



Notice

City Commission Regular Meeting

7:00 pm

Monday, April 18, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 4-14-16

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

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 meetings of April 4, 2016 and April 11, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing a service order for the 2016 Garland Street Reconstruction Project Environmental Construction Management Services. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

- c. Consideration of authorizing a consultant agreement for construction staking for the 2016 Phase One Paving and Resurfacing Projects. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- d. Consideration of adopting a resolution supporting inclusion of the North Cass Street Bridge and the South Union Street Bridge Rehabilitation in the Local Bridge Program, to make both rehabilitation projects eligible for 95% program funding in Fiscal Year 2019/2020, from the Michigan Department of Transportation. (Adoption recommended) (Marty Colburn, Timothy Lodge)
- e. Consideration of clarifying the motion that approved a confirming purchase order for the purchase of 14 multi-parking space pay stations and related signage, as recommended by the Downtown Development Authority Board of Trustees, which is a housekeeping matter. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)
- f. Consideration of approving the first amendment to the lease agreement with The History Center for use of the Carnegie Building to reduce the amount of space utilized by The History Center and to reduce the lease payment proportionately. (Approval recommended) (Marty Colburn, Penny Hill) (5 affirmative votes required)
- g. Consideration of authorizing an agreement which would approve the temporary installation of artwork on loan from the Detroit Institute of Art for its DIA Inside Out Program from mid-May 2016 through October 2016, in five City-owned locations, which is supported by the Parks and Recreation Commission. (Approval recommended) (Marty Colburn, Benjamin Marentette, Colleen Paveglio) (5 affirmative votes required)
- h. Consideration of authorizing payment for legal services in connection with the dispute regarding the Clinch Park Waterscape. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)

- i. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would allow additional uses and modify the development requirements in the Transportation Districts, to allow other uses which are compatible or complimentary to the operation of the Cherry Capital Airport, as recommended by the Planning Commission. (Introduction and schedule for possible enactment on May 2, 2016, recommended) (Marty Colburn, Russell Soyring)
- j. Consideration of accepting the determination by the Grand Traverse Commons Joint Planning Commission as a result of its five-year review of the Grand Traverse Commons Master Plan that it is not necessary to revise or rewrite the plan. (Acceptance recommended) (Marty Colburn, Russell Soyring)
- l. Consideration of adopting a resolution clarifying a 1996 resolution of the City Commission regarding the vacation of a portion of East Front Street, near the main entrance to Northwestern Michigan College, which is a housekeeping matter. (Adoption recommended) (Marty Colburn, Lauren Tribble-Laucht)
- m. Consideration of authorizing the City Manager to send a letter extending the City's option to purchase 145 West Front Street for 45 days from April 26, 2016. (Approval recommended) (Marty Colburn)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of entering into closed session to discuss an attorney-client privileged communication in connection with the Brown Bridge Dam Deconstruction Project. (Marty Colburn, Lauren Tribble-Laucht) (Possible Closed Session) (5 affirmative votes required)
- b. Public Hearing on the assessment roll for Special Improvement District SID 2016-002 which would cause the installation of a snowmelt system on the north side of the 200 block of East Front Street; and consideration of withdrawing the SID. (Marty Colburn, Polly Cairns, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of concurring with the Planning Commission's determination that the US-31 / M-37 (Division Street) Planning and Environmental Linkages Process is consistent with the Master Plan; and authorizing the City Manager to officially indicate concurrence with the plan on behalf of the City. (Marty Colburn, Russell Soyring)

4. New Business

None.

5. Appointments

None.

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. Minutes of the United States Coast Guard City Committee meeting of March 3, 2016.
 - 3. Minutes of the Human Rights Commission Regular Meeting of February 8, 2016.
 - 4. Report from the Code Enforcement Officer for the first quarter of 2016.
- e. Reports and correspondence from non-City officials.

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.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

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

SUBJECT: MINUTES

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

- April 4, 2016, Regular Meeting
- April 11, 2016, Study Session

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

that the minutes of the April 4, 2016, Regular Meeting and April 11, 2016, Study Session, be approved.

MC/kem

k:\tcclerk\city commission\minutes

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

April 4, 2016

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.

The following Commissioners were in attendance: 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 Carruthers presided at the meeting.

As requested by Mayor Pro Tem Richardson, Agenda Item 2 (h) was removed from the Consent Calendar for full discussion.

As requested by Commissioner Werner, Agenda Item 2 (c) was removed from the Consent Calendar for full discussion.

2. Consent Calendar

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

- a. The minutes of the March 21, 2016, Regular Meeting, be approved.
- b. The Mayor and City Clerk execute an amendment to the contract with B & B Environmental (contract originally authorized May 4, 2015), for catch basin and storm filter treatment system work in Fiscal Year 2016/2017, in the amount of \$59,550, more or less, such amendment subject to approval as

to its substance by the City Manager and its form by the City Attorney, with funds available in the Local, Major and MDOT State Highway Funds.

- c. Removed from the Consent Calendar.
- d. The resolution recommending approval of the request for a new Redevelopment Liquor License with Class C Liquor License privileges from Gaijin Restaurant, LLC, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Gaijin Restaurant, LLC, to operate such license at 136 East Front Street, Suite A.
- e. The City Manager be authorized to issue a confirming purchase/service order in the amount of \$13,946.11 to Lemmen Oil Company for 9,999 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.39475 per gallon with funds available in the Garage Fund.
- f. The City Manager be authorized to issue a confirming purchase order in the amount of \$12,544.38 to Scotland Oil Co. for 9,500 gallons of unleaded gasoline priced at \$1.320461 per gallon with funds available in the Garage Fund.
- g. The Mayor and City Clerk execute a unit prices contract with Shoreline Power Services, Inc. in the amount of \$53,989, more or less, at the unit prices indicated in its bid, for the 2016 Larry C. Hardy Parking Garage Backup Power Generator Project, 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.
- h. Removed from the Consent Calendar.

CARRIED unanimously

Items removed from the Consent Calendar

- a.

Consideration of authorizing a purchase order for the purchase of 14 multi-parking space pay stations and related signage, as recommended by

the Downtown Development Authority Board of Trustees.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director
Nicole VanNess, Parking Administrator

Moved by Richardson, seconded by Howe, that the City Manager be authorized to issue a purchase order to T2 Systems, in the amount not to exceed \$184,417.00 for a minimum of 14 multi-space pay stations, with funds available in the Parking System fund, and recurring available in the Parking System fund.

CARRIED unanimously.

b.

Consideration of approving the road salt order for the 2016/2017 winter.

The following addressed the Commission:

Marty Colburn, City Manager
Dave Green, Director of Public Services
Rick Brown, 234 Fairline Drive

Moved by Lewis, seconded by Haas, that the City Manager be authorized to approve ordering 500 tons of bulk salt and 400 tons of backup salt through the State of Michigan's MIDeal program and that a report regarding use of salt be given to the City Commission for consideration no later than second meeting in September.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of authorizing a contract for the 2016 Garland Street Reconstruction Project and authorizing a related inter-fund loan to fund a portion of the project.

The following addressed the Commission:

Marty Colburn, City Manager

Tim Lodge, City Engineer

Russ Soyring, City Planning Director

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Lewis, seconded by Haas, that the Mayor and City Clerk execute a contract with Elmer's in the amount of \$1,639,379.15, more or less, with Bid Alternates 200, 201, and 202, for the 2016 Garland Street Reconstruction Project, with funds available in the Capital Projects Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney and further that funding participation in the amount of \$320,000 be requested from Traverse City Light and Power for street lights, in the amount of \$60,000 from the City's Wastewater Fund for sanitary sewer, and in the amount of \$53,750 from the Brownfield Grant for eligible environmental related items; and further that the TIF 97 Fund receives an interfund loan from the TIF 2 Fund in the amount of \$400,000 for the period of one year at an interest rate of .61%, which is equivalent to the rate of a one-year treasury note in order to provide the funds necessary for TIF 97 to pay for this project.

Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes: Haas, Howe, Lewis, Shamroe, Richardson, Carruthers.

No: Werner.

CARRIED.

3(b).

Consideration of authorizing a purchase and sale agreement to sell the City-owned property at 517 Wellington Street and 519 Franklin Street for the operation of an emergency shelter.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Werner, seconded by Haas, that the Mayor and City Clerk execute an agreement that authorizes the sale of 517 Wellington Street and 519 Franklin Street to Safe Harbor for \$50,000 and additional consideration including emergency shelter services for the operation of an emergency shelter facility, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and any related necessary documents to effect this transfer.

Commissioner Lewis moved to amend the motion.

By consensus of Commissioner Werner and Commissioner Haas, the motion was amended to read that the Mayor and City Clerk execute an agreement that authorizes the sale of 517 Wellington Street and 519 Franklin Street to Safe Harbor for \$50,000 and additional consideration including emergency shelter services for the operation of an emergency shelter facility, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and any related necessary documents to effect this transfer and further that the parties will negotiate with future parties coming forward to develop 519 Franklin Street with affordable housing.

Peter Starkel, Chairperson of Safe Harbor Grand Traverse
Rick Buckhalter, 932 Kelley Street
Kathleen Brown, 234 Fairline Drive
Rick Brown, 234 Fairline Drive
Patricia Nugent, 1163 Willowpoint Drive
Jo Bartlett, 807 East State Street
Michael Ullman, 261 Midtown Drive
Tom Point, 626 East Eighth Street, President of Stations Association
Sharon Newman, 401 Washington Street
Larry Bates, 131 East. 16th Street, City Business Owner

Tom Auer, 5767 Franklin Woods Drive, Peninsula Township
Mark Jensen, 7081 Cherrywood Court, Peninsula Township, City Business Owner
Timothy Gray, 123 ½ East Front Street
Marg Eckert, 3950 Scenic Ridge, Garfield Township
Florance Morrison, 14068 Bay Wiew Avenue, Peninsula Township
Donna Olendorf, 2239 Carroll Road, Peninsula Township
Kay Kraphol, 333 West Eleventh Street
Randy Burgess, 6065 Sterling Road, Peninsula
Barb Shimnoski, 1357 Vic Way, East Bay Township
Ryan Hannon, 2279 South Airport Road, Goodwill Industries Street Outreach Coordinator
Deborah Shaw, 402 Wadsworth Street
Tony Lentye, 718 Highland Park Drive, Executive Director of the Housing Commission
Gary Hubble, 5351 Blair Townhall Road, Blair Township
Mark Ryan, 1240 Oak Terrace Drive, Garfield Township
Dale Ostema, 1713 Indian Woods Drive
Jose Lopez-Chapa, 1189 Manitou Drive, Garfield Township
Abi Andrewjack, 4162 Huntington Drive, Acme Township
Peter Starkel, 701 Westminster Road, Chairperson of Safe Harbor Grand Traverse
Elliot Morrison, 14068 Bayview Avenue
Jeff Lewis, 808 West 11th Street
Jamie Hall, 3580 Summer Farms Lane
Lauren Tribble -Laucht, City Attorney

Moved by Richardson to table consideration of authorizing a purchase and sale agreement to sell the City-owned property at 517 Wellington Street and 519 Franklin Street for the operation of an emergency shelter.

