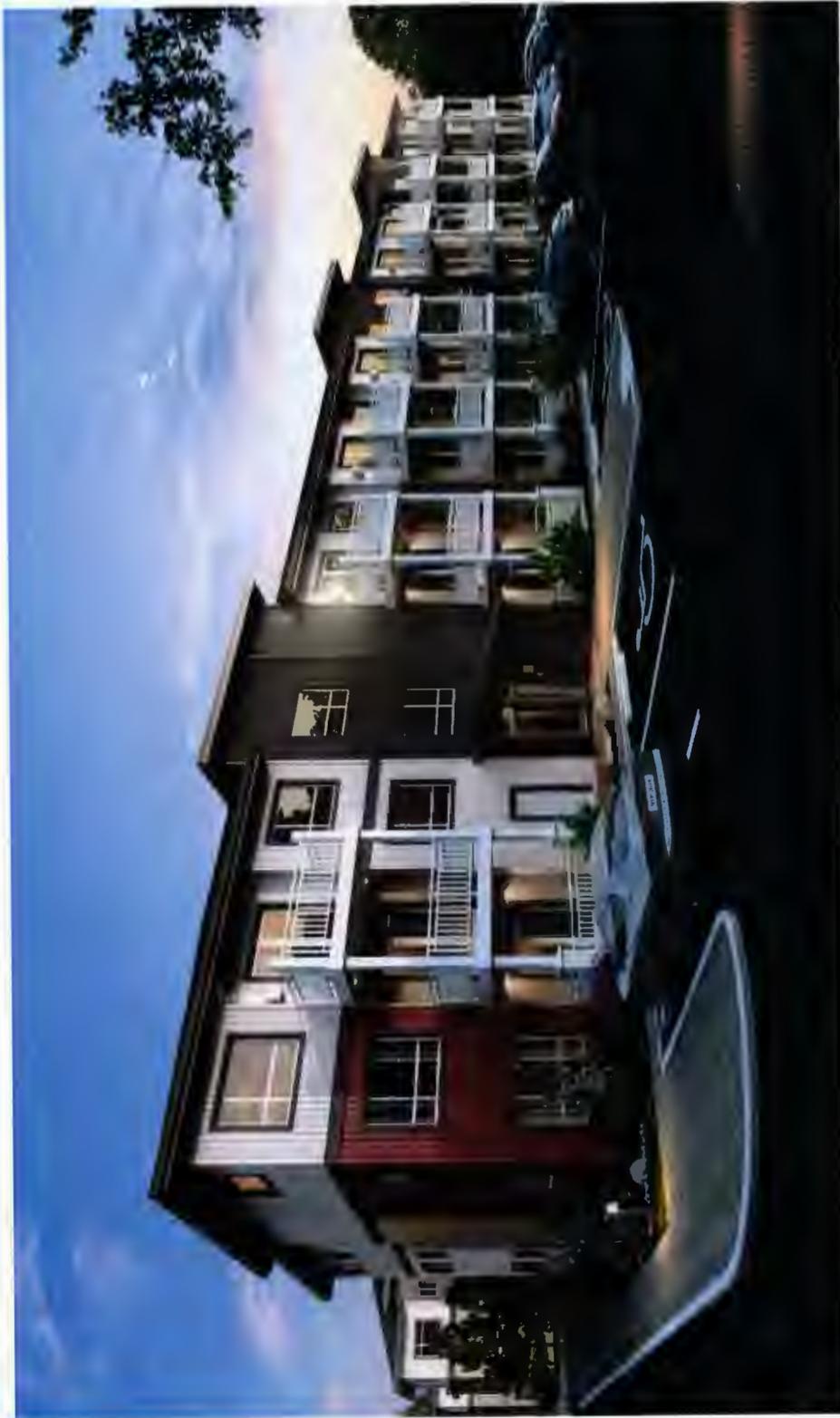
Re: Conditional Rezoning Request - Offer Summary

Rezoning Request: Current: I, Industrial District
Requested: C-3, Community Center

Subject Properties: 2351 North Aero Park CT (28-51-851-051-00)
2455 North Aero Park CT (28-51-851-050-00)
2457 North Aero Park CT (28-51-851-049-00)

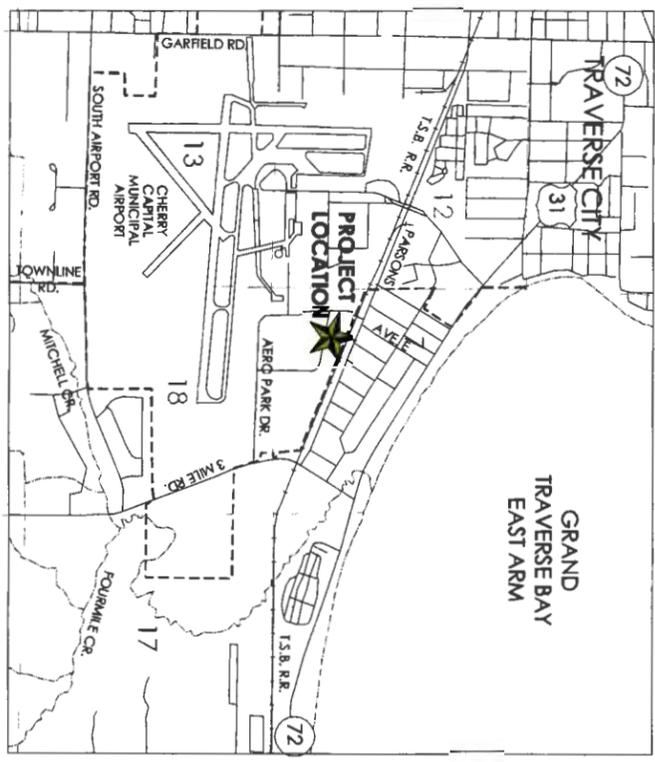
Traverse Development Group (owner of the above referenced parcels) offers to permanently place the following restrictions upon the above referenced parcels, as a condition of rezoning these parcels to C-3 (Community Center) district.

1. The use of the property will be for multiple-family dwellings (150 dwelling units proposed in 5 buildings) and retail space (approximately 5,000 square feet proposed in 1 building), in accordance with the standards of standards of the C-3 zoning district.
2. The buildings and site elements shall be built substantially in conformance with the site plan dated September 29, 2015.
3. The applicant will work with the Bay Area Transportation Authority (BATA) to pursue an additional BATA bus stop located at North Aero Park CT and the applicant will pay for the infrastructure required to construct said bus stop to BATA specifications.
4. The dwelling units will be constructed and designed to accommodate local workforce housing.
5. The applicant will pursue a Michigan Department of Transportation (MDOT) permit to construct a sidewalk within an MDOT easement to fully connect the site to the adjacent Traverse Area Recreation and Transportation Trails system.



Design and image area preliminary
and subject to copyright

VICINITY MAP



SURROUNDING PARCEL OWNERS, USES AND ZONING

Parcel ID	Ownership	Current Zoning	Current Use	Future Land Use	Owner
26-51-050-01-00	City of Traverse City	Industrial	Manufacturing	TC-C Campus Plan	Judith Steel Supply Co. 2410 Aero Park Dr. Traverse City, MI 49686
26-51-050-02-00	City of Traverse City	Industrial	Manufacturing	TC-C Campus Plan	C. E. U Properties Inc. 2410 Aero Park Dr. Traverse City, MI 49686
26-51-051-025-01	City of Traverse City	Industrial	Manufacturing	TC-C Campus Plan	Chris Cal LLC 2645 Aero Park Dr. Traverse City, MI 49686
26-51-051-025-10	City of Traverse City	Industrial	Electrical	TC-C Campus Plan	Kerend Electric Inc. 5201 S. Sprinkle Rd. Portage, MI 49802
26-51-051-025-20	City of Traverse City	Industrial	Vacant	TC-C Campus Plan	Traverse Bay Rentals LLC 2420 N. Aero Park Ct. Traverse City, MI 49686
26-51-051-047-00	City of Traverse City	Industrial	TC, L.B. Substation	TC-C Campus Plan	TC, Light and Power 1131 Highland St. Traverse City, MI 49686
26-03-007-001-00	East Bay Township	Residential	Real Road & Yard		State of Michigan (Essex) P.O. Box 30026 Lansing, MI 48929
26-03-070-014-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	Michael L. Miller P.O. Box 669 Traverse City, MI 49685
26-03-070-023-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	Equity Trust CO RPO Roger Anthony 300 Birchwood Ave. Traverse City, MI 49686
26-03-070-023-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	Nelson S. Carl & Susan E. Auer 917 Pearson Rd. Traverse City, MI 49686
26-03-070-023-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	Donald S. & Joanne Spencer 1450 Heady Ln. Traverse City, MI 49686
26-03-070-034-00	East Bay Township	Low Density Residential	Church	Residential Medium to High Density	Community of Christ Church P.O. Box 6936 Traverse City, MI 49686
26-03-070-021-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	Sporns S. Society & Ethelene Landri 447 Avenue E. Traverse City, MI 49686
26-03-080-001-00	East Bay Township	Low Density Residential	Residential	Residential Medium to High Density	M. E. Stankala 1927 Avenue E. Traverse City, MI 49686

IMPERVIOUS SURFACE CALCULATIONS I:

BASED ON GROSS PARCEL AREA CALCULATION PER PLATTED LOTS

Parcel ID	Area (sq ft)	OC%	Impervious Surface (sq ft)
26-03-077	5,03	0.08	277,241.40
Subtotal	5,03	0.08	277,241.40

IMPERVIOUS SURFACE CALCULATIONS II:

BASED ON GRS PARCEL REPORT

Parcel ID	Area (sq ft)	OC%	Impervious Surface (sq ft)
46-223-45	1.08	0.08	46,223.45
4,723-25	0.11	0.11	4,723.25
109,098-32	2.30	2.30	109,098.32
4,375-50	0.10	0.10	4,375.50
979-54	0.02	0.02	979.54
Subtotal	3.63	0.02	163,345.06
Total	8.66	0.10	440,586.46

OC% = 35.95%
Total Impervious Surface = 111,696.54
OC% = 2.5%
Total Impervious Surface = 40,329.6

CLIENT INFORMATION:

Owner/Developer: Traverse Development Group
Address: 2425 N. Grand Trunk Rd. Traverse City, MI 49686
Contact: Ken Berg
Phone: 231-941-1150

CURRENT ZONING INFORMATION:

Zoned: Industrial
Lot Area: 107,141 sq ft
Front Setback: 25 ft
Side Setback: 25 ft
Rear Setback: 25 ft

PROPOSED ZONING INFORMATION:

Proposed Zoning: C-2 Neighborhood Center
Lot Area: 207,441 sq ft
Front Setback: 25 ft
Side Setback: 25 ft
Rear Setback: 25 ft

PARCEL INFORMATION:

Parcel: 26-51-051-047-00
Zoned: Industrial
Area: 1.73 acres
Average per GRS report: 2.19 acres
Average per GIS report: 2.19 acres

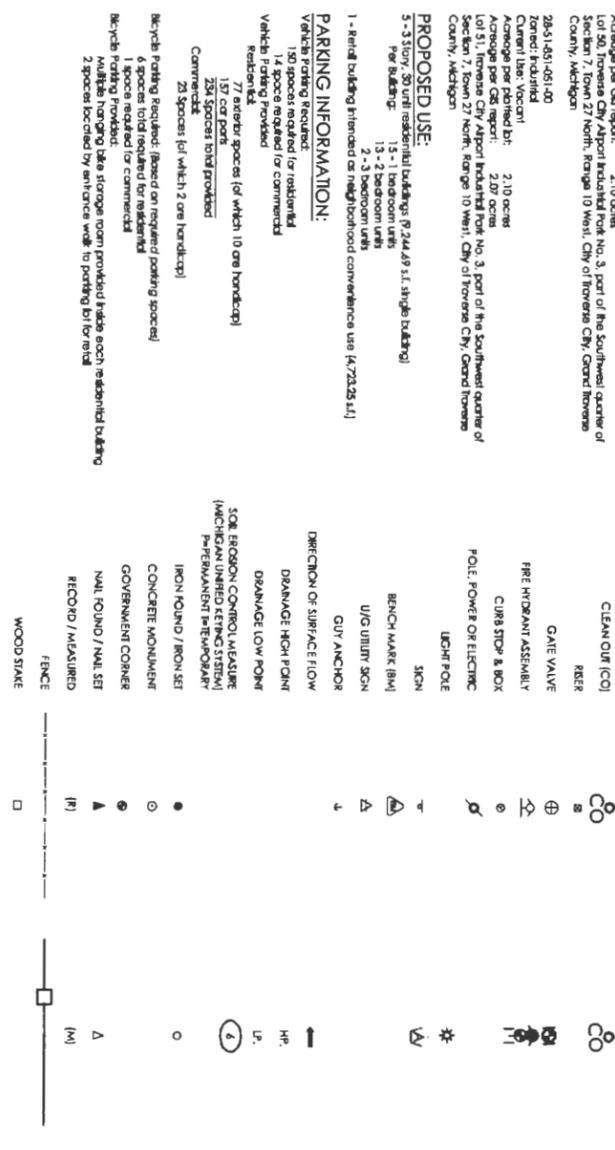
PROPOSED USE:

1 - Retail building intended as neighborhood convenience use (4,723.25 sq ft)
2 - 2-3 bedroom units
3 - 15-20 parking spaces

PARKING INFORMATION:

Vehicle Parking Required: 14 spaces required for commercial
77 exterior spaces (of which 10 are handicapped)
258 spaces total provided

STANDARD PLAN LEGEND



PUBLIC AGENCIES AND UTILITIES

CITY OF TRAVERSE CITY ENGINEERING DEPARTMENT (SOIL EROSION)
City Engineer: Timothy J. Lodge, P.E.
Address: 400 Boardman Avenue, Traverse City, MI 49684
Telephone: (231) 922-4450

TRAVERSE CITY LIGHT & POWER (TCL&P)
Operations Mgr: Tom Orvey
Address: 1131 Holdings St., Traverse City, MI 49686
Telephone: 231-932-4550

CITY OF TRAVERSE CITY SEWER & WATER MAINTENANCE (DWS)
Director: Justin Roy
Address: 507 Harmon, Traverse City
Telephone: 231-922-4923

DTE ENERGY (GAS)
Address: 1011 Holdings St., Traverse City, MI 49686
Telephone: 231-932-2823

CHARTER COMMUNICATIONS (Internet, Cable, Phone)
Manager: Rob Nowak
Address: 701 S. Airport Rd., Traverse City, MI 49686
Telephone: 231-941-3766

POLICE AGENCIES
EMERGENCIES: 911
Michigan State Police: 231-946-4446
Grand Traverse County Sheriff: 231-995-5001
City of Traverse City: 231-995-5150

FIRE DEPARTMENTS
EMERGENCIES: 911
Grand Traverse Metro: 231-947-3000
City of Traverse City: 231-922-4930



PLAN INDEX

- COVER
- EXISTING CONDITIONS & DEMOLITION PLAN
- SITE PLAN

Traverse Development Group Proposed Residential & Retail

City of Traverse City, Grand Traverse County, Michigan

Traverse Development Group
Proposed Residential and Retail
COVER SHEET

Section 7, Town 27 North, Range 10 West
City of Traverse City, Grand Traverse County, Michigan

Mansfield
Land Use Consultants

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

NO.	DATE	BY	CHK	DESCRIPTION
01	06-26-16	pkh	mmh	Original design
02	06-10-16	pkh	mmh	Submittal
03	08-27-16	pkh	mmh	Revised without lot 48
04	09-29-16	pkh	mmh	City Submittal

PRELIMINARY

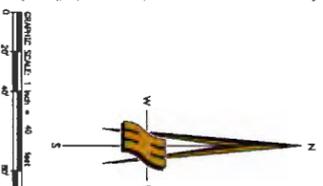
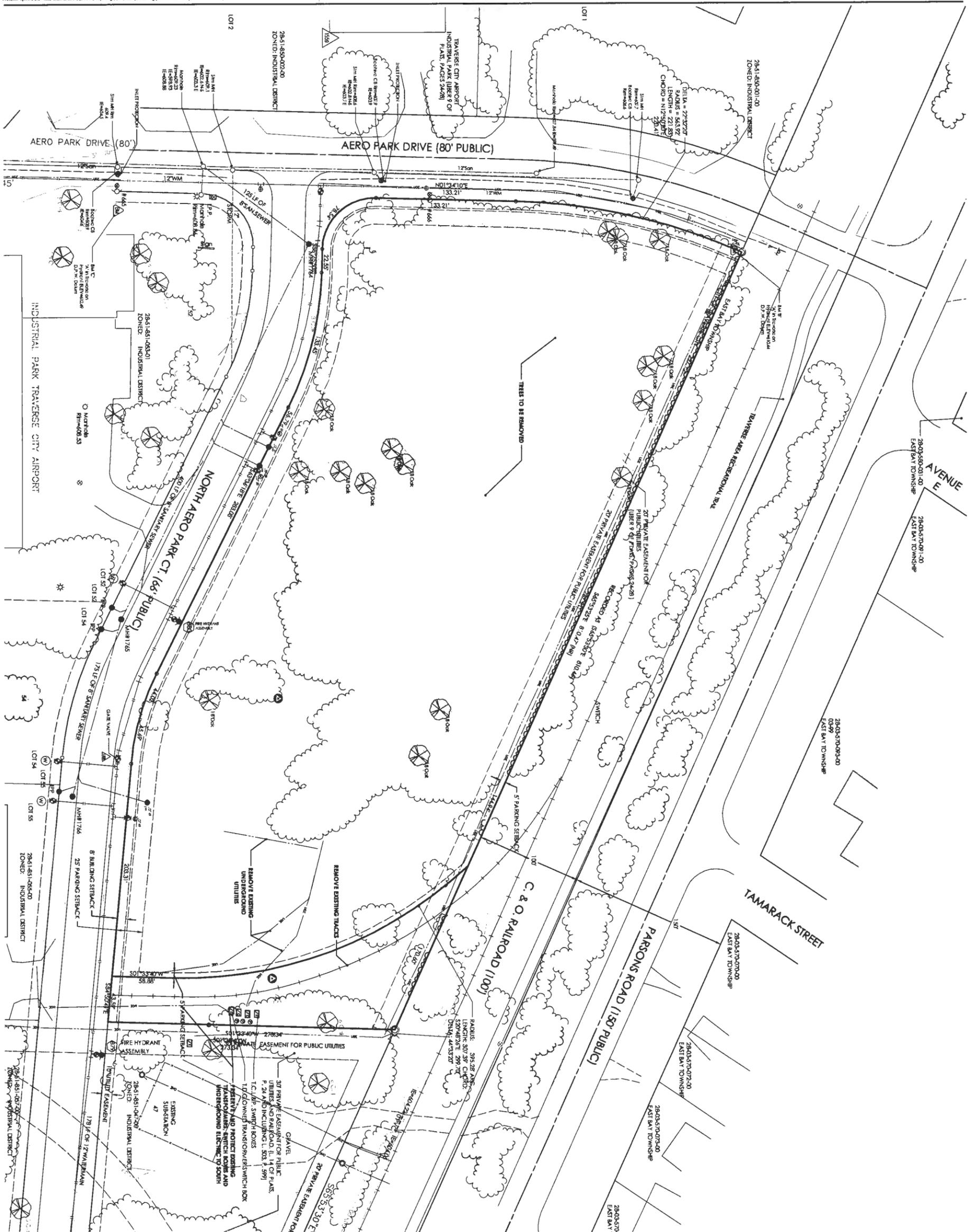
DATE: 10/10/16

SCALE: 1/8" = 1'-0"

PROJECT: 15057

SHT. 1 OF 3

15057



PRELIMINARY
DATE: 1/20/17
DRAWN BY: J. SMITH
SHT. 2 OF 3

Traverse Development Group
Proposed Residential and Retail
EXISTING CONDITIONS AND DEMOLITION PLAN
Section 7, Town 27 North, Range 10 West
City of Traverse City, Grand Traverse County, Michigan

REV	DATE	BY	CHK	DESCRIPTION
0	05-26-15	phk	mmh	Original design
01	06-10-15	phk	mmh	Submitted
02	06-27-15	phk	mmh	Revised without Lot #8
03	09-29-15	phk	mmh	City Submitted

Mansfield
Land Use Consultants

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: *mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: TOPOGRAPHIC SURVEYING AND MAPPING FOR 2015-2016
PUBLIC IMPROVEMENT PROJECTS

Attached is a memo from City Engineer Timothy Lodge recommending a contract with Leading Edge Surveying for topographic surveying and mapping work for 2015-2016 Public Improvement Projects.

Mr. Lodge outlines the specific projects for which the topographic surveying and mapping work will be conducted; the work performed allows for completion of design and therefore refinement of project budgets.

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

that the Mayor and City Clerk be authorized to execute a consultant agreement with Leading Edge Surveying, LLC in the amount of \$25,525 for topographic surveying and mapping work for 2015-2016 public improvement projects, with funds available in the Public Improvements Fund, Special Assessment Fund and TIF 97 Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tccclerk\city commission\agreements\topographic surveying and mapping 2015 2016

Copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer *TJL*

DATE: Tuesday, December 01, 2015

SUBJECT: Request for Proposals- 2015-16 Public Improvement Projects
Topographic Surveying and Mapping

We have solicited proposals from surveying consultants for topographic surveying and mapping for the various projects included in the Capital Improvements Plan. This work is required to complete the designs for the improvements work planned for the following locations:

1. West Front Street from Division to Elmwood
2. Park Street Bridge
3. South Cass Street Bridge
4. Park Street from State Street to Grand View Parkway
5. E. Front Street from Boardman to Park Street (For Mid-Block Crosswalk at Hardy Deck Entrance)
6. E. Front Street from Boardman to Franklin including the Grand View Parkway Intersection
7. Alley N of 517 Wellington from Franklin to Wellington and Wellington from 8th Street to the South Terminus
8. Farmer's Market Parking Lot (Lots T and B) between Cass and Union
9. Conversion of Existing Topographic Data from NGVD28 to NADV88 for Lake Street from Cass Street to 8th Street

Several projects are in the early stages of development and the survey will help refine the project budget. The RFP was issued on October 29, 2015 with three firms responding to our request on November 19, 2015 as follows:

Consultant	Location	Cost
Leading Edge Surveying	Fife Lake	\$ 25,525.00
Gourdie Fraser	Traverse City	\$ 35,700.00
Gosling Czubak	Traverse City	\$ 36,340.00

After reviewing the submittals, we recommend that the Mayor and City Clerk be authorized to execute a consultant agreement with Leading Edge Surveying, LLC in the amount of \$ 25,525.00 with funds available in the Public Improvements Fund, Special Assessment Fund and TIF 97, subject to approval as to substance by the City Manager and as to form by the City Attorney.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: ELECTRONIC DEVICE DIVESTMENT POLICY

Attached is a policy for the divestment of electronic devices; as required by the City Charter, before any items of value are disposed of/sold, we will obtain City Commission approval. The primary purpose of this policy is to require that any electronic devices with memory be wiped clean before their disposal, for the protection of personal privacy.

City Clerk Benjamin Marentette, who is responsible for Freedom of Information Act compliance, records management compliance and federal HIPAA privacy compliance, recommends this policy as well.

I recommend the following motion:

that the City of Traverse City Electronic Device Divestment Policy, be adopted.

MC/bcm

K:\tcclerk\city commission\policies\electronic device divestment policy

copy: Department Heads



CITY OF TRAVERSE CITY
ELECTRONIC DEVICE DIVESTMENT POLICY

1. Purpose: The purpose of the City of Traverse City Electronic Device Divestment Policy is to establish a procedure for divesting City-owned electronic devices, including, but not limited to computers, scanners, and mobile phones, which may or may not contain memory needing to be erased. No material from the City's operation shall be disposed of except through the following procedure.
2. Procedure:
 - a. All City-owned electronic devices shall be maintained on an asset list containing information for length of expected use of device, maintained by the Assistant City Manager.
 - b. When a device has reached its length of expected use, memory shall be wiped clean prior to disposing or selling of electronic device.
 - c. Items of negligible value shall be disposed via available electronics recycling services.
 - d. Items of value must be declared surplus by the City Commission and then may be disposed of through direct sales, auction service, online listing service, or other means of disposing of items.
 - i. If an online listing service is used, then all offers must be recorded and the item must be sold to the highest bidder.
 - ii. All auction and/or bidding records must be kept in accordance to the City of Traverse City Records Management Handbook.
 - e. Once the device is disposed of, notify the Assistant City Manager for maintaining of the asset list.

I certify that this policy was adopted by the City Commission for the City of Traverse City on _____, at a regular meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 145 WEST FRONT STREET -- BASELINE ENVIRONMENTAL ASSESSMENTS

On September 8, 2015, the City Commission authorized an option to purchase agreement for 145 West Front Street. Part of the City's necessary due diligence prior to exercising our option agreement is to complete Phase I and Phase II baseline environmental assessments (BEAs).

While many may be familiar, BEAs essentially outline the existing environmental conditions of the property and establish that the existing environmental assessments would not create a liability for the City.

We did not seek competitive bids for this work because Otwell Mawby, from whom we obtained the quote, has been working with the existing property owner on this property. All costs are reimbursable by the Brownfield Redevelopment Authority. The price quoted is highly-competitive.

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

that the competitive bidding process be waived for these professional services; and that the City Manager be authorized to issue a service order to Otwell Mawby in the not-to-exceed amount of \$9,050 for the preparation and delivery of a Phase I and Phase II Baseline Environmental Assessment for 145 West Front Street, with funds available in the Parking Fund.

MC/bcm

K:\tcclerk\city commission\purchase orders\145 west front street BEA due care plan

copy: Timothy Lodge, City Engineer
Rob Bacigalupi, DDA Executive Director
Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development



To: Martin Colburn, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Baseline Environmental Phase 1 and 2 for 145 West Front

Date: December 1, 2015

On September 9, 2015, the City Commission took action to option land at 145 West Front for public parking, with the goal of eventually building a parking garage there. The option allows six months for due diligence which began on October 26, 2015 when the option was executed. As part of due diligence, we need to have environmental work done. We have a quote from Otwell Mawby to conduct a Phase 1 and Phase 2, and BEA for \$9,050. As such, I recommend that the City Commission authorize a service order with Otwell Mawby to conduct a Phase 1 and Phase 2 environmental review, and baseline environmental assessment at 145 West Front as proposed in their December 1, 2015 proposal for not-to-exceed \$9,050 with funds available in the Traverse City Parking Fund professional contractual line item.





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: *mpl*
MARTY COLBURN, CITY MANAGER

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

A public hearing on this matter has been scheduled for Monday night. Attached is a memo from Russell Soyring, City Planning Director, indicating that the Planning Commission recommends approval of this request.

As you are aware, 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>

Below is a sample motion to consider following the public hearing:

that the Order Granting Special Land Use Permit No. 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 adopted.

MC/kez

K:\tcclerk\city commission\special land use permit\slup_PH_15_SLUP_01_305 W. Front Street.doc

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

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER
FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*
SUBJECT: 305 W FRONT STREET SITE PLAN REVIEW APPROVAL
DATE: DECEMBER 2, 2015

At the November 3, 2015 Planning Commission meeting, the wording of the suggested motion in the memo pertaining to the Site Plan Review request by Erik Falconer of Pine Street Development One LLC for a 2-building mixed-use project located at 305 W. Front Street was incorrect. The approved motion recommended approval to the City Commission; however, the Planning Commission is the deciding body by City Ordinance. Therefore, the Site Plan Review request was again put before the Planning Commission on December 1, 2015 as a housekeeping matter to take action with the proper motion language.

Erik Falconer of Pine Street Development One LLC requested Site Plan Review for a 2-building mixed-use (retail, office and residential) project located at 305 W. Front Street.

Site Plan Review is regulated in [Chapter 1366, Site Plans and Site Development Standards](#) of the Zoning Code. The Planning Commission shall approve or deny the site plan according to the standards and requirements of the Zoning Code. Please see the staff report, 15-SPR-03, for a detailed analysis.

After public comment on the matter, the Planning Commission approved the Site Plan on a 4-2 vote (Commissioners Richardson and Weatherholt opposed) by making the following motion:

Motion by Commissioner Dow, second by Commissioner Koebert, that the request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review 15-SPR-03 for development of a mixed-use project at 305 W. Front Street be approved provided that the conditions listed in the Staff Report 15-SPR-03 are met.

