

**TRAVERSE CITY PLANNING COMMISSION  
2016  
ANNUAL REPORT**

**ATTENDANCE**

<b>COMMISSIONER</b>	<b>MEETINGS ATTENDED</b>
Michael Dow	16 of 23 meetings
Janet Fleshman	23 of 23 meetings
Mike Grant	9 of 9 meetings (appointed on 9/19/16)
Brian Haas (City Commission)	2 of 4 meetings (appointed 11/14/16)
Gary Howe (City Commission)	21 of 23 meetings
Linda Koebert	20 of 23 meetings
Ross Richardson (City Commission)	18 of 19 meetings (stepped down)
John Serratelli	21 of 23 meetings
Jim Tuller (Admin rep)	19 of 23 meetings
Jan Warren	13 of 14 meetings (not reappointed)
Camille Weatherholt	21 of 23 meetings

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
	<b>ORDINANCE AMENDMENTS</b>		
<b>1</b>	An amendment to the Traverse City Code of Ordinances Chapter 1348 <i>Transportation District</i> , regarding allowing additional uses	<b>4/5/16</b>	
<b>2</b>	An amendment to the Traverse City Code of Ordinances Section 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> regarding changing the conditions allowing accessory dwelling units in the single-family dwelling districts		<b>10/4/16</b> (recommendation for approval failed)
<b>3</b>	An amendment to the Traverse City Code of Ordinances Development (D-1, D-2, D-3) District, Section 1347.01 <i>Uses Allowed</i> regarding allowing manufacturing or processing of various products An amendment to the Traverse City Code of Ordinances Special Land Use Regulations Section 1364.08, <i>Special Land Use Permits Granted by the City Commission</i> , regarding increasing the impervious surface allowed for schools	<b>11/1/16</b>	
<b>4</b>	An amendment to the Traverse City Code of Ordinances Chapter 868 <i>Tourist Homes</i> and Section 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> regarding changing the conditions allowing tourist homes	<b>12/6/16</b> motion to table	
	<b>CONDITIONAL REZONING</b>		
<b>1</b>	Conditional request by Thom Darga, Inc., of 101 North Park Street, Traverse City, Michigan, to conditional rezone the property located at 205 Garland Street, 205 North Union Street and 211 North Union Street from C-4a (Regional Center) to C-4b (Regional Center) with conditions (9/7/16; 10/4/16; 11/1/16; and 12/6/16)		<b>11/1/16</b> three failed motions <b>12/6/16</b> (4-4 tie vote for approval)
	<b>SPECIAL LAND USE PERMIT</b>		
<b>1</b>	Request by Munson Medical Center to allow for a taller building at 1105 Sixth St approved with conditions as outlined in Staff Report 16-SLUP-01	<b>10/4/16</b>	
<b>2</b>	Request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for a Special Land Use Permit (16-SLUP-02) for a School at 218 Vine Street (currently known as 215 N. Division Street) be recommended for approval as presented and as outlined in Staff Report 16-SLUP-02	<b>11/1/16</b>	

<p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p> <p><b>4</b></p>	<p><b>SITE PLAN REVIEW</b></p> <p>Request from Doug Mansfield, Mansfield Land Use Consultants on behalf of Northporte Development, LLC for Site Plan Review 16-SPR-01 for development of a pharmacy, coffee shop and retail building located at 1106, 1120 and 1128 East Front Street be approved with conditions as outlined in Site Plan Review Staff Report 16-SPR-01 as well as two additional conditions of a 7 foot sidewalk along East Front Street and working to narrow the Garfield Avenue entrance with concurrence by the Fire Department</p> <p>Request by Munson Medical Center for development of a family birth and children’s center, surgery addition and parking deck located at 1105 Sixth Street be approved with 7 conditions as outlined in Site Plan Review Staff Report 16-SPR-02</p> <p>Request from Theodore R. Johnson, TJ Design Strategies, Ltd. on behalf of Costco Wholesale for Site Plan Review 16-SPR-03 for development of a wholesale store and fuel station located at 125 E. South Airport Road be approved with 9 conditions as outlined in Site Plan Review Staff Report 16-SPR-03 with consideration of the meeting findings held on October 3, 2016 with Airport Director, TART Trails Director, GT County Road Commission staff and East Bay Township planning staff regarding additional considerations for a 10 foot-wide multi-use path, sidewalk connections and pedestrian crossing.</p> <p>Request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for Site Plan Review (16-SPR-04) for a school located at 218 Vine Street (currently known as 215 N. Division Street) be approved with 5 conditions as outlined in Staff Report 16-SPR-04</p>	<p><b>7/6/16</b></p> <p><b>10/4/16</b></p> <p><b>10/4/16</b></p> <p><b>11/1/16</b></p>	
<p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<p><b>MASTER SITE FACILITES PLAN REVIEW</b></p> <p>Master Site and Facilities Plan for Northwestern Michigan College main campus dated April 26, 2016 be approved provided the drop off/ fire lanes shown in front on the proposed residential buildings are reviewed for their necessity before their construction for the purposes of minimizing impervious surface drainage implications</p> <p>Master Site and Facilities Plan for Munson Medical Center be approved based on the staff analysis provided in the Communication to the Planning Commission memo from the Planning Director dated June 30, 2016 and the attachments listed in the aforementioned memo, provided the Circulation Plan is revised to reflect the existing and intended circulation pattern</p> <p>Master Site and Facilities Plan for Grand Traverse Area Catholic Schools (dated 10/26/16) for the Immaculate Conception Campus which includes a church, school and food pantry located at 218 Vine Street (currently known as 215 N. Division Street) be approved</p>	<p><b>6/7/16</b></p> <p><b>7/6/16</b></p> <p><b>11/1/16</b></p>	
<p><b>1</b></p>	<p><b>STREET VACATION REQUEST</b></p> <p>Request by Munson Medical Center to vacate the 1100 block of Sixth Street and the opening of a new street approximately 200 feet north of this block approved provided any and all utility easements and associated costs with the relocation of the utilities and the street are borne by the applicant</p>	<p><b>10/4/16</b></p>	