Due to the lack of a second, the motion to table was not before the Commission.

Roll Call:

Yes: Haas, Howe, Lewis, Shamroe, Werner, Carruthers.

No: Richardson.

CARRIED.

There being no objection, Mayor Carruthers declared a recess at 9:45 p.m.

4. New Business

4(a).

Consideration of adopting a resolution authorizing the relocation of the Precinct 8 Polling Place from the Grand Traverse County Civic Center, to the Cafeteria of the Governmental Center, located at 400 Boardman Avenue, which has been determined by the City Clerk to be a suitable location for relocation of the polling place.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Howe, that the relocation of the Polling Place (voting precinct) for Precinct 8 from the Grand Traverse County Civic Center at 1125 West Civic Center Drive to the Cafeteria in the lower level of the Governmental Center at 400 Boardman Avenue, which has been determined by the City Clerk as a suitable location for a polling place as outlined in his March 29, 2016, communication, be approved.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of approving an appointment to the Election Commission.

Moved by Lewis, seconded by Richardson, that Heather Halt be appointed to one unexpired three-year term (seat previously held by John Walton), expiring December 11, 2017 on the Election Commission.

CARRIED unanimously.

5(b).

Consideration of establishing an ad hoc interview committee to make a recommendation regarding appointments to the TIF 2 Development Area Citizens Council.

Moved by Shamroe, seconded by Werner, that an ad hoc interview committee be established to make recommendation regarding a minimum of nine appointments to the TIF 2 Development Area Citizens Council; and that Commissioners Shamroe, Haas, and Werner be appointed to such Committee, with Commissioner Shamroe to serve as Chair.

CARRIED unanimously.

5(c).

Consideration of accepting the resignation of Metta Lansdale from the Traverse City Arts Commission and appointing an ad hoc interview committee to make a recommendation regarding appointment to the vacancy.

Moved by Lewis, seconded by Werner, that the resignation of Metta Lansdale be accepted, and that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring April 4, 2019 on the Traverse City Arts Commission, seat held by Metta Lansdale; and that Commissioners Lewis, Howe, and Carruthers be appointed to such Committee, with Commissioner Howe to serve as Chair.

CARRIED unanimously.

5(d).

Consideration of appointment by the Mayor to the Traverse Area District Library Board.

Moved by Richardson, seconded by Shamroe, that the resignation of Geoff Streit from the Traverse Area District Library dated January 27, 2016, be accepted; and that the Mayor's appointment of Emma Moyer to an unexpired four-year term (seat previously held by Geoff Streit) expiring December 31, 2018, on the Traverse Area District Library Board, be approved.

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. Communication from the Traverse City Light and Power Executive Director regarding the direction of Traverse City Light and Power.
 3. 2014/2015 Annual Report from Traverse City Light and Power.
 4. Minutes of the United States Coast Guard Committee meeting of January 7, 2016.
- e. Reports and correspondence from non-City officials.

7. Public Comment

The following addressed the Commission:

- 1. Reserved.

None

- 2. General.

Christie Minervini, 118 17th Street
 Bill O'Brien, 117 North Cedar Street
 Tony Lentye, 718 Highland Park Drive, Executive Director of
 Traverse City Housing Commission
 Bill Wiesner, 7998 East Fouch Road

Mayor Pro Tem Richardson departed at 10:12 p.m.

- 3. Mayor and City Commissioners.

Commissioner Howe
 Commissioner Haas
 Marty Colburn, City Manager

8. Adjournment

There being no objection, Mayor Carruthers declared the meeting adjourned at 10:16 pm.

Katelyn Zeits, CMC
 Deputy City Clerk

Approved: _____, _____
 (Date) (Initials)



**Minutes of the
City Commission for the City of Traverse City
Study Session
April 11, 2016**

A study session 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 Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Mayor Jim Carruthers.

Mayor Pro Tem Ross Richardson presided at the meeting.

1.

Discussion regarding City employee health insurance plans.

The following addressed the Commission:

Marty Colburn, City Manager
Kristine Bosley, Human Resources Director

2.

Discussion regarding City employee retirement programs.

The following addressed the Commission:

William Twietmeyer, City Treasurer/Finance Director

3.

Discussion of Community Outreach and Awareness Regarding the Lead and Copper Implementation Plan.

The following addressed the Commission:

Marty Colburn, City Manager
Art Krueger, Water Plant Superintendent
William Twietmeyer, City Treasurer/Finance Director

4.

Report from the City Manager.

The following addressed the Commission:

Marty Colburn, City Manager

5.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

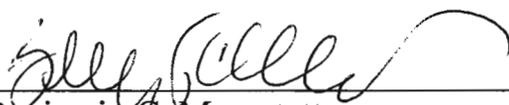
6.

Public comment.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
Benjamin Marentette, City Clerk
Commissioner Amy Shamroe

There being no objection, Mayor Pro Tem Ross Richardson declared the meeting adjourned at 8:26 p.m.



Benjamin C. Marentette
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016
FROM: *MAC* MARTY COLBURN, CITY MANAGER
SUBJECT: 2016 GARLAND STREET RECONSTRUCTION PROJECT
ENVIRONMENTAL CONSTRUCTION MANAGEMENT
SERVICES

Attached is a memo from Tim Lodge, City Engineer, requesting that a service order be issued to Otwell Mawby for environmental construction management services for the Garland Street Reconstruction Project.

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

that the City Manager be authorized to issue a service order to Otwell Mawby on a time and expense basis in the not to exceed amount of \$20,000, for environmental construction management services for the Garland Street reconstruction project, with funds available in the Capital Projects fund.

MC/jd

cc: Tim Lodge, City Engineer
Rob Bacigalupi, DDA Executive Director

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: April 11, 2016

SUBJECT: 2016 Garland Street Reconstruction Project
Environmental Construction Management Services

The City of Traverse City/DDA recently awarded a Construction Contract to Elmer's for the above referenced project. As part of the Construction Contract the City of Traverse City/DDA is responsible for employing an Environmental Construction Manager to perform necessary air, soil, and water monitoring to ensure that all environmental due care obligations are being met during construction. Therefore, the City/DDA solicited proposals from environmental consultants to perform these services in accordance with the Environmental Construction Management Plan prepared for the City/DDA in 2013.

Three firms were invited to provide their qualifications and experience, hourly rates and estimated charges for the work. Each of the invited firms were found qualified to perform the required services. A summary of their hourly rates and estimated charges follows:

Staff	Gosling	Otwell Mawby	ECT
Project Manager	\$ 138	\$ 90	\$ 135
Qualified Environmental Professional	\$ 85	\$ 65	\$ 95
Environmental Technician	\$ 65	\$ 45	\$ 85
Clerical	\$ 55	\$ 30	\$ 55
Other Staff	\$ 55- \$148	\$30-\$90	\$55-\$250
PID (Photoionization detector)/day	\$ 50	\$ 50	n/a
Other Expenses/day	\$ 125		\$ 230
Estimated Hours	300	214	236
Estimated Costs	\$ 28,000	\$ 14,826	\$ 27,630
Average Cost per Hour	\$ 93	\$ 69	\$ 117

Therefore, it is recommended that this work be awarded to Otwell Mawby and that the proper City officials be authorized to execute a service order with the above-mentioned Consultant, on a time and expense basis in the amount not to exceed \$20,000 including contingencies with funds available in the Capital Projects Fund. We are recommending the contingency amount to account for any unknowns that may arise with the work.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

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

SUBJECT: CONSTRUCTION STAKING FOR 2016 PAVING AND
RESURFACING PROJECTS PHASE I

Attached is a memo from City Engineer Timothy Lodge recommending a contract with Gosling Czubak for construction staking services in connection with the 2016 Paving and Resurfacing Projects Phase I.

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

that the Mayor and City Clerk execute a consultant agreement with Gosling Czubak in the amount of \$10340, for construction staking services associated with the 2016 Paving and Resurfacing Projects Phase I, such agreement 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.

MC/bcm

k:\ccclerk\city commission\agreements\paving and resurfacing projects 2016 construction staking

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: Thursday, April 07, 2016
SUBJECT: Request for Proposals- Construction Staking
2016 Paving and Resurfacing Projects, Phase I

We have solicited proposals from surveying consultants for construction staking for the above referenced project. These services are required to complete the work planned for the following locations:

1. **State St. from Boardman Avenue to Railroad Avenue:** The work includes street reconstruction, watermain replacement, sanitary sewer replacement, curb and gutter replacement, sidewalk replacement and related restoration work.
2. **Franklin St. from Front Street to Washington Street:** The work includes street reconstruction, sanitary sewer replacement, storm sewer replacement, curb and gutter replacement, sidewalk replacement and related restoration work.
3. **W. Ninth St. from Pine Street to Union Street:** The work includes street reconstruction, watermain replacement, storm sewer replacement, curb and gutter replacement, sidewalk replacement and related restoration work.

The RFP was issued on March 23, 2016 with three firms responding to our request on April 7, 2016 as follows:

Consultant	Location	Cost
Gosling Czubak	Traverse City	\$ 10,340.00
Leading Edge Surveying	Cadillac	\$ 15,200.00
Gourdie Fraser	Traverse City	\$ 28,358.05

Gosling Czubak performed the topographic surveying and mapping for these locations and are familiar with the requirements. After reviewing the submittals, we recommend that the Mayor and City Clerk be authorized to execute a consultant agreement with Gosling Czubak in the amount of \$ 10,340.00 with funds available in the Capital Projects Fund, subject to approval as to substance by the City Manager and as to form by the City Attorney.



2016 PHASE I PROJECT LOCATIONS
E State St, Franklin St, and W Ninth St



1 inch = 300 feet
3/9/2016
JLC

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

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

SUBJECT: RESOLUTION OF SUPPORT – MICHIGAN DEPARTMENT OF
TRANSPORTATION LOCAL BRIDGE PROGRAM

Attached is a memo from City Engineer Timothy Lodge, recommending that the City Commission adopt the attached resolutions to make repairs to the South Union Street Bridge and the North Cass Street Bridge eligible for 95% funding from the Michigan Department of Transportation in Fiscal Year 2019/2020.