Site Plan Review Staff Report

October 29, 2015, amended November 3, 2015

15-SPR-03: Prepared for property commonly known as 305 West Front Street

SITE PLAN REQUIREMENTS CHECKLIST

Yes	No	Site plans are required to meet the following requirements:
X		Filing fee
X		Sealed by a registered architect or engineer (except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval.)
X		Drawn to scale with a scale on the plan
X		Rendered on a minimum sheet size of 24 inches by 36 inches
X		Legal description
X		Property lines and dimensions
X		North arrow
X		Date
X		Vicinity map
X		Property owner's and applicant's name and address
X		Preparer's name and address
X		Street names
X		Existing street and alley widths
X		Location and width of utility easements
X		Size and location of existing and proposed utilities and building service lines
X		The zoning classification of the site and surrounding properties and, where applicable, the zoning request
X		Required setback lines, lot size, lot coverage (impervious surface) and any variance to be requested. <i>All setbacks and lot coverage are met. No variances are requested.</i>

Yes	No	Site plans are required to meet the following requirements:
X		The size and location of existing buildings and improvements on and adjacent to the subject parcel
X		<p>The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials</p> <p><i>The building along Front Street will have a total square footage of 188,894 square feet which includes two levels of parking (177 spaces) and 9 floors. The Front Street building will consist of 21,869 square feet of retail on the first floor and 167,205 square feet of residential (120 dwelling units) on the remaining floors. The building on the Boardman River will have a total square footage of 56,700 square feet (42 dwelling units) and a 3,600 square foot restaurant on the first floor. 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.</i></p>
X		A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities.
X		<p>The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys.</p> <p><i>The parcel is not served by an alley and attempts to negotiate access from the Housing Commission to the south are ongoing. No parking is required, however the development will include a single driveway on Pine Street that will provide access to a two level parking deck with 177 parking spaces which is 100 feet from the centerline of the driveway to the south. 192 bike rack spaces are shown within the parking structure. Traditional downtown streetscape with bump-outs will be installed along Front and Pine Streets. The driveway accessing Pine Street does not meet City design standards and will need to be redrawn to show the public sidewalk continuing through the drive.</i></p>
X		<p>The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls.</p> <p><i>The applicant shall meet the requirements of the Storm Water Runoff Control Ordinance and the requirements of the D.E.Q. for a contaminated site. Pedestrian travel ways adequately serve the proposed development. A complete sidewalk network is in the general vicinity and a pedestrian bridge and walkway connecting the Warehouse District to the downtown is currently under construction. A future public boardwalk is indicated along the river's edge. Barrier free access to this boardwalk will be provided by the developer via an elevator open to the public on the proposed patio on the west side of the building connecting to Front Street. The boardwalk along the river is not a part of this project and would likely be a project initiated by the City.</i></p>

Yes	No	Site plans are required to meet the following requirements:
X		<p>Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development.</p> <p><i>The lower level parking area is located in the 100 year flood plain (elev. 585). No fill will occur in the flood plain and the applicant will be required to obtain a permit from the D.E.Q. prior to construction. Several small maples are shown to be maintained along the river bank. Nearly all of the trees (Black Locust, Black Willow and Box Elder) will be removed from the site</i></p>
X		<p>Any other information necessary to establish compliance with City ordinances.</p> <p><i>The applicant has stated that the exterior building lighting shall be dark sky compliant and shielded from neighboring properties and public streets.</i></p>
X		<p>Landscaping - meets landscaping requirements of Chapter 1372.</p> <p><i>A conceptual Landscape plan has been provide show placement and type of trees, shrubs and perennials. The street trees proposed along Pine and Front Streets will need to be at least 2 ½" Caliper and approved by the City Parks Department.</i></p>
X		<p>Parking - meets parking requirements of Chapter 1374.</p> <p><i>The development will include a single driveway on Pine Street that will provide access to a two level parking deck with 177 parking spaces. There is 100 feet from the centerline of the drive to the south to the center line of the proposed driveway. The driveway accessing Pine Street does not meet City design standards and will need to be redrawn to show the public sidewalk continuing through the drive. 192 bike rack spaces are shown within the parking structure.</i></p>

<p align="center">CHECKLIST OF STANDARDS FOR GRANTING SITE PLAN APPROVAL</p>		
Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
X		<p>Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.</p>

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
		<i>The proposed building is located on Front and Pine Streets with numerous windows and pedestrian entrances which will be harmonious with, and extend (to the west and south) the character of the downtown and the general vicinity.</i>
X		<p>All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from public sidewalks adjacent to the site by a parapet wall or similar architectural feature.</p> <p><i>There will be rooftop mechanical equipment located in the center of the building roof at a height of 85 feet which will be screened by dwellings above the 85 foot level.</i></p>
X		<p>Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.</p> <p><i>There are 162 dwelling units proposed with this project. The first floor of the Front and Pine Street building will be commercial with the dwellings on the remaining upper floors. The fifth floor is recessed back from the building facade and Front and Pine Streets.</i></p>
X		<p>Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.</p> <p><i>The project has vehicular and pedestrian access from Pine and Front Streets. 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 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.</i></p>
X		Every development shall have legal access to a public or private street.

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
X		<p>The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travel ways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.</p> <p><i>Pedestrian travel ways adequately serve the proposed development. The proposed buildings are located on Front and Pine Streets which are designated as collector streets. Nearby are Division Street and Grandview Parkway which are designated as arterials and can support the potential increased traffic volume.</i></p>
X		<p>A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.</p> <p><i>The public sidewalk along Pine Street needs to extend across the proposed driveway. The proposal shows the public walk breaking for the driveway. Equipment will be installed to warn pedestrians when a motor vehicle is about to cross the sidewalk.</i></p>
X		<p>All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.</p> <p><i>There is no public alley adjacent to this site. One new driveway will be added on Pine Street which is approximately 134 feet from Front Street and 100 feet from the centerline of the driveway to the south. Equipment will be installed to warn pedestrians when a motor vehicle is about to cross the sidewalk.</i></p>
X		<p>Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.</p> <p><i>The parcel is not served by an alley and attempts to negotiate access from the Housing Commission property to the south are ongoing. There will only be one driveway accessing the buildings for parking.</i></p>
X		<p>All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible from residential districts or public rights-of-way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.</p> <p><i>Deliveries will occur on Front and Pine Streets as well as the lower level of the parking structure. Trash compactors will be located on the main level inside at the north west side of the building.</i></p>

Yes	No	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
X		<p>Exterior light sources shall be deflected downward and away from adjacent properties and rights-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.</p> <p><i>The applicant has stated that the building lighting and landscape lighting will be dark sky compliant and be shielded from neighboring properties and streets.</i></p>
X		<p>Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.</p> <p><i>There are adequate utilities to serve the development. All utilities will be placed underground. The applicant will need to provide a site utility plan meeting the requirements of the City Engineer as a part of the permit process.</i></p>
X		<p>Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.</p> <p><i>The site is part of the Brownfield Redevelopment Plan. The storm water may not be allowed to be stored on site because of DEQ / DNR prohibition. An oil-grit separator will be required for the site storm water system.</i></p>

The Special requirements for the C-4c District are as follows:

- (a) The predominant building wall and entryway shall face the public or private street.

Met
- (b) Unless determined to be impractical by the Planning Director, the building width shall not be less than 90 percent of the property width at the street.

The building occupies 99% of the property width along Front Street and 94% of the property width along Pine Street.
- (c) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements, however, offsets in any wall shall not be less than eight inches from the subject plane.

Can be met by providing material and or color changes to give the appearance of several

smaller scale buildings.

- (d) Horizontal building modulation, like awnings, balconies and roof features shall be used to reduce the perceived mass of a large building.

Retractable awnings are recommended to further reduce the perceived mass of the tall building.

- (e) Fenestration, cornices and other architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.

Met.

- (f) Window glass planes shall be recessed at least four inches from the outside of all building walls to create a shadow line except in bay windows and to other projecting window elements.

The submitted drawings are not detailed enough to determine if this requirement is met. The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted.

- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.

The submitted drawings are not detailed enough to determine if this requirement is met. The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted.

- (h) New buildings and additions to existing buildings, including parking structures, shall be constructed of durable materials utilizing the predominant building materials of traditional brick and stone used in the Regional Center District or constructed of materials of comparable aesthetic value.

The design of the building will be traditional masonry construction (brick veneer, stone, sill accents, etc.) with numerous windows and pedestrian entrances which will be harmonious with, and extend (to the west) the character of the downtown and the general vicinity.

- (i) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.

The rooftop mechanical equipment will be located in the center of the building roofs which will be screened by dwellings that go around the entire roof structure.

- (j) Except for buildings that are solely residential, windows or street level activities are

required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and exterior circulation.

Met.

Staff recommends that 15-SPR-03 for the property commonly known as 305 West Front Street be approved provided the following conditions are met.

1. The applicant and owner continue to work with City Engineering and Light and Power on 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 written guidelines of the City Engineering Department are met .
5. A mutually agreeable pedestrian easement between the City and the owner for the future public boardwalk shall be provided for access to the barrier-free elevator.
6. Audio and or visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
7. The public sidewalk along Pine Street shall extend across the proposed driveway.
8. Retractable awnings are installed along the street level along Front and Pine Streets.
9. Material and or color changes shall be made to give the appearance of several smaller scale buildings.
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. The owner will maintain a vegetated riparian buffer along Boardman River comprised of trees, shrubs and plants to the extent possible.
12. The site plan will need to be adjusted to remove the upper level decks and a corner of condo 3 out of the 10 foot dock line setback.

13. The fire access routes for both buildings shall be determined by the City Fire Marshal to meet the Fire Code.
14. The top floor residential dwellings shall provide an architectural screen for the roof top mechanical equipment that will be located on the roof deck that is no higher than 85 feet above the street level.

CITY OF TRAVERSE CITY

ORDER GRANTING

SPECIAL LAND USE PERMIT NO. 15-SLUP-02

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

Street Address: 305 West Front Street

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

Special Use: Construct two 100-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 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 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.

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.

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 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 or proposed public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities, electrical service 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

FOR THE MEETING OF: DECEMBER 1, 2015

FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: SITE PLAN REVIEW REQUEST BY ERIK FALCONER, PINE STREET
DEVELOPMENT ONE, LLC FOR 305 W. FRONT STREET

DATE: NOVEMBER 24, 2015

At the November 3, 2015 Planning Commission meeting, the wording of the suggested motion in the memo pertaining to the Site Plan Review request by Erik Falconer of Pine Street Development One LLC for a 2-building mixed-use project located at 305 W. Front Street was incorrect. The approved motion recommended approval to the City Commission; however, the Planning Commission is the deciding body by City Ordinance. Therefore, the Site Plan Review request is again before the Planning Commission as a housekeeping matter. The proper motion language is included below.

Erik Falconer of Pine Street Development One LLC is requesting Site Plan Review for a 2-building mixed-use (retail, office and residential) project located at 305 W. Front Street. Both buildings would be approximately 95 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.

Site Plan Review is regulated in Chapter 1366, Site Plans and Site Development Standards of the Zoning Code. The Planning Commission shall approve or deny the site plan according to the standards and requirements of the Zoning Code. Please see the staff report, 15-SPR-03, for a detailed analysis.

After reviewing the material, if you are in agreement with staff's assessment, the following motion would be appropriate:

I move that the request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review 15-SPR-03 for development of a mixed-use project at 305 W. Front Street be approved provided that the conditions listed in the Staff Report 15-SPR-03 are met.

RAS



Communication to the Planning Commission

FOR THE MEETING OF: NOVEMBER 3, 2015

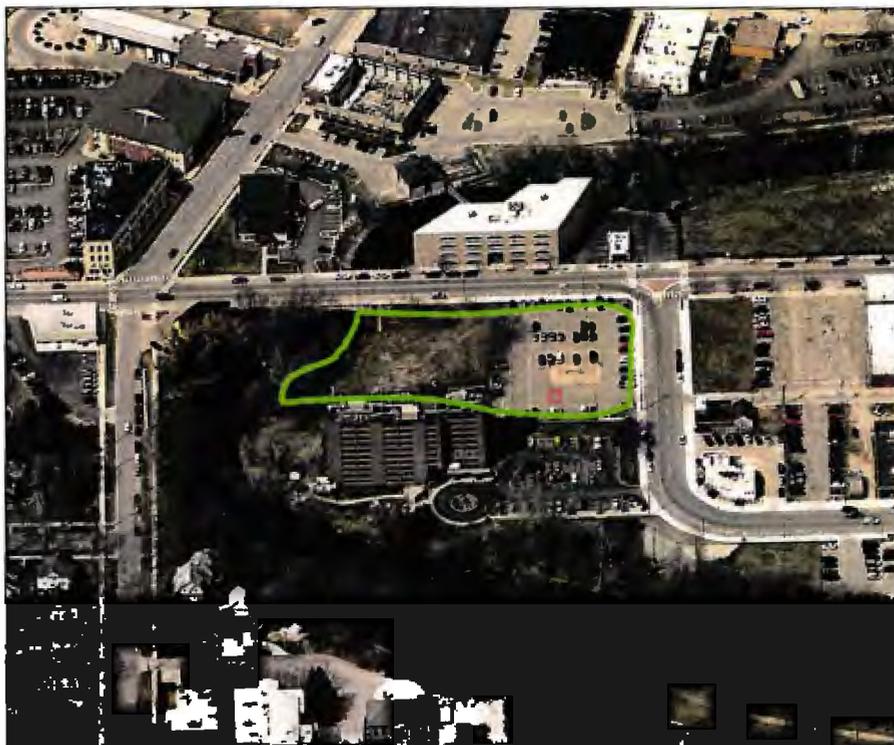
FROM: RUSS SOYRING, PLANNING DIRECTOR

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 T PRT OF BLK 1 ORIG PLAT LYING N OF THE FOL DES LINE: COM AT C/L OF PINE AND STATE STS TH N 0 DEG 15' W 15 FT 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.

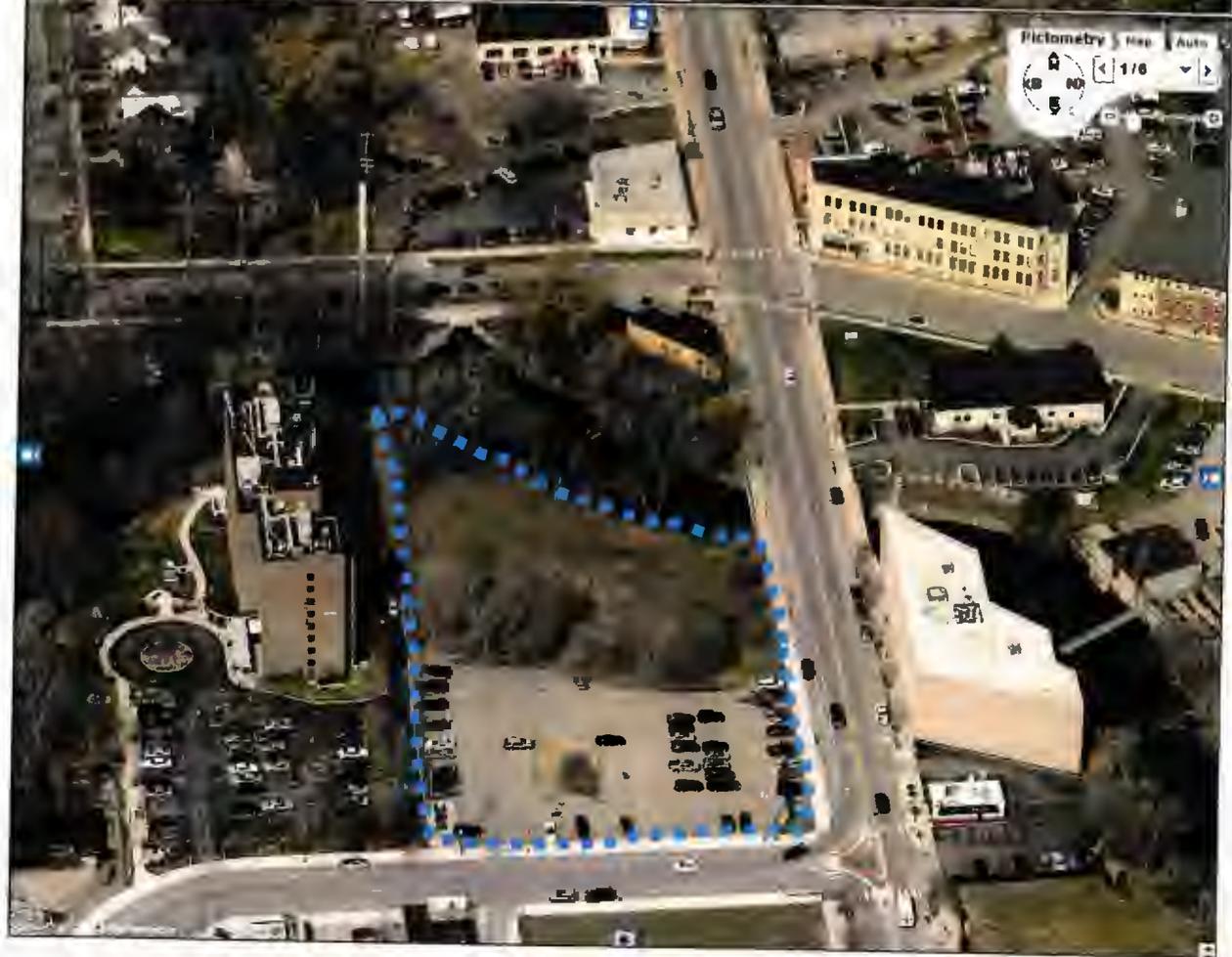
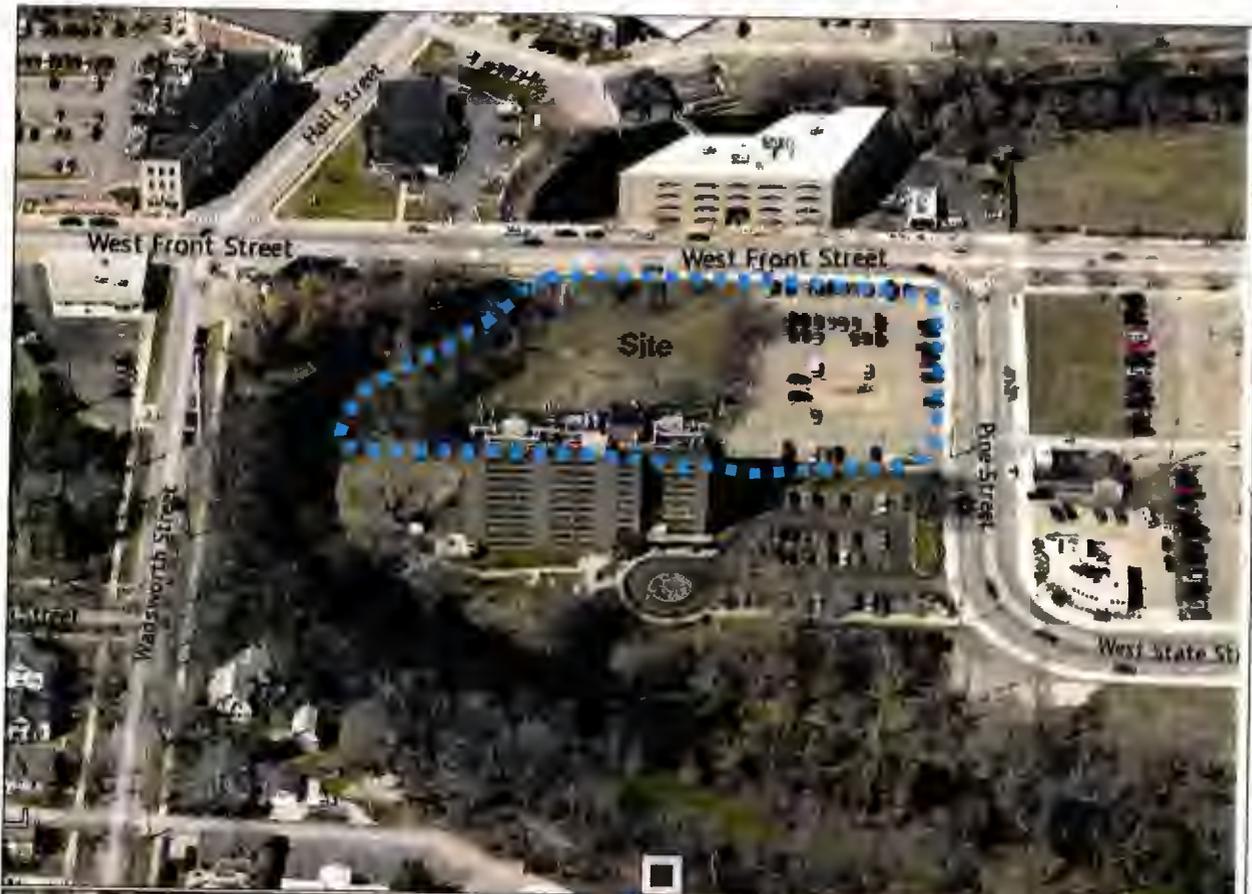
EXISTING CONDITIONS:

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).

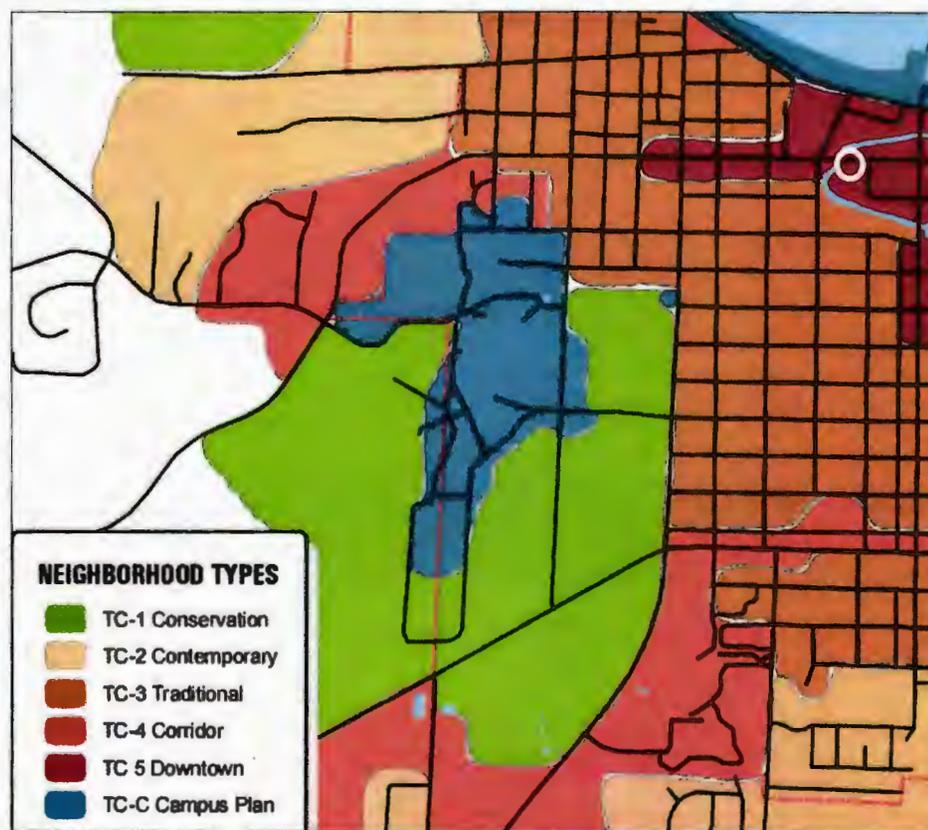
[Section 1346.02](#) Uses Allowed By Special Land Use Permit. (p. 89).

[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, reseeding or replacement of vegetative cover and lawn mowing.
11. Removal of natural vegetation and tree roots within twenty five (25) feet of the ordinary high water mark of any wetland, lake or stream shall be prohibited unless approved for recreational uses. A lake or stream buffer area greater than twenty five (25) feet may be required by the City Engineer if necessary for soil erosion control purposes.

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

E. DESIGN PARAMETERS FOR FACILITY CONSTRUCTION

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



DEVELOPMENT
CONSTRUCTION
MANAGEMENT

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

www.wodagroup.com

November 30, 2015

Mr. Martin Colburn
City Manager
The City of Traverse City
Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

Re: Woda Commitment; 77 Pine Street

Mr. Colburn:

I am writing to affirm our commitment to construct 64 units of low income housing at 77 Pine Street. Once completed, we expect this general occupancy development to include a tenant mix of working singles, families, and seniors. Due to the highly walkable location of the RiverWest development, we believe many of our residents will work in the downtown area and support local businesses.

If we receive approval of the SLUP, on December 7, 2015, we will then apply on April 1, 2016 to MSHDA for funding. Upon approval of the SLUP, we will immediately pursue satisfaction of all remaining items needed for our MSHDA application. We believe that our MSHDA application will be highly competitive.

Once again, The Woda Group, Inc. is highly committed to establishing affordable workforce housing at 77 Pine Street. If we are funded by MSHDA, we will begin construction immediately after obtaining all necessary permits and upon completion, will manage this property at restricted rents for the full compliance period of 45 years.

If you have any questions, feel free to contact me at 614-396-3200.

Sincerely

David Cooper, Jr.

Mansfield
Land Use Consultants

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,

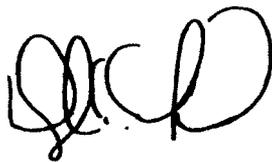
Please find the application for Special Land Use Permit and Site Plan Review for a mixed use, retail, office, and residential development at 305 West Front Street, to be reintroduced to the Planning Commission on October 6, 2015.

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(p)

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"

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

Names of all property owners: Pine Street Development One, L.L.C.
11123 South Bugai Road Traverse City, MI 49684

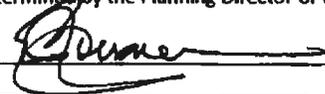
Applicant's name: Pine Street Development One, L.L.C. attn: Erik Falconer

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.

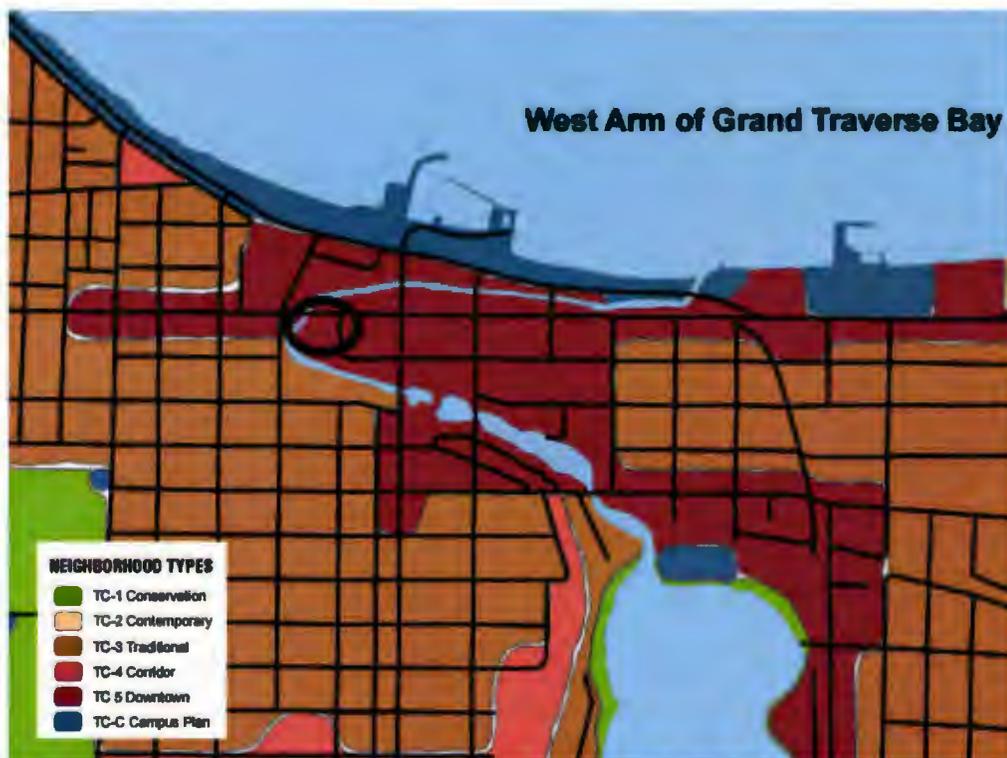
The intent and purpose of the C-4c district is to provide "...for the purpose of accommodating a broad variety of retail, office, and residential uses...". High density housing is considered appropriate and the ordinance specifically intends for commercial use to occur on lower floors and residential, 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 5th 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 feet architectural feature, for a total building height of 100 feet, the maximum permissible building height in the C-4c district.

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

The applicant will present a wooden model of the proposed development at the public hearing.

PROJECT DATA:

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

SITE DATA:

Location: 305 W. Front Street
 Traverse City, Michigan 49684
 Tax ID: 255-174-001-00
 Tax Desc: All (in part of) Block 1 (City Plat) lying on the (old) site lines, both of (old) Pine and (old) 5th St in (old) 13' x 15' ft in (old) 47' x 231' to W 1/4 of Pine St in (old) 175322 (1) to P.O. of the Traverse City
 Parcel Size: 0.53 acres
 Zoning District: C-1C, Regional Center District
 Building Height: As shown
 Admitted: 85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and located in a manner that will not obstruct sight lines or impede the safe and efficient flow of traffic. Building height shall be measured from the finished grade of the building to the top of the highest roof structure. Building height shall be measured from the finished grade of the building to the top of the highest roof structure.