## **MASTER PLAN- PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN**

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
  - Approval of US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016 (4/5/16)
  - Brown Bridge Quiet Area East End Footbridge Project (7/6/16)
  - West Front Street Project (east of Division) (8/2/16)

## **PRESENTATIONS/DISCUSSIONS**

- Planning Commission Goals presented on 1/5/16 and accepted 1/20/16.
- Placemaking Project West Front Street, City Lot Project, Redevelopment scenarios for West Front and West Front Street Form Based Code presentation 1/12/16.
- Capital Improvement Program discussion (1/20/16, 2/2/16, 2/17/16, 3/1/16) and adoption (4/5/16)
- Master Plan Review discussion (2/2/16)
- Master Plan draft amendment approved for distribution to the City Commission (9/20/16)
- State Street Traffic Calming Discussion (2/17/16)
- Presentation regarding Open Meetings Act, Freedom of Information Act, Boardmanship, Conflicts, Incompatible Offices and Ethics by Benjamin Marentette and Lauren Tribble-Laucht (3/1/16)
- Discussion of possibility of rezoning 939 Grant Street (3/1/16)
- Accessory Dwelling Unit ordinance discussion (5/3/16)
- West Boardman Lake District project presentation and discussion (6/7/16, 9/20/16)
- Planning Commission participation in the Envision 8<sup>th</sup> Street Charrette process
- Presentation by Tim Lodge, City Engineer, to discuss sidewalk map, street pattern book and project update (6/21/16)
- Traffic Calming discussion (6/21/16)
- Site Plan Requirements for Mechanical Equipment discussion (6/21/16)
- Letter from Thomas Darga of DargaWorks, Inc., regarding properties commonly known as 205 and 211 Union Street and 205 Garland Street Discussion (8/2/16)
- Kids Creek Project, Low Impact Design and Green Infrastructure presentation by The Watershed Center (10/18/16)
- Tree Canopy Grant discussion (10/18/16)
- Natural Features overview (10/18/16)
- SAW Grant overview (10/18/16)
- Overview of Chapter 1068 Ground-Water Protection and Storm-Water Runoff Control Ordinance and its Guidelines (10/18/16)
- Impervious Surface limits discussion (10/18/16)
- Discussion of possibly rezoning 833 Fern Street (11/1/16)
- Residential Parking Report presentation (11/15/16)
- West Front Street and Eighth Street Form Based Code discussion (11/15/16)
- Presentation regarding Building Heights and discussion (11/16/16)
- Outdoor lighting regulation presentation by Dr. Jerry Dobek (12/13/16)
- Northwestern Regional Airport Commission letter requesting an outdoor lighting amendment and possible rezoning of three properties adjacent to the airport parcel (12/13/16)

## **COMMITTEES**

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Planning Commission representative of the Public Arts Commission
- Planning Commission representative on the staff-led TC Place Plan Committee
- Planning Commission representatives on the staff-led Public Engagement Plan Committee

- Planning Commission representatives on the Watershed Center-led Tree Committee
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Housing Building Planning Committee as a subcommittee of the Planning Commission
- Traffic Calming Committee as a subcommittee of the Planning Commission
- Building Height Committee as a subcommittee of the Planning Commission
- Master Plan Review Committee as a subcommittee of the Planning Commission
- Parking Regulation Committee as a subcommittee of the Planning Commission

#### ***MISCELLANIOUS***

- Planning Commission Annual Report received (1/5/16)
- Parks and Recreation 5 year plan recommended for approval (1/20/16)
- 2015 Annual Report for Code Enforcement received (2/2/16)
- Land Use Ordinance Matrix distributed (7/6/16)
- Nominated Tim Lodge, City Engineer and Nate Elkins, Influence Design Forum for a Certificate of Appreciation award for outstanding work on the Pine Street Pedestrian Bridge for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)
- Nominated Pine Street Pedestrian Bridge and Garland Street projects for Placemaking Awards for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)
- Nominated Jan Warren for the Frank Purvis Stewardship Award for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)