I recommend the following motion:

that the following resolutions be adopted: Resolution in Support of Critical Bridge Support for the South Union Street Bridge and the Resolution in Support of Critical Bridge Support for the North Cass Street Bridge, in support of the City's grant application to the Michigan Department of Transportation (MDOT) Local Bridge Program.

MC/kez

k:\tcclerk\city commission\resolutions\cover memo_critical funding for bridges_20160418.doc

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA

FROM: Timothy J. Lodge, City Engineer 

DATE: April 6, 2016

SUBJECT: Resolution of Support, MDOT Local Bridge Program

MDOT is soliciting applications for candidate projects for the Local Bridge Program for the fiscal year 2019. The Local Bridge Program will provide funding for 95% of the eligible construction cost for the work with 5% provided by the local agency (City/DDA) along with the necessary design and construction engineering cost. The City Engineering Department recently completed and submitted the applications for improvements for the following bridges. For each application we are required to:

"..submit a current resolution, signed and dated, from the governing board supporting the project."

Please provide a resolution of support from the City and DDA for the following applications for bridge rehabilitation so we can include them in the submittal to MDOT. We have listed the bridges in order of priority.

North Cass Street Bridge (Rehabilitation) – CIP #885 – FY 2019/20

The work anticipated includes the removal and replacement of the existing concrete box beam supported deck, widening and replacement of the sidewalks, railings, approach pavement and related work. The estimated cost is \$1,015,000.

South Union Street Bridge (Rehabilitation) – CIP #186 – FY 2019/20

The work anticipated includes the structural repair of the existing concrete and steel beam supported deck, painting of the structural steel, replacement of the sidewalks, railings, approach pavement and related work. Restoration and repair of the decorative railing and fascia details will be included in the proposed work. The estimated cost is \$945,000.

We have received funding from the Local Bridge Program for the West Front Street Bridge (\$1,100,000 for FY2013), 8th Street Bridge (\$750,000 for FY2013), South Cass Street Bridge (\$850,000 for FY2015) and the Park Street Bridge (\$850,000 for FY 2017) in previous applications. The only other bridge under the City's jurisdiction, the North Union Street Bridge was rehabilitated in 2000. We plan to have the West Front Street Bridge and the 8th Street Bridge ready for construction later this year with completion in 2017.



RESOLUTION IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE SOUTH UNION STREET BRIDGE

- Because, presently the South Union Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the South Union Street Bridge is an integral part of the City Transportation System and is first priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and
- Because, the City of Traverse City has sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and the Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on April 18, 2016, in the Commission Chambers of the 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 IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE NORTH CASS STREET BRIDGE

- Because, presently the North Cass Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the North Cass Street Bridge is an integral part of the City Transportation System and is first priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and
- Because, the City of Traverse City has sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and the Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on April 18, 2016, in the Commission Chambers of the 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 CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: *mc*
MARTY COLBURN, CITY MANAGER

SUBJECT: LUKE II PAY STATIONS PURCHASE – HOUSEKEEPING
MATTER

Attached are previously distributed memos from Parking Administrator Nicole VanNess regarding the approval to purchase a minimum of 14 pay stations for parking. You may recall this item being approved at the April 4, 2016 Regular Meeting, with purchase order being approved to T2 Systems, which was incorrect. This purchase order should have been to Traffic and Safety Control Systems for the purchase of the pay stations.

This is simply a housekeeping matter.

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

that the City Manager be authorized to issue a purchase order to Traffic and Safety Control Systems in the amount not to exceed \$184,417.00 for a minimum of 14 multi-space pay stations, with funds available in the Parking System Fund, and recurring subscriptions to be billed monthly by T2 Systems in the amount of \$75 per pay station with funds available in the Parking System Fund, and that the City Commission action of April 4, 2016 authorizing a purchase order for 14 multi-space pay stations, be superseded.

MC/kez

K:\tcclerk\city commission\purchase orders\Pay Stations_20160418.doc

copy: Nicole VanNess, Parking Administrator
Rob Bacigalupi, DDA Executive Director



Memorandum

To: Benjamin Marentette, City Clerk
From: Nicole VanNess, Parking Administrator
Date: March 28, 2016
Re: Luke II Pay Station Purchase

On March 18, 2016 the DDA Board unanimously approved the recommendation to purchase 14 multi-space pay stations in an amount not to exceed \$184,417, and recurring subscriptions billed monthly in the amount of \$85 per pay station.

Our equipment budget this year included the purchase of the multi-space and single space meters in order to continue upgrading our devices as started in October 2014. We initially replaced all of the single space meter housings with more secure housings in what we consider to be our "core" locations. This has significantly helped to decrease the tampering with and theft of our meter coin where we typically see higher revenues. At the time we implemented the pay stations in May of 2015, we increased our meter rates by 100% for our 4 hour and less meters and 20% for our more than 4 hour meters. The reporting capabilities have helped us confirm our meter revenue increases between 30-60% in winter months and 80-110% increase last summer.

As we get closer to the end of this budget year, we have determined our metered lots to be of higher risk than some of our on-street locations. Off-street locations are typically darker, and the meters are closer together which may be appealing for criminal activity. While we would like to purchase both secure single space housings and pay stations, we are choosing to move forward with a recommendation for pay stations. The pay stations offer expanded payment options and more reporting features which benefits both the public and our department. We are still evaluating the exact locations, but we have determined that 12 pay stations would be sufficient to cover at least 4 City owned lots and a minimum of 180 spaces. The pay stations offer expanded payment options and more reporting features.

Two pay stations will replace the existing Shelby devices on the ground level at Old Town Garage that are being decommissioned. T2 Systems is offering a trade-in credit for the Shelby units that may be used towards a decrease in the total purchase price of new units or towards monthly subscription fees. After the DDA Board approved our recommendation, and T2 Systems was made aware of our intent to add additional units, they have offered us a decrease in monthly fees from \$85 to \$75 per pay station per month.



Memorandum

I recommend the City Commission approve the recommendation of the DDA Board of Directors to approve a minimum purchase of 14 multi-space pay stations in an amount not-to-exceed \$184,417 with funds available in the Parking System fund equipment line item, and recurring subscriptions billed monthly in the amount of \$75 per pay station with funds available in the Parking System fund professional services line item. Upon final determination of placement, an additional expense estimated at \$35 per sign will be submitted in order to denote space number.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: March 14, 2016
Re: Luke II Pay Station Purchase

We installed 12 pay stations to replace coin only meters in May of 2015. The original proposal called for the pay stations to be installed on Front Street and 5 small lots. Prior to installation, I recommended that Front Street was not an ideal location to introduce this technology to our community, and determined an installation in 5 lots ranging in size would allow for easier adjustment. The device swap was met with both positive and negative feedback as we worked through the transition period. After initial implementation, there was continuous negative feedback within the first four months which consisted of difficulty seeing the display screen and on-screen prompts; learning curve on when and how to pay; refund complaints; wait time and lines; and overall dissatisfaction with the changeover. The complaints have significantly decreased. Parkers are more familiar with the locations of the pay stations and how they work. We have decreased our collection time with our enforcement staff, have the ability to track usage and view real-time occupancy counts, report on financial and usage data, and offer expanded payment methods.

We would like to continue to deploy multi-space meters to replace our single space meters. We would need 17 pay stations for city owned lots and 17 pay stations for leased lots. It would be a significant investment to purchase 34 pay stations. We are still evaluating the exact locations, but we have determined that 12 pay stations would be sufficient to cover at least 4 lots and at minimum 180 spaces.

We received an end-of-life notice for Shelby pay stations in May of 2015. These units were the first pay stations deployed by DPT. We have two of these units at Old Town Garage on the ground level. Hardware support ended on December 31, 2015 and both software and telephone support will end on December 31, 2016.

I recommend that the DDA Board of Directors approve the purchase of 14 multi-space pay stations in an amount not to exceed \$184,417 with funds available in the Traverse City Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station. Upon final determination of placement, an additional expense of roughly \$35 per sign will be submitted in order to denote space number.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: CARNEGIE BUILDING LEASE WITH HISTORY CENTER –
AMENDMENT

Attached is a memo from Assistant City Manager Penny Hill regarding the lease between the City and The History Center for it to occupy a portion of the Carnegie Building at 322 Sixth Street. The lease expires April 1, 2018.

As indicated by Ms. Hill, The History Center does not need the full amount of space originally leased to it – because many of the items in the Center’s “2D Collection” are no longer being stored at the Carnegie Building; rather, they are being stored at the Traverse Area District Library. The lease payment from The History Center to the City is based upon the square footage leased to it; therefore, the annual lease payment would be reduced from \$5,800 to \$2,568, or a \$3,232 reduction.

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

that the Mayor and City Clerk execute an amendment to the lease agreement with The History Center for it to lease a portion of the City-owned Carnegie Building at 322 Sixth Street (originally authorized March 16, 2015), with the amendment to reduce the space leased by The History Center and the lease payment proportionately, as generally described in the April 8, 2016, communication from the Assistant City Manager, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\carnegie bldg. lease amendment 20160418

Memorandum

The City of Traverse City

Office of the City Manager



TO: MARTIN COLBURN, CITY MANAGER

COPY: LAUREN TRIBLE-LAUCHT, CITY ATTORNEY
DAVE GREEN, DPS DIRECTOR
BENJAMIN MARENTETTE, CITY CLERK ✓

FROM: PENNY HILL, ASSISTANT CITY MANAGER 

DATE: APRIL 8, 2016

SUBJECT: FIRST AMENDMENT TO LEASE – HISTORY CENTER, CARNEGIE BUILDING, 322 SIXTH STREET

Background:

The History Center of Traverse City has entered into an agreement with the Traverse Area District Library (TADL) whereby the TADL will assume ownership and management of the History Center's "2D Collection", that is, the papers, photographs, letters, books, etc. that form the historical collection owned by the History Center. These items had been housed at the Carnegie building, and are currently in the process of being transferred to the District Library on Woodmere Street.

As a result of this transition, the History Center will not require the use of all of the space they currently have under lease with the City at the Carnegie Building. We received a request from the History Center to modify the terms of their existing lease dated March 16, 2015 to eliminate the use of the "vault", the large storage room, and the small closet space under the stairwell in the Lower Level of the building, and to reduce the amount of their annual lease proportionately. This will reduce the amount of space utilized by the History Center to *only* the History Center office (see attached floor plan). The lease was based on approximately \$6.00/square foot, and was for \$5,800 annually, payable in monthly installments. Based on the new, reduced square footage, the new annual rate would be \$2,568.00, with a monthly rate of \$214.00.