Building Height: 107' (from street grade)
 Min. Lot Width: No minimum
 Min. Lot Area: No minimum
 Max. Density: N/A
 Impervious Surface: 100% allowed
 Parking Provided: 148 standard on-site spaces
 8 handicapped on-site spaces
 177 on-site spaces total

SETBACKS:

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

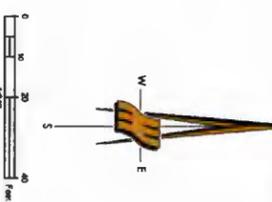
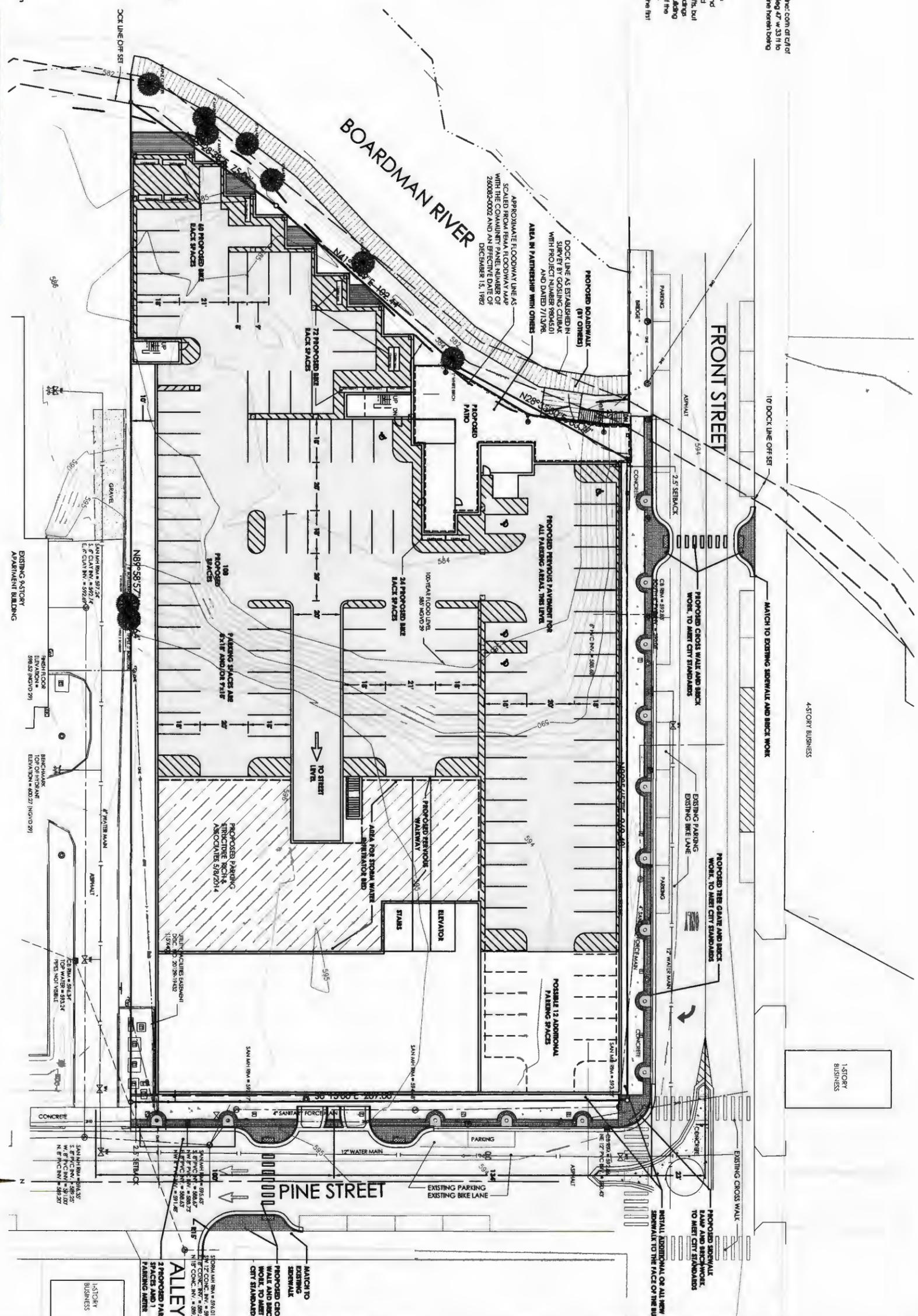
PROPOSED USES:

- River Side
- 1st Floor: 3600 S.F. Proposed Restaurant Space
 - 2nd Floor: 1 Proposed Building Manager's Unit
 - 3rd Floor: 1 Proposed Condominium Unit
 - 4th Floor: 1 Proposed Condominium Unit
 - 5th Floor: 1 Proposed Condominium Unit
 - 6th Floor: 1 Proposed Condominium Unit
 - 7th Floor: 1 Proposed Condominium Unit
 - 8th Floor: 1 Proposed Condominium Unit
 - 9th Floor: 1 Proposed Condominium Unit

- Front Street
- 1st Floor: 1800 S.F. Proposed Office/Retail
 - 2nd Floor: 1 Proposed Condominium Unit
 - 3rd Floor: 1 Proposed Condominium Unit
 - 4th Floor: 1 Proposed Condominium Unit
 - 5th Floor: 1 Proposed Condominium Unit
 - 6th Floor: 1 Proposed Condominium Unit
 - 7th Floor: 1 Proposed Condominium Unit
 - 8th Floor: 1 Proposed Condominium Unit
 - 9th Floor: 1 Proposed Condominium Unit

- Pine Street
- 1st Floor: 3600 S.F. Proposed Office/Restaurant
 - 2nd Floor: 1 Proposed Condominium Unit
 - 3rd Floor: 1 Proposed Condominium Unit
 - 4th Floor: 1 Proposed Condominium Unit
 - 5th Floor: 1 Proposed Condominium Unit
 - 6th Floor: 1 Proposed Condominium Unit
 - 7th Floor: 1 Proposed Condominium Unit
 - 8th Floor: 1 Proposed Condominium Unit
 - 9th Floor: 1 Proposed Condominium Unit

- 177 Total Proposed Condominium Units
- 1390 Total S.F. Proposed Retail/Office
- 1800 Total S.F. Proposed Community Room
- 3600 Total S.F. Proposed Restaurant



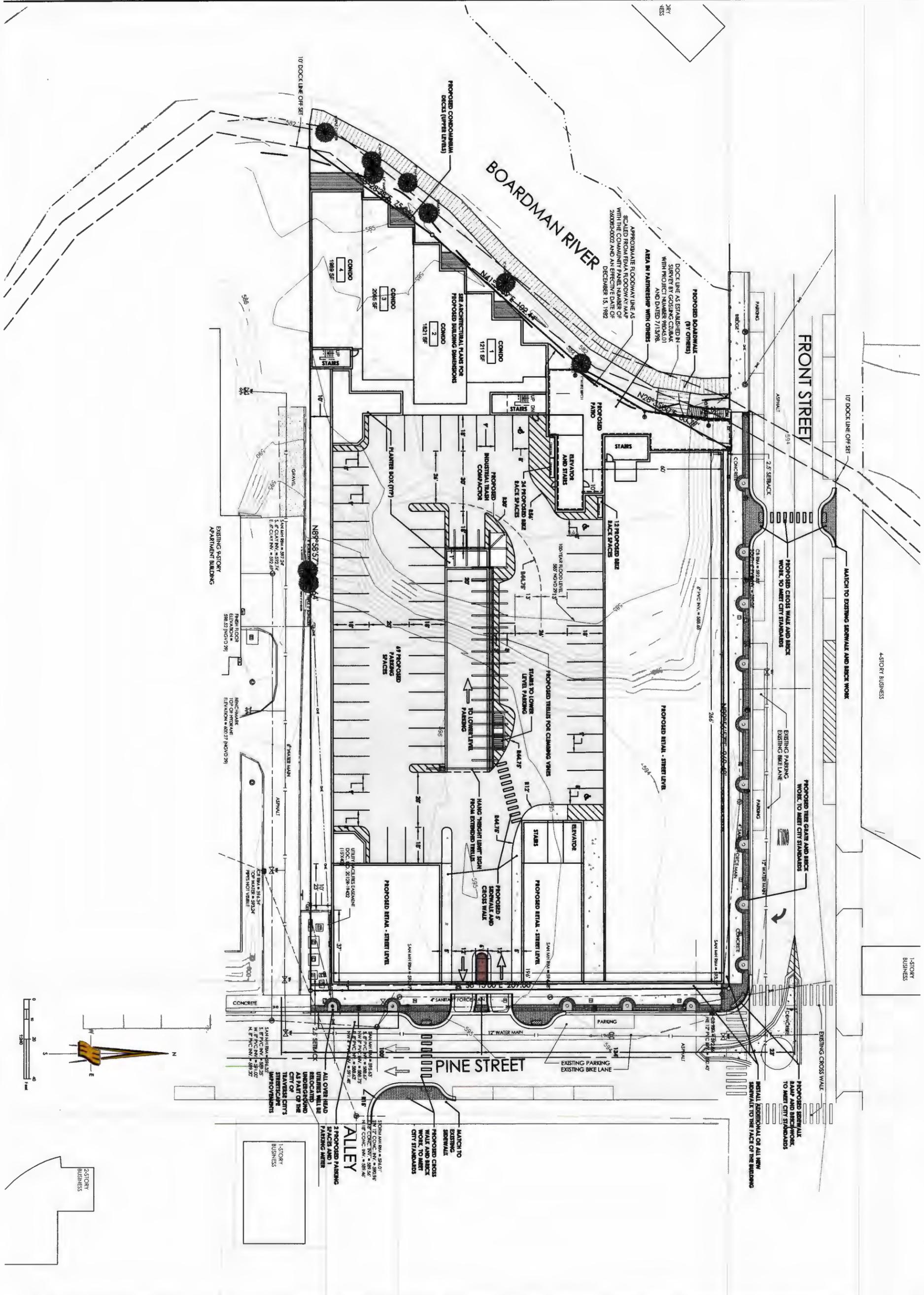
Pine Street Development One LLC
 Site and Dimension Plan - River Level
 Part of Block 1, Original Plat of Traverse City
 City of Traverse City, Grand Traverse County, Michigan

REV	DATE	DES	CHK	DESC
0	05-11-15	djm	mm	Original
01	07-13-15	djm	mm	Add trash compactor
02	07-21-15	djm	mm	Alternate Parking Entrance

PRELIMINARY
 DATE: 11/15/24
 DRAWING NO: 14035
 SHEET: 1 OF 4

Mansfield
 Land Use Consultants

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



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	BY	CHK	DESC
0	05-11-15	dm	mm	Original
01	07-13-15	dm	mm	Add trash compactor
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PRELIMINARY
 14035
 SHEET 2 OF 4

7/14



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	BY	CHK	DESC	
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01	07-13-15	dm	mm	dm	Add trash compactor
02	07-21-15	dm	mm	dm	Alternate Parking Entrance

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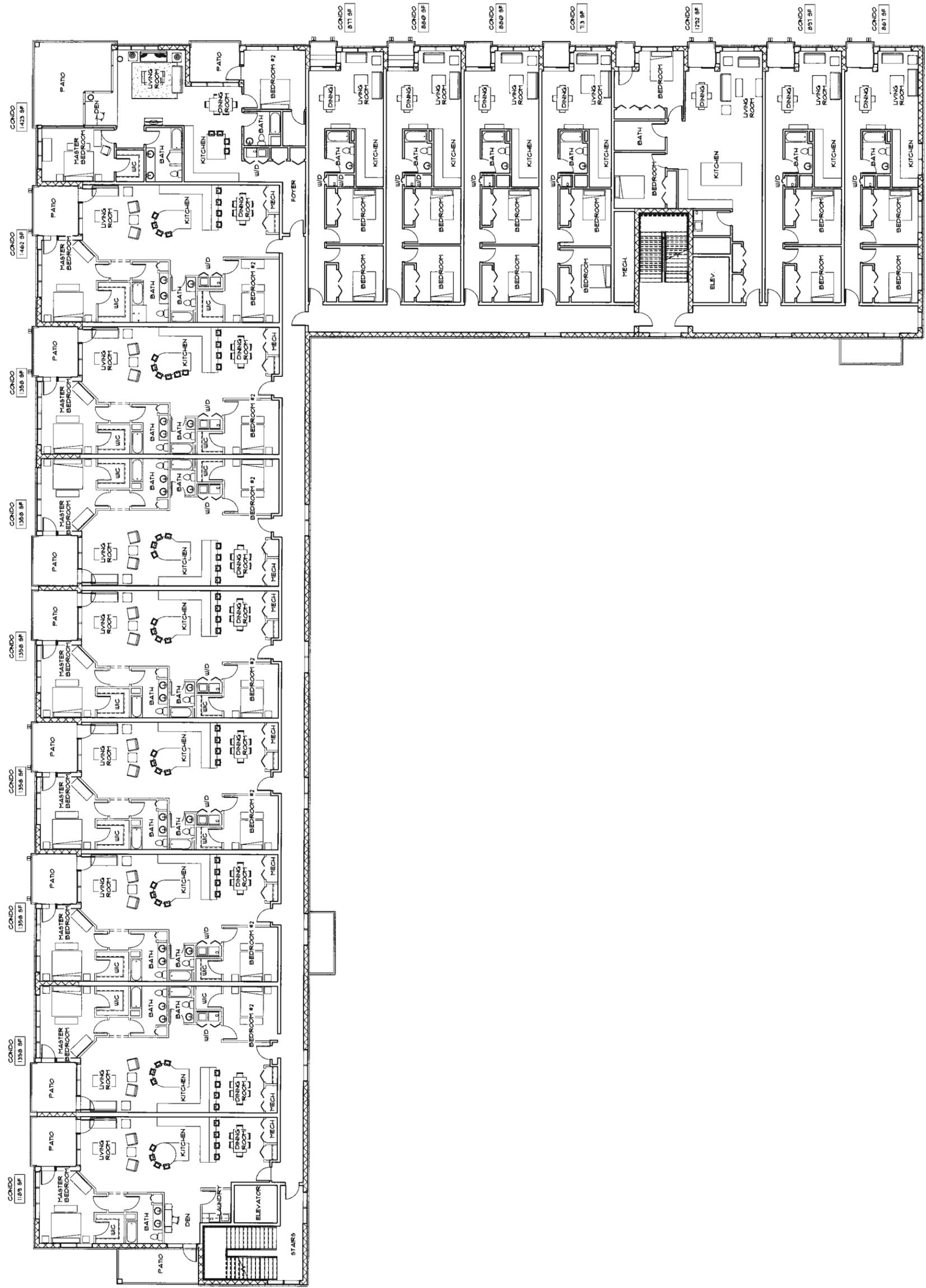
PRELIMINARY
 DATE: 07/21/15
 SCALE: 1/8" = 1'-0"
 SHEET: 14035
 TOTAL SHEETS: 2 OF 2



TYP. FLOOR PLAN

205 W. FRONT STREET

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



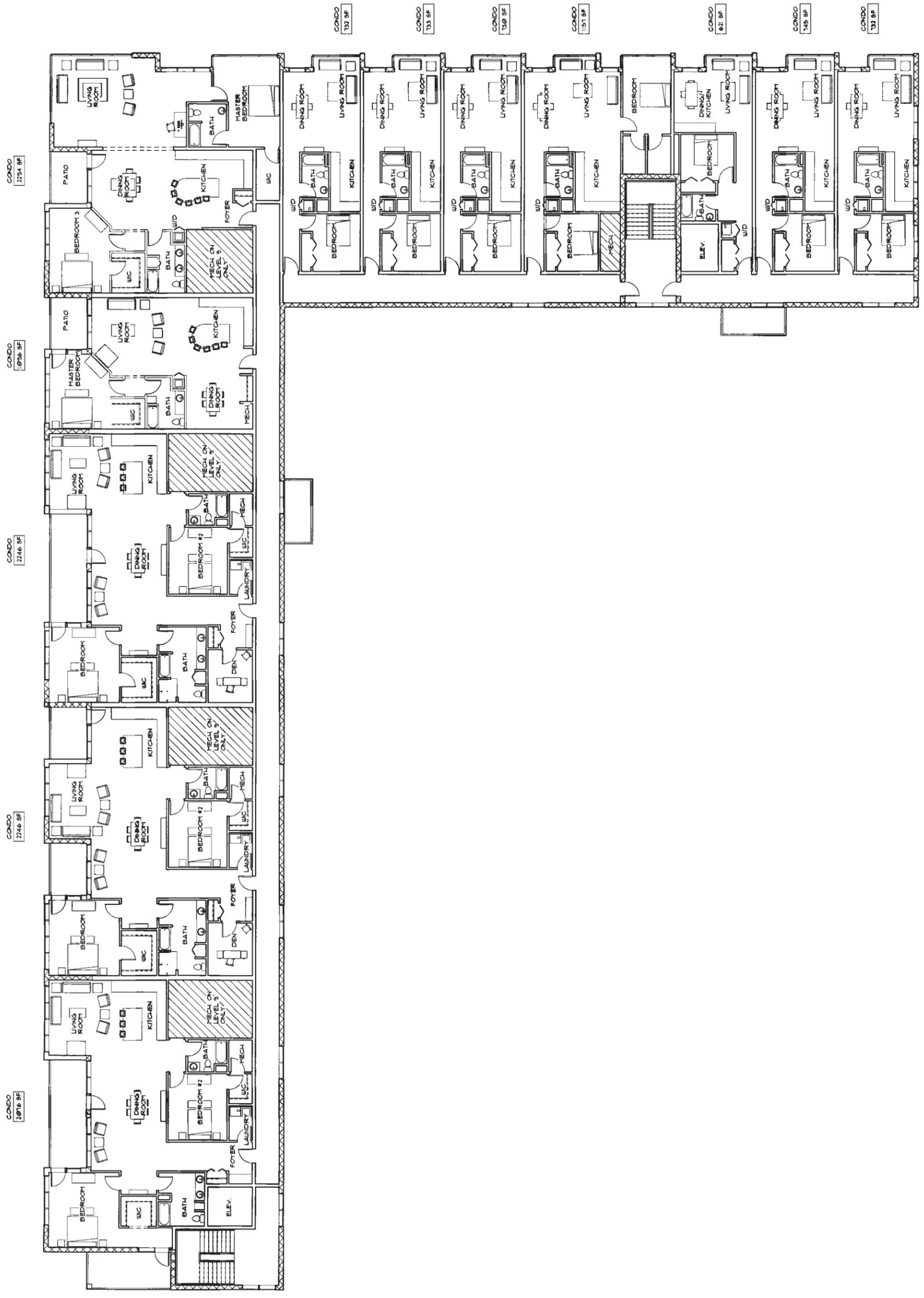


TYP. FLOOR PLAN

205 W. FRONT STREET

<input type="checkbox"/> PRELIMINARY	<input type="checkbox"/> FINAL RECORD
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> DRAWING HISTORY
<input type="checkbox"/> DATE	<input type="checkbox"/> DESCRIPTION
DRAWN BY: _____ CHECKED BY: _____ DATE: 9-30-15 JOB NO: 14035 SHEET #	

A2.1



① TYP. FLOOR PLAN-LEVELS 8-9
1" = 10'-0"



R. EDWARD KUHN
 TERRY C. ROGERS
 (LLM, Taxation)
 A. BROOKS DARLING
 EDGAR ROY III
 JOSEPH E. QUANDT
 GREGORY J. DONAHUE
 GREGORY L. JENKINS

412 SOUTH UNION STREET
 TRAVERSE CITY, MICHIGAN 49684
 TELEPHONE: 231-947-7900
 FAX: 231-941-5154

LANSING OFFICE:
 2937 ATRIUM DRIVE, SUITE 200
 OKEMOS, MICHIGAN 48864
 TELEPHONE: 517-347-7720

TROY W. STEWART
 GINA A. BOZZER
 MATTHEW L. BOYD
 CHRISTOPHER G. ROGERS
 (also admitted in Illinois)
 MARC S. McKELLAR II

OF COUNSEL:
 LEWIS G. GATCH

December 1, 2015

HAND DELIVER

Russell Soyring
 Planning Director
 City of Traverse City
 400 Boardman Avenue, 2nd Floor
 Traverse City, MI 49684

Re: River West – 305 W. Front Street

Dear Mr. Soyring:

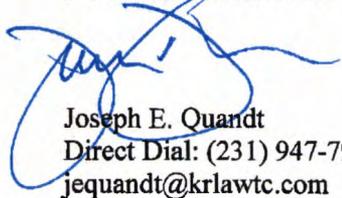
As a supplement to the information provided thus far with respect to the Pine Street Development One, LLC development proposal at 305 W. Front Street, I am enclosing for your review a Summary of Environmental Conditions Report compiled by Inland Seas Engineering, as well as an Environmental Planner's Report prepared by Grobbel Environmental. These documents were prepared in response to several concerns which have been articulated with respect to the environmental condition of the property and perceived environmental risk to the public as a result of the property's redevelopment. As you can clearly tell from the enclosed information, there are no risks to public health related to the environmental contamination which will be realized as a result of the redevelopment of the subject parcel.

I would appreciate it if you would provide a copy of the enclosed reports with the City Commission's packet and I think it would also be helpful if you could have a copy of these reports available for the Planning Commission for this evening's meeting, as I know that at least one planning commissioner has articulated concerns in the past regarding the environmental status of the property.

Should you have further questions or comments regarding any of the enclosed information, please feel free to contact me.

Sincerely,

KUHN ROGERS PLC



Joseph E. Quandt
 Direct Dial: (231) 947-7901 x115
 jequandt@krlawtc.com

JEQ:shp
 enclosures

cc: Joe Sarafa
 Erik Falconer





P.O. Box 6820, Traverse City, MI 49696
1755 Barlow Street, Traverse City, MI 49686
Phone (231) 933-4041
Fax (231) 933-4393

November 30, 2015

Mr. Joseph E. Quandt, Esq.
Kuhn, Rogers PLC
P.O. Box 987
412 South Union Street
Traverse City, Michigan, 49685-0987

Re: Summary of Environmental Conditions Report
305 W. Front Street, Traverse City, Michigan
ISE Project # 15156

Dear Mr. Quandt:

Enclosed please find the reference report which provides a concise summary of environmental assessment findings and an evaluation of the potential effects of soil or groundwater contaminants upon human health, safety and welfare and to the environment. Considerable assessment of the condition of soil and groundwater indicate that the soil contaminants are not mobile and do not leach to groundwater. Similarly, soil contaminants pose no measurable risk to humans or the river through airborne exposure routes as the contaminants are not volatilizing, are generally buried by clean fill or by clean fill and pavement.

Concentrations of hazardous substances detected are all well below inhalation criteria established by MDEQ. Inhalation concerns under current conditions and during construction are unfounded as the levels of hazardous substances detected though assessment are generally a thousand fold lower than the State-developed criteria and do not exceed any applicable health based level safe for inhalation during contemplated construction and excavation activities. However, due care measures will be undertaken during excavation and construction activities (monitoring and control measures, if necessary) to assure that inhalation risks are properly managed.

In fact, standard soil erosion and sedimentation control (SESC) measures that are required at any site proximal to surface waters will address the potential for particulate transport and sediment transport off the property. Due Care measures associated with site preparation and construction activities can add reasonable control measures in addition to standard SESC measures to provide added controls to prevent particulate generation while the affected soils are removed from the site.

In summary, the perceived potential for contaminants to affect the surface water quality or the ecology of the Boardman River is unfounded. In addition, the substantial body of assessment data generated to date indicates that there is no basis for human health concerns arising from site conditions. There are soil and groundwater contaminants present at this brownfield site and the site conditions require due care be exercised during the soil remediation that is a planned component of site redevelopment.

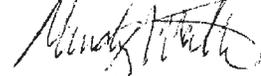
Mr. Joseph E. Quandt
November 30, 2015
Page 2 of 2

The remediation will further diminish any potential for exposure to humans or the river and the redevelopment is expected to improve groundwater quality and the river ecology through the removal of uncontrolled fill. The restoration of groundwater recharge to the river at the site would also benefit the environment and ecology. Groundwater recharge is currently impaired due to the impervious pavement surface present.

Please call me if you have any questions regarding the Summary Report. I look forward to discussing this with you.

Sincerely,

INLAND SEAS ENGINEERING, INC.



Mindy Walters, P.E.
Project Manager

\\lse-sbs2011\lse-tc-srv\Clients\Zimmerman-Kuhn\15156- 305 W. Front St\Reports\Summary Coverletter..doc

INLAND SEAS ENGINEERING, INC.



P.O. Box 6820, Traverse City, MI 49696
1755 Barlow Street, Traverse City, MI 49686
Phone (231) 933-4041
Fax (231) 933-4393

November 30, 2015

Mr. Joseph E. Quandt, Esq.
Kuhn, Rogers PLC
P.O. Box 987
412 South Union Street
Traverse City, Michigan, 49685-0987

Re: Environmental Assessment Findings Pertaining to Redevelopment Plans
305 W. Front Street and Environs
ISE Project # 15156

Dear Mr. Quandt:

Inland Seas Engineering (ISE) has completed a review of publicly available records regarding the environmental assessment activities completed at 305 W. Front Street. In addition, review of records available for surrounding properties has also been undertaken. This allows us to summarize the known environmental conditions at the subject property and to describe these in the context of environmental conditions throughout this region of Traverse City.

Summary of Assessment Activity Reports

305 W. Front Street experienced the following assessment efforts:

- 1 Phase II (P2) Environmental Site Assessment (ESA) October 1997
- 2 Phase I (P1) ESA November 2005
- 3 P2ESA March 2006
- 4 Geotechnical Investigation March 2006
- 5 P2ESA Supplement May 2006
- 6 Groundwater Flow Potential Map July 2012

Report 1 was prepared by Environmental Solutions, Inc. (ESI) for the Harry Calcutt Trust (HCT) and was initiated following a cursory public records review by ESI to target specific locations of the property for soil sampling. Historic records regarding past property uses were reviewed by ESI prior to their advancement of 16 soil borings using a hand-powered auger. The borings were advanced for the specific purpose of determining if conditions of soil at the property met the definition of a "facility" as that term is defined in Part 201 of the Natural Resources and Environmental Protection Act (NREPA). The data generated from this assessment was used to compile a petition for HTC's exemption from clean-up liability. The petition was submitted with a Baseline Environmental Assessment (BEA) to the Michigan Department of Environmental Quality (MDEQ) in late 1997.

Reports 2 through 5 were prepared by ISE. Report 2 was included with a BEA petition filed with MDEQ on behalf of the current property owner. Reports 3, 4 and 5 were prepared in conjunction with the owner's eligible activities under a Brownfield Plan, approved by the Grand Traverse County, with the concurrence of the City of Traverse City.

The P1ESA (Report 2) concluded that five (5) recognized environmental conditions (RECs) existed in conjunction with the property and that further inquiry was warranted. The RECs include:

- Part 201 facility condition at the property was documented in public records
- Lead, arsenic and chromium concentrations in the soil exceeding Part 201 cleanup criteria
- Prior land uses including; manufacturing, oil unloading terminal, railroad siding
- Visible debris and refuse buried on the subject property, evident along the river bank.
- Adjoining historic property uses including dry-cleaners and gasoline station both with releases

The P2ESAs (Reports 3 and 5) document the installation of five (5) monitoring wells for groundwater sampling and the advancement of 23 soil borings for the further evaluation of the soil conditions reported at the property in Report 1. Eighteen of the borings were advanced using direct-push, continuous soil sampling (CSS) methods. The remaining borings were advanced using hollow stem auger (HSA) drilling techniques.

In addition to the soil sampling, test pits were advanced at several locations on the floodplain near the river to examine the potential for uncontrolled fill deposits. Report 5 documents the supplementing of the assessment in Report 3 with additional CSS borings, collection and laboratory analysis of additional soil samples with an emphasis on classification of the soil as a potential waste generated through excavation during redevelopment.

Report 4 documents the advancement of 23 soil borings for the purpose of characterizing the mechanical and hydraulic properties of soil at the site to allow for preliminary design of foundations for future buildings. HSA borings were advanced throughout the property to a depth of 40 feet below grade at each boring location. During boring advancement, soil samples were acquired for classification and testing purposes using a split barrel sampling device. Standard Penetration Testing was conducted at each boring location.

Report 6 is not a stand-alone report per se, but is a figure (Figure 5) from a report prepared by the MDEQ in conjunction with their P2ESA at 150 Pine Street. The MDEQ's P2ESA was undertaken for the benefit of the Traverse City Housing Commission (TCHC) at its request to evaluate the condition of the TCHC property.

Groundwater Conditions

Groundwater is encountered at the property at an elevation of approximately 580 feet above sea level, based upon the National Geodetic Vertical Datum of 1929. With the topographic relief present at the site, the depth between ground surface and the water table ranges from six (6) to 16 feet. The horizontal direction and magnitude of groundwater flow potential in this area of Traverse City varies due to the oxbow of the Boardman River located at the property and due to the proximity of this trajectory change to the Union Street Dam.

The attached Report 6 shows the equipotential lines refracting westerly from south to north and with proximity to surface water. The direction of flow potential changes from north-northwest to northwest as one traverses from the southeast corner of the subject property to the northwest corner of the property with a relatively constant magnitude of 0.08%. The vertical direction of the hydraulic gradient is upward at 0.2%, or 2½ fold greater than the horizontal gradient magnitude. This suggests that groundwater from deeper portions in the regional aquifer is moving upward to discharge into the Boardman River.

None of the groundwater samples collected from the monitoring wells contained any detectable levels of any of the 10 metal ions subjected to quantitation. Similarly, no detectable levels of pesticides, polychlorinated biphenyls (PCBs) or polynuclear aromatic hydrocarbons (PAHs) were detected in any of the groundwater samples. Of the 136 volatile organic compounds (VOCs) subject to quantitation in groundwater samples, only one compound was detected. Tetrachloroethylene (PCE) was detected in only two (2) of the groundwater samples analyzed. The PCE detections of 4 micrograms per liter (PPB) and 2 PPB were reported present in samples from monitoring wells designated MW-1s and MW-2d. These monitoring wells were installed at the eastern portions of the subject property near Pine Street.

Soil Conditions

Soil impacts are present at the site and appear to be due to uncontrolled filling activities, rather than from a release of hazardous substances or petroleum at the site. Forty-four (44) soil samples were subject to laboratory analysis. Of these 44, only 19 samples yielded concentrations of hazardous substances at levels exceeding one (or more) of the soil clean-up criteria established by the MDEQ pursuant to their authority under Part 201 of NREPA. Numeric exceedances of Part 201 clean-up criteria were observed at only 12 of the 23 locations where CSS soil sampling was undertaken. Table 1 provides a summary of the soil sample analyses for the 19 samples.

The vast majority of reported numeric exceedances of Part 201 clean-up criteria are for the criteria dealing with protection of surface water receptors commonly referred to as the groundwater-surface water interface (GSI) criteria. The locations where this numeric criteria are exceeded are shown on Table 1 highlighted with blue shading for each chemical that exceeds the numeric criteria. In all cases, exceedances of the clean-up criteria are for metal ions.

The exceedance of the numeric criteria does not indicate that surface water receptors are at risk from the detected concentrations. Rather, if the soil with the exceeding concentration values existed at the location of interface between groundwater and surface waters (i.e. the margin of the site at the river) then a theoretically unacceptable risk may be posed. None of the soil samples exceeding the GSI criteria are located anywhere near the interface between groundwater and surface water.

As the GSI criteria imply, the criteria assume that soil contaminants are leached from the soil, are transported to groundwater and then that groundwater containing leachate is transported to surface water. As the groundwater analytical results indicate, none of the 10 metals analyzed during the P2ESA are detectable in groundwater and therefore leaching from soil and transport to the GSI is not relevant under current site conditions.

Of the Part 201 clean-up criteria exceedances noted in Table 1, 10 of these are exceedances of criteria protective of drinking water. The numeric criteria development is predicated upon the assumption that contaminants adsorbed to soil leach from the soil and are transported vertically to groundwater and at that location where the leaching occurs, a potable water supply well is located and it produces water for human consumption. Of course this circumstance does not exist at the site, however of the 10 drinking water protection criteria exceedances, six (6) are for metal contaminants which, as stated above, are not detected at any concentration in groundwater samples.

The remaining four (4) detections exceeding drinking water criteria are for a VOC compound known as Trichloroethylene (TCE). The detections range from 140 PPB of TCE to 834 PPB and are from sample locations adjacent to the former railroad spur on site (GP-5, GP-11, and GP-14). TCE is a compound similar in composition to PCE, can be formed from the degradation of PCE and yet is also present commonly in many commercial degreasers and industrial cleaning products.

Figure 2 is a plan view of the subject property showing the sampling locations along with the analytical results summarized in Table 1. This graphically demonstrates the propensity of the soil impacts to be located adjacent to the location of the former railroad spur. Also shown on this figure are the locations of monitoring wells. The concentrations of the only chemical detected in groundwater are shown next to monitoring wells adjacent to Pine Street.

The PCE detected in MW-2d and MW-1s is not likely related to the VOCs detected in soil samples at this site. Rather, the presence of the former One-Hour Martinizing (OHM) dry cleaning facility is approximately 100 feet east of the two monitoring wells. The OHM location is a documented PCE release site where groundwater concentrations have been detected at levels 1000 fold greater than those detected at 305 W. Front Street.

The concentrations of arsenic and lead detected at two (2) of the 23 CSS locations also exceed Part 201 clean-up criteria developed to guide evaluation of long term exposures (years) to soil through ingestion of soil and through direct contact with skin. Two (2) soil samples from location GP-5 exceeded direct contact criteria (DCC) for lead and arsenic metal ions. A single sample from GP-17 exceeded DCC for these same metal ions and for zinc. No other DCC exceedances were identified at any location, at any depth for any chemical.

The samples at GP-5 exceeding DCC were from depths greater than two (2) feet below grade, extending down to eight (8) feet below grade. At GP-17, the exceedances are detected only in the sample from 12 to 15 feet below grade. At both locations, the soil exceeding criteria is located at depths where human activity that could result in soil dermal contact or soil ingestion is improbable save for construction workers. At both locations, the soil exceeding the DCC is covered by soil that does not exceed the DCC which, in turn, is covered by bituminous pavement. Ingestion of the soil or dermal contact with it is not reasonably foreseeable under current site conditions at the property or elsewhere.

Soil mineral matter is composed largely of metals in the form of oxides, silicates, hydroxides and carbonates. Analysis of soil samples for metals will always yield detectable results and the origin of metal concentrations in soil may be due to natural and anthropogenic sources. It is quite difficult in an urban environment to ascertain what concentrations of metals are naturally occurring in soil and to differentiate from other sources. Metals adsorb strongly to soil mineral and organic matter, particularly in an oxidizing environment; one in which oxygen is readily available. The metals sorbed in soil at this site are not volatile and do not vaporize.

Significant sorption of metals to soil is evident from the assessment data generated at this site. The lack of detectable metal compounds in groundwater samples is one substantial indicator of sorption. Another indication of the unavailability of soil metals to partition from the sorbed state and transport to groundwater in a dissolved state is the result from the leachate testing documented in Report 5. The soil sample from GP-17 at 12-15 feet was subjected to analysis to determine the potential for leaching of metals from the soil and to determine if the soil exhibited the characteristic of toxicity, pursuant to State and Federal waste testing methodologies referred to as the Toxicity Characteristic Leaching Potential (TCLP). GP-17 at 12 to 15 feet was selected as it represented the highest concentrations of metals detected in all samples.

The TCLP testing indicated that the concentrations of metals in the worst case sample did not exhibit a toxicity character and neither; Arsenic, or Lead, or Barium, nor Silver leached from the soil at detectable levels. Zinc was detected present in the TCLP test leachate at 68.8 milligrams per liter (parts per million). The TCLP test method is an aggressive leachate test procedure that involves agitation of the soil sample in an acidic solution for 24 hours prior to testing the acid for target compounds. These results reflect a strong potential for sorption of metals to soil particles.

Uncontrolled filling at the site has occurred within the floodplain as detailed in Report 3. The fill generally occurs within 25 feet of the Boardman River dock line and is constituted by construction debris and solid, municipal wastes such as glass bottles, ceramic tiles, bituminous and concrete pavement debris and like materials. This and other non-engineered fill materials will be removed from the property during redevelopment and properly characterized and disposed of. Impacted soils associated with fill activities in the eastern, upland areas and specifically within the former factory building and railroad spur areas will all be properly characterized, removed and disposed of in accordance with State and Federal regulations. Thus, development of the site will remove potential pollutants in soil and improve site conditions relative to its current state.

Evaluation of Proposed Stormwater Management Plans

The stormwater management system for the proposed development is shown superimposed on Figure 2. The proposed storm water control facilities consists of a stormwater gathering system of catchment structures and conveyances which lead to:

- Settling/Separation/Holding Tanks
- A vortex-based hydro-dynamic treatment unit
- Infiltration Gallery

The storm water control facilities for this site segregate roof-top storm water from storm water that contacts paved surfaces and is derived from motor vehicle runoff (contact water). Storm water from roofs is conveyed to a settling/holding tank for slow release to the infiltration gallery. Contact water is conveyed to the settling/holding tank until it is released to the vortex treatment system. The treated discharge from the vortex separator is then introduced into the infiltration gallery. Infiltrating precipitation percolates to the water table where it mixes with groundwater and travels in the direction of prevailing groundwater flow potential.

The proposed storm water control facilities will be installed below existing grade in the eastern portion of the property in an area where surface vehicular traffic proceeds down a ramp constructed within the proposed development. This area is shown on Figure 2. The system will be developed approximately six (6) feet above the water table. The construction will follow removal of soil from the site, including the soil contamination documented in Reports 3 and 5.

The conceptual control facility design depicted on submittals to the City Planning Commission, when properly installed and operated will meet the purpose and objectives of the City Ground-Water Protection and Storm-Water Runoff Control Ordinance (see Ch. 1068, ver. 2013 A-replacement). In operation, the system will actually enhance infiltration and recharge that is currently excluded from the environment's water balance at the site by existing impervious surfaces.

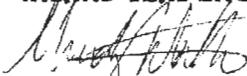
Mr. Joseph E. Quandt
November 30, 2015
Page 7 of 7

The system affords a "treatment train" approach to contact water. The treatment train storm water system can result in reintroduction of precipitation at the site such that the first flush of contact water is held and treated for slow release to allow infiltration of contact water.

The recharge of groundwater by storm water would result in reduction of PCE concentrations in groundwater at the site and would not cause exacerbation of the low levels of existing soil or groundwater impacts. The infiltration of precipitation in an area presently devoid of recharge due to the paved surface could reduce the hydraulic gradient in the eastern portion of the site, effectively retarding the migration of contaminants from the OHM or other sites toward 305 W. Front Street.

Please let us know if you have any questions about the site assessment data acquired at this site, the site conditions or the positive effects of the current redevelopment plans upon site conditions.

Sincerely,
INLAND SEAS ENGINEERING, INC.



Mindy Walters, P.E.
Project Manager

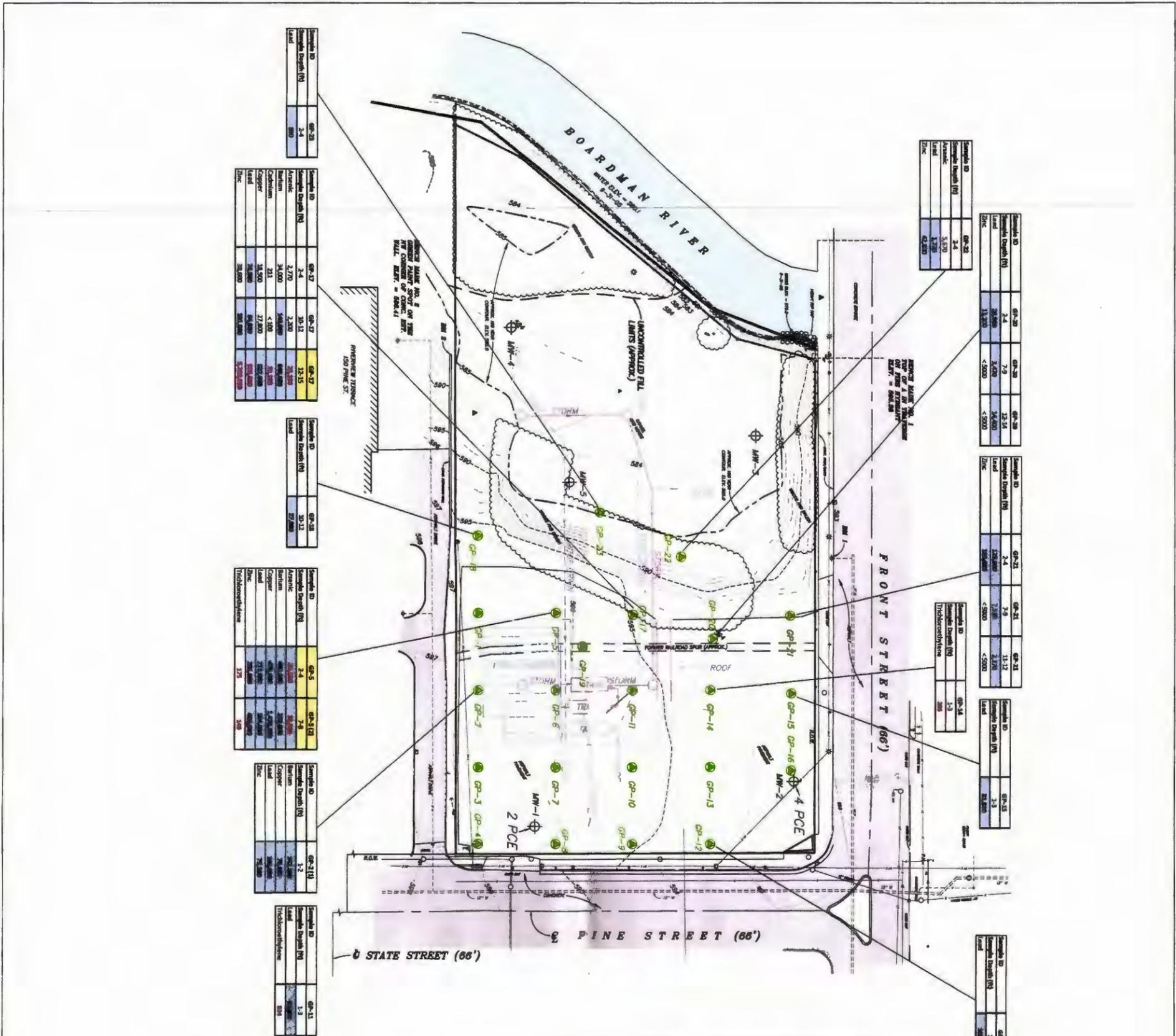
T:\Clients\Zimmerman-Kuhn\15156- 305 W. Front St\Reports\Summary of Environmental Assessment Findings- 305 W. Front Street and Environs.doc

INLAND SEAS ENGINEERING, INC.

FIGURE 1
GROUND WATER FLOW POTENTIAL MAP



INLAND SEAS ENGINEERING, INC.



Sample ID	Sample Depth (ft)	Asaric	Lead	Zinc
GP-20	2-4	7.9	13.34	<500
GP-21	7-9	3.429	14.480	<500
GP-22	13-20	1.220	<500	<500
GP-23	2-4	5.570	1.720	6.430

Sample ID	Sample Depth (ft)	Asaric	Lead	Zinc	Hydrocarbons
GP-17	2-4	2.770	2.200	12.55	
GP-18	30-32	34.000	24.680	26.280	
GP-19	21	21	<500	50.880	
GP-20	14.500	27.500	62.480		
GP-21	76.000	84.000	52.200		
GP-22	28.000	28.000	52.200		

Detected Analyte	Statewide Default Background	Direct Contact	Drinking Water Protection Criteria	Groundwater Surface Water Interface Protection Criteria	Surface Water Protection FCV (hardness=125 mg/l)
Arsenic	5,000	7,800	4,800	4,800	11,000
Barium	75,000	37,000,000	1,300,000	(G)	58
Cadmium	1,200	550,000	6,000	(5X)	1,700
Chromium (III)	18,000	750,000,000	1,000,000,000	(5X)	217
Copper	32,000	20,000,000	5,800,000	(G)	467
Lead	21,000	400,000	700,000	(5X)	
Mercury (Total)	150	150,000	1,700	50	
Selenium	400	2,800,000	4,500	400	
Silver	1,000	2,500,000	4,500	300	2,855
Tetrahydroethyene	67,000	170,000,000	2,400,000	(G)	
Toluene	NA	200,000	300	1,200	
Trichloroethyene	NA	110,000	300	4,000	
1,2,4-Trimethylbenzene	NA	250,000	1,000	5,400	
		110,000	2,900	570	

NOTES:
 All results are listed in µg/lg
 BOLD font indicates concentration exceeds State-wide Default Background level
 RED font indicates concentration exceeds levels protective of drinking water if located next to a water well
 4,800 indicates concentration exceeds levels protective of surface water if located at the surface water interface
 1,300 indicates concentration of a compound exceeds levels at the indicated depth deemed of direct human contact

- NOTES:**
- 52 ppB of Tetrachloroethylene (PCE) was reported at GP-2 at 1-2'. No other PCE detections from any of the other 39 soil samples.
 - 75 ppB of Toluene was reported present at GP-5 at 7-8'. No other Toluene detections from any of the other 39 soil samples.
 - PCE was only detected at MW-2D and MW-1S. Detections are all below all clean up levels.
 - Metals were not detected in any ground water sample.
 - No Hydrocarbons were detected in any ground water sample.

LEGEND

- FOUND PROPERTY CORNER
- SET PROPERTY CORNER
- UTILITY POLE W/ GUY WIRE
- METAL LGT. POLE CONC. BASE
- HYDRAUNT
- ROAD SIGN
- UNDERGROUND ELEC.
- BURIED GAS MAIN
- WATERMAIN
- TELEPHONE
- OVERHEAD WIRES
- SMOOTH SERRI
- STEEL GROUNDWALL
- GAS FILL VALVE
- STOP BOX
- WATER VALVE
- CONTOUR LINE
- CATCHBASINS
- MANHOLE
- LIGHT POLE
- PARKING METER
- GEOPROBE BORING
- MONITORING WELL

INLAND SEAS ENGINEERING, INC.
 Towerse City, MI
 231-933-4041
 Flushing, MI
 810-487-0555

RESULTS SUMMARY
305 W. FRONT STREET
 TRVERSE CITY, MI

SCALE: 1" = 40'
 DATE: 11-30-15
 PROJECT #: 15156
 DRAWING: ENVR-PH2

DRAWN BY: T.D.R.
 CHECKED BY: A.J.S.
FIGURE 2

TABLE 1
Soil Analysis Summary
 305 West Front Street
 Traverse City, Michigan
 ISE Project # 15156

Sample ID	Statewide Default Background	Direct Contact	Drinking Water Protection Criteria	Groundwater Surface Water Interface Protection Criteria	Surface Water Protection FCV Hardness = 125 mg/L	GP-2		GP-5		GP-5		GP-11		GP-12		GP-14		GP-15		GP-17		GP-17		GP-17		GP-18		GP-20		GP-20		GP-20		GP-21		GP-21		GP-22		GP-23	
						GP-2	GP-5	GP-5	GP-11	GP-12	GP-14	GP-15	GP-17	GP-17	GP-17	GP-18	GP-20	GP-20	GP-20	GP-21	GP-21	GP-21	GP-21	GP-22	GP-23																
Sample Depth (ft)						1-2	2-4	7-8	1-3	1-3	1-3	2-4	10-12	10-12	10-12	10-12	2-4	7-9	12-14	12-14	2-4	7-9	11-12	2-4	7-9	11-12	2-4	7-9	11-12	2-4	7-9	11-12	2-4	7-9	11-12	2-4	7-9				
Date Collected						01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06	01/09/06			
Date Analyzed						02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06	02/07/06			
Collection Method						Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab	Grab			
Analytical Method No.																																									
Arsenic	5,800	7,600	4,600	4,600		1,730	26,300	18,000	1,230	1,420	790	960	2,770	2,200	2,200	26,100	1,040	730	560	340	1,830	510	240	5,670	< 300																
Barium	75,000	37,000,000	1,300,000			142,000	446,000	250,000	23,000	18,000	< 10,000	17,000	34,000	140,000	640,000	27,000																									
Cadmium	1,200	550,000	6,000			145	798	892	< 100	100	< 100	100	211	< 100	19,100	111																									
Chromium (III)	18,000	790,000,000	1,000,000,000			< 2,000	10,500	< 2,000	< 2,000	16,300	5,690	11,000	18,500	27,800	522,000	5,630																									
Copper	32,000	20,000,000	5,800,000			70,600	474,000	1,470,000	11,900	16,300	14,600	31,900	76,900	54,900	985,000	27,000																									
Lead	21,000	400,000	700,000			186,000	273,000	354,000	50,800	160,000	< 50	< 50	< 50	< 50	< 50	< 50																									
Mercury (Total)	130	160,000	1,700			< 50	< 50	< 50	< 50	< 50	< 50	< 50	< 50	< 50	< 50	< 50																									
Selenium	410	2,600,000	4,000			< 200	< 200	< 200	< 200	< 200	< 200	< 200	< 200	< 200	< 200	430																									
Silver	1,000	2,500,000	4,500			< 100	182	100	< 100	< 100	< 100	< 100	< 100	< 100	145																										
Zinc	47,000	170,000,000	2,400,000			75,100	281,000	428,000	13,600	33,300	6,000	30,500	38,600	101,000	5,790,000	18,600																									
Tetrachloroethylene	NA	200,000	100			52																																			
Trichloroethylene	NA	110,000	100				175	140	834	266																															
Toluene	NA	250,000	1,000					75																																	
1,2,4-Trimethylbenzene	NA	110,000	2,900																																						

NOTES:
 All results are listed in ug/kg
BOLD font indicates concentration exceeds State-wide Default Background level
RED font indicates concentration exceeds levels protective of drinking water if located next to a water well
RED font indicates concentration exceeds level deemed protective of surface water if located at the surface water interface
GP-12 Indicates concentration of a compound at the indicated depth exceeds level which pose a direct contact hazard



Grobbel Environmental & Planning Associates

P.O. Box 58 Lake Leelanau Michigan 49653

November 30, 2015

Mr. Joseph Quandt
Kuhn Rogers, PLC
412 S. Union St.
Traverse City, Michigan 49684

RE: Planner's Report – RiverWest, 305 W. Front St., Traverse City, Section 3, T27N, R11W, Parcel No. 28-51-794-001-00, Grand Traverse County, Michigan.

Dear Mr. Quandt,

Project Description. The planned development consists of mixed use project known as “RiverWest,” and consists of two nine-story buildings with retail, restaurant and civic uses and residential units above, i.e., a public gathering place/plaza along the Boardman River, and parking at the street and river levels. The subject property consists of 1.687 acres, and possesses approximately 254 lineal feet of Boardman River bank. Site elevation varies from 597 feet above mean sea level in its southeastern portion along Pine Street to 580.1 feet above mean sea level at margins of the Boardman River. The site consists of a single parcel (Tax ID #28-51-794-001-00), and is zoned Regional Center District (C-4c) by the City of Traverse City zoning ordinance.¹ The stated purpose of the Regional Center Zoning District is “accommodating a broad variety of retail, office, and (high density) residential uses. The RiverWest development includes 64 or 40% of its 162 residential units as intended for affordable, work force housing. The project will utilize municipal water, sewer, electric, natural gas and existing street infrastructure. Other planned infrastructure includes innovative/low impact development (LID) storm water collection, pre-treatment and infiltration. Applicant/property owner is Pine Street Development ONE, LLC of Traverse City Michigan. To prepare this report, relevant site plans and reports were reviewed, and the property was visited on November 23, 2015. *See references listed at the end of this report.*

City of Traverse City Planning Commission Review. The project was approved as proposed by the City of Traverse City Planning Commission on November 3, 2015. Based on the application as approved, we find that the project:

- complies with and exceeds the requirements of the City of Traverse City zoning ordinance;
- is an excellent example of pedestrian-focused urban in-fill, and proposes much-needed work force housing within the urban center of Traverse City in compliance with the Traverse City Master plan and the Grand Vision²;

¹ Codified Ordinances of Traverse City, Part Thirteen; Title Two – Zoning Code, as amended, 2015-B Replacement, 240 pp., Chapter 1346: C-4 Regional Center Districts, 2014A-Relacement, pp. 87-92.

² The Traverse City zoning ordinance defines “affordable housing” as where the occupant is “paying no more than 30% of

- commits to and implements innovative storm water treatment via pervious pavement within river level parking, and through subsurface retention, treatment and infiltration at the upper parking level to maximally protect the waters of the Boardman River;
- appropriately addresses and incorporates into site re-development known areas of soil impact and debris from past land uses in compliance with Michigan's Part 201: Environmental Response Act;
- creates important civic spaces, a public plaza, and improved pedestrian access to the Boardman River;
- proposes the maintenance of existing native vegetation and its enhancement to establish an improved, significant riparian buffer consisting of native plant, shrub and tree species - protecting water quality and improving Boardman River habitat;
- through good design, anticipates and manages potential Boardman River high water events through open design parking at the lower, river level;
- offers an on-site easement for a future public river walk along the Boardman River and connected to adjoining parcels; and
- proposes, advances and implements additional low impact development concepts, such as pervious parking surfaces.

Consequently, we believe strongly that the RiverWest project as proposed should be approved by the City of Traverse City Commission pursuant to the requirements of the City Zoning Ordinance, Traverse City Master Plan (i.e., TC5 Downtown zone envisioned as the "most formally and intensively developed...(with)...high intensity, regional, commercial activity..."), and the goals of the regional Grand Vision.³

Based on the review of the RiverWest site plan proffered to the City of Traverse City and supporting documents referenced herein, we offer the following findings.

- 1) **Innovative Storm Water System.** The RiverWest development has importantly embraced and will utilize innovative storm water treatment and on-site storm water disposal. The project proposes storm water collection from the parking area at West Front and Pine Street level, two-stage pretreatment in subsurface settling/holding tanks and a vortex-based treatment unit (a.k.a. Aquaswirl), and ultimate disposition through infiltration in subsurface bottomless infiltration gallery/chamber.⁴ Storm water collected from roof tops will also be infiltrated within this infiltration gallery. Native site soils are highly porous and permeable Eastport sands, and likely well-suited from storm water infiltration and treatment.⁵ As is typical, site-specific infiltration or "percolation" rates will be determined prior to final storm water system engineering and system construction. Such innovative storm water treatment and management is exemplary of much desired and needed low impact development

gross income for housing costs. " See The Grand Vision goals "to provide more (diverse, dense) variety in housing choices to match peoples needs and preferences for lower cost, higher efficiency, central location, and low-maintenance lifestyle options," "downtown buildings in Traverse City and Cadillac may reach six stories or more in height and contain a mix of uses," and "we value our clean lakes and rivers as the core of a healthy, natural environment and at the sources of scenic beauty, recreation and a health economy," April 2009, thegrandvision.com.

³Peninsula Township Zoning Ordinance, effective June 5, 1972 and as amended through August 31, 2009.

⁴ Storm Water management Plan – Preliminary, Pine Street Development ONE, LLC, Mansfield Land Use Consultants, May 11, 2015.

⁵Soil boring (SB-17) was completed in January of 2006 at the location of planned storm water infiltration chamber and evidences fine to medium sand with some gravel to groundwater at a depth of 14 feet below ground surface. Storm water infiltration will rely upon this unsaturated soil column or "vadose" zone above groundwater for final storm water treatment and disposition to groundwater. Groundwater flow direction has been determined to be northwest at a gradient of 0.11 feet per foot toward the Boardman River by ISE in July of 2012.

practices regionally, and is to be commended.

- 2) **Remediation of Contaminated Soils.** The site plan proposes to remove and properly dispose and/or to cap areas of shallow soil impact and debris from past land uses in accordance with Michigan's Part 201: Environmental Remediation Act, and its administrative rules. Specifically, the remediation of impacted soils and debris is planned in accordance with state law and guidance documents, and is exemplary of Michigan environmental compliance goal of incentivizing and bringing new private investment to bear on the resolution of past contamination practices and the proper redevelopment of abandoned, obsolete, under-utilized and/or contaminated properties.⁶ On-site soils impacted with lead, silver, total chromium, trichloroethylene and/or arsenic above relevant State direct contact or groundwater-surface water criteria will be removed or capped to implement due care in future site use, and prevent exacerbation or off-site migration through the site re-development in accordance with site plan implementation. For example, soils at GP-2 (1 to 2 feet below ground surface) are impacted with barium, copper, lead and zinc above generic groundwater-surface water interface criteria, and will be removed and properly disposed of as a part of site redevelopment/storm water treatment system installation. Groundwater contamination has not been found at this location through hydrogeological investigation performed by Inland Seas Engineering in 2006.⁷

- 3) **Riparian vegetative buffer/landscape plan.** The maximal planting of native tree, shrub and perennial/forb plant species is planned within the buffer between RiverWest structures and the banks of the Boardman River. This riparian vegetative buffer will be established and maintained to shade the margins of the Boardman River to improve fish cover/habitat, and to provide habitat for waterfowl, birds utilizing the river channel for migration/movement, insects, and other biological resources. Similarly, properly sized and locally-sourced rock rip rap should be added along the margins of the Boardman River to provide structure/habitat for macro-invertebrates and fish relying upon them. A future elevated boardwalk along the riverbank, and conceptually projecting over the waters of the Boardman River, is envisioned and should be designed so as not to limit the width or ecological functions of this vegetative buffer. To achieve the above, it is recommended that the exotic/invasive species, including but not limited to Tatarian honeysuckle (*Locinera tataria*), periwinkle/myrtle (*Vinca minor*), glossy buckthorn (*Rhamnus frangula*), multiflora rose (*Rosa multiflora*), Japanese knotweed (*Polygonum cuspidatum*), box elder (*Acer negundo*), etc. existing along the margins of the Boardman River within the riparian vegetative buffer be removed and managed for the period that the developer or those within its control have exclusive rights over the buffer area. Similarly, only dead and dying native plant species only should be removed from the enhanced riparian vegetative buffer for this period.

Likelihood of Environmental Impact from the Proposed Plan. The RiverWest project as proposed provides numerous and diverse benefits to the natural and built environments of Traverse City. These benefits include but are not limited to: remediation of past soil impact and debris dumping in accordance with state law; implementation of innovative and low impact development storm water management and disposal; restoration and maintenance of the significant riparian vegetative buffer along the Boardman

⁶ Environmental Solutions, Inc. (ESI) and Inland Seas Engineering, Inc. both of Traverse City fully-defined areas of soil contamination in 1997 and 2005/06, and disclosed these findings to the MDEQ in a 1998 BEA (petition number P97-00086-CA) and 2006 BEA ID#B200600445CA.

⁷ Tetrachloroethylene (PCE) was documented in upgradient groundwater monitoring wells MW-1s at 4 ppb and 2 ppb at MDW-2d. The MDEQ groundwater-surface water criteria, i.e., the relevant potential exposure pathway at this location, for PCE is 60 ppb.

River; implementation and advancing of good planning practices such as urban in-fill and the vertical integration of work force and other housing; and creating dense development within the urban core and within close proximity to infrastructure and public services – all of which is envisioned by and promoted within the City and regional land use plans.

Thank you for the opportunity to provide these comments. Please contact me if you have any questions at 231-499-7165 or cgrobbel@grobbelenvironmental.com.

Sincerely,
Grobbel Environmental & Planning Associates



Christopher P. Grobbel, Ph.D.
Sr. Project Manager/Planner

References:

DRAFT Environmental Assessment Findings Pertaining to Redevelopment Plans, 305 W. Front St. and Environs, Traverse City, Michigan, prepared by Inland Seas Engineering, Inc., dated November 30, 2015.

Special Land Use Permit Application: 305 W. Front St., Traverse City, MI 49684, Tax ID# 28-51-794-001-00; dated October 6, 2015.

Storm Water Management Plan (Preliminary); Landscape Plan; Site Plan and Dimensional Plans: Pine Street Development ONE, LLC, prepared by Mansfield Land Use Consultants, 2015.

Results Summary (Soil Analytical Results), 305 W. Front St., Traverse City, Michigan, prepared by Inland Seas Engineering, Inc., dated November 24, 2015.

Michigan Economic Growth Authority (MEGA) an Michigan Department of Environmental Quality (MDEQ), Act 381 Work Plan To Conduct Eligible Activities; RiverWest Development, 305 W. Front St., Traverse City, prepared by NTH Consultants, Ltd., dated October 17, 2008.

Preliminary DRAFT: Michigan Economic Growth Authority (MEGA) an Michigan Department of Environmental Quality (MDEQ), Act 381 Work Plan To Conduct Eligible Activities; RiverWest Development, 305 W. Front St., Traverse City, prepared by NTH Consultants, Ltd., dated September 26, 2007.

Brownfield Plan - RiverWest Development, 305 W. Front St., Traverse City, prepared by NTH Consultants, Ltd. For the Grand Traverse County Brownfield Redevelopment Authority, Traverse City, Michigan, dated September 26, 2007.

Phase II Environmental Site Assessment, Proposed 305 West Front Street Development, Traverse City, Michigan, March 31, 2006, prepared by Inland Seas Engineering, Inc.

Geotechnical Investigation, Proposed 305 West Front Street Development, Traverse City, Michigan, March 24, 2006, prepared by Inland Seas Engineering, Inc.

Baseline Environmental Assessment, 305 West Front St., Traverse City, Michigan, Property Tax ID # 28-51-794-001-00, January 16, 2006, BEA ID#: B20060044CA, prepared by Inland Seas Engineering, Inc.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: *Mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: POLICE DEPARTMENT 2015 REPORT

Attached is a year-end report prepared by the Police Department. Interim Chief of Police Jeff O' Brien will make a presentation to the Commission on Monday evening.

Copy: Jeff O' Brien, Interim Chief of Police



Memorandum

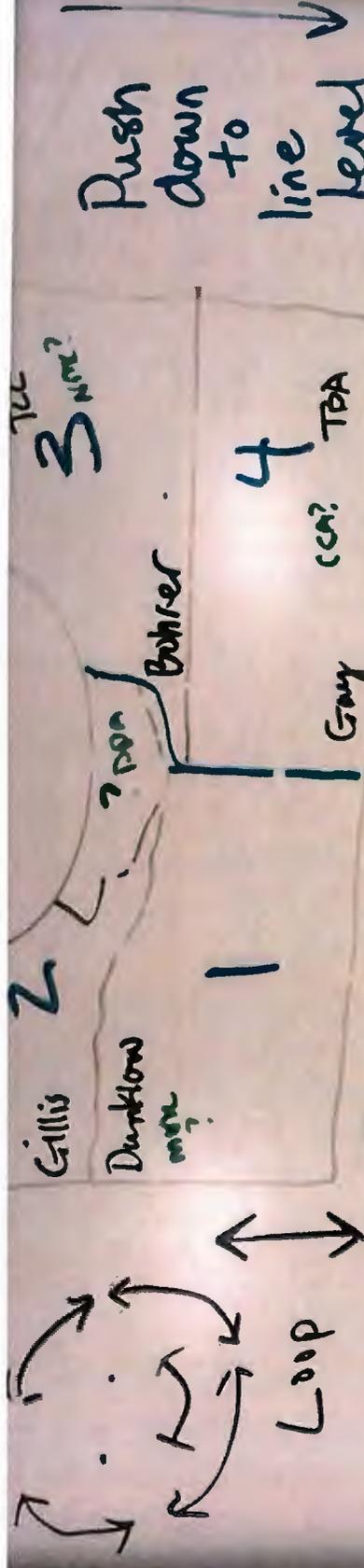
To: Marty Colburn, City Manager
From: Jeff O'Brien, Interim Chief
Date: November 30, 2015
Ref: Calendar Year End Police Report

Just after your arrival you gave us permission to go forward with community policing in our department. Because of that we formed a Community Policing Committee. That committee met on Aug 3, 2015 and the participants are:

Captain Jim Bussell
Sgt. Keith Gillis
Administrative Assistant Lisa Green
Officer Scott Maxson
Officer Jeremy Metedepeningen
Officer Paul Ellul
Officer Steve Sivek
Officer Adam Gray
Officer Ryan Taylor

The content of this report details the extraordinary efforts of the members of this department in implementing community policing service to the citizens of Traverse City. As you begin reading this report you will see a picture of an outline for implementing Team Policing in our department. This outline was born from the committee and a meeting with the sergeants, administrative assistant and me. That draft then morphed into a formal Community / Team Policing Strategic Planning Chart. We have a good foundation in this strategic plan. When we convene our Community Engagement seminar in January of 2016 we will have a clearer picture of our new direction.

I speak for all members of the department in thanking you for allowing us to take the department in a positive direction.