Recommendation:

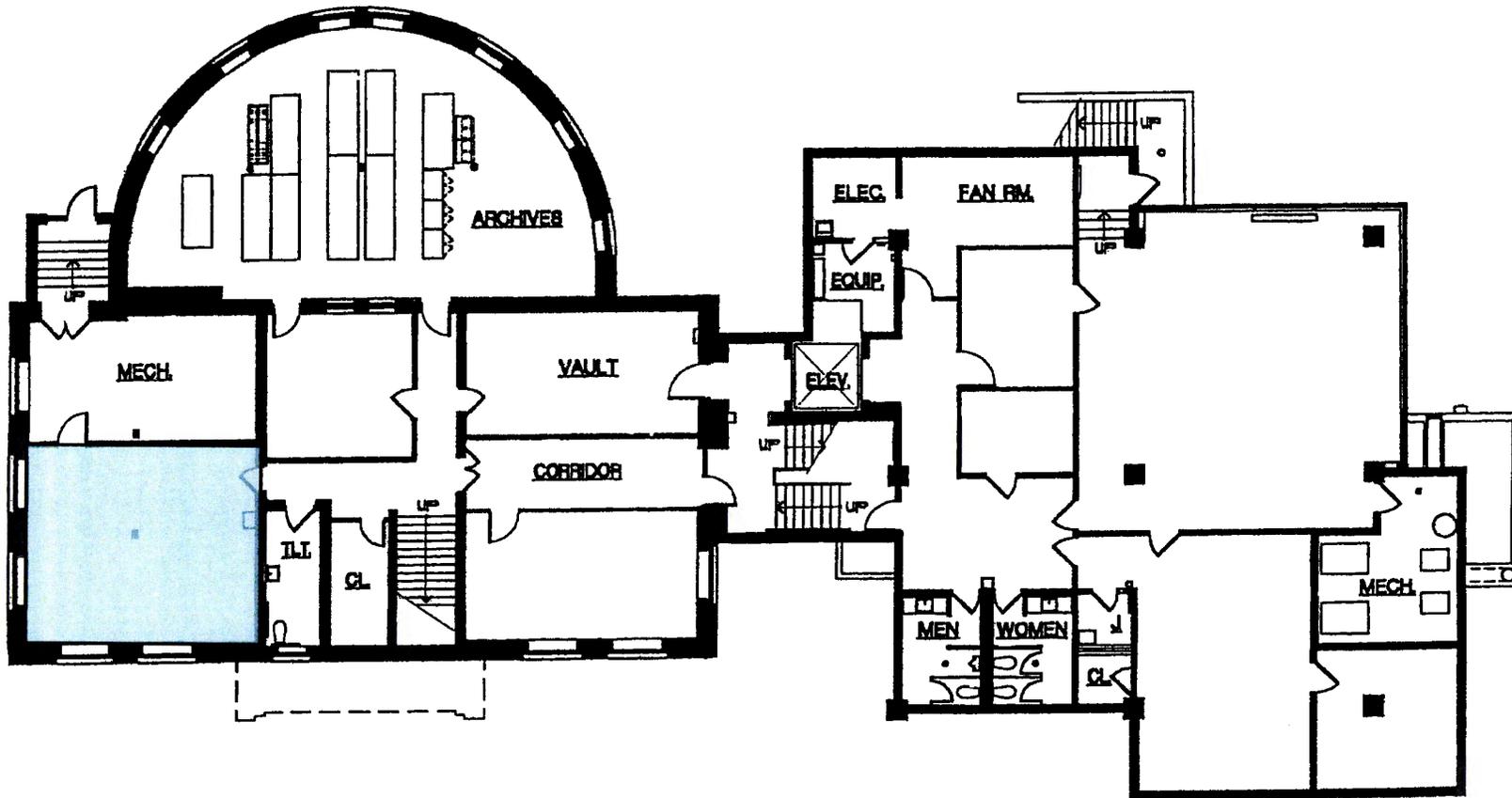
It is recommended that a First Amendment to Lease Agreement between the City of Traverse City and the History Center of Traverse City be presented to the City Commission for approval, including a new description of the leased area (identified as "Exhibit A – Amendment No. 1 History Center Lease) and a new lease amount, to be effective on the first of the month following execution of the amendment, with all other provisions of the lease to remain in full force and effect. Please add this item to the April 18, 2016 City Commission Agenda.

Attachment:

1. Amended Exhibit A – Amendment No. 1 History Center Lease (Floor Plan)

Exhibit A - Amendment No. 1 History Center Lease

Carnegie Side



 Leased to History Center

GRAND TRAVERSE HERITAGE CENTER
LOWER LEVEL FLOOR PLAN





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: ^{mol} MARTY COLBURN, CITY MANAGER

SUBJECT: DIA/DETROIT INSTITUTE OF ART INSIDE OUT STREET ART PROGRAM

Attached is a memo from Downtown Development Authority Marketing/ Deputy Director Colleen Paveglio regarding the DIA's Inside Out Street Art Program. As indicated by Ms. Paveglio, the DIA (Detroit Institute of Art), would place twelve high-quality reproduction pieces of art, for display in five City locations. The DIA requires that the pieces be located such that they can be viewed comfortably and within walking and/or biking distance from one another and be accessible to all. The five City locations where the art would be installed are:

- American Legion Park
- Farmers Market – near the pedestrian bridge
- Clinch Park – near the concession building and viewable from the TART Trail
- Fire Station #1 on West Front Street
- The Crooked Tree Arts Center in the Carnegie Building on Sixth Street

The installation would take place May 19-20, 2016; and the pieces would be in place through October 2016. The Parks and Recreation Commission recommends approval of this exciting program. I recommend the following motion (5 affirmative votes required)

that the Mayor and City Clerk execute an agreement with the Detroit Institute of Art for the Inside Out Street Art Program with terms as generally described in the Downtown Development Authority Marketing/Deputy Director's April 11, 2016, communication.

MC/bcmk:\tcclerk\city commission\agreements\dia street art program 2016

copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Colleen Paveglio, Downtown Development Authority Marketing and Deputy Director
Katie Zeits, Deputy City Clerk – for distribution to the Arts Commission



Memorandum

To: City Commission
From: Colleen Paveglio, DDA Marketing & Deputy Director
Subject: DIA Inside|Out Street Art Program
Date: April 11, 2016

The Downtown Traverse City Association and the Traverse City Arts Commission are working on a partnership with the Detroit Institute of Art to host their Inside|Out Program in Downtown Traverse City from mid May 2016 through October 2016. The program brings high-quality reproductions of masterpieces from the DIA's collection to outdoor venues. Entering the 8th season of the program, locations include the metro Detroit area and chosen locations outside of metro Detroit. We are thrilled that Traverse City has been chosen to host the program for 2016. Please see the attached with examples of the reproductions on display.

Inside|Out will consist of 12 pieces, 4 free standing and 8 wall mounted. Requirements are the pieces are placed in a location that the public may view "comfortably." Sites should be within walking and/or biking distance from one another and be accessible to all for viewing.

Installation will take approximately two days and is proposed for May 19-20, 2016. All free standing pieces are on a 4" x 4" post. An auger is used to create a hole that is approximately 2' deep. Wall mounted items are placed on various facades, i.e. brick, mortar, cement and wood using four ¼" masonry screws attached with an "L" bracket system. Holes would then be filled with a silicon based epoxy once the piece is removed. The DIA will provide an "Installation Agreement" to the property owner.

There is no cost for participating in the Inside|Out Program, unless the host develops an additional marketing campaign or kick off reception, etc. The DIA is responsible for all costs pertained to the program, from delivery, install, and removal. They will also provide a digital art finder map with a printable version. Insurance is also provided by the DIA and they may add those that require to be additionally insured upon request.

Since first launching, the Inside|Out Program has served as a successful tool for placemaking. The DTCA has a long of history of hosting public art programs throughout Downtown Traverse City and is pleased to be working with the Traverse City Arts Commission to create awareness and help educate the community on public art and public art programs. Attached you will find the proposed locations that the committee of Deb Lake, Mary Gillett, Christie Minervini and myself have identified. We are in discussions with various property owners at this time to secure the locations that are not on public property and previously received approval from the Parks and Recreation Commission for the use of the parkland identified on the site map. We are seeking support from the City Commission to move forward with this project and install the temporary pieces at the identified city owned locations.

Proposed City owned locations:

American Legion Park
Farmers Market-near Pedestrian Bridge
Clinch Park – Concessions Building, viewable from TART Trail
City Fire Department-West Front Street
Crooked Tree Arts Center- Sixth Street