Team Policing Strategic Planning

- * Facebook - 10-1-15 ON line
- * Web Page -
- * Seminar - Grant 10-9-15
- * Team Policing Committee
 - look into training needs
 - assess implementation

- Schools
SRO's
- * Operation ICE - 7/11
 - * Lunch w/ kids
 - * Walk to school?
 - * Shoot program?

Traffic

- * Webmaster
- * Hickory Hills
- * Directed patrol Stubs

D.B.

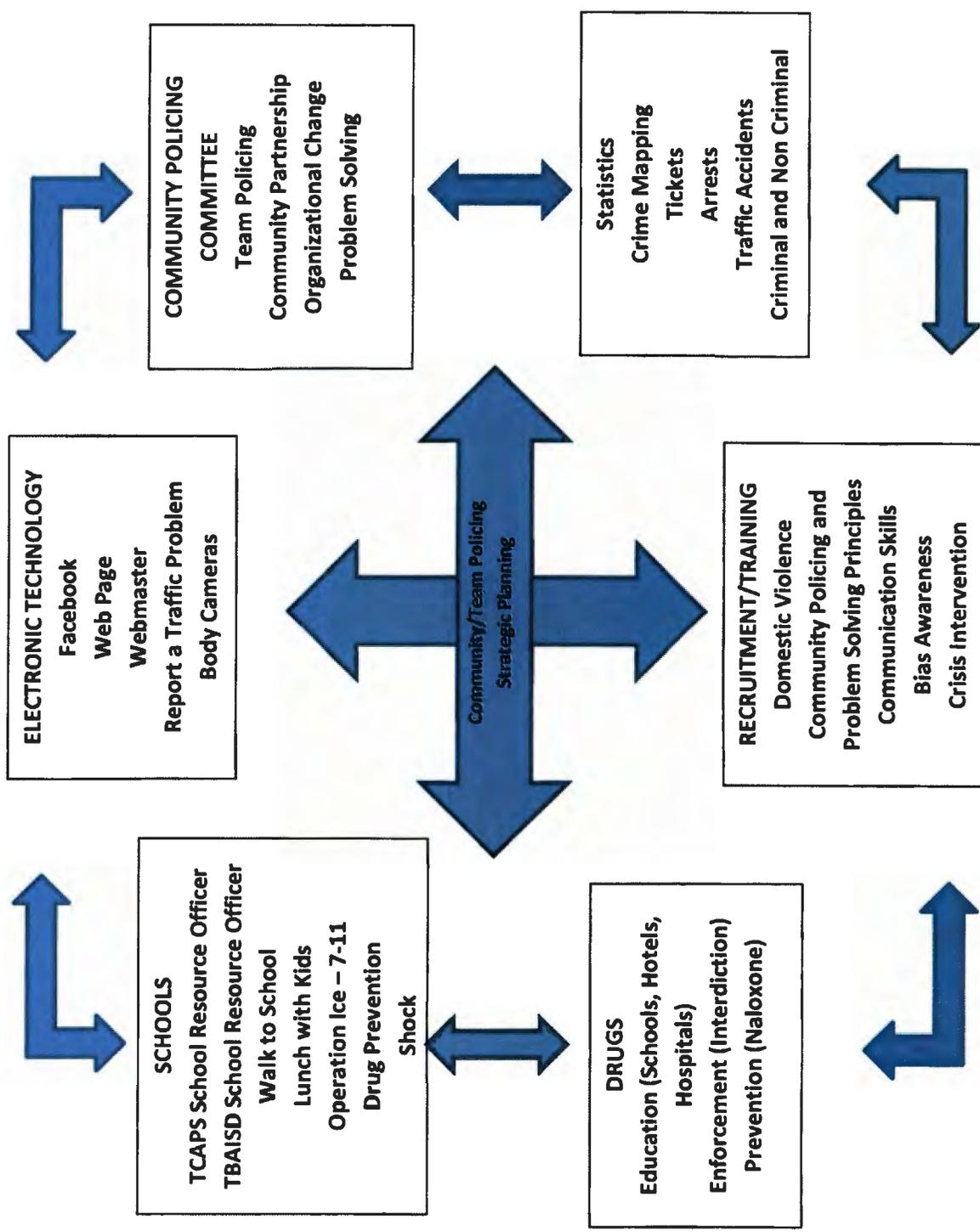
- * Crime analysis Mapping
 - * Interdiction Teams
 - * Interdiction Position
- Evidence
- * Civilian evidence tech.
 - * Evidence officer

Firearms PPCT

- * Sanctity of life
- * Stages of decision making process

FTO
Update
Recruitment

Training
Gas masks
AR15
Honor Guard



Traverse City Police Department

Published by Jim Bussell - September 2

Southwest Service Area Officers (1)

- Sergeant Kevin Dunklow - A shift Days
- Officer Adam Verschaeve - A shift Days
- Officer Scott Maxson - B shift Days
- Officer Jeremy Weiber - A Shift Nights
- Officer Kurt Bazner - B shift Nights



Traverse City Police Department

Published by Jim Bussell - September 2

Northwest Service Area Officers (2)

Sergeant Keith Gillis - B shift days

Officer Michael Peters - A shift days

Officer Steven Sivek - B shift days

Officer Adam Gray - A shift nights

Officer Pete Simerson - B shift nights



Traverse City Police Department

Published by Jim Bussell · September 2 ·

Northeast Service Area Officers (3)

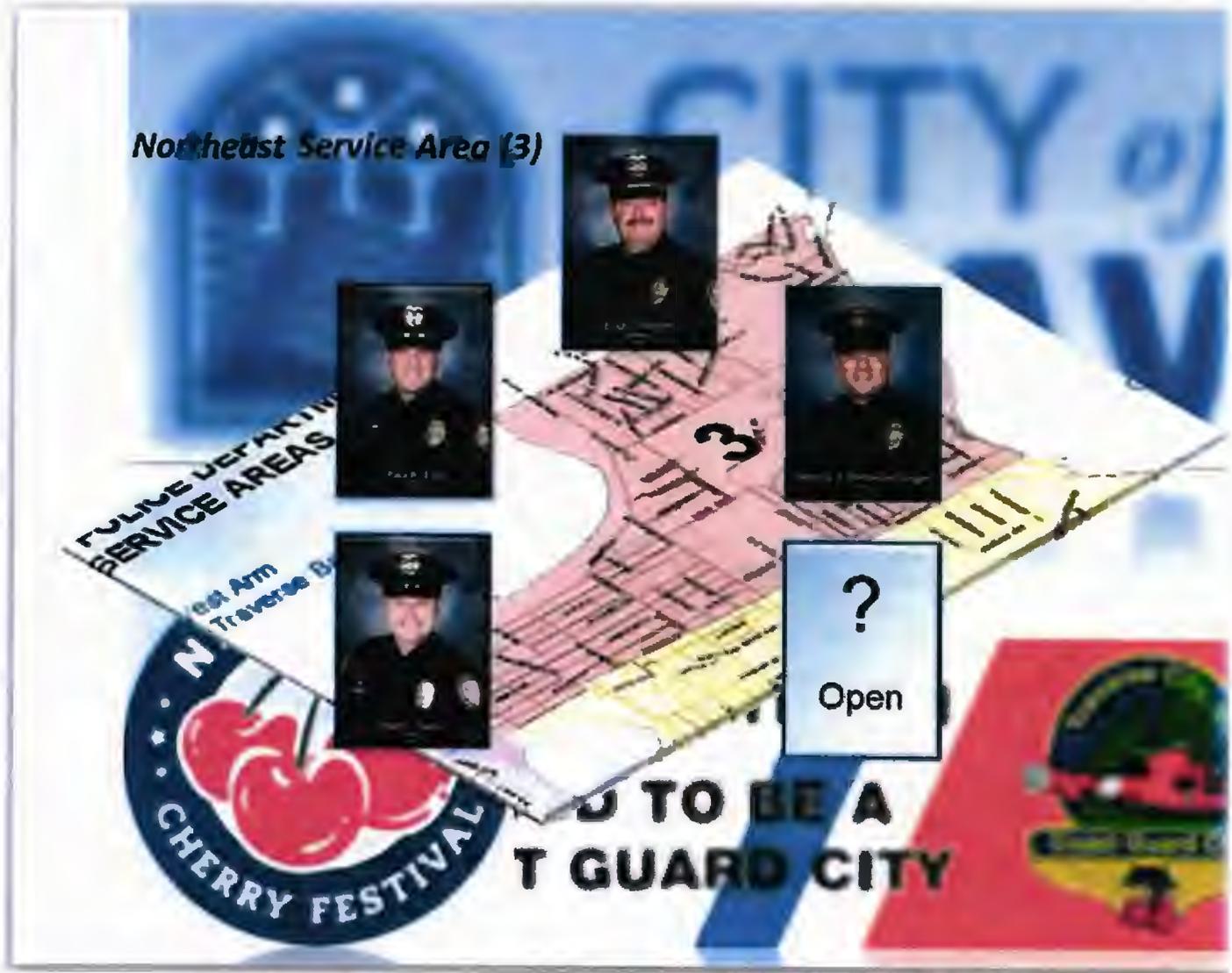
Sergeant Erich Bohrer - A shift nights

Officer Paul Ellul - A shift days

Officer Jeremy Metdepenningen - B shift days

Open - A shift nights

Officer Ryan Taylor - B shift nights



Traverse City Police Department

Published by Jim Bussell · September 2 ·

Southeast Service Area Officers (4)

Sergeant Kevin Gay - B shift nights

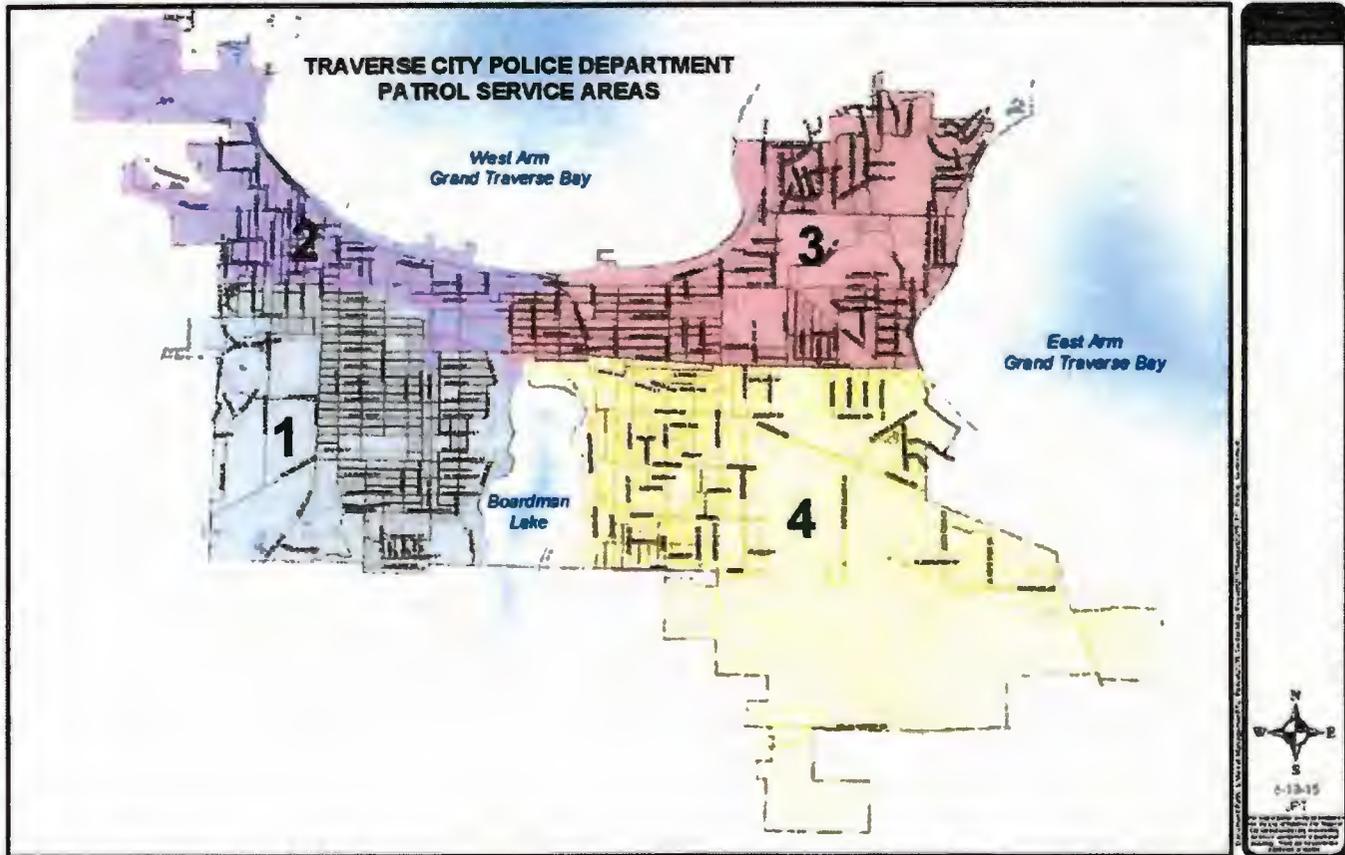
Officer Sam Meachum - A shift days

Officer Mark Witczak - B shift days

Officer Timothy Smith - A shift nights

Open - B shift nights





COMM

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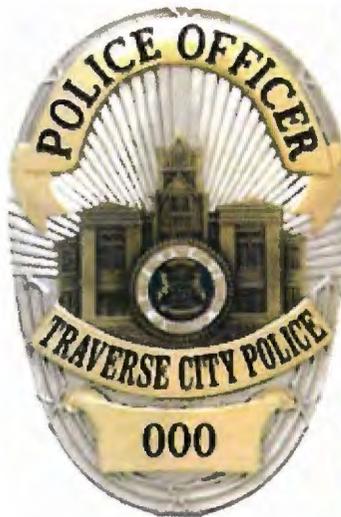


Inspire
inspire
A cura
selectr

A New Approach To Policing

November 2, 2015

By [Beth Milligan](#)



Building trust. Meeting community needs. Using creative problem-solving. Those goals reflect the new direction of the Traverse City Police Department, which is undergoing an organization-wide overhaul Interim Chief Jeff O'Brien hopes will better connect the department with the community. O'Brien's plan: To take the TCPD staffing structure and "flip it upside down," moving away from a centralized model – where officers handle a wide spectrum of patrol areas, crimes and

complaints – to a localized system in which every officer is assigned to a specific quadrant of the city.

The department has employed community police officers (CPOs), or district-specific officers, in the past. But budget cuts and attrition over the last decade have reduced the number of CPOs from six to just two. O'Brien's goal now is to convert every TCPD officer into a CPO, dividing the city into four sections that will each have a sergeant, four day officers and three night officers.

"Each officer is still responsible to Traverse City as a whole...but he's assigned to a specific area and has ownership there," explains O'Brien. "(The officer) isn't just driving around in a vehicle. He's building trust and relationships in that service area: Going to the neighborhood meetings, responding to complaints there, walking kids to school, listening to the needs of those residents."

Under the CPO system, officers become "advocates" for their neighborhoods, O'Brien says, familiarized through repeated exposure to the unique needs of each district. "It's not just crime...it can be quality of life issues," O'Brien says. "If a street light is out, or a certain drain always clogs after it rains, that officer can help bring attention to that." Officers are also being encouraged to use what's called a SARA approach to problem-solving: scanning, analysis, response and assessment. The system emphasizes proactively identifying issues facing the community (scanning), analyzing possible solutions, implementing a response and assessing how well the solution works. O'Brien gives the example of [Dann's House](#) – a wet house he pursued after repeatedly encountering the same group of individuals struggling with chronic alcoholism – as an example of SARA in action. "We're in the final assessment stage of that project now," O'Brien says.

As part of the restructuring, the TCPD has received a \$5,000 grant from Rotary Charities to

host community engagement sessions and gather input from stakeholders – ranging from business owners to school leaders to citizens to government bodies – on the department’s new direction. A kick-off forum is slated for January.

“Our community partners are going to be our eyes and ears on what we’re doing right and wrong,” says O’Brien. “Are we looking at crime correctly? Do we need to allocate more resources to traffic, or drugs, or schools? We’re going to take those suggestions...and collate those into a plan to meet the community’s needs.”

The TCPD is also looking at new tools – including a crime map that lets both officers and residents track patterns of illegal activity in Traverse City, and an updated website with community feedback forms – to create more “transparency and engagement,” says O’Brien. In a post-Ferguson era where community distrust can be an ongoing challenge for law enforcement agencies, O’Brien hopes TCPD’s new approach will help break down those barriers.

“The bottom line is that as a police officer, I can’t do my job without citizens telling me what’s going on,” says O’Brien. “I have to have trust with community members...and vice versa. I think it’s important we walk into this (process) and be able to take criticism as an agency. How can we change? We’re willing to hear that.”

Comments

Electronic Technology

Technology's Influence on Community Policing A number of contemporary technological factors impact the ways that police relate with their community. First, technology can both facilitate and inhibit building community bonds. While privacy concerns loom with regard to video recording the public, the push for law enforcement agencies to invest in body-worn cameras to record officer interactions with the public continues. Second, traditional media and social media have a powerful influence on how communities, and the nation, perceive police. 'Virtual communities' often created and dissolved within a matter of days or weeks in response to a news story or event can leave lasting scars on the reputation of police. On the other hand, police agencies that utilize traditional and social media to communicate and educate about the work that they conduct to keep their communities safe, can bolster understanding, and their standing with the community. We recognize that body cameras are part of the future and continue to work with the City Attorney to implement this technology in the future.

A number of resources designed to assist law enforcement in investigating, procuring and implementing body-worn camera technology, including Body Worn Camera Model Policy can be found at <http://www.theiacp.org>.

On December 1, 2014, President Obama announced that as part of White House efforts to strengthen community policing, he is allocating \$263 million to increase police use of body-worn cameras. More information can be found at [http:// www.whitehouse.gov/the-press-office/2014/12/01/fact-sheetstrengthening-community-policing](http://www.whitehouse.gov/the-press-office/2014/12/01/fact-sheetstrengthening-community-policing).

IACP report on police community relations.

Since June 27, 2015 the Traverse City Police Department has updated our Webpage, Webmaster; which consists of reporting a traffic problem from the public, and with the approval from the city clerk's office we are now on Facebook. These tools have proven to be of great value to our organization in the fact that we have an outlet to promote all the good things the department is doing and provide better service to the public. We have great people that work for and guard the city.

Schools

Youth Community Engagement: The youth community represents just one of many unique community subgroups; and the importance of law enforcement engagement of this unique community cannot be overlooked. America's youth will develop into the leaders of tomorrow, and will bring with them their perceptions and understanding of the world around them including their understanding of police. While the youth community provides a potential pool of future police officers and police leaders; some are being raised to fear or hate police. Police agencies have the opportunity to re-direct that trajectory through interaction and engagement targeted to today's youth. Understanding the differences of and within the youth community can help lay the foundation for positive engagement. The brains of youth are not treated as such. Unfortunately, youths of today are being put in positions of making adult decisions at early ages, exposed to extremely dangerous and provocative situations. They are expected to make the right choices without being given an accurate moral compass from which to navigate. It is important to understand that although at-risk youth do exist, particularly in low-income communities, not all are destined to criminality. Making assumptions based on race, dress, and other cultural differences only further distances youth. Early, positive engagement by law enforcement can have significant impact on the growth and development of youth. Youths will find gateway opportunities through police-led programs, such as youth citizen academies and Police Athletic Leagues. These provide positive interactions with police as well as opportunities to be involved. Youth will also benefit greatly from guidance, mentoring, and conversations with officers in their neighborhoods, as well as positive interactions with school resource officers. Some other keys to positive youth engagement include the following: Understand ways to reach youth effectively. For example:

- Use of social media to engage this unique group is imperative.
- Educate department staff on differences in youth thinking and behavior, including how to de-escalate a situation in which youths are involved.
- Model respectful relationships for youth to foster officer and community safety.

With this information from the IACP Policy Summit on Community Police Relations we have implemented the following programs to interact with the youth of Traverse City.

Continue School Resource Officer with TCAPS and TBAISD.

Participate in **Traverse City Walks To School Day** is a community-wide, multi-school celebration of National Walk To School Day on Wednesday, October 7th.

Lunch with Kids is program we will incorporate this winter whereas officers from TCPD will go to elementary schools in the city and have lunch and recess.

Operation Chill is in cooperation with 7-11 Stores. We hand out free slurpees for kids walking to school looking both ways at the intersections. It also puts a police officer in the intersection as a traffic officer.

Shock Program is in use with the Grand Traverse County Sheriff Office. We have incorporated that program this year and will be visiting schools in the city. The goal is to work with the schools and other criminal justice professionals to create a curriculum for drug, alcohol, and smoking resistance.

Traverse City Police Department added **3 new photos.**

Published by Kevin Dunklow November 17 at 6:48am ·

Officer Ellul spent some time at Trinity Lutheran School talking with the kids about safety and what a police officer's job entails. The kids had a great time and learned several safety tips.



Officer Adam Verschaeve assisted with traffic control this afternoon to ensure the kids were safe for Willow Hill Elementary Schools first annual "Trick or Trot" fundraiser. Looks like the kids had a blast! Thanks Willow Hill for the invite, see you next year!





Traverse City Police Department added **3 new photos**

Published by Kerth Gillis October 31 at 10:57am Traverse City, MI

Officer Sivek passing out Halloween treats to all the ghost and goblins in downtown Traverse City. Happy Halloween!!!



Traverse City Police Department added **6 new photos** with **Cameron Givens**.
Published by **Jim Bussell** · October 7 · Edited

Walk to School Day with TCPD and Students from Glen Loomis School.



Traverse City Police Department shared Grand Traverse 911's post.

Published by Keith Gillis · September 18 ·



The Traverse City Police Department will be working some traffic and pedestrian crossings near our schools today, promoting safety. There will be rewards of free slurpees thanks to 7-11 for the kids found looking both ways and practicing STOP, LOOK, LISTEN before crossing. Way to go TCPD!

Traverse City Police Department shared a [link](#).

Published by [Keith Gillis](#) · [November 18 at 8:28am](#) ·



TCPD Opens Satellite Office on NMC's Campus

The Traverse City Police Department has teamed up with Northwestern Michigan College to increase campus safety.

9AND10NEWS.COM | BY CAROLINE POWERS

Jeff O'Brien shared [Jerry Cannon's photo](#). Veterans Day November 11, 2015
November 11 at 5:19pm · **Northwestern Michigan College**



The City Of Traverse City

Police Department
851 Woodmere Avenue
Traverse City, Michigan
49686



KS#11e

To: Sgt. Dunklow
From: Officer Ellul
Date: November 21st 2015
Re: Community Policing

Interim Chief O'Brien has directed me to obtain information about a youth – oriented program that relates to retail fraud issues. The S.H.O.C.K. program (Shoplifting is a Crime Kids) is presented by specially trained officers to reduce larceny/retail fraud crimes committed by minors. This program is a collaborative effort with schools, private business loss prevention, law enforcement and the judicial system. Program topics include: making "good" choices, dealing with peer pressure, assertiveness and consequences. A short video exposes 4th grade students to kids (reenacted) that enter the criminal justice system by their own actions/decisions.

I feel this program will benefit our community by exposing students to these very important issues. Also, when presented by trained police officers, the often perceived stern authoritarian misconceptions can be quickly dispelled by communicating, listening and understanding the students concerns.

With your permission I can start my in-house training with the GTCSD in December 2015 and immediately begin implementing this program to the elementary schools within the city limits. Please feel free to contact me if there are any questions.

Respectfully submitted,

Officer Ellul TCPD

Traverse City Police Department Drug Enforcement Focus

In order to protect our community from the illegal drug epidemic that has gripped the United States, the department has formed a three-pronged focus to battle drugs. This approach centers first on the proactive interaction between School Resource Officers, teachers, students and parents preventing and responding to drug issues within our city schools. The second prong focusses on the enforcement of drug laws both through a new Street Interdiction Officer program and through support of the local Narcotics Team joint task force run by the Michigan State Police. The final area the Traverse City Police Department has branched into is by focusing on becoming more proactive in the treatment of those suffering from substance abuse.

Prior to examining how the Traverse City Police Department will approach these facets, it is first necessary to further explore some of the specific drugs affecting our city. The following information documents a small portion of the narcotic investigations that took place in Traverse City from January-November of 2015.

Review of 2015 Narcotics Investigations in Traverse City:

- *In January 2015*, two separate apartments in the 900 block of Woodmere Ave were served with search warrants and the Narcotics Team Meth Responders arrested several individuals for manufacturing and use of meth and selling heroin. Information from these two search warrants led to another four search warrants in Traverse City and Grand Traverse County and the seizure of large amounts of heroin.

- *In February 2015*, seven search warrants were served in: Traverse City (at local banks), Grand Traverse County (Indian Trail Blvd. and a local Motel), and in Detroit (at local banks) regarding a suspect who had been selling large amounts of heroin in Traverse City and Grand Traverse County for several years. Approximately \$50,000 in drug proceeds were seized.

- *In March 2015*, an attempted murder investigation was opened and two search warrants were served after fentanyl was administered to a Confidential Informant at Munson Hospital (Fentanyl is a highly concentrated opiate). The subsequent search warrants resulted in the arrest of numerous individuals and the seizure of a large quantity of crack cocaine.

- *In April 2015*, Traverse City Officers responding to a disturbance at the Travel Lodge located two subjects (one a juvenile) who had been importing a large quantity of heroin from Detroit. Subsequent investigation led to a search warrant on a residence in Grand Traverse County where large amounts of crack cocaine and heroin were seized.

- *In May 2015*, Traverse City Officers responded to the Travelodge where they interrupted subjects preparing to manufacture methamphetamines. Further investigation lead to a search warrant at a residence in Leelanau County where meth was being manufactured.

- *In June 2015*, an overdose death in Grand Traverse County, lead to a search warrant of a residence in the 900 block of East Front Street where heroin was being sold. At the same time this search warrant was being affected, TC police responded to an address in the 900 block of Washington Street where Naloxone

was administered to a Traverse City man who was overdosing on heroin. It is believed that both individuals received their heroin from the same supplier.

- *In July 2015*, a large amount of crack cocaine and heroin were seized from a subject arriving at the downtown Traverse City Bus Station on West Front Street. The subject fled on foot, but was apprehended near that location. At the same time, various quantities of heroin were purchased from a seller on Barlow Street and a search warrant was affected off Keystone from a supplier. A large amount of heroin was seized.

- *In August 2015*, the Narcotics Team Meth Team responded to the Law Enforcement Center on Woodmere Ave. reference methamphetamine related chemicals components and apparatus brought there by a concerned citizen as part of a methamphetamine manufacturing dump site.

- *In August-September 2015*, a search warrant was served on Franklin Street following numerous purchases of heroin and crack cocaine from a local dealer. During the search warrant several subjects were arrested and a large amount of crack cocaine and heroin was seized.

- *In October 2015*, two search warrants were served on a residence and a vehicle for numerous individuals tied to the manufacturing of methamphetamines. These individuals had been manufacturing at a residence off of Veterans Drive and were subsequently arrested in Grand Traverse County.

These are just a select few of the many investigations concerning illegal drug activity taking place in and around Traverse City, MI. The following documents the amount of drug investigations opened by the Traverse Narcotics Team over the last few years:

Year	Traverse Narcotics Team Investigations
2012	64
2013	75
2014	79
January-November 2015	83

These figures do not include the numerous drug related calls handled by TCPD officers and emergency medical personnel. To combat these rising numbers, the Traverse City Police Department has developed a multifaceted approach which will work in cooperation with the Traverse Narcotics Team, Grand Traverse Sheriff's Department and local Prosecutors.

Prevention Within Our Schools:

The first step to prevention of illegal drug use is with one of our most vulnerable targets, the young people in our schools. **The Traverse City School Resource Officers (RSO) have become an important part of the duty to protect children on our school campuses. By implementing training in the "Triad" model of School-Based Policing we will train our RSO's as Teach, Counselor, and Law Enforcement Officer.** This model is specifically pertinent to combatting illegal drugs in our schools as the variety and methods used to introduce drugs to young people changes over time. Being merely a

symbol of law enforcement in the schools is not enough. It is imperative that students, teachers and family members are reached on a personal level through education, building personal relationships via counseling and through enforcement of the law.

Our RSO's are kept up to date on the most current trends in illegal drug use by school aged young people including the use of marijuana and THC products in E-cigarettes and Vaporizers, as well as the illegal use/sale of prescription medications by students. The latter is specifically pertinent as the majority of heroin users in the Traverse City Area as well as throughout the United States begin their addiction after becoming hooked on prescription painkillers such as hydrocodone and Vicodin-many at a young age. The use of Hydrocodone and other opiates has a direct link to the increased use of heroin. According to the Michigan State Police, The average age that individuals begin using heroin is 18-22 years old, but some start as early as 14.

In cooperation with the Narcotics Team as well as Interdiction Specialists, RSO's will then be able to provide this information and training to school staff members as well as parents to increase awareness and effectiveness both in the proactive prevention of illegal drug use as well as assist students who are coming into contact with these drugs through acquaintances and friends.

Enforcement of Drug Laws

Following prevention through education is the necessity for enforcement. The Traverse City Police Department is currently promoting two types of enforcement. The first includes **Interdiction Specialists who will be trained in the fundamental principles, methods and techniques involved in the interdiction of criminal narcotics trafficking and gang activity. Working closely with the Narcotics Team, Grand Traverse County Prosecutor and the Grand Traverse County Sheriff's Office we believe this team will be a showcase and model for other agencies in the United States.** The Street Interdiction Officer is a Specialty ancillary assignment designed to meet the growing need for trained uniformed law enforcement officers involved with the proactive investigation of intelligence information received regarding the possession use and sale of illegal drugs in our city on a daily basis. A complete description of this specialty is enumerated below:

STREET INTERDICTION OFFICER SPECIALTY:

Job Description

Only Officers fully employed as non-probationary Traverse City Police Department patrol officers will be eligible for this specialty assignment. The capacity of Street Interdiction Officer (SIO) will be limited to intermittent special operations in conjunction with the Narcotics Unit or during directed patrol activity as authorized by the Chief of Police and/or his/her designee and will not jeopardize patrol responsibility and minimum staffing requirements. Specialty assignment shall be made through the Street Interdiction Officer's direct supervisor (Patrol Sergeant) in accordance with chain of command protocol.

Street Interdiction Officers will receive specialized training in the fundamental principles, methods and techniques involved in the interdiction of criminal narcotics trafficking and gang activity. This includes training in legal and illegal drug and drug paraphernalia identification, concealment methods, highway interdiction, airport interdiction, bus and train interdiction, hotel interdiction, parcel interdiction, K9 utilization, search and seizure law, asset forfeiture, utilization of the El Paso Intelligence Center (EPIC), utilizing their Operation Jetway Training and the identifiers associated with known criminal organizations (gangs).

Street Interdiction Officers will act as a liaison between the Narcotics Unit and the uniformed patrol division concerning narcotics trafficking and gang activity within the jurisdiction of the Traverse City Police Department. They will actively participate in the collection and investigation of intelligence information concerning illegal narcotics trafficking, street gangs, prison gangs, drug cartels and other criminal organizations and the dissemination of that information to the narcotics unit and division commanders.

They will participate in specialized operations with the narcotics unit as uniformed officers during search warrant service, arrests and traffic stops as deemed necessary by the commander of the Narcotics Unit and as authorized by the Chief of Police. They may also be assigned to directed patrol as deemed necessary by the division commanders and as authorized by the Chief of Police.

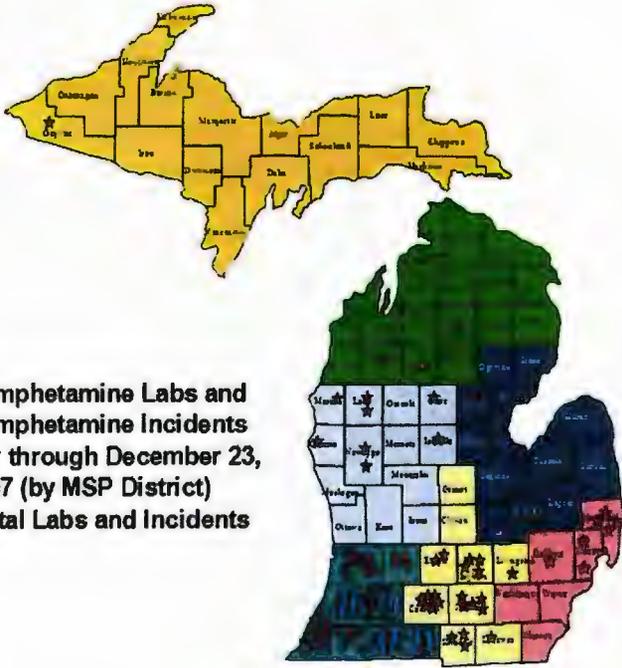
They may be assigned to investigate complaints from citizens about illegal narcotic and gang activity, conduct street level interdiction focused on gang and narcotics activities and investigate, follow up on information gathered from correctional facilities within our jurisdiction to help prosecute and prevent criminal activities and to investigate citizen complaints about illegal gang and narcotic trafficking activities.

The importance of this new addition to our specialty training programs cannot be overstated. Traditional policing methods promote a reactive environment in which narcotics trafficking is halted through standardized investigative means wherein detectives respond to information regarding criminal activities and develop larger cases on specific dealers over time frequently resulting in higher level conspiracy and delivery cases against a smaller number of prolific dealers.

This form of investigation is effective, but as Traverse City grows and develops, so too does the drug community. The number of tips and information concerning both those suffering from substance addiction as well as individuals involved in both lower and higher level trafficking grows. The Narcotics Unit continues to strive to meet this ever increasing need, but due to limited resources and manpower must continue to direct efforts at higher level dealers with the greatest impact on our community.

Additionally, the Narcotics Unit by necessity must also direct a considerable amount of time, energy and manpower toward fighting the ever increasing methamphetamine manufacturing problem which, as can be seen below is increasing astronomically in the last few years.

**Methamphetamine Labs and
Methamphetamine Incidents
January through December 23,
2007 (by MSP District)
202 Total Labs and Incidents**



**Methamphetamine Labs and
Methamphetamine Incidents
January through December
2014 (by MSP District)
861 Total Labs, Dumpsites and
Components**



(Statistics from Michigan State Police Web Site Ref. Manufacturing Trends)

To meet these challenges, the Street Interdiction Officer Specialty was developed. As part of the day to day patrol force, these Officers will be able to immediately follow up on tips received from community

members, as well as devote time to the ever increasing illegal drugs flowing through area hotels, airports, bus stations, the Cherry Capital Airport and downtown areas.

The second form of enforcement includes providing a detective from the Traverse City Police Department to work full time with the Narcotics Team. This individual is part of a Narcotics Team joint task force headed by the Michigan State Police with participants from eight surrounding counties. This individual is trained in both proactive and reactive law enforcement centering on both long term and short term investigations where it is necessary to utilize non-uniformed personnel in detection, surveillance and under cover capacities. As indicated in the above listed information, the current drug problem facing Traverse City is not limited to strictly Traverse City, Grand Traverse County or the surrounding areas. It is an epidemic that has been progressively getting worse throughout Michigan.

In previous years, Traverse City was a destination for individuals importing crack cocaine and heroin from southern Michigan to sell to local addicts in our city and county. Law enforcement is seeing a shift as local dealers and dealers from southern Michigan are importing illegal drugs from not only the southern part of the state but out of state and outside of the U.S. (An example of this may be seen below in the arrest classifications made by the Narcotics Unit over the last few years).

Classification of Narcotics Arrests:

Drugs	Heroin	Cocaine	Marijuana	Gen. Drugs	Other
Level 1	Less than 50 Grams	Less than 50 Grams	Less than 10 Pounds	Less than 1,000 dosage units	Conspires to Violate at level
Level 2	50 to 650 Grams	50 to 650 Grams	10 to 100 Pounds	1,000/10,000 Units	Conspires to Violate at Level
Level 3	Over 650 Grams	Over 650 Grams	Over 100 Pounds	Over 10,000 Units	Lab Operators

Persons Arrested By Classification:

Classification:	2013	Classification	2014
Level 1	151	Level 1	118
Level 2	5	Level 2	22
Level 3	45	Level 3	48
Other	25	Other	36

TCPD's Role in Substance Abuse Treatment

Of all the drugs coming into the Traverse City area, Heroin is one of the most addictive and destructive. According to the Michigan Department of Community Health It is estimated that 23% of individuals who

use heroin become dependent on it. This high level of addiction is mainly due to the way heroin interacts with an individual's dopamine receptors and in the process destroys that individual's internal ability to produce dopamine thus requiring more and more of the drug to maintain a normal existence. The effects of coming off a heroin addiction are physically brutal and many suffering from substance abuse end up in poverty just trying to maintain a normal level of existence. A large portion of these individuals became addicted to heroin after being unable to fulfill their addiction to the more expensive prescription medications such as hydrocodone. In 2010 the International Narcotics Control Board reported that the US uses more than 99% of the world's Hydrocodone. As previously stated the use of Hydrocodone and other opiates has a direct link to the increase use of heroin. **This is why the Traverse City Police Department's final focus is through treatment.**

By the use of Naloxone in our patrol cars, we have recorded 4 reversals from opiate overdoses. Naloxone functions by immediately intercepting opiate's attachment to receptors and thus is highly effective in halting overdoses directly upon injection. Due to the fact Naloxone is effective with all drugs containing opiates; it is effective with both prescription overdoses and heroin overdoses. Several examples of Naloxone reversals may be seen below:

New Tool Able to Reverse Heroin Overdose

*Posted: Apr 20, 2015 10:47 PM EDT
Updated: Apr 27, 2015 10:47 PM EDT*



Traverse City police used a new tool to revive a man who they say overdosed on heroin.

Police responded to a vehicle that crashed into a stop sign at Rose and Washington Streets early Sunday morning.

The man was gasping for air.

Police say there was a suspected heroin syringe on the passenger seat.

Officers were able to use naloxone, an injection that reverses opiate overdoses.

The man was able to talk a short time later.

This is the first time the department has had to use the injection since they received them six weeks ago.

"We have just really seen an increase of this type of activity within the city of Traverse City and I would say one to two times a month we're running on heroin overdoses within the city."

Each officer carries naloxone in their vehicle. * 9 & 10 News Release

Heroin Arrests in TC

June 23, 2015



Police revived a heroin overdose victim and busted an alleged heroin dealer in apparently unrelated cases in Traverse City Sunday.

A 21-year-old man who stopped breathing and had no pulse was revived after TC Police administered the heroin-overdose-reversing drug Naloxone. When the man lost consciousness, a woman who was with him summoned police to the residence on the 900 block of Washington Street at 6:40pm. Police determined the 24-year-old provided the man heroin and that she was also under the influence of the drug. They also said she was in possession of crack and marijuana and they asked the Traverse Narcotics Team for assistance. Both suspects were taken to Munson Medical Center and police submitted a report to prosecutors

requesting drug charges against them.

Also on Sunday, TNT officers, city police and Grand Traverse County Sheriff's deputies executed a search warrant at two apartments on the 900 block of East Front Street following a months-long investigation into heroin sales from that location. TNT said in a press release that an undercover purchase of heroin took place at one of the apartments in April and that "large quantities" of the drug were sold there. Police arrested a 28-year-old Traverse City woman and they confiscated cash, scales, and heroin.

[Permalink](#)

Previous Next



Record-Eagle/Tessa Lighty

Ten minutes, two lives saved

Officer Adam Gray poses for a picture on the Eighth Street bridge where he helped save a suicidal woman the night before



"Upon doing so, she immediately took breath and she got on the ambulance," he said. "Once on the ambulance they were able to administer more medication which reversed the effects of the heroin overdose. Ultimately, she ended up surviving."

Posted: Friday November 13, 2015 4:34 pm

BY MATT TROUTMAN mtroutman@record-eagle.com

TRAVERSE CITY — Traverse City police Officer Adam Gray knows his night shift patrol can put him in a position to save a life, but he never expected to face two life-or-death situations back-to-back.

That's what happened Thursday night when Gray revived a woman from a potential overdose then helped stop another from committing suicide. The two incidents occurred within about 10 minutes of each other.

"In my experience, have I dealt with similar issues?" Gray said. "Yes, but not necessarily back-to-back."

An 11:05 p.m. call about a potential overdose at a home on Veterans Drive kicked off Gray's eventful evening. His supervising officer Sgt. Erich Bohrer said Gray arrived in time to see an unconscious woman, 21, being carried from the residence.

Bohrer said the officers learned the woman used heroin in the past. He said he went inside the home to search for drugs while Gray prepared a shot of naloxone, a drug that city police officers recently started carrying to reverse overdoses.

Gray injected the drug into the woman's thigh and saw an immediate effect.

But Naloxone is just one of the tools used in combating the ever-growing heroin problem. Recently the Traverse City Police Department has a Sergeant assigned to the 86th District Sobriety Court to liaison with other criminal justice and social professionals in the treatment of drug abuse. This liaison is imperative. Individuals that become involved in substance abuse have a long and uphill road to recovery. Upon review of various treatment programs, the Michigan Department of Community Health indicates the following:

Substance Abuse Program	Effectiveness (Lack of Recidivism)
Only 12 Step Program	8%
Only Medication	30%
Only Behavioral Therapy	30%
Combination of Above Programs	80%

As can be seen, a combination of treatments is necessary for effective results. By working together with educators and other criminal justice and social professionals as well as focusing on preventative education, proactive law enforcement and a treatment oriented approach to the myriad of drug issues facing our city, it is hoped that the Traverse City Police Department will continue to make a positive difference in the lives of its citizens.

Statistics

By the end of the calendar year we will have Crimemapping access on our Facebook and department web page. This is major PR tool , however it will also help the department with crime statistics. A disclaimer will be at the front of the site when you open to explain that the information may not be 100% accurate. This is the product information on their web page and you can find it at: <http://www.crimemapping.com/> With this tool we will be the only department north of Clare that provides this information to the public.

What is CrimeMapping.com?

CrimeMapping.com has been developed by [The Omega Group](#) to help law enforcement agencies throughout North America provide the public with valuable information about recent crime activity in their neighborhood. Our goal is to assist police departments in reducing crime through a better informed citizenry. Creating more self reliance among community members is a great benefit to community oriented policing efforts everywhere and has been proven effective in combating crime.

CrimeMapping.com utilizes [ESRI](#)'s advanced mapping engine which helps us provide a high level of functionality as well as flexibility to the agencies we serve. Crime data is extracted on a regular basis from each department's records system so that the information being viewed through a Web browser is the most current available. This data is always verified for accuracy and all address information is generalized by block in order to help insure privacy is protected.

[The Omega Group](#) has been working with law enforcement agencies throughout North America since 1992. Hundreds of police and sheriff's departments are currently using one of our desktop or Web-based CrimeView solutions for their intelligence led policing needs. CrimeMapping.com represents our nationwide public service. We understand the sensitive nature of crime data and work hard to maintain integrity as well as security with every solution we provide.

The Traverse City Police Department Calls for Service Statistics for the last four months are also provided in this section of the report.

Traverse City Police Department Calls for Service Statistics

Month Year
 July 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	319	362	457	476	477	480	358	2,929	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	126	95	95	48	40	28	35	58	80	127	119	150
	12	13	14	15	16	17	18	19	20	21	22	23
	146	141	179	138	165	140	147	200	176	157	181	158
Location	Citations	Traffic Crashes										
		Fatal	PIA	PDA	OWI	Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes
661 West	27	0	4	32	1	4	13	119	77	98	36	330
662 Downtown	37	0	2	26	3	17	39	802	225	360	28	1,415
663 Southwest	25	0	1	30	1	1	15	151	83	111	31	376
664 Northeast	32	0	3	22	4	0	6	147	82	93	25	347
665 Southeast	34	0	2	20	2	0	18	174	103	162	22	461
Totals	155	0	12	130	11	22	91	1,393	570	824	142	2,929

*Other Calls for Service include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assistis; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 7/31/15.
 Arrest stats are as of 8/02/15.

Traverse City Police Department Calls for Service Statistics

Month August Year 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL	Month			Year	
									August			2015	
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11	
	457	338	314	330	327	388	393	2,547	78	105	135	136	
	91	98	68	34	30	33	36	65	20	21	22	23	
	12	13	14	15	16	17	18	19	20	21	22	23	
	129	133	157	146	153	138	155	133	148	113	127	106	
Location	Citations	Traffic Crashes				Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal						
661 West	30	0	1	26	2	0	11	99	59	121	27	306	
662 Downtown	37	0	2	27	4	1	24	679	153	233	29	1,094	
663 Southwest	24	0	3	20	0	0	8	118	65	101	23	307	
664 Northeast	33	0	3	20	1	0	18	147	60	110	23	340	
665 Southeast	30	0	0	13	0	0	23	200	74	213	13	500	
Totals	154	0	9	106	7	1	84	1,243	411	778	115	2,547	

*Other Calls for Service include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assist; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 9/01/15.
 Arrest stats are as of 9/01/15.

Traverse City Police Department Calls for Service Statistics

Month Year
September 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL						
	275	332	341	315	344	269	249	2,125	8	9	10	11		
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11	
	81	64	60	37	31	18	40	48	86	107	93	111	
	12	13	14	15	16	17	18	19	20	21	22	23	
	137	111	125	134	87	119	113	118	142	94	83	86	
Location	Citations	Traffic Crashes					Arrests			*Other Criminal	Criminal	Non- Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal							
661 West	27	0	0	22	2	0	8	82	38	90	22	232		
662 Downtown	33	0	3	23	4	0	33	567	108	197	26	898		
663 Southwest	25	0	0	23	1	0	12	106	49	95	23	273		
664 Northeast	45	0	5	29	3	1	14	124	65	91	34	314		
665 Southeast	25	0	2	16	2	1	15	166	86	138	18	408		
Totals	155	0	10	113	12	2	82	1,045	346	611	123	2,125		

* Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 10/01/15.
 Arrest stats are as of 10/01/15.

Traverse City Police Department Calls for Service Statistics

3rd Quarter Totals
July - September 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	1051	1032	1112	1121	1148	1137	1000	7,601	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	298	257	223	119	101	79	111	171	244	339	347	397
	12	13	14	15	16	17	18	19	20	21	22	23
	412	385	461	418	405	397	415	451	466	364	391	350
Location	Citations											
	Traffic Crashes											
	Fatal			PIA			PDA			OWI		
	Arrests			MIP			Criminal			*Other		
	Criminal			Non-Criminal			Traffic Crashes			Total		
661 West	84	0	5	80	5	4	32	300	174	309	85	868
662 Downtown	107	0	7	76	11	18	96	2048	486	790	83	3,407
663 Southwest	74	0	4	73	2	1	35	375	197	307	77	956
664 Northeast	110	0	11	71	8	1	38	418	207	294	82	1,001
665 Southeast	89	0	4	49	4	1	56	540	263	513	53	1,369
Totals	464	0	31	349	30	25	257	3,681	1,327	2,213	380	7,601

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assistis; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
Ticket stats are based on what District Court has entered as of 10/01/15.
Arrest stats are as of 10/01/15.

Traverse City Police Department Calls for Service Statistics

Month Year
 October 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
	268	267	260	314	380	344	237	2,070	8	9	10	11	
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11	
	74	72	52	34	23	21	53	67	95	117	99	95	
	12	13	14	15	16	17	18	19	20	21	22	23	
	103	114	126	114	86	104	105	136	104	97	90	89	
Location	Citations		Traffic Crashes				Arrests		*Other	Criminal	Non-Criminal	Traffic Crashes	Total
	Fatal	PIA	PDA	OWI	MIP	Criminal							
661 West	20	0	1	24	2	1	6	103	49	70	25	247	
662 Downtown	41	0	0	16	1	3	28	512	101	152	16	781	
663 Southwest	24	0	0	25	4	2	8	114	60	86	25	285	
664 Northeast	56	0	2	22	2	0	12	172	65	87	24	348	
665 Southeast	28	0	1	17	0	0	16	172	74	145	18	409	
Totals	169	0	4	104	9	6	70	1,073	349	540	108	2,070	

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assistants; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 10/30/15.
 Arrest stats are as of 11/01/15.

Traverse City Police Department Training / Recruitment

In September Command Officers O'Brien and Bussell attended a seminar for the **Police Executive Development Series at Michigan State School of Criminal Justice**. That four day seminar focus was on building and strengthening public trust. The curriculum primarily centered on the **Final Report of the President's Task Force on 21st Century Policing**. Also within that curriculum was a topic on Re-Engineering Training on Police use of Force. This is an excerpt from the Police Executive Research Forum that is of great interest to Law Enforcement Executives in post day Ferguson Missouri. It reads as follows:

Over the past year, the policing profession has been shaken by controversies over the deaths of Eric Garner, Michael Brown, Tamir Rice, Walter Scott, Antonio Zambrano-Montes, and many others. I don't know anyone who would dispute that the reputation of American policing has suffered from these incidents. At times, it has seemed like every time you turn on the TV, you see another story about the police that hits you like a punch to the stomach. PERF's Board of Directors was quick to realize that the rioting last summer in Ferguson was not a story that would fade away quickly, and we decided to hold a national conference in Chicago about the implications of Ferguson for policing. That meeting, held on September 16–17, just five weeks after the Ferguson incident, was written up in "Defining Moments for Police Chiefs," our last Critical Issues in Policing report. One of the key issues we discussed that day in Chicago was the need to rethink the training that police officers receive on de-escalation strategies and tactics. As we look back at the most controversial police shooting incidents, we sometimes find that while the shooting may be legally justified, there were missed opportunities to ratchet down the encounter, to slow things down, to call in additional resources, in the minutes before the shooting occurred. It became clear that this issue of de-escalation was one of many ways in which the training of police officers can be improved. Our goal is to give police officers better tools for avoiding unnecessary uses of force, particularly deadly force.

Some of the topics for the Traverse City Police Department training in the future will emphasize:

Domestic Violence

Community Policing and Problem Solving Principles

Interpersonal and Communication Skills

Bias Awareness

Crisis Intervention

Training in the future will have to be continual and consistent that will reinforce the community policing expectations of the department. The training will also emphasize relationship building within the community. The Chief of Police will meet with every new hire upon their entry into Field Training Program. They will hear what it means to be a member of the TCPD team. How integrity is the most important aspect of a police officer in Traverse City. They will have clear expectations of what they have to do to build relationships within the community and implement community policing strategies.

In conclusion the President's Task Force Reports also emphasized that in the future the police use of force continuum could change to a decision model. I have attached that model titled: **How the National Decision Model Works.**

How the National Decision Model Works

PERF asked Police Constable Daniel Shaw, a specialist in the Operational Training Unit of the Greater Manchester Police, to provide an example of how constables in Greater Manchester are trained to use the National Decision Model (NDM) in responding to a call about a man with a knife on the street:

In the initial phase of the incident, whilst officers are en route, I would expect them to be gathering as much intelligence as they can. **(Information, Intelligence)** This could be gleaned from police systems, colleagues, etc. This could be done via the officer's radio. The info and intel that I would expect the officers to be asking for would include:

- Is there a history of previous calls at the address/location?
- Who do we know is there? What do we know about these individuals?
- What is the physical environment we are going to? What is the building type? What is the estate/community like? What is my access/egress from the actual street?
- What prompted the call to the police? Did the person commit a crime? Is he behaving strangely or threateningly?
- Is there any indication of a mental health problem?
- What exactly did the caller say about a knife?

The answers to all these questions would certainly cause officers to begin using the NDM. **(Information, Intelligence; Assess Threat and Risk; and Develop a Working Strategy.)** I would also expect officers to be assessing their options and possible courses of action when they arrive at the scene. **(Powers and Policy; Options and Contingencies.)**

Upon arriving at the scene, I would expect the officers, if arriving alone and where possible, to initially try and stay at a distance so that they may observe the individual

that they are potentially about to deal with. **(Information, Intelligence.)** This may simply mean stopping the vehicle on the other side of the road, giving the officers crucial time to assess the subject's impact factors and demeanour. **(Information, Intelligence; Assess Threat and Risk; Develop a Working Strategy.)** By creating distance and time, we create an opportunity for good observation, critical analysis of the situation, and a more accurate assessment of risk.

Gathering information and actively thinking of it in this way inherently begins the officer's assessment of place-specific impact factors, taking into consideration any other people around and the impact any action may have on their demeanour and any risk from that. **(Assess Threat and Risk; Develop a Working Strategy.)** This could affect whether additional officers or other resources are needed at the scene.

Even with distance and observation, the subject may see the police and begin to approach them. However, they would have the crucial extra seconds of time to assess his intentions and react. They might have the options of staying in the vehicle, or moving it. And they will have had more time to come up with a dynamic plan, even something as simple as, "I'll speak to him and be ready with my Taser; you flank him and be ready to intervene should I fail." **(Options and Contingencies.)**

So what happens when the officers alight from their vehicle and approach the subject? Say, for example, that he produces the knife and shouts, "Shoot me." **(Information and Intelligence).** I would expect the officers to be consciously working through their threat assessment, recognizing now that they might be faced with unpredictable behaviour and a barrier to communication. **(Assess Threat and Risk; Develop a Working Strategy.)** I would expect them to make distance immediately

continued on page 46

and consider their tactical options, including distance tools such as Taser and CS Spray.

I would also expect tactical communications and negotiations to be paramount here, taking into account the mental health issues and suicide-by-cop scenario. Repeated commands and shouting are less likely to work with persons potentially suffering mental illness, so I would expect the officers to be ready with an intervention option if needed, e.g. the less-lethal option of Taser, or if there is time, even a dog patrol.

I would also expect the officers' communications and negotiations to begin immediately. This may involve speaking to the subject and avoiding loud commands, such as "DROP THE WEAPON." Every officer will have a different style of communication, and what works for one will not necessarily work for another. But they might start the communications on a low level, and it might include simple questions and statements, such as "Why do you have a knife?" and "We are here to help you." It would be the ideal for the officers to build rapport immediately.

This emphasis on making space and engaging in communication and negotiation is crucial. First and foremost, it may negate any use of force. It also gives the officers time to work through and select a proportionate tactical option should they need to act. Ultimately a use of force may be necessary to control the individual, but the officers will be more informed and *would be able to provide a clear rationale.*
(Assess Threat and Risk; Develop a Working Strategy; Powers and Policy; Options and Contingencies; Take Action.)

There are many ways this situation could play out. Perhaps the officer or officers in this example would deploy CS spray, and immediately move away to re-assess and work through the NDM again. If the CS spray does not have the desired effect, an

officer might decide to draw his baton to control the subject.

I think that ultimately, the initial process of creating space and negotiating is the main difference between what would be expected of a UK police officer and what we sometimes see in the U.S. However, this is not to say that immediate intervention is wrong; if the circumstances dictate, it may be necessary, such as an immediate threat to an individual's life.

The thing we emphasise the most with officers is that they "spin" the NDM as soon as they receive new info and intel, and start the process over, making fresh threat assessments and constantly considering different tactical options that they have to their disposal.

We also evaluate whether our responses are in accordance with the mnemonic "P.L.A.N.": This comes from the European Convention of Human Rights 1998 and is important as it currently serves as the "Reasonable Test" at court.

- **Proportionate:** How would a reasonable member of the public view the action that we took? Would they think that it was a reasonable response? Was it appropriate to the severity of the level of threat that was faced? What was the threat that the subject posed to the public?
- **Lawful:** Is there a lawful footing for being present in the first place? Is there a lawful reason for continued involvement? Is any use of force/tactical option backed up by common law powers or statute?
- **Accountable:** Where would the officers' rationale be recorded? Have they accounted for what they did, and have they also accounted for other options that may have been available that they chose not to use? Taser is generally our preferred tactical option when dealing with edged weapons. But another option might have been to wait and rendezvous with other officers. Were there any other specialist resources, such as a tactical dog unit?

Ultimately the scenario and actions of the subject will dictate what course of action is needed.

- **Necessary:** Was the use of force necessary in the first place, or could officers have done something else? Tactical withdrawal and communication are viewed as tactical options, and officers would always have to explain why these options were not used, or if the officers tried them, how and why they failed.

All of the above points have been raised in courts of law over the years, when cross-examination has occurred of an officer's use of force.

It is accepted that an officer will not always have the chance to work through this model as highlighted above. For example, in a spontaneous and unexpected attack at close quarters, it is accepted that officers will act instinctively and will not necessarily have any time to work through different options. But the officer would always have to articulate and rationalise his instinctive reaction after the incident about what he did.

Consider the question: Is an edged weapon a potential lethal weapon? Yes of course. However, this threat could be reduced when it is seen early and an officer has awareness of the potential threat, considering his/her tactical options, including communication, withdrawal, unarmed skills, CS spray, baton, and possibly Taser.

Having worked as a police officer and formerly as a prison officer, I have dealt with many incidents where I have been faced with a knife/edged weapon. I have used all of my tactical options at some point in different circumstances; personally I have never received an injury from a weapon, but I acknowledge that there have been circumstances where officers have been injured and tragically worse.

Ultimately the scenario dictates everything, but the NDM has helped me greatly, including prior to incidents, during them and post-incident when it is time to re-view what happened and articulate my actions, thought processes and rationale for what course of action I may have taken.



All stages of the decision making process need to reflect:

- The Statement of Common Purpose and Values
- The Role of the Constable
- Policing ethics, standards and mission
- The 10 ACPO Risk Principles
- The Police (Conduct) Regulations 2008
- Legal Obligations (including the ECHR)

Ask yourself:

WHAT SHOULD THE PUBLIC EXPECT FROM ME?

STAGE DETAILS

STAGE 1: Identify Situation and Gather Information (and Intelligence if appropriate)

Ask yourself:

- What is happening? (or What has happened?)
- What do I know so far?

STAGE 2: Assess Threats and Risks of the Situation

Ask yourself:

- Do I need to take action immediately?
- What do I know so far?
- Do I need to seek more information?
- What could go wrong?
- How probable is the risk of harm?
- How serious would it be?
- Is this a situation for the police alone to deal with?
- Am I trained to deal with this?

Determine a working strategy to mitigate threats and risks and maximise opportunities and benefits

STAGE 3: Consider Powers, Policies and Other Obligations

Ask yourself:

- What legal powers do I have or need to make this decision?
- Is there a formal force policy to follow in this instance or can I use my discretion?
- What other obligations might be applicable (eg multi-agency protocols)

STAGE 4: Identify Options and Consider Possible Contingencies

Ask yourself:

- What options are open to me?
- What am I trying to achieve?

Identify suitable responses, taking into consideration:

- The immediacy of any threat
- Limits of information to hand
- Amount of time available
- Available resources and support

Use PLANE to evaluate potential options, ie, is each one: PROPORTIONATE, LAWFUL, AUTHORISED, NECESSARY, ETHICAL?

What contingencies should I consider (what will I do if certain things happen?)

STAGE 5: Take Action (and Review what happened)

RESPOND:

- Select and implement the option that appears to have the greatest likelihood of success against the least harm
- Ensure those who need to know the decision (including the public) understand what you have decided and why

RECORD:

- If appropriate, record the selected response and the reasoning behind it

Monitor and Review Decision

Ask yourself:

- What happened as a result of my decision?
- Did it achieve the desired outcome?
- Is there anything more I need to consider?
- What lessons can be taken from how things turned out?

IF THE INCIDENT IS **NOT** OVER: Go through the model again as required

IF THE INCIDENT **IS** OVER: Review your decision(s), using the same 5-stage model as required



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: ^{*mcc*} MARTY COLBURN, CITY MANAGER

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

Mayor Carruthers would like to appoint Elizabeth Whelan to the Planning Commission. He has previously interviewed all candidates held on file for this board.

This is a Mayoral appointment, with City Commission approval.

The following motion would approve the Mayor's recommendation:

that the Mayor's appointment of Elizabeth Whelan to a three-year term (seat previously held by Jan Warren), expiring November 12, 2018, on the City Planning Commission, be approved.

MC/kez

K:\tcclerk\city commission\appointments\PC_Citizen at Large_20151203.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: December 3, 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 is Jan Warren who has indicated her interest in being reappointed.

2014 Attendance Records for Incumbents:

Jan Warren – Present 18 out of 22 meetings

The following applicants are on file:

Elizabeth Whelan

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

Mike Grant

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

Jan Warren (Incumbent)

Mayor Carruthers has chosen to appoint Elizabeth Whelan to the seat currently held by Jan Warren.

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!

City Planning Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
John Serratelli (Chairperson) 237 Midtown Dr, TC, 49684 929-3252 (Res) 312-882-0060 (Cell) jfskbs@gmail.com	11/10/08	11/13/17
Camille Weatherholt 1118 Pine Needle Lane, TC, 49686 342-1991 (Res) camille.weatherholt@gmail.com	11/11/13	11/12/18
Janice Warren (Secretary) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	12/08/97	11/09/15 11/12/18
- Seeking Reappointment -		
Janet Fleshman 210 E. 9th St, TC, 49684 935-4316 (Res) jrfte@sbcglobal.net	11/11/13	11/14/16
Michael Dow 436 Washington St, TC, 49686 947-0425 (Res) 703-969-8122 (Cell) mikedow13@gmail.com	12/02/13	11/14/16
Linda Koebert 319 Washington St, TC, 49684 989-400-3223 (Res) lkoebert@gmail.com	12/15/14	11/13/17
Jim Tuller (Administrative Official) 400 Boardman Ave, TC, 49684 922-4930 (Office) jtuller@traversecitymi.gov	11/09/15	11/13/17
Gary Howe (Commissioner Rep) 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traversecitymi.gov	11/09/15	11/14/16
Ross Richardson (Commissioner Rep)	11/09/15	11/14/16

10675 Candleton Ct, TC, 49684
947-5515 (Res)
rrichardson@traversecitymi.gov

Russell Soyring, City Planning Director – staff

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals and the Grand Traverse Commons Joint Planning Commission or a joint fire administrative board. This requirement does not apply to the City Commission representatives on the Planning Commission.