InsidelOut examples in other cities



DETROIT
INSTITUTE
OF ARTS





Seascape Sunset 34 1/2 x 52 1/2



Free Standing at Morsels



Boy with Plaid Scarf 35 1/4 x 30 1/2



Free Standing in American Legion Park



View of Le Crotoy 36 x 42 1/2



Free Standing in Lot B Farmers Market



Animals in Landscape, 45 x 40 3/4



Wall Mounted on 303 S Union, Lay Park



The Nut Gatherers 43 x 61 1/4



Wall Mounted on Snowden Building just inside alley entrance



Reeds and Cranes 40 x 79



Wall Mounted at Clinch, Viewable from TART Trail



Forteenth St at Sixth Ave 44 1/2 x 62 1/4



Wall Mounted in the Jay Smith Walkway



Asafo Flag 37 1/8 x 58



Wall Mounted at Cousin Jenny's



Eros Triumphant 88 3/4 x 37 1/4



Wall Mounted on the Fire Station near City Lot



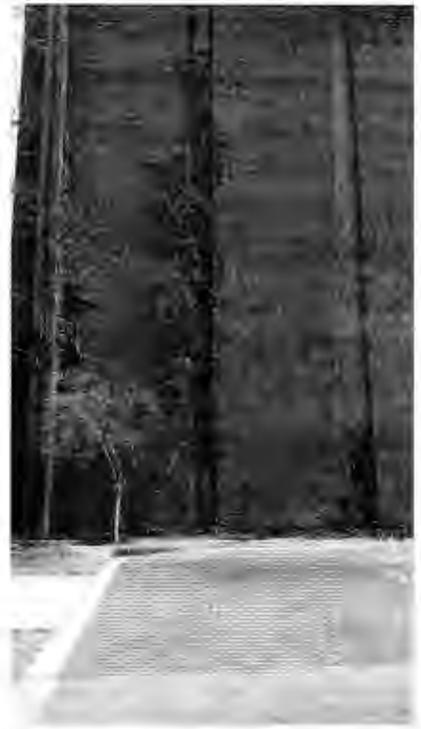
Madame Paul Poirson 68 1/2 x 41 7/8



Wall Mounted at Crooked Tree



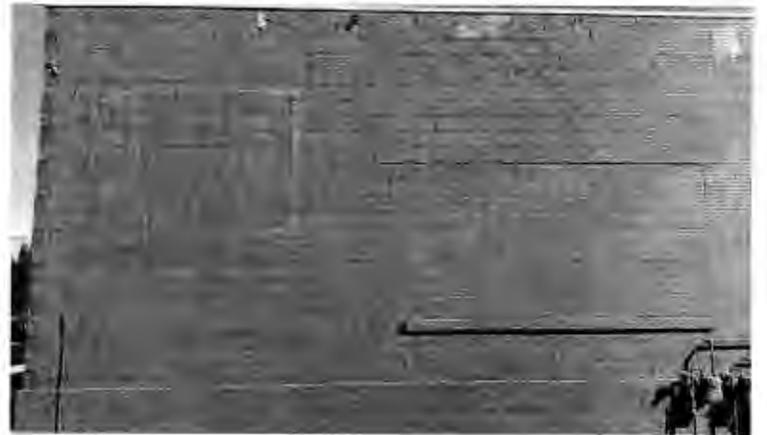
Ishtar Gate 45 3/4 x 62 1/2



Wall Mounted in the Chase Bank Plaza



The Sinfonia 56 1/2 x 53 3/4



Wall Mounted at Warehouse MRKT

West Grand Traverse Bay

DIA Inside/Out Program: Proposed Locations

1. Seascape Sunset
2. Boy with Plaid Scarf
3. View of Le Crotoy
4. Animals in Landscape
5. The Nut Gatherers
6. Reeds & Cranes
7. 14th St. at 6th Ave.
8. Asafo Flag
9. Eros Triumphant
10. Madame Paul Poirson
11. Ishtar Gate
12. The Sinfonia



TRAVERSE CITY DOWNTOWN



One-way Traffic
 Parking Decks
 10-Hour Metered Parking
 4-Hour Metered Parking
 2-Hour Metered Parking
 Parks
 TART (Traverse Area Recreational Trail)
 River Walk & Pedestrian Walkways
 Public Restrooms (hours vary)
 Information
 ATM

On-street 2-3 hour parking available throughout downtown.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

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

SUBJECT: CLINCH PARK WATERSCAPE MATTER – LEGAL FEES

As you know, a final payment for the special legal counsel retain in connection with the Clinch Park Waterscape matter is outstanding. The total amount due is \$21,611.35, which will be the final payment.

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

that the City Manager be authorized to approve payment to Foley, Baron, Metzger & Juip in the amount of \$21,611.35 for professional legal and expert witness fees in connection with the Clinch Park Waterscape, with funds to come from the City Commission Budget.

MC/bcm

k:\tcclerk\city commission\payment authorizations\clinch park waterscape legal and expert fees

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Lauren Tribble-Laucht, City Attorney
CC: Benjamin C. Marentette, City Clerk
DATE: April 13, 2016
SUBJECT: *Hamilton Anderson Legal Fees*

City Commission approval is necessary for final payment of the legal fees associated with the above. In September 2014 the City hired Foley, Baron, Metzger & Juip, PLLC to assist in this matter with a proposed scope of services and fees in an amount of \$16,100.00. As we discussed throughout the process, the scope of the assignment evolved to be more complex than originally anticipated. Experts for the City renovation and repair of the Splash Pad were engaged through the office of Foley, Baron, Metzger & Juip, PLLC to review certain aspects of the design and the project. Additionally, it was necessary for that firm to become heavily engaged to coordinate the mediation process as more parties became involved, as well as review extensive documents that were produced prior to mediation. Ultimately this matter has been settled as a result of the mediation process. The result of that process is an amount of \$300,000.00 accepted by the City with a mutual release among all the parties, which will eliminate an alleged amount of roughly \$13,000.00 outstanding that would otherwise arguably be due to Hamilton Anderson from the City. The final payment due to Foley, Baron, Metzger & Juip, PLLC is \$21,611.35. Please request the City Commission approve payment to the firm in that amount. Thank you.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

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

SUBJECT: TRANSPORTATION DISTRICT ORDINANCE AMENDMENT TO
ALLOW ADDITIONAL USES AND MODIFY THE
DEVELOPMENT REQUIREMENTS

Attached is a memo from City Planning Director Russell Soyring regarding an amendment to the transportation district ordinance which would allow other uses that are compatible or complimentary to the airport operation within this district. This amendment could also address the nuances with parking lot location for uses on the airport grounds. As mentioned by Mr. Soyring, there are only five parcels within this district, two of them being owned by the United States Government, with the remaining being owned by the City and the Airport Commission.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Chapter 1348, Transportation District Amendment, which would allow other uses that are compatible or complementary to the airport operation within the district and could address the nuances with parking lot location for uses on airport grounds, which was recommended by the City Planning Commission, be introduced and scheduled for possible enactment on May 2, 2016.

MC/kez

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Amendment_Intro_20160418.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 *RSoyring*

SUBJECT: TRANSPORTATION DISTRICT AMENDMENT TO ALLOW ADDITIONAL USES AND MODIFY THE DEVELOPMENT REQUIREMENTS

DATE: APRIL 11, 2016

At the April 5, 2016 the Planning Commission held a public hearing to consider a text amendment for the T-District that would allow other uses that are compatible or complimentary to the airport operation and could address nuances with parking lot locations for uses on the airport grounds. There are 5 parcels that comprise the Transportation District. US Coast Guard and the National Guard own 2 of the properties within the Transportation District however; these federal properties could exercise their claim of being categorically excluded from local zoning. The City of Traverse City and the Traverse City Airport Commission own the remaining parcels within the Transportation District.

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. In a very general way, the Transportation District provides a basis framework for this unique area that is virtually all airport owned property.

Based on input from East Bay Township, staff modified some of the allowable uses and added a section of special requirements. The special requirements address basic regulations for building orientation and architectural embellishments for the structure's front facing façade. Screening roof top mechanical equipment is also addressed. In addition, the requirements would limit street access to South Airport Road and would require internal drive connections to adjacent developments. Utilities would need to run along the internal streets or major maneuvering lanes to assist in the eventual redevelopment of parking areas for future building sites.

Two individuals made general comments during the Public Hearing. After holding Public Hearing, the Planning Commission took the following action:

Motion by Commissioner Koebert, second by Commissioner Richardson, that an amendment to the Traverse City Code of Ordinances Chapter 1348 *Transportation (T) District* to allow additional uses and to modify the development requirements within this district be recommended to the City Commission. Motion carried 6-1 (Commissioner Howe opposed, Commissioners Dow and Warren absent.)

Attachments: Transportation (T) District Amendment, Map of the T-District, Development Areas controlled by airport authority

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: TRANSPORTATION DISTRICT AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 1348, *Transportation District*, of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

**CHAPTER 1348
T - Transportation District**

The Transportation (T) District is for the purpose of accommodating special areas for the moving of goods and people and supporting aeronautical and non-aeronautical uses that benefit the operation of the Cherry Capital Airport as approved by the Northwestern Regional Airport Commission and in compliance with the Airport Zoning Act, Ac No. 23 of the Public Acts of 1950.

CROSS REFERENCES

- Zoning and planning in home rules cities - MCLA 117.4i
- Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581
- Regulation of buildings; authority to zone - MCLA 125.582
- Regulation of congested areas - MCLA 125.583
- Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a
- Airport Zoning Act, MCLA 259.431 *et seq*
- Signs - B & H Chapter 1476.06

1348.01	Uses allowed.	1348.06	Building height.
1348.02	Uses allowed by special land use permit.	1348.07	Accessory buildings.
1348.03	Lot, density and impervious surface provisions.	1348.08	Parking, loading and driveways.
1348.04	Setbacks.	1348.09	Special Requirements.
1348.05	Encroachments into the setbacks.	1348.10	Federal laws.
		1348.11	Unlawful Land Use.

1348.01 USES ALLOWED.

The following uses of land and buildings, together with accessory uses, are allowed in the Transportation Zone:

- OS District uses, including buildings 3,000 square feet or larger in gross floor area;
- GP District uses;
- I District uses, except C-2 District Uses;
- Air transportation, including airports and airport terminals;
- Amusement and recreation services (indoor only)
- Automobile gasoline/convenience stores;

- Automobile, motorcycle, trailer, recreational vehicle or boat showrooms;
- Brew pubs;
- Business services;
- Drugstore;
- Engineering, accounting, research, management and related services;
- Finance, insurance and real estate services;
- Finance services without drive-throughs;
- Indoor fruit and vegetable markets;
- Landing areas;
- Laundromats;
- Legal services;
- Lodging facilities;
- Microbrewery;
- Motorized vehicle dealers, mobile home dealers, watercraft dealers and recreational vehicle dealers subject to the following conditions:
 - (1) All outdoor display and storage in front or on the side of a building shall meet landscape requirements for parking areas.
 - (2) Outdoor display areas shall be differentiated from parking areas using contrasting surface material and shall be designated on a site plan.
 - (3) Any display platforms shall not be elevated more than three feet higher than the adjacent public right of way.
- Parcel packing services;
- Parking areas, public or private,
- Passenger transportation services;
- Personal services;
- Pet grooming services without outdoor runs or kennels;
- Repair services;
- Restaurants, family, fine and fast without drive-throughs;
- Retail use of 10,000 square feet or more;
- Security services
- Services stations and repair stations;
- Theaters;
- Theatrical producers, entertainers, bands and orchestras;
- Transportation service;
- Vehicle wash facilities as permitted in the C-3 District;
- Veterinary Services, without outdoor runs;
- Water transportation.

1348.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.

The following uses of land and buildings, together with accessory uses, are allowed in the Transportation District if a special land use permit is issued according to the standards of this Code:

- Communication towers.
- Wind Energy Pole/Tower-Mount
- Wind Energy Building Mount

1348.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
20 feet	No minimum.	No maximum.	70% maximum.

1348.04 SETBACKS.

(a) Front setbacks.

Building: Minimum setbacks are 25 feet.

Parking area: Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line. Parking may be provided street ward of the building along South Airport Road provided a minimum 25 foot vegetative buffer area that will effectively screen the parking area from public view as set forth in Section 1372.04 is maintained where a vegetative buffer exists or, if no other vegetative buffer exists, other screening is provided as set forth in Section 1372.04 within the 25 foot buffer area.

(b) Side setbacks (minimum): Building: None except as follows:

- (1) 25 feet if abutting or adjacent to an R- District
- (2) 50 feet if a loading dock is abutting or adjacent to an R-District.

Parking area: If contiguous to an R-district, a minimum of 10 feet. Otherwise, 5 feet. If shared parking is developed, these setbacks would affect only the perimeter of the combined parcels.

(c) Rear setbacks:

Building: 5 feet, except as follows:

- (1) 25 feet if abutting, or adjacent to ~~or across a public alley from~~ an R - District.

Parking area: 5 feet, except 20 feet if abutting, adjacent to or across a public alley from an R-District.

(d) Corner lots and through lots having a frontage on two streets shall provide the required front setback on both streets.

1348.05 ENCROACHMENTS INTO THE SETBACKS.

No encroachments into the setbacks are allowed.

1348.06 BUILDING HEIGHT.

Building height: ~~Maximum~~ The lesser of 45 feet or the approach, transitional, conical and inner horizontal surfaces which establish the height limitation under this Ordinance are denoted on the Airport Zoning Plan, and are established in conformance with approach standards or regulations of the Michigan Aeronautics Commission or the Federal Aviation Administration. In acting upon applications for permits, the Zoning Administrator will arrive at proper height limitations by insuring FAA Form 7460-1 is completed with Federal Aviation Administration determination of no hazard to aviation. Air traffic control towers are exempt from this height requirement.

1348.07 ACCESSORY BUILDINGS.

Accessory buildings shall:

- (a) Not exceed ~~45 feet in height~~ the Building Height limitation as set forth in Section 1348.06.
- (b) Not be closer than 5 feet to any side or rear property line or 25 feet if abutting or adjacent to an R - District. ~~Boat houses up to 250 square feet gross floor area may be built up to the~~

water's edge.

1348.08 PARKING, LOADING AND DRIVEWAYS.

Requirements for parking, loading and driveways are contained in Chapter 1374. In addition, athletic fields may provide up to 50% of the required number of organized parking on an area developed in turf grasses. Grassed parking areas are considered as providing one parking space for every 350 square feet of continuous turf-covered area. All grassed parking areas shall be maintained in a healthy, vigorous growing condition and shall not be used more than 12 times per calendar year. When use requires more frequent parking, an impervious surface or approved pervious hard surface parking area shall be developed.

1348.09 SPECIAL REQUIREMENTS.

To preserve and reinforce the development patterns of the Transportation District, the following special requirements shall apply.

- a) The predominant building wall and entryway shall face the public or private street.
- b) Street-facing building facades shall incorporate permanent architectural elements which create shadow patterns and surface textures which, in turn, enhance visual interest.
- c) 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.
- d) Commercial and industrial outdoor lighting shall not exceed one foot candle or cause glare onto neighboring properties.
- e) Driveways on South Airport Road shall be limited to one per parcel and shall be no closer than 400 feet to the nearest driveway on the same side of the street or 150 feet from the nearest intersection.
- f) All properties developed shall allow for internal access to other abutting industrial or commercial properties.
- g) All utilities shall be placed underground and shall follow private or public streets or the primary maneuvering lanes within a parking area.

1348.10 FEDERAL LAWS.

Notice of construction or alteration shall be provided to the Federal Aviation Administration on Form 7460-1 for the following:

- (a) Any construction or alteration exceeding 200 ft above ground level.
- (b) Any construction or alteration:
 - within 20,000 ft of the Cherry Capital Airport which exceeds a 100:1 surface from any point on the runway of the Cherry Capital Airport with at least one runway more than 3,200 ft.
 - within 10,000 ft of the Cherry Capital Airport which exceeds a 50:1 surface from any point on the runway of the Cherry Capital Airport with its longest runway no more than 3,200 ft.
 - within 5,000 ft of the Cherry Capital Airport which exceeds a 25:1 surface
- (c) Any highway, railroad or other traverse way whose prescribed adjusted height would exceed that above noted standards.
- (d) When requested by the FAA.
- (e) Any construction or alteration located on the Cherry Capital Airport regardless of height or location.

1348.11 UNLAWFUL LAND USE.

Notwithstanding any other provisions of this Zoning Ordinance, no person may use any lands within any area of land or water, or both, lying within a ten mile radius from the established center of the Cherry Capital Airport which:

- (a) Would create electrical interference with radio communications between the airport and aircraft or create interference with navigational aids employed by aircraft;
- (b) Would make it difficult for flyers to distinguish between airport lights and others or result in glare to the eyes of flyers using the airport;
- (c) Would create air pollution in such amounts as to impair the visibility of flyers in the use of the airport;
- (d) Would locate or permit the operation of a dump, waste disposal site, sanitary landfill, hazardous waste facility, solid waste transfer station or recycling facility within 10,000 feet of any runway at the airport, unless the construction, location and operation of the site is approved or authorized by the Federal Aviation Administration as not being in violation of its orders, rules or regulations applicable to the airport, or unless a waiver is issued by the Federal Aviation Administration;
- (e) Would otherwise endanger the landing, taking off, or maneuvering of aircraft;
- (f) Would attract birds;
- (g) Would raise the descent minimums of any instrument approach procedure to the airport, or otherwise limit operations at the airport, as determined by an airspace study conducted by the Federal Aviation Administration;
- (h) Would violate the rules of the Federal Aviation Administration or the Michigan Department of Transportation Aeronautics Division.

The effective date of this Ordinance is the _____ day of _____, 2016.

I hereby certify the above ordinance amendment was introduced on _____, 2016, at a regular meeting of the City Commission and was enacted on _____, 2016, at a regular meeting of the City Commission by a vote of Yes: ____ No: ____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

James Carruthers, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk

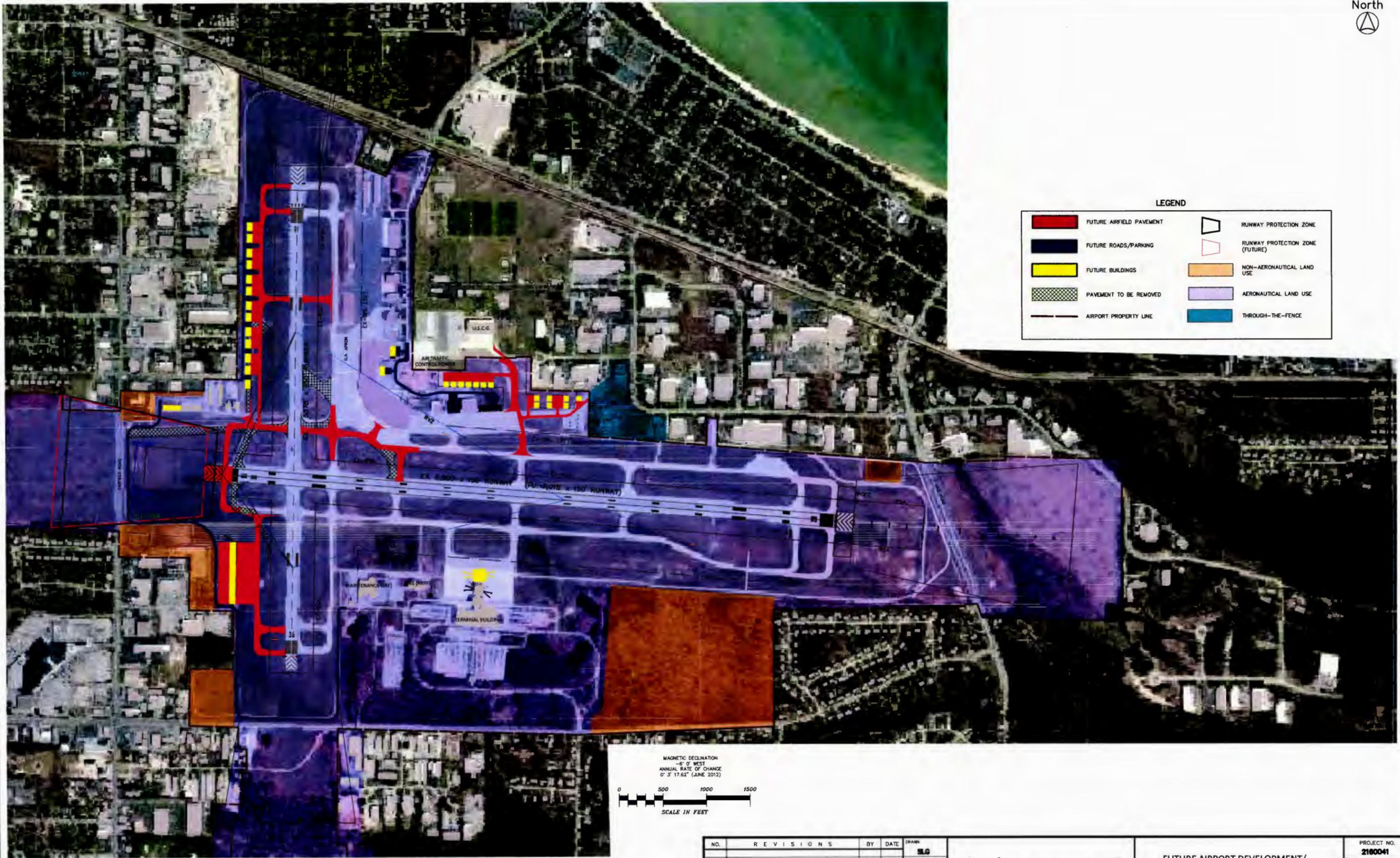


Legend



1 inch = 1,025 feet

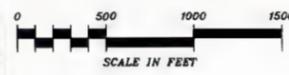
This map is based on aerial photography, which may not be accurate. The City of Traverse City is not responsible for any errors or omissions on this map. The City of Traverse City is not responsible for any errors or omissions on this map.