NINE MEMBERS:

Six City Representatives appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first and third Tuesday of each month at 7:30 pm.

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 8th Street corridor, continuing on to Garfield, 14th 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 MI 49684
(Street) (City) (State) (Zip)

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

Home telephone number: (231) 649-4998 Work telephone number: ()

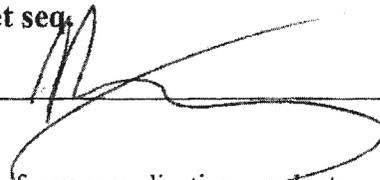
We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

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 

Date 11/25/14

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

11/25/2014

City Clerk
400 Boardman Ave.
Traverse City, MI 49684

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

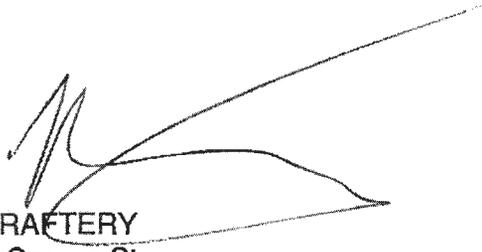
Please find enclosed my application to serve on the City of Traverse City Planning Commission Board.

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

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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.

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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

Detroit, Michigan

School of Law

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

- Attended with full scholarship as a William D. Traitel scholar after scoring in the 98th 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 6th 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: ()

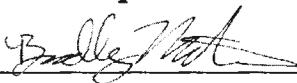
We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

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 DECEMBER 7, 2015

DATE: DECEMBER 3, 2015

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – APPOINTMENTS

Attached is a memo from Deputy City Clerk Katie Zeits regarding three terms on the Brown Bridge Advisory Committee with various expiring terms. As mentioned by Ms. Zeits, Commissioner Howe has asked to step down and is recommending Commissioner Shamroe be appointed in his place; Jim Tuller was recently appointed to another board and is therefore no longer eligible to serve, and Larry Gerschbacher has asked to resign.

The City Commission Ad Hoc Interview Committee comprised of Commissioners Howe; Chair, Shamroe and Haas, will be interviewing three candidates for this board on Monday afternoon and have indicated they hope to have a recommendation ready for the meeting.

The following is a sample motion:

that Commissioner Shamroe be appointed to one unexpired term expiring October 2, 2017 (seat previously held by Commissioner Howe) and that _____ and _____, each be appointed to one unexpired term expiring October 3, 2016 (seats previously held by Jim Tuller and Larry Gerschbacher) on the Brown Bridge Advisory Committee.

MC/kez

K:\tcclerk\city commission\appointments\BBAC_20151207.doc

copy: Steve Largent, Grand Traverse Conservation District

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: December 2, 2015
Subject: Brown Bridge Advisory Committee – Appointments

There are three unexpired terms on the Brown Bridge Advisory Committee currently available, seats previously held by Commissioner Howe, Jim Tuller, and Larry Gerschbacher. Commissioner Howe's term is set to expire on October 2, 2017, while Mr. Tuller and Mr. Gerschbacher's terms will expire October 3, 2016.

A City Commission Ad Hoc Interview Committee was appointed to make recommendation to this board and will be interviewing candidates Monday afternoon, December 7th. The Committee is hopeful that they will have a recommendation prepared for Monday night's meeting.

Applications on File:

Kathleen Kasdorf
Jamie Kidwell-Brix
Caroline Gersch

Commissioner Howe would like to recommend that Commissioner Shamroe be appointed to his current term expiring October 2, 2017.

Appointments to the Brown Bridge Advisory Committee are made by the City Commission.

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

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

Thank you!

Brown Bridge Advisory Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 nasper@mainstreammkt.com	05/02/11	10/03/16
Gary Howe (City Commission Rep, City Res) 926 Lincoln St, TC, 49684 715-1017 (Res) glhowe@traversecitymi.gov	11/18/13	10/02/17 10/02/17
	- Resigned	
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) briverdown@charter.net	09/07/10 (Eff. 10/04/10)	10/05/16
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) backhome@earthlink.net	10/02/07	10/02/17
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) pmaxba@gmail.com	03/18/13	10/01/18
Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) mary_flees@yahoo.com	10/06/14	10/02/17
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) kreftngr@charter.net	03/05/07	10/01/18
Larry Gerschbacher (City Resident) 925 Kelley St, TC, 49686 946-1592 (Res) gerscht@charter.net	10/07/13	10/03/16 10/03/16
	- Resigned	
Judith Nemitz	03/24/05	10/01/18

4572 Albert Courtade Rd, TC, 49686
632-9009 (Res) 995-1755 (Bus)
jjnemitz@yahoo.com

Deni Scrudato (City Resident) 422 E. State St, TC, 49686 922-5938 (Res) deniscrudato@yahoo.com	09/07/10	10/01/18
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Jim Tuller (City Resident) 220 W. 13th St, TC, 49684 342-0650 (Cell) 922-4930 (Bus) jtuller@tefire.org	09/07/10 (eff. 10/04/10)	10/03/16 10/03/16
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- Appointed to City Planning Commission

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

Resources:

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

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

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

This Committee consists of twelve members (not less than six members shall be City residents). They are selected as follows:

One member of the City Commission – selected by it

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

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

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

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

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

Ordinance Amendment 651 (enacted 8-16-04) revised manner in which appointments are made; the method for appointments in light of this change is reflected above. Ordinance Amendment 872 (enacted 8-16-2010) revised manner in which appointments are made; therefore removing the provision for a Traverse City Light and Power Board seat nomination. Ordinance Amendment 1012 (enacted 2-17-15) which modifies the composition and organization of the committee, giving voting authority to the City Commissioner representative.

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

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!

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

Name: Jamie Kidwell-Brix

Residential Address: 1013 Jefferson Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: jamie.kidwell@gmail.com

Preferred Phone No.: 361-549-2050 Additional Phone No.: _____

Occupation: principal at Brixwell LLC (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?
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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?

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Signature

Jamie Kidwell-Brix

Date

11/12/15

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!

Benjamin C. Marentette
City Clerk
City of Traverse City

November 12, 2015

Mr. Marentette,

I am writing to apply for the opening on the Brown Bridge Advisory Committee. In April, I moved to Traverse City from Ann Arbor and am looking for opportunities to become engaged with my new community. As an employee of local government for over five years, I strongly believe active engagement from community members strengthens the quality of the community as a whole.

While in Ann Arbor, I served on the planning committee of the Local Food Summit in 2013 and 2014. In this role, I helped plan and organize a one-day grassroots event centered on strengthening the local food system in southeast Michigan. Additionally, I assisted in outreach and press for the Summit and developed the event's scholarship review process.

My background in community engagement from the perspective of a resident and as a local government employee will bring a valuable perspective to the Brown Bridge Advisory Committee. In my role as sustainability associate for the City of Ann Arbor, I worked with six different boards and commissions, including the energy commission, environmental commission, housing commission, housing and human services advisory board, park advisory commission, and planning commission, to develop a sustainability framework for the City of Ann Arbor's master plan.

If the vacancy on the Brown Bridge Advisory Committee is no longer available, I would also be interested in learning of current vacancies on other boards and commissions.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Kidwell-Brix". The signature is stylized and cursive.

Jamie Kidwell-Brix
jamie.kidwell@gmail.com
361-549-2050

Jamie M. Kidwell-Brix
1013 Jefferson Ave, Traverse City, MI 49684
jamie.kidwell@gmail.com • (361) 549-2050

EDUCATION

Bachelor of Arts in Sociology; Brown University, May 2007

Master of Urban and Regional Planning; University of Michigan, December 2010

- Masters Project - *Model Changeover: Adapting City Services to Detroit's Urban Landscape*
- Board member of Urban Planning Student Association
- Organizer of academic course for 60 students
- Senior Editor of departmental annual journal, AGORA
- Recipient of departmental fellowship

WORK EXPERIENCE

Principal, Brixwell, LLC - Traverse City, MI (Jun 2015-Present)

Offering comprehensive sustainability planning services to private and public organizations, including:

- Environmental benchmarking and greenhouse gas emissions inventories
- Climate and sustainability action planning
- Climate adaptation planning
- Coordination of the Michigan Green Communities (MGC) network, a peer-learning network of local government and university staff working to further sustainability initiatives statewide; MGC is a program of the Michigan Municipal League Foundation

Sustainability Associate, City of Ann Arbor - Ann Arbor, MI (Jul 2010-Present)

- Conducted first spatial analysis of rental housing market in Ann Arbor
- Worked with multiple jurisdictions and stakeholders, including Washtenaw County, Ann Arbor and Ypsilanti Housing Commissions, property owners and residents, to create a strategy to increase energy efficiency in rental housing
- Developed a new element of the City's Master Plan, a sustainability framework, which provides a set of overarching sustainability goals for the city
- Presenting to city commissions, city council, and community members
- Drafting, submitting and managing over a half-million dollars in grants related to city sustainability projects including federal, state, and private foundation grants
- Contributing to blogs related to city sustainability work, including those of the Sustainable Cities Institute and Concentrate Media
- Organizing annual sustainability forums with the Ann Arbor District Library to raise awareness about city initiatives

Research Assistant, Detroit Vacant Property Campaign - Detroit, MI (Jan-Jun 2010)

- Mapped boundaries of community organizations in Detroit to identify areas without community resources in the city
- Researched organizations to facilitate more accurate information for the inventory of active community organizations and their activities

Research Assistant, University of Michigan - Ann Arbor, MI (May 2009-Jun 2010)

- Assessed residential segregation and travel patterns within the 7-county region of Detroit
- Generated statistics and spatial analysis using SPSS and ArcGIS to examine travel patterns and accessibility in Detroit

PRESENTATIONS AND PUBLICATIONS

- Published article on community energy planning in November/December 2013 Michigan Association of Planning's *Michigan Planner* magazine
- Published article in the Fall 2011 issue of the Michigan Municipal League's *The Review*
- Featured in case study on sustainability planning in 2013 online publication of *A Guide to Greening Cities*
- Speaking Engagements: Michigan Public Radio, University of Michigan courses, 2011 Michigan Green Communities workshop, 2012 Michigan Green Communities Leadership Academy, 2012 National League of Cities Conference, 2012 American Planning Association Conference, and 2013 Michigan Association of Planning Conference

ADDITIONAL

- Proficient in ArcGIS, SPSS, Microsoft Office, Microsoft Access, and Adobe InDesign
- Experience organizing large groups, events, and fundraising
- Planning Committee member of 2013 and 2014 Local Food Summit in Ann Arbor
- Planning Committee member for 2012 Mission Zero Fest in Ann Arbor

RECEIVED

DEC 01 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): BROWN BRIDGE

ADVISORY COMMITTEE

Name: CAROLINE GERSCH

Residential Address: 6116 E. 8TH ST. #2 TRAVERSE CITY MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: CNGERSCH@GMAIL.COM

Preferred Phone No.: (248) 705-9993 (CELL) Additional Phone No.: (231) 929-3450 (WORK)

Occupation: ATTORNEY (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.

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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?

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Caroline Gersch
Signature

11/30/2015
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!

BRANDT, PEZZETTI, VERMETTEN & POPOVITS, P.C.
ATTORNEYS AT LAW

CAROLINE N. GERSCH
E-mail: egersch@bfarlaw.com

600 E. FRONT STREET, STE. 102
TRAVERSE CITY, MI 49686
(231) 929-3450
Facsimile (231) 941-9568

December 1, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Re: Brown Bridge Advisory Committee Application

Dear Sir or Madam:

I first learned about the Brown Bridge Quiet Area as a participant in Leadership Grand Traverse (Spring 2015). Steve Largent's presentation on the Brown Bridge Dam removal project was, without a doubt, the highlight of my experience in the program. I am applying to serve as a member of the Brown Bridge Advisory Committee because I want to contribute to the community that I recently began calling home. December 1st marks the one year anniversary of our move from metro Detroit to Traverse City. My husband and I both shared a strong desire to live in northern Michigan, so when I was offered a position at a law firm in town, we didn't hesitate. Not a day goes by that I do not actively reflect on my gratitude for the opportunity to live here. Like most transplants (and natives), one of the most significant motivating factors for choosing to live in Traverse City is the abundance of natural beauty and outdoor activity. I am passionate about environmental preservation and feel particularly drawn to, and intrigued by, the Brown Bridge Quiet Area.

Beyond possessing a passion for The Great Outdoors, I pride myself on being a hardworking, energetic and thoughtful team player. My background in psychology and mediation have provided me with enhanced communication and dispute resolution skills. As an attorney, I am well equipped when it comes to researching an issue, particularly in the areas of environmental and zoning law. I eagerly welcome the chance to use my skills, knowledge and energy to serve the city in this meaningful way.

Sincerely,



Caroline N. Gersch

CNG/

Caroline N. Gersch, M.A., J.D.

616 E. Eighth Street, #2, Traverse City, MI 49686 ♦ (248) 705-9993 ♦ cngersch@gmail.com

MEMBER IN GOOD STANDING, STATE BAR OF MICHIGAN
CERTIFIED IN MCR 2.411 CIVIL COURT MEDIATION

PROFESSIONAL EXPERIENCE

- Brandt, Pezzetti, Vermetten & Popovits, P.C.** Traverse City, MI
Associate Attorney December 2014 – Present
- General practice specializing in elder law, probate, estate planning and commercial litigation
- Levine Benjamin Law Firm** Southfield, MI
Associate Attorney July 2013 – December 2014
- Represented claimants in disability adjudication across the nation
 - Interviewed prospective clients, analyzed medical records and prepared legal briefs for judicial review
 - Attended regional conferences as firm representative
- Trott & Trott, P.C.** Farmington Hills, MI
Legal Marketing & Communications Officer September 2012 – July 2013
- Using the strategic planning timeline model, performed market research to develop new products and services with accompanying marketing collateral
 - Developed and implemented attorney satisfaction tool for largest default servicing law firm in Michigan
 - Conducted attorney focus groups for the purpose of modifying existing policies and procedures
 - With the compliance team, gathered and prepared documents in order to demonstrate the firm's observance of stringent regulatory requirements
 - Researched and interpreted mortgage banking regulations and legislation
- Challenge Detroit** Detroit, MI
Fellow September 2012 – July 2013
- Fellows participated in team challenges as multidisciplinary consultants for Detroit based non-profit organizations. Challenge themes included: environmental quality, food access, housing, transportation, education and immigration. Responsibilities included traditional academic research, surveys, project management, creative design and presentation of proposed solutions.
- Free Legal Aid Clinic, Inc.** Detroit, MI
Chairperson May 2010 – April 2012
- Oversaw every aspect of a fully functioning student managed law firm with a staff of over 20 and a client base of over 200
 - Prepared documentation and maintained business records in compliance with 501(c)(3) standards
 - Negotiated move of clinic into superior office space on Wayne State campus
 - Developed and managed annual work-study and office expense budgets
 - Acted as spokesperson for the Free Legal Aid Clinic in the wider community
 - Liaised with partner organizations on administrative and legal functions
 - Designed and coordinated family and elder law trainings, prepared manuals
 - Organized and executed fundraisers, silent auctions and other philanthropic endeavors

Various Student Attorney Positions

- Metro Detroit, MI
Michigan Unemployment Insurance Project (MIUI) January 2011 – April 2011
- Represented and advocated for Michigan unemployment benefit claimants
- Kresch Oliver PLLC* October 2010 – January 2011
- Reviewed facts and law related to action against MDOC for inadequate medical care of prisoners
- Great Lakes Environmental Law Center* September 2010 – April 2011
- Researched permit decisions related to local coal plants, the July 2010 Enbridge oil discharge and 2010 FREIGHT Bill

Wentworth and Associates, P.C.

- Utica, MI
Clinical Therapist September 2008 – November 2009
- Provided individual, couples and family psychotherapy

EDUCATION

Wayne State University Law School

- Detroit, MI
Juris Doctor May 2012
- Warrior Pro Bono Award, 2011-2012
 - Mark Weiss Endowed Scholarship, 2011-2012
 - PACE Environmental Moot Court Competition, February 2012
 - Native American Law Student Society, Vice President 2011-2012
 - Environmental Law Society, Vice President 2010-2011

Michigan School of Professional Psychology

- Farmington Hills, MI
Master of Arts in Clinical Psychology July 2009
- Master's Thesis: How DSM diagnoses shape adolescent identity formation
 - Invited to present thesis at 2009 Humanistic Psychotherapies Conference

University of Michigan – College of LS&A

- Ann Arbor, MI
Bachelor of Arts in Psychology August 2007

Outward Bound - Wilderness

- Temuco, Chile
Leadership Semester in Patagonia Winter 2003

PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES

- Team in Training Alumni Network (Detroit Free Press Marathon)
- Roeper Alumni Service Corps
- Leadership Grand Traverse Alumni

12/7 CC Ref/015

CITY OF TRAVERSE CITY

MEMORANDUM

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Quarterly Financial Report
Date: November 24, 2015

Attached is the Quarterly Financial Report for the fourth quarter ending June 30, 2015. The bulk of the fieldwork for the audit has concluded and the review of our accounting records will continue for awhile and I expect a few adjustments to these final numbers.

It is likely that the General Fund will officially end the fiscal year in the negative by approximately \$1,244,000, which was both intended by the City Commission and was very close to the projected numbers as outlined in the City Budget that was reviewed in the spring. We expect few adjustments to that number and anticipate that the final number will remain close to these preliminary numbers. Once the audit is completed we will provide to you a full analysis of the various revenue and expense categories.

All other major fund categories performed consistent with prior years or with their budget. There are items of note. First, the Sewer Fund recorded revenue lower than the prior year because the prior year contained over \$1.1 million in fees from dewatering at two major development projects in the City. Also, the Sewer Fund recorded higher expenses than the prior year because it purchased one new membrane for the treatment plant. Second, the Water Fund incurred expenses that were significantly higher than the prior year because of the major repair and replacement projects at both the water treatment plant and to the water line system. Third, total revenue in the Auto Parking System Fund was higher compared to the previous year as a result of higher fees and greater collection efforts. However expenses were also higher than the previous year reflecting purchases of new meters and electronic pay stations. Fourth, total revenue in the Capital Projects Fund was significantly higher compared to the prior year as a result of the \$1 million grant from the state for the West Front Street project. Fifth, revenue and expenses in the trunkline fund reflects additional funding from the state for pavement repair on US 31 from the Holiday Inn to Airport Access under the direction of MDOT. Also, the local street fund received more funding from the state as a result of a special appropriation from the state over and above the normal Act 51 distribution. Finally, it should be noted that interest rates remained at their all time low for the entire fiscal year. As a result, interest earnings were negligible for each fund for the fiscal year. An investment report will be submitted under separate cover illustrating this occurrence.

Although the figures in this report are not final audited figures, I expect few changes once the audit is completed. Please forward this to the City Commission for their information.

City of Traverse City
 Quarterly Reports
 Fiscal Year 2014-15

GENERAL FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	14,293,450.00	14,308,450.00	8,672,128.74	1,062,438.70	1,365,807.50	3,012,859.87	8,672,128.74	9,734,567.44	11,100,374.94	14,113,234.81	98.64%
Surplus	942,800.00	1,402,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	15,236,250.00	15,711,250.00	8,672,128.74	1,062,438.70	1,365,807.50	3,012,859.87	8,672,128.74	9,734,567.44	11,100,374.94	14,113,234.81	89.83%

EXPENDITURES	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
Personnel	8,943,730.00	9,122,730.00	2,191,097.27	2,059,163.55	2,143,148.37	2,628,840.31	2,191,097.27	4,250,260.82	6,393,409.19	9,022,249.50	98.90%
Supplies	359,700.00	359,700.00	68,542.60	86,041.26	52,329.90	126,378.28	68,542.60	154,583.86	206,913.76	333,292.04	92.66%
Contractual	1,372,770.00	1,365,770.00	233,759.38	277,857.30	256,304.54	340,528.85	233,759.38	511,616.68	767,921.22	1,108,450.07	81.16%
Other	1,825,050.00	2,108,050.00	784,875.11	538,381.04	344,437.05	482,997.27	784,875.11	1,323,256.15	1,667,693.20	2,150,690.47	102.02%
Contingency	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Transfers	2,705,000.00	2,755,000.00	1,458,000.00	0.00	250,000.00	1,035,071.16	1,458,000.00	1,458,000.00	1,708,000.00	2,743,071.16	99.57%
Total	15,236,250.00	15,711,250.00	4,736,274.36	2,961,443.15	3,046,219.86	4,613,815.87	4,736,274.36	7,697,717.51	10,743,937.37	15,357,753.24	97.75%

WATER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	3,750,000.00	3,750,000.00	1,264,532.16	788,960.17	727,059.49	1,016,881.57	1,264,532.16	2,053,492.33	2,780,551.82	3,797,433.39	101.26%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,750,000.00	3,750,000.00	1,264,532.16	788,960.17	727,059.49	1,016,881.57	1,264,532.16	2,053,492.33	2,780,551.82	3,797,433.39	101.26%

EXPENDITURES	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
Treatmt Plant	1,153,900.00	1,153,900.00	292,780.86	395,507.16	292,484.28	710,248.83	292,780.86	688,288.02	980,772.30	1,691,021.13	146.55%
Distribution	1,119,500.00	1,119,500.00	225,985.77	226,895.97	268,191.37	701,538.19	225,985.77	452,881.74	721,073.11	1,422,611.30	127.08%
Utility Acct	476,100.00	476,100.00	105,980.84	99,305.13	108,699.62	152,008.70	105,980.84	205,285.97	313,985.59	465,994.29	97.88%
Contingency	1,000,500.00	1,000,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,750,000.00	3,750,000.00	624,747.47	721,708.26	669,375.27	1,563,795.72	624,747.47	1,346,455.73	2,015,831.00	3,579,626.72	95.46%

**City of Traverse City
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SEWER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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REVENUE											
Current	6,190,000.00	6,190,000.00	1,613,828.91	1,308,668.36	1,333,253.19	2,011,585.42	1,613,828.91	2,922,497.27	4,255,750.46	6,267,335.88	101.25%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	6,190,000.00	6,190,000.00	1,613,828.91	1,308,668.36	1,333,253.19	2,011,585.42	1,613,828.91	2,922,497.27	4,255,750.46	6,267,335.88	101.25%

EXPENDITURES

Treatmt Plant	2,996,000.00	2,996,000.00	753,983.69	835,460.29	949,316.94	1,365,450.06	753,983.69	1,589,443.98	2,538,760.92	3,904,210.98	130.31%
Distribution	825,000.00	825,000.00	200,138.85	196,541.09	198,631.11	563,433.46	200,138.85	396,679.94	595,311.05	1,158,744.51	140.45%
Utility Acct	998,300.00	998,300.00	224,880.49	218,617.56	224,997.77	244,909.55	224,880.49	443,498.05	668,495.82	913,405.37	91.50%
Contingency	1,370,700.00	1,370,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	6,190,000.00	6,190,000.00	1,179,003.03	1,250,618.94	1,372,945.82	2,173,793.07	1,179,003.03	2,429,621.97	3,802,567.79	5,976,360.86	96.55%

Road Comm.	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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	750,000.00	750,000.00	0.00	0.00	0.00	747,874.21	0.00	0.00	0.00	747,874.21	99.72%
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EXPENDIT	750,000.00	750,000.00	362,959.16	290,490.81	4,913.00	22,082.30	362,959.16	653,449.97	658,362.97	680,445.27	90.73%
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PARKING SYSTEM	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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	2,498,850.00	2,498,850.00	586,666.64	488,618.57	776,672.55	547,299.28	586,666.64	1,075,285.21	1,851,957.76	2,399,257.04	96.01%
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EXPENDITURES

Operating	2,498,850.00	2,498,850.00	596,695.87	396,769.30	555,664.07	645,687.25	596,695.87	993,465.17	1,549,129.24	2,194,816.49	87.83%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	2,498,850.00	2,498,850.00	596,695.87	396,769.30	555,664.07	645,687.25	596,695.87	993,465.17	1,549,129.24	2,194,816.49	87.83%

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MARINA	BUDGET		1ST	2ND	3RD	4TH	TOTAL	2ND	3RD	4TH	TOTAL	% TO
	BUDGET	AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	QTR	QTR	QTR	4TH QTR	DATE
REVENUE	633,600.00	633,600.00	165,475.16	234,866.18	77,279.64	98,344.09	165,475.16	400,341.34	477,620.98	575,965.07	90.90%	

EXPENDITURES	BUDGET		1ST	2ND	3RD	4TH	TOTAL	2ND	3RD	4TH	TOTAL	% TO
	BUDGET	AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	QTR	QTR	QTR	4TH QTR	DATE
Operating	633,600.00	633,600.00	193,699.38	117,225.13	74,694.49	213,705.52	193,699.38	310,924.51	385,619.00	599,324.52	94.59%	
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total	633,600.00	633,600.00	193,699.38	117,225.13	74,694.49	213,705.52	193,699.38	310,924.51	385,619.00	599,324.52	94.59%	

GARAGE	BUDGET		1ST	2ND	3RD	4TH	TOTAL	2ND	3RD	4TH	TOTAL	% TO
	BUDGET	AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	QTR	QTR	QTR	4TH QTR	DATE
REVENUE	2,562,091.00	2,562,091.00	786,744.84	616,262.40	956,666.80	697,042.10	786,744.84	1,403,007.24	2,359,674.04	3,056,716.14	119.31%	
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Surplus	2,562,091.00	2,562,091.00	786,744.84	616,262.40	956,666.80	697,042.10	786,744.84	1,403,007.24	2,359,674.04	3,056,716.14	119.31%	
Total	2,562,091.00	2,562,091.00	786,744.84	616,262.40	956,666.80	697,042.10	786,744.84	1,403,007.24	2,359,674.04	3,056,716.14	119.31%	

EXPEND	2,562,091.00	2,562,091.00	487,780.39	470,203.20	535,767.25	591,061.57	487,780.39	957,983.59	1,493,750.84	2,084,812.41	81.37%	
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PUBLIC IMPROVEMENT	BUDGET		1ST	2ND	3RD	4TH	TOTAL	2ND	3RD	4TH	TOTAL	% TO
	BUDGET	AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	QTR	QTR	QTR	4TH QTR	DATE

REVENUE	37,000.00	1,818,800.00	9,943.84	19.16	1,004,738.77	496,149.83	9,943.84	9,963.00	1,014,701.77	1,510,851.60	83.07%	
Current	1,458,000.00	1,708,000.00	1,458,000.00	0.00	0.00	250,000.00	1,458,000.00	1,458,000.00	1,458,000.00	1,708,000.00	100.00%	
Transfer In	0.00	58,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Prior Yr Surp	1,495,000.00	3,585,100.00	1,467,943.84	19.16	1,004,738.77	746,149.83	1,467,943.84	1,467,963.00	2,472,701.77	3,218,851.60	89.78%	
Total	1,495,000.00	3,585,100.00	1,467,943.84	19.16	1,004,738.77	746,149.83	1,467,943.84	1,467,963.00	2,472,701.77	3,218,851.60	89.78%	

EXPENDITURE	1,495,000.00	3,585,100.00	379,600.19	1,228,883.22	441,538.26	1,182,950.86	379,600.19	1,608,483.41	2,050,021.67	3,232,972.53	90.18%	
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City of Traverse City
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MAJOR STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Reimburse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
State Source	789,500.00	809,500.00	201,541.50	63,923.78	231,334.60	338,937.07	201,541.50	265,465.28	496,799.88	835,736.95	103.24%
Int & Div	500.00	500.00	0.00	0.00	0.00	5.91	0.00	0.00	0.00	5.91	1.18%
Transfer In	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Prior Yr Sur	54,000.00	114,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	924,000.00	924,000.00	201,541.50	63,923.78	231,334.60	338,942.98	201,541.50	265,465.28	496,799.88	835,742.86	90.45%

EXPENDITURES	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
Personnel	395,000.00	395,000.00	92,830.03	85,549.13	109,519.56	80,474.84	92,830.03	178,379.16	287,898.72	368,373.56	93.26%
Supplies	95,000.00	95,000.00	24,094.01	33,484.43	43,345.39	11,550.87	24,094.01	57,578.44	100,923.83	112,474.70	118.39%
Contractual	70,000.00	70,000.00	57,123.67	2,384.50	4,253.40	26,032.96	57,123.67	59,508.17	63,761.57	89,794.53	128.28%
Other	364,000.00	364,000.00	44,643.37	62,818.39	128,764.58	75,254.00	44,643.37	107,461.76	236,226.34	311,480.34	85.57%
Total	924,000.00	924,000.00	218,691.08	184,236.45	285,882.93	193,312.67	218,691.08	402,927.53	688,810.46	882,123.13	95.47%

LOCAL STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Reimburse	0.00	0.00	0.00	1,825.00	0.00	18,438.00	0.00	1,825.00	1,825.00	20,263.00	0.00%
Metro Auth	47,000.00	47,000.00	0.00	0.00	0.00	41,119.16	0.00	0.00	0.00	41,119.16	87.49%
State Source	290,000.00	410,000.00	70,331.64	45,447.44	102,160.23	164,563.81	70,331.64	115,779.08	217,939.31	382,503.12	93.29%
Transfer In	917,000.00	797,000.00	0.00	0.00	0.00	785,071.16	0.00	0.00	0.00	785,071.16	98.50%
Total	1,254,000.00	1,254,000.00	70,331.64	47,272.44	102,160.23	1,009,192.13	70,331.64	117,604.08	219,764.31	1,228,956.44	98.00%

EXPENDITURES	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
Personnel	583,000.00	583,000.00	100,890.08	146,226.36	147,885.79	139,259.02	100,890.08	247,116.44	395,002.23	534,261.25	91.64%
Supplies	86,000.00	86,000.00	8,030.17	16,587.83	15,115.48	14,385.59	8,030.17	24,618.00	39,733.48	54,119.07	62.93%
Contractual	50,000.00	50,000.00	24,187.50	6,034.50	0.00	36,588.00	24,187.50	30,222.00	30,222.00	66,810.00	133.62%
Other	535,000.00	535,000.00	102,664.17	107,519.85	166,019.61	197,562.49	102,664.17	210,184.02	376,203.63	573,766.12	107.25%
Total	1,254,000.00	1,254,000.00	235,771.92	276,368.54	329,020.88	387,795.10	235,771.92	512,140.46	841,161.34	1,228,956.44	98.00%

City of Traverse City
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TRUNK LINE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
State Source	289,500.00	509,500.00	236,656.13	241,514.12	108,697.42	88,303.87	23,656.13	265,170.25	373,867.67	\$462,171.54	132.52%
Int. & Div	200.00	200.00	0.00	0.00	0.00	10.84	0.00	0.00	0.00	\$10.84	5.42%
Reimburse	300.00	300.00	303.10	291.74	304.93	359.26	303.10	594.84	899.77	\$1,259.03	419.68%
Prior Yr Sur	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
Total	290,000.00	510,000.00	236,959.23	241,805.86	109,002.35	88,673.97	23,959.23	265,765.09	374,767.44	463,441.41	132.64%

EXPENDITURES											
	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
Personnel	84,000.00	84,000.00	2,506.09	13,018.11	25,378.91	24,548.90	2,506.09	15,524.20	40,903.11	65,452.01	77.92%
Supplies	45,000.00	45,000.00	0.00	8,776.85	15,741.18	1,410.00	0.00	8,776.85	24,518.03	25,928.03	57.62%
Contractual	30,000.00	250,000.00	6,847.50	224,591.05	0.00	0.00	6,847.50	231,438.55	231,438.55	231,438.55	92.58%
Other	131,000.00	131,000.00	7,248.49	21,891.16	45,136.99	50,826.99	7,248.49	29,139.65	74,276.64	125,103.63	95.50%
Total	290,000.00	510,000.00	16,602.08	268,277.17	86,257.08	76,785.89	16,602.08	284,879.25	371,136.33	447,922.22	87.83%

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Audit Engagement Letter
Date: November 20, 2015

The close of our fiscal year brings the beginning of our annual independent audit. The firm of Abraham & Gaffney began their third year of a three year engagement. Their field work commenced in November with wrap up work in December and a final report to be issued and filed at the end of December. As part of the process in keeping the City Commission informed about this work, I am enclosing for their information a copy of the annual engagement letter from Abraham & Gaffney.