LEGEND

	FUTURE AIRFIELD PAVEMENT		RUNWAY PROTECTION ZONE
	FUTURE ROADS/PARKING		RUNWAY PROTECTION ZONE (FUTURE)
	FUTURE BUILDINGS		NON-AERONAUTICAL LAND USE
	PAVEMENT TO BE REMOVED		AERONAUTICAL LAND USE
	AIRPORT PROPERTY LINE		THROUGH-THE-FENCE

MAGNETIC DECLINATION
-6° OF WEST
ANNUAL RATE OF CHANGE
0° 3' 17.62" (JUNE 2012)



NO.	REVISIONS	BY	DATE	DRAWN
				SLG
				DATE 03/08/16
				CHECKED
				DATE

Prein & Newhof
Engineers • Surveyors • Environmental • Laboratory

FUTURE AIRPORT DEVELOPMENT/
ASSOCIATED LAND USE CONCEPTS

PROJECT NO.
2160041

SHEET NO.

1 OF **1**



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: ^{mbc} MARTY COLBURN, CITY MANAGER

SUBJECT: FIVE-YEAR REVIEW OF GRAND TRAVERSE COMMONS
MASTER PLAN

Attached is a memo from City Planning Director Russell Soyring indicating the Grand Traverse Commons Joint Planning Commission conducted the five-year review of the Commons Master Plan and determined it was not necessary to revise or rewrite the plan.

I recommend the following motion:

that the City Commission accepts the determination by the Grand Traverse Commons Joint Planning Commission that revisions to or a rewrite of the Grand Traverse Commons Master Plan are not necessary.

MC/bcm

k:\tcc\clerk\city commission\master plan\commons master plan revision rewrite unnecessary

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*

SUBJECT: FIVE YEAR MASTER PLAN REVIEW OF GRAND TRAVERSE COMMONS MASTER PLAN

DATE: APRIL 8, 2016

As required by the Michigan Planning Enabling Act, the Grand Traverse Commons Joint Planning Commission conducted a five-year review of the Grand Traverse Commons Master Plan.

This process concluded with the Grand Traverse Commons Joint Planning Commission at their April 6, 2016 meeting determining it is not necessary to rewrite the Grand Traverse Commons Master Plan. The Joint Planning Commission also determined that although some minor revisions would be appropriate to update language within the plan based on some elements of the plan having been implemented, such as the construction of Silver Drive, that these revisions should commence only after the draft Development Regulations for the Commons have been adopted. The current Master Plan is being used as a guide to write these Development Regulations. The draft regulations have been written and the Planning Commission is in their final stages of review.

Please pass on the Grand Traverse Commons Planning Commission's decision that after their Five-Year review of the Grand Traverse Commons Master Plan adopted in January, 2010 determined it is not necessary at this time to revise or rewrite the Master Plan.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: ^{ymc} MARTY COLBURN, CITY MANAGER

SUBJECT: VACATION OF A PORTION OF EAST FRONT STREET

Attached is a memo from City Attorney Lauren Tribble-Laucht and City Engineer Timothy Lodge regarding a request from Northwestern Michigan College that the City adopt a resolution clarifying the prior action of the City Commission that vacated a portion of East Front Street.

The clarifying resolution does not change the substance of what was done some time ago with the realignment of East Front Street; rather, it simply acknowledges that the conditions of that vacation have been fulfilled.

I recommend the following motion:

That the City of Traverse City Affidavit Affecting Title for the Purposes of Amending and Clarifying Resolution Vacating, Discontinuing and Abolishing, which clarifies the City Commission action of November 18, 1996, regarding East Front Street, be adopted.

MC/bcm

k:\tcclerk\city commission\vacations\clarify east front street vacation northwestern Michigan college

copy: Charles B. Judson, Northwestern Michigan College Legal Counsel –

cjudson@shrr.com

Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer *TJL*
Lauren Tribble-Laucht, City Attorney *LL*

DATE: April 13, 2016

SUBJECT: Clarifying 1997 ~~West~~ Front Street Realignment and Vacation
Resolution *EAST*

EAST

Attached is a communication from Legal Counsel, for NMC, Charles Judson, requesting that we clarify the area of ~~West~~ Front Street that was vacated by the action taken by the City in 1997. We have reviewed the information and concur with the request to clarify the vacation and have prepared the attached Resolution for consideration by the City Commission and the earliest opportunity.



SMITH HAUGHEY

ATTORNEYS AT LAW

101 N. Park St., Ste. 100
Traverse City, MI 49684
Phone: 231-929-4878 Fax: 231-929-4182

Charles B. Judson
Direct: 231-486-4519
cjudson@shrr.com
Also licensed in Florida

April 13, 2016

Ms. Lauren Tribble-Laucht
Attorney for City of Traverse City
400 Boardman Ave.
Traverse City, MI 49684

RE: NMC/Dennos project: formalizing the vacation of East Front Street
Our File No. 200826

Dear Lauren:

Thank you and Tim Lodge for meeting with me several weeks ago in order to coordinate existing surveys and City records related to the 1997 formalized vacation of East Front Street to its current location. Enclosed with this correspondence please find a legal description prepared by Gourdie Fraser for that portion of East Front Street which was to be formally vacated by the City of Traverse City consistent with the shaded portion of the drawing remaining in the City's files originally created by Bob Holdeman in 1996. In addition, we have attached a drawing of the legal description provided as an exhibit to the finalized amendment to the City's Resolution Vacating, Discontinuing and Abolishing Portions of East Front Street originally recorded in Liber 1129, page 684, of the Grand Traverse County Records.

Consistent with our discussion, you and Tim Lodge have indicated support for Northwestern Michigan College's request to amend the previously recorded Resolution dated November 18, 1996, in order to specifically describe the area of East Front Street which has been vacated in order to clarify potentially conflicting survey information historically related to that area. I believe that we are in consensus that all three elements of the City's 1996 Resolution should be confirmed so long as we are processing this amendment. Consequently, I am also enclosing a copy of the Warranty Deed from Northwestern Michigan College to the City which documents the property where the relocated East Front Street intersection with Munson Avenue has already been established.

Item 2 in the Resolution required conveyance of seven (7) feet to the motel property to the east in order for the motel property to meet the setback requirements. After further review of this issue, we believe that the owner of the "Motel" property currently owns to the southeast right of way line of Front Street. I am enclosing a survey depicting the property boundaries for the parcel to the southeast of Front Street as well as the legal description of that property for your confirmation. That said, we understand that there may be conflicting information within City records. In order to resolve this issue, NMC is prepared to quit claim any interest it has for this

April 13, 2016

Page 2

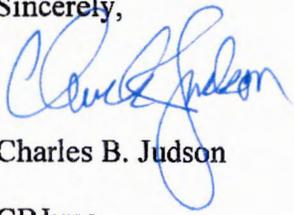
narrow parcel which lies east of the relocated East Front Street right of way to the western boundary of the "Motel" property, and within the boundaries of Front Street and Munson Avenue. This action will be subject to formal approval by the NMC Board of Trustees, although we note that NMC supported the City's original conditions in 1996.

Finally, item 3 included a full-width utility easement to be maintained for the area proposed for vacation, and, as previously stated, NMC is prepared to recognize the City's utility rights as established within the vacated portion of East Front Street.

Please develop an appropriate amendment to the existing Resolution. It is our hope that this matter will be processed for approval by the Traverse City Commission at its April 18, 2016, meeting.

Should you have any questions, please don't hesitate to contact my office.

Sincerely,



Charles B. Judson

CBJ:ms

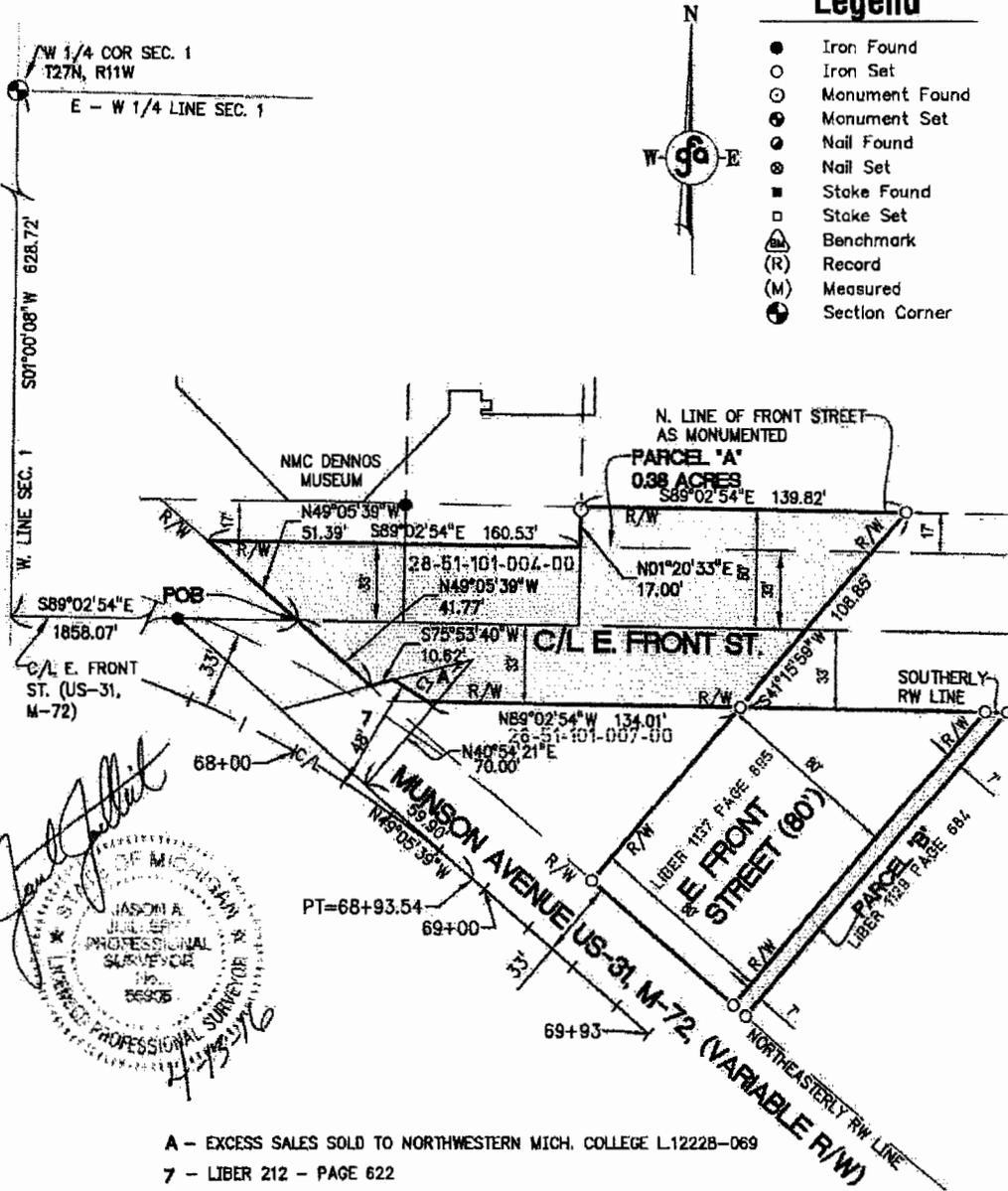
Enclosures

cc: Vicki Cook, Vice President for Finance & Administration

EXHIBIT

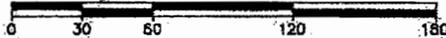
Legend

- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⦿ Nail Found
- ⊗ Nail Set
- Stake Found
- Stake Set
- ⚓ Benchmark
- (R) Record
- (M) Measured
- ⊙ Section Corner