There are separate engagement letters for the Downtown Development Authority and Light & Power and they have been distributed to their respective organizations.

Please place this item on the next City Commission agenda under reports and communications for their information.

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

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(517) 351-6836
FAX: (517) 351-6837

To the Honorable Mayor and
Members of the City Commission
City of Traverse City
Traverse City, Michigan

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information the City of Traverse City (the City) for the year ended June 30, 2015. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated July 19, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the City. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, budgetary comparison information, and pension and employee benefit information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the other supplementary, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We are scheduled for year-end fieldwork in November 2015 and expect to issue our report before December 31, 2015.

This information is intended solely for the use of the Honorable Mayor and members of the City Commission and management of the City of Traverse City and is not intended to be and should not be used by anyone other than these specified parties.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

November 12, 2015

Dec 7 CC Report



MONTHLY OPERATING REPORT

TO: Martin Colburn, Traverse City Manager
John Divozzo, Grand Traverse County

COPY: Grand Traverse County Board of Public Works
Kevin Dahl, CH2M, Regional Business Manager
Dave Green, Director of Public Services

FROM: Elizabeth Hart, Project Manager

DATE: November 17, 2015

SUBJECT: Monthly Operations Report for October 2015

Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility, September's and October's report to the state which have been electronically submitted, and September's and October's monthly loadings for each Township within Grand Traverse County, the Septage facility and the City.

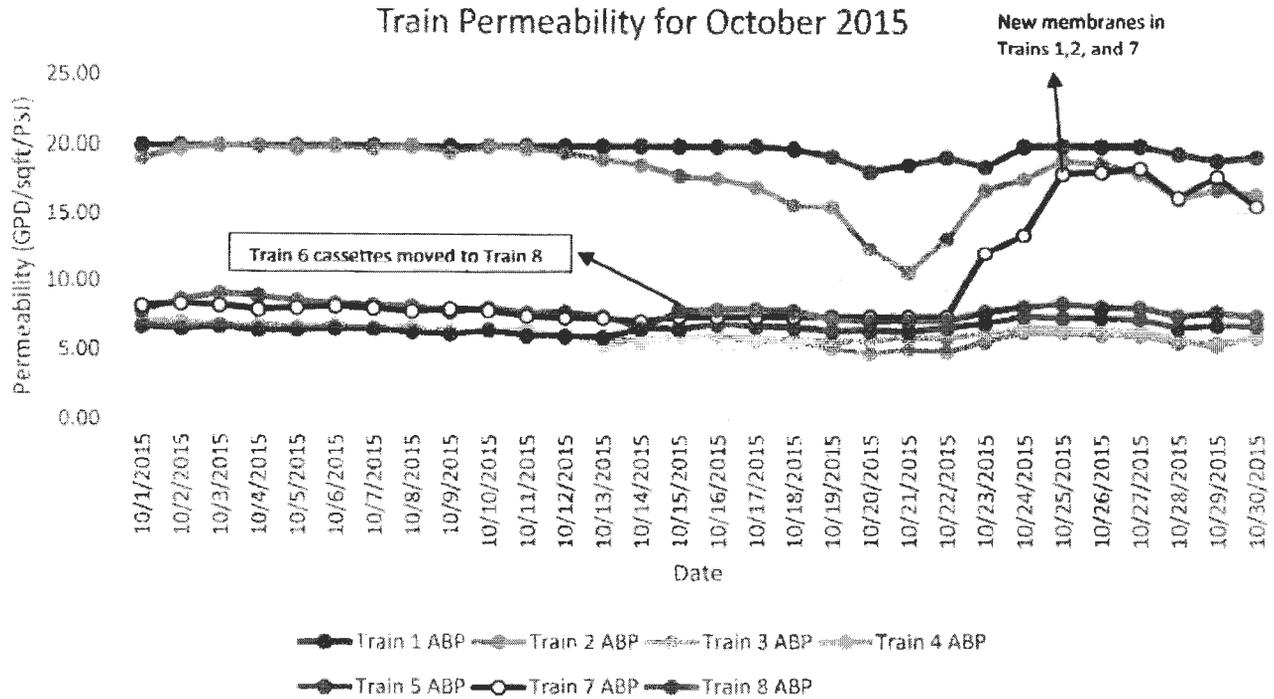
TRAVERSE CITY

OPERATIONS AND PROJECTS

The Treatment Plant was in compliance through the month of October. CH2M completed the annual biosolid report for 2015, and submitted to the Michigan Department of Environmental Quality (MDEQ). This report is due by October 30th, of each year.

We continue to manually backpulse all of the membrane trains on a weekly basis or as needed. We are working on obtaining quotes for updated programming that will optimize the use of the SCADA driven backpulse mode.

Permeabilities of all membrane trains in service in the month of October are illustrated in the graph below. The installation of the third new train of membrane cassettes, in Train #6, will be completed the week of November 16, 2015. As part of the installation process, we will calibrate all related instrumentation, and inspect all mechanical components to ensure the membrane data we collect represents the functionality of the new cassettes as accurately as possible. This process should be completed by the end of December. We will perform testing on the new membranes once all calibrations and mechanical inspections have been completed. We continue to monitor the cassettes for leaks.



The table below contains the diagnostic flow test results for trains tested in October. Conditions the membranes operate under are always changing. The temperature of the water, concentration of mixed liquor, the biological composition of the mixed liquor, elapsed time since last recovery or maintenance clean, back pulsing frequency and the mechanically components involved in permeation are some of the dynamic variables that effect train performance. We perform this diagnostic test to obtain a snap shot of how our membranes are performing, evaluate if there are preventative or corrective measures we need to implement and to better understand how we can best optimize their performance by modifying our standard operating procedure, cleaning frequencies and use of the back pulse mode. **(Note: Trains 4 and 5 have 16 500C cassettes in each train amounting to 19,000 sqft more than Trains 1 and 2 that have 13 500D cassettes. Increased surface area equals increased permeation rates (Flow in gpm))**

October's Diagnostic Flow Test Results

**Plant PEAK HOURLY FLOW DESIGN IS 17
 MGD=1476gpm/Train with 8 Trains in service and 1686
 gpm/Train with 7 Trains in service**

Train	GPM	Transmembrane Pressure (TMP=-.50 to -6.99 is the target range)	Temp	Date
1	1474	-4.58	64	11/5/2015
2	1626	-3.15	67	10/15/2015
4	1499	-6.07	68	10/13/2015
5	1512	-6.52	64	10/29/2015

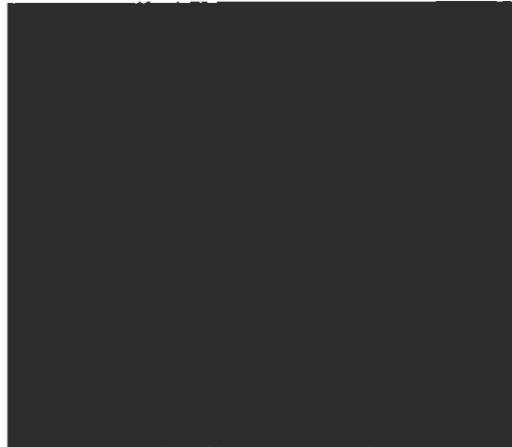
We are currently experiencing an outbreak of comma shaped Gram positive bacteria (CSGPB). In the spring, we began feeding a food supplement to the aeration basin to attempt to out compete the CSGPB with desired biological organisms. We saw a decrease in the CSGPB population. To confirm that this decrease was in fact a result of feeding the food supplement to the basin, we discontinued the feeding, and experienced a CSGPB outbreak. We then started feeding the supplement again. The feeding of the supplement has not yet decreased the population of comma shaped Gram positive bacteria in the biomass, but this can take time. We will continue one more round of food supplement and observe if conditions improve in relation to the feeding. We are looking into funding options for the University of Michigan to study this biological issue.

Started Feeding the Food Supplement on October 17th
Comma Shaped Gram Positive Bacteria Photos

10-2-15



10-14-15



10-30-15



GE is working on installing "Insight", the new Data Acquisition System we have purchased from them. This system will improve our membrane monitoring capabilities, and more readily provide historical data.

To confirm we are using the most effective polymer both economically, and operationally in our thickening processes, we perform bench testing of different polymers and compare the results to the results we get with the polymers we are currently using. We recently performed bench testing on polymers used to thicken our Digested Sludge and Waste Activated Sludge, and found that we are using the best polymer Polydyne (our current vendor) has to offer for the thickening of our Digested Sludge through the Sieve Drum Concentrator. In addition, the jar test results suggested that there were three polymers that may offer a better result than the current polymer being used to thicken Waste Activated Sludge over the Gravity Belt Concentrated. In October, we field tested these three polymers and found the polymer we are currently using (NE 864 polymer) works better than any other product Polydyne offers.

Synagro is hauling and land applying the facility's biosolids.

Maintenance

- Woodmere's pump #1 was repaired and put back into service.
 - Repaired RAS pump #3.
 - Replaced the coupler and bearings on the primary drive for 3 and 4 north primary tanks.
 - Replaced the leaking discharge piping on the west backpulse pump.
 - Installed a new battery in the UPS, and processing card in the PLC of the MCC control panel for Digester 5.
 - Replaced SCADA server #2.
 - Trains 7 and 6 were recoated, prior to the installation of new membrane cassettes.
-

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	GE corrected Train 1's issue, and tested its performance. Train 1 is now operated as designed. New cassettes installed this year will not have elevation issue Train 1's cassettes had. Began the installation of the three new trains of membranes. Installation scheduled to be completed the week of November 16th, 2015
Comma Shaped Gram Positive Bacteria(CSGPB)	CH2M is adding a food supplement to try and outcompete the comma shaped Gram positive bacteria with more desirable microorganisms. CH2M is talking with professors at the University of Michigan about the possibility of a graduate student studying the issue.
Mixing in the Aeration Basin is inadequate leading to solids buildup in corners, under pipes and along tank walls-maybe variable in growing Coma Shaped Gram Positive	CH2M recognized problem changed position, and angle of mixers in the basin. Mix problem areas weekly with compressed air system constructed from PVC by maintenance Dept. Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going
Compressed Air Backup needed for Membrane Building	Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2M developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2M has implemented the plan.-Complete CH2M will further this effort to include a connection that will allow the City's portable air compressor to be used as a third backup.-On going
Phoenix Odor Control System	Canisters were replaced-Complete
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.(Capital Improvement #893) The screw pump project was approved, and CH2M has ordered the screw pump-Arrival is 16 weeks out.
The Membrane Gates need Replacing	City Commission approved the replacement of 4 Membrane gates in 2014. CH2M ordered the gates in 2014. Two of the gates have been installed. Two gates are on site and will be replaced in November. The purchase of 4 additional gates was approved, and CH2M has ordered the gates. (Capital Improvement #786)
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2016 of the City's 5 year capital improvement Plan.(Capital Improvement #894)
TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, check valves and relining the pump pit. The TBA Lift Station Project was approved. CH2M has ordered the replacement pumps and started lining up a contractor for the electrical work. (Capital Improvement #892)

IPP

A discharge permit was issued to Grand Traverse Fruit. This permit allows them to deliver the wastewater from their cherry process facility to the Grand Traverse Septage Facility for disposal. They have not yet delivered any loads.

A discharge permit was issued to the City of Traverse City for the discharge of ground water to the main sewer system during one phase of the Pine Street bridge construction project.

There was a sewer backup in September in the alley between State Street and Front, near Cass Street. Based on a video taken by the City Maintenance crew, the likely source of the discharge was Bistro Fou Fou. We spoke with the manager of Bistro Fou Fou about best management practices related to grease management and advised them to increase the frequency at which their grease trap is serviced. A Notice of Violation has been issued to Bistro Fou Fou.

GRAND TRAVERSE SEPTAGE FACILITY

GTSF ITEMS OF IMPORTANCE

GTSF Action Items	Status
Bio-Filter Media Replacement	Work completed and should be budgeted for on a 7 year basis.
ATAD Tank Cleaning	Completed and should be budgeted for every 5-7 years.
Pump Pulling Capabilities Needed	CH2M purchased a gantry and chain for pulling pumps at the Septage Facility. [Complete]
SNDR Pump Seal is Leaking	CH2M has modified operations and seal is no longer leaking. Purchased pump seal will be added to spare parts inventory to be used in the future.[Complete]
Grit Removal	CH2M recommends monthly cleaning of Unloading Bay's Rock Trap and floor drains. To prevent grit from getting into downstream vessels, and equipment. CH2M recommends cleaning the grit out of the Influent Equalization basin and Post Equalization basin. (Scope of work, and related quotes to be presented to BPW) CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2016 with grit removal system to be installed per engineering study in 2017.
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2M has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.
Pumps are Aging	CH2M looking into having wear plates machined. Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019) CH2M looking at operational solutions to reduce amount of grit getting to pumps. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2017 with grit removal system to be installed per engineering study in 2018.
Modification to Foul Air	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan for 2017.
Rock Trap for Grease Pump-Needed to protect pump from large debris	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump and provided a rough budgeting number included in the 5 yr. Capital plan for 2018.
Bio-solids Load Out Pipe Needed	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan for the facility in 2019.
Sludge Storage Capacity	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.(2019)

Operations

The daily average effluent BOD loading for the month of October was 15.27 lbs. /day.

We completed the annual biosolids report for the facility and submitted to the MDEQ. This report is due by October 30th every year.

TERRA completed the ATAD cleaning project. When they were hauling the biosolids containers offsite they spilled some of the biosolids on the ground. TERRA cleaned up the spill, and we reported the event to the MDEQ. The ATAD is back in service and fully functional.

Windemuller is working on calibrating the ATAD level sensors, and the ORP probe, and the SNDR pH probe.

PCS has cleaned the grit out of the Unloading Bays' rock traps and drains. We recommend this cleaning be performed on a monthly basis to minimize grit buildup downstream where it can damage equipment, and is more costly to remove.

We have developed a scope of work for the annual Influent Equalization Tank grit cleaning project, and obtained related quotes. We will summarize this information and then present it to the BPW with our recommendation.

Maintenance

Windemuller is going to start troubleshooting the auto operation of the Unloading Bay's exhaust fans in November.

We performed many repairs on the Rotary Drum Thickener's polymer unit last month. We removed plugs in the manifold, replaced part of the PVC manifold that was broken, replaced an O-Ring on the inlet check ball that was worn, and replaced the hose fittings on the discharge side of the polymer pump.

We replaced the discharge hose for the grease line in the Unloading bay.



The control panel for the Rotary Drum Thickener was repaired after it faulted in relation to a power blip.

We adjusted the gears for the actuator on the inlet valve to the ATAD jet pump so that the valve now closes properly.

Garage Door Services attempted many repairs to the Northwest unloading bay garage door before it was operating as it should. Part of the issue with repairing the door is that the problem was intermittent and therefore not easily identified.

Other

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. The costs included in the table are rough estimates. We are currently or have already developed a scope of work for each project recommended for the 2015/2016 contract year, and will obtain competitive bids pertaining to that scope of work. When we have the bids in place we will present the Board of Public Works with the scope of work and related bids. This table has been updated as of October 2015.

Septage 5 year Capital Improvement Recommendations		
Contract Year	Project	Estimated Cost
2015/2016	Modify Fine Screens and Compactor	\$18,000
2015/2016	Grit Removal Feasibility Study	\$12,000
2015/2016	ATAD Tank Cleaning and Inspection-Complete	\$40,000
2016/2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2016/2017	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2017/2018	Install Rock Trap on Grease Load Out Line	\$18,000
2017/2018	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2017/2018	Grit Removal System (Requires Feasibility Study)	TBD
2018/2019	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2018/2019	Sludge Storage Feasibility Study	\$10,000
2018/2019	Replace East & West Load Out Rock Traps	\$65,000
2019/2020	Sludge Storage Expansion	TBD
2019/2020	Sludge Load Out Line	\$7,500
2019/2020	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000

TCRWTP SEPTEMBER 2015 DMR

No Discharge

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Flow 50950	4.863	5.756	****	****	Daily	Report Total Daily Flow
Final Effluent (1)	(Report) Maximum Monthly Average	(Report) Maximum Daily	****	****	Daily	Report Total Daily Flow
Total Suspended Solids 00980	<41	<49	<1	<1	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	2100 Maximum Monthly Average	3700 Maximum 7-Day Average	30 Maximum Monthly Average	45 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80062	<83	<91	<2	<2	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	1600 Maximum Monthly Average	2800 Maximum 7-Day Average	25 Maximum Monthly Average	40 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Ammonia Nitrogen (as N) 00610	<41	<49	<1	<1	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	780 Maximum Monthly Average	(Report) Maximum Daily	11 Maximum Monthly Average	(Report) Maximum Daily	3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665	15	20	0.4	0.5	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	36 Maximum Monthly Average	(Report) Maximum Daily	0.5 Maximum Monthly Average	(Report) Maximum Daily	3X Weekly	24-Hr Composite
Total Mercury 71400	*G	*G	*G	*G	Quarterly	Calculation
Final Effluent (1)	(Report) Maximum Monthly Average	(Report) Maximum Daily	(Report) Maximum Monthly Average	(Report) Maximum Daily	Quarterly	Calculation
Total Silver 01077	<0.02	<0.02	<0.50	<0.50	Weekly	24-Hr Composite
Prior to Disinfection (B)	0.38 Maximum Monthly Average	(Report) Maximum Daily	5.3 Maximum Monthly Average	(Report) Maximum Daily	Weekly	24-Hr Composite
Fecal Coliform 74055	****	****	<2	<8	3X Weekly	Grab
Final Effluent (1)	****	****	280 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean	3X Weekly	Grab

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Sample Measurement	****	****	90	****	Monthly	Calculation
Permit Requirement	****	****	85 Minimum Monthly % Removal	****	Monthly	Calculation
Total Suspended Solids Minimum % Removal	****	****	100	****	Monthly	Calculation
81011	****	****	99	****	Monthly	Calculation
Percent Removal (%)	****	****	85 Minimum Monthly % Removal	****	Monthly	Calculation
pH	****	****	7.2	****	3X Weekly	Grab
00400	****	****	6.0 Minimum Day	****	3X Weekly	Grab
Final Effluent (1)	****	****	8.3	****	3X Weekly	Grab
Disinfect Oxygen	****	****	4.0 Minimum Day	****	3X Weekly	Grab
00300	****	****	****	****	3X Weekly	Grab
Final Effluent (1)	****	****	****	****	3X Weekly	Grab

General Report Comments

TCRWTP OCTOBER 2015 DMR

No Discharge

Parameter	Sample Measurement	Quantity of Loading	Units	Quality or Concentration	Units	Sample Frequency	Sample Type
Flow 50050	Sample Measurement	4.417		****		Daily	Report Total Daily Flow
Fecal Effluent (1)	Permit Requirement	(Report) Maximum Monthly Average	****	****		Daily	Report Total Daily Flow
Total Suspended Solids 00530	Sample Measurement	<38	mg/L	<41		3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	2:00 Maximum Monthly Average	mg/L	30 Maximum Monthly Average		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	Sample Measurement	<120	mg/L	<3		3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	1800 Maximum Monthly Average	mg/L	25 Maximum Monthly Average		3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665	Sample Measurement	11	mg/L	0.3		3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	36 Maximum Monthly Average	mg/L	0.5 Maximum Monthly Average		3X Weekly	24-Hr Composite
Total Mercury 71900	Sample Measurement	<0.02	ug/L	<0.50		Quarterly	Calculation
Fecal Effluent (1)	Permit Requirement	(Report) Maximum Monthly Average	ug/L	(Report) Maximum Daily		Quarterly	Calculation
Total Silver 01077	Sample Measurement	<0.02	ug/L	<0.50		Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	0.36 Maximum Monthly Average	ug/L	3.3 Maximum Monthly Average		Weekly	24-Hr Composite
Fecal Coliform 74056	Sample Measurement	****	CFU/100ml	<2		3X Weekly	Gabi
Fecal Effluent (1)	Permit Requirement	****	CFU/100ml	200 Max 7-Day Geometric Mean		3X Weekly	Gabi
CBOD5 Minimum % Removal 80091	Sample Measurement	****	%	94		Monthly	Calculation
Percent Removal (1)	Permit Requirement	****	%	(Report) Minimum Daily % Removal		Monthly	Calculation

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Sample Measurement	****	****	****	100	Monthly	Calculation
Permit Requirement	****	****	****	85 Minimum Monthly % Removal	Monthly	Calculation
Sample Measurement	****	****	****	7.2	3X Weekly	Grab
pH	****	****	****	7.4	3X Weekly	Grab
00400	****	****	****	6.0 Minimum Daily	3X Weekly	Grab
Final Effluent (1)	****	****	****	9.0 Maximum Daily	3X Weekly	Grab
Sample Measurement	****	****	****	8.3	3X Weekly	Grab
Dissolved Oxygen	****	****	****	****	3X Weekly	Grab
00300	****	****	****	4.0 Minimum Daily	3X Weekly	Grab
Final Effluent (1)	****	****	****	****	3X Weekly	Grab

General Report Comments

Township and City Loadings 2015-2016

* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Elair Twp BOD concentration.

Limit owned	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Blair	45	45	37	36	0	0	0	0	0	0	0	0
Garfield Twp	3204	3186	3323	3096	0	0	0	0	0	0	0	0
Elmwood Twp	476	473	482	351	0	0	0	0	0	0	0	0
East Bay Twp	684	764	671	645	0	0	0	0	0	0	0	0
Acme Twp	627	531	498	443	0	0	0	0	0	0	0	0
Peninsula Twp	103	88	76	61	0	0	0	0	0	0	0	0
Septage	14	11	11	15	0	0	0	0	0	0	0	0
City	3976	4769	3722	2942	0	0	0	0	0	0	0	0
Total	9130	9867	8820	7589	0							

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City Concentrations (mg/L) Used to Calculate Loadings 2015-2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Plant	224	231	219	206	0	0	0	0	0	0	0	0
Garf 1 Lift Station	261	296	305	299	0	0	0	0	0	0	0	0
Garf US 31 meter	328	278	305	314	0	0	0	0	0	0	0	0
Garf 6th St meter	194	243	194	198	0	0	0	0	0	0	0	0
Elmwood LS	274	283	281	241	0	0	0	0	0	0	0	0
East Bay LS	285	297	270	308	0	0	0	0	0	0	0	0
Bunker Hill	264	229	220	246	0	0	0	0	0	0	0	0
Acme	245	218	226	198	0	0	0	0	0	0	0	0
Peninsula LS	182	172	144	147	0	0	0	0	0	0	0	0

Grand Traverse Septage Facility Loadings (lbs/day) 2015-2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Septage	14	11	11	15	0	0	0	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings.

Traverse City Regional Waste Water Treatment Plant 2015-2016

EXPENSE CATEGORY	OCT-15			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 16,725.83	\$ 18,621.91	\$ (1,896.08)	\$ 200,710.00	\$ 202,674.83	\$ (1,964.83)
CLIENT PLANT & EQUIP	\$ 9,583.33	\$ 14,604.09	\$ (5,020.76)	\$ 115,000.00	\$ 119,894.77	\$ (4,894.77)
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ 500.00	\$ 250.00
EDUCATION, TRAINING, MEETINGS	\$ 521.67	\$ (823.00)	\$ 1,344.67	\$ 6,260.00	\$ 9,326.71	\$ (3,066.71)
ELECTRICITY	\$ 40,400.00	\$ 6,556.04	\$ 33,843.96	\$ 484,800.00	\$ 493,682.19	\$ (8,882.19)
EMPLOYEE EXPENSE	\$ 789.21	\$ 3,068.73	\$ (2,279.52)	\$ 9,470.55	\$ 11,254.39	\$ (1,783.84)
INSURANCE	\$ 2,902.28	\$ 2,701.37	\$ 200.91	\$ 34,827.36	\$ 33,749.74	\$ 1,077.62
LABOR	\$ 71,154.78	\$ 54,094.21	\$ 17,060.57	\$ 840,085.52	\$ 808,210.86	\$ 31,874.66
OPERATING EXPENSES	\$ 10,057.09	\$ 12,594.92	\$ (2,537.83)	\$ 119,995.58	\$ 127,863.55	\$ (7,867.97)
OUTSIDE SERVICES	\$ 2,166.67	\$ 5,277.29	\$ (3,110.62)	\$ 26,000.00	\$ 27,695.53	\$ (1,695.53)
SOLIDS HANDLING	\$ 570.00	\$ 33,553.20	\$ (32,983.20)	\$ 168,340.00	\$ 183,822.64	\$ (15,482.64)
SUPPLIES	\$ 916.67	\$ 2,143.36	\$ (1,226.69)	\$ 11,000.00	\$ 12,077.84	\$ (1,077.84)
TELECOMMUNICATIONS	\$ 850.00	\$ 1,627.93	\$ (777.93)	\$ 10,200.00	\$ 10,055.65	\$ 144.35
TRAVEL COSTS	\$ 1,847.26	\$ 5,574.37	\$ (3,727.11)	\$ 22,167.08	\$ 25,483.78	\$ (3,316.69)
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 723.46	\$ 489.04	\$ 14,550.00	\$ 12,001.87	\$ 2,548.13
TOTALS	\$ 159,759.79	\$ 160,317.88	\$ (558.09)	\$ 2,064,156.10	\$ 2,078,294.35	\$ (14,138.25)
REPAIRS	\$ 9,583.33	\$ 15,224.78	\$ (5,641.45)	\$ 115,000.00	\$ 119,137.04	\$ (4,137.04)
Top Repair Expenses	Cost					
MICHIGAN SWITCHGEAR SERVICES INC- NEW TRIP UNIT FOR GE BREAKER ON BLOWER #2	\$3,500.00					
WINDEMULLER ELECTRIC INC-REPAIR CWAS PUMP CONTROL CIRCUIT	\$2,354.00					
KENNEDY INDUSTRIES, INC-NEW VOLUTE FOR WOODMERE LIFT STATION's Pump #1	\$1,634.80					

Grand Traverse County Septage Facility 2015-2016

EXPENSE CATEGORY	OCT-15			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 120.00	\$ 872.71	\$ (752.71)	\$ 1,440.00	\$ 1,883.53	\$ (443.53)
CLIENT PLANT & EQUIP	\$ 833.33	\$ 3,079.60	\$ (2,246.27)	\$ 10,000.00	\$ 9,823.78	\$ 176.22
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ 36.67	\$ 18.33
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 521.83	\$ 260.92
INSURANCE	\$ 317.05	\$ 258.16	\$ 58.89	\$ 3,804.62	\$ 3,137.97	\$ 666.65
LABOR	\$ 9,981.00	\$ 10,860.42	\$ (879.42)	\$ 117,840.16	\$ 116,860.58	\$ 979.58
OPERATING EXPENSES	\$ 991.53	\$ 2,438.80	\$ (1,447.27)	\$ 11,814.56	\$ 14,903.33	\$ 3,088.77
OUTSIDE SERVICES	\$ 5,700.00	\$ -	\$ 5,700.00	\$ 68,400.00	\$ 45,600.00	\$ 22,800.00
SOLIDS HANDLING	\$ 8,600.00	\$ 10,968.58	\$ (2,368.58)	\$ 30,300.00	\$ 32,282.52	\$ 1,982.52
SUPPLIES	\$ 16.67	\$ -	\$ 16.67	\$ 200.00	\$ 661.60	\$ 461.60
TELECOMMUNICATIONS	\$ 96.00	\$ 182.72	\$ (86.72)	\$ 1,152.00	\$ 1,045.85	\$ 106.15
TRAVEL COSTS	\$ 110.58	\$ -	\$ 110.58	\$ 1,327.00	\$ 884.67	\$ 442.33
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ 125.00	\$ 62.50
TOTALS	\$ 26,851.60	\$ 28,660.99	\$ (1,809.39)	\$ 247,303.59	\$ 227,767.33	\$ 19,536.26
REPAIRS	\$ 833.33	\$ 3,080.95	\$ (2,247.62)	\$ 10,000.00	\$ 10,658.46	\$ (658.46)
Top Repair Expense						
ABI MECHANICAL-HVAC REPAIR		\$ 2,200.00				

*Certified facilities are subject to recertification
at regular five-year intervals.*

*Expiration Date:
October 31, 2018*



The Michigan Clean Marina Foundation
has conferred upon

Duncan L. Clinch Marina **Traverse City, Michigan**

the certification or recertification of Michigan Clean Marina for meeting prescribed environmental practices and the implementation of proactive best management practices that enhance water quality for the health and enjoyment of current and future recreation boaters throughout the State of Michigan.

On behalf of partners Michigan Boating Industries Association, Michigan Sea Grant, and Michigan Department of Environmental Quality.