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	16.93	507.28	1°54'42"	N57°10'43"W	16.92

GRAPHIC SCALE: 1 inch = 60 feet



PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASES OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.6674 FAX 231.946.3709 WWW.gfa.io 123 W. Front Street Traverse City, MI 49684	Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-19-16 P.A.C. JASON A. MILLER D.R. MJF C.D. JAJ 15361 SHT 1 OF 3
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EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "A"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West one-quarter corner of said Section 1;

thence South 01°00'08" West, 628.72 feet,
along the West line of said Section 1, to a point on the centerline of East Front Street(State Highway US-31 and M-72);

thence South 89°02'54" East, 1,858.07 feet,
along said centerline, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), and to the POINT OF BEGINNING;

thence North 49°05'39" West, 51.39 feet,
along said Easterly Right-of-Way line, to a point on the Northerly Right-of-Way line of East Front Street, said point lying 33.00 feet Northerly of and parallel with the centerline of East Front Street if extended Easterly;

thence South 89°02'54" East, 160.53 feet,
along said Northerly Right-of-Way line,

thence North 01°20'33" East, 17.00 feet,
to a point on the Northerly Right-of-Way line of East Front Street, said point lying 50.00 feet Northerly of and parallel with the centerline of East Front Street if extended Westerly ;

thence South 89°02'54" East, 139.82 feet,
along said Northerly Right-of-Way line, to a point on the Westerly Right-of-Way line of East Front Street;

thence South 41°15'59" West, 108.85 feet,
along said Westerly Right-of-Way line, to a point on the Southerly Right-of-Way line of East Front Street, said point lying 33.00 feet Southerly of and parallel with the centerline of East Front Street if extended Easterly;

thence North 89°02'54" West, 134.01 feet,
along said Southerly Right-of-Way line, to a point lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72);

thence Northwesterly, 16.93 feet, along said line lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72); along the arc of a 507.28 feet radius curve to the left, the central angle of which is 01°54'42", and the long chord of which bears North 57°10'43" West, 16.92 feet;

thence South 75°53'40" West, 10.62 feet,
to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72);

thence North 49°05'39" West, 41.77 feet,
along said Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), to the POINT OF BEGINNING.

Said Parcel contains 0.38 acres more or less.

Subject to easements or restrictions, if any.

PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.6874 FAX 231.946.3703 WWW.gfa.io 123 W. Front Street Traverse City, MI 49684	 <p>gfa Gourdie-Fraser Municipal Development Transportation</p>	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-13-16 P.M.: JASON A. MILLERET DR.: MJF DKG: JAJ 15361 SHT 2 OF 3
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EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "B"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

A 7.00 foot strip of land lying Southeasterly of adjacent to and coincident with the Southeasterly Right-of-Way line of East Front Street, said 7.00 foot strip lying North of the Northeasterly Right-of-Way line of Munson Avenue, US-31, M-72, and South of the Southerly Right-of-Way line of East Front Street.

Said Parcel contains 1,169 square feet more or less.

Subject to easements or restrictions, if any.

PREPARED FOR: NORTHWESTERN MICHIGAN COLLEGE		BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83	
PH 231.946.5074 FAX 231.946.3703 WWW.gfa.bc	 gfa Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-13-16 P.M.: JASON A. HULLERET DW: HJF Dwg: JAJ 15361 SHT 3 OF 3
123 W. Front Street Traverse City, MI 49884		THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT. REV. .	

ROADWAY AND UTILITY DEDICATION

Northwestern Michigan College, a Michigan Community College District, of 1701 East Front Street, Traverse City, MI 49684, (the "College"), acting pursuant to a resolution adopted by its Board of Trustees dated November 25, 1996, hereby dedicates to the public and warrants, transfers and conveys to the City of Traverse City, of 400 Boardman Avenue, Traverse City, MI 49684 (the "City"), the premises located in the City of Traverse City, County of Grand Traverse, State of Michigan, more fully described as:

Part of the Northeast 1/4 of the Southwest 1/4 of Section 1, T27N, R11W, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West 1/4 corner of said Section 1; thence SOUTH 633.54 feet along the West line of said section; thence S88°20'55"E 649.23 feet along the tangent centerline of Front Street; thence S87°54'55"E 1158.44 feet along the tangent centerline of Front Street to Pl.67+40.22; thence S47°57'40"E 205.91 feet along the tangent centerline of Munson Avenue; thence N42°23'58"E 33.00 feet to the Northerly right-of-way of Munson Avenue and the POINT OF BEGINNING; thence continuing N42°23'58"E 96.49 feet to a point that is 33.00 feet South of and normal to the existing centerline of Front Street; thence S87°49'17"E 104.77 feet parallel with said centerline; thence S42°23'58"W 163.64 feet; thence N47°57'40"W 80.00 feet along the Northerly right-of-way of Munson Avenue and the POINT OF BEGINNING, containing 10,405 square feet of land, more or less.

for all street, right-of-way, and public utility purposes.

This dedication is exempt from Michigan State and County Transfer Tax pursuant to MCL 207.505(5)(a) and 207.526(6)(a).

Signed in the presence of:

NORTHWESTERN MICHIGAN COLLEGE
a Michigan Community College District

Patrick J. Wilson
Patrick J. Wilson

By: Douglas Lape
Douglas Lape

Jo-Anna Purdy
Jo-Anna Purdy

Its Administrative Vice President

STATE OF MICHIGAN
GRAND TRAVERSE COUNTY
RECORDED

4 FEB 97 9:39 A.M.

EARON ANDERSON
REGISTERED CLERK

1100
City Clerk
571087

State of Michigan)
) ss.
County of Grand Traverse)

LIBER 1137 PAGE 896

The foregoing instrument was acknowledged before me this 2nd day of January, 1997, by Douglas Lape, Administrative Vice President, Northwestern Michigan College, a Community College District, on behalf of the College.

Jo-Anna Purdy
Jo-Anna Purdy, Notary Public
Kalkaska County, Michigan
(Acting in Grand Traverse County)
My Commission Exp: 10-20-2000

ACCEPTANCE OF DEDICATION

The City hereby accepts the above Roadway And Utility Dedication for incorporation into its city street system.

Signed in the presence of:

Patricia Sandtveit
Patricia Sandtveit
Linda LaCross
Linda LaCross

CITY OF TRAVERSE CITY

By: Phillip E. Orth
Phillip E. Orth

Its: Mayor

By: Debra A. Curtiss
Debra A. Curtiss, City Clerk

State of Michigan)
) ss.
County of Grand Traverse)

The foregoing instrument was acknowledged before me this 22nd day of January, 1997, by Phillip E. Orth and Debra A. Curtiss, Mayor and City Clerk, respectively., City of Traverse City, on behalf of the City.

Patricia Sandtveit
Patricia Sandtveit Notary Public(Benzie Cty)

Acting in Grand Traverse County, Michigan
My Commission Exp: July 8, 1997

Drafted By:
Patrick J. Wilson P22414
326 State Street, P.O. 686
Traverse City, MI 49685-0686

Approved as to form and substance:

Richard I. Lewis
Richard I. Lewis, City Manager

Property Tax ID#



2007R-17197
 STATE OF MICHIGAN
 GRAND TRAVERSE COUNTY
 RECORD
 09/13/2007 11:18:45AM
 PAGE 1 OF 1 TXID 62750
 PEBBY HAINES
 REGISTER OF DEEDS

FILE NUMBER: 07179339

QUIT CLAIM DEED - CORPORATE (Statutory Form)

Know all men by these presents; that **NEAR THE BAY, LLC, A MICHIGAN LIMITED LIABILITY COMPANY** whose address is **305 MUNSON AVENUE, TRAVERSE CITY, MI 49686**, quit claims to **GRAND CHERRY SUITES, LLC, A MICHIGAN LIMITED LIABILITY COMPANY** whose address is **305 MUNSON AVENUE, TRAVERSE CITY, MI 49686** the following described premises:

LAND SITUATED IN THE CITY OF TRAVERSE CITY, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN

PARCEL A

Part of the Northeast 1/4 of the Southwest 1/4, Section 1, Town 27 North, Range 11 West, more fully described as follows: Commencing at the intersection of the North and South 1/4 line of said Section 1 and the centerline of Munson Avenue; thence North 42.87 feet to the Point of Beginning; thence North 50° 22' West along the Northeasterly right of way of Munson Avenue, 539.30 feet; thence North 39° 38' East, 144.00 feet; thence South 80° 20' East, 328.11 feet; thence South along said North and South 1/4 line 400 feet to the Point of Beginning. 101-00X-5

PARCEL B

Part of the Northeast 1/4 of the Southwest 1/4, Section 1, Town 27 North, Range 11 West, more fully described as follows: Commencing at the intersection of the North and South 1/4 line of said Section 1 and the centerline of Munson Avenue; thence North 42.87 feet; thence North 50°22' West 539.30 feet along the Northeasterly right of way of Munson Avenue to the Point of Beginning; thence North 50°22' West 237.37 feet, along the Northeasterly right of way of Munson Avenue; thence North 39°47' East 166.51 feet; thence North 89°38' East 168.03 feet, along the South right of way of Front Street; thence South 169.65 feet; thence South 39°38' West 144.00 feet to the Point of Beginning. 101-1

for the full consideration of less than \$100.00, subject to building and use restrictions and easements of record, if any.

THIS INSTRUMENT IS EXEMPT FROM THE TRANSFER TAX PURSUANT TO MCL 207.505(5)(a) AND MCL 207.526(6)(a).

Dated: 09/10/2007

NEAR THE BAY, LLC

BY: ALEX MOWCZAN
 ITS: MEMBER

STATE OF MICHIGAN)
) ss.
 COUNTY OF GRAND TRAVERSE)

The foregoing instrument was acknowledged before me this 10th day of September, 2007, by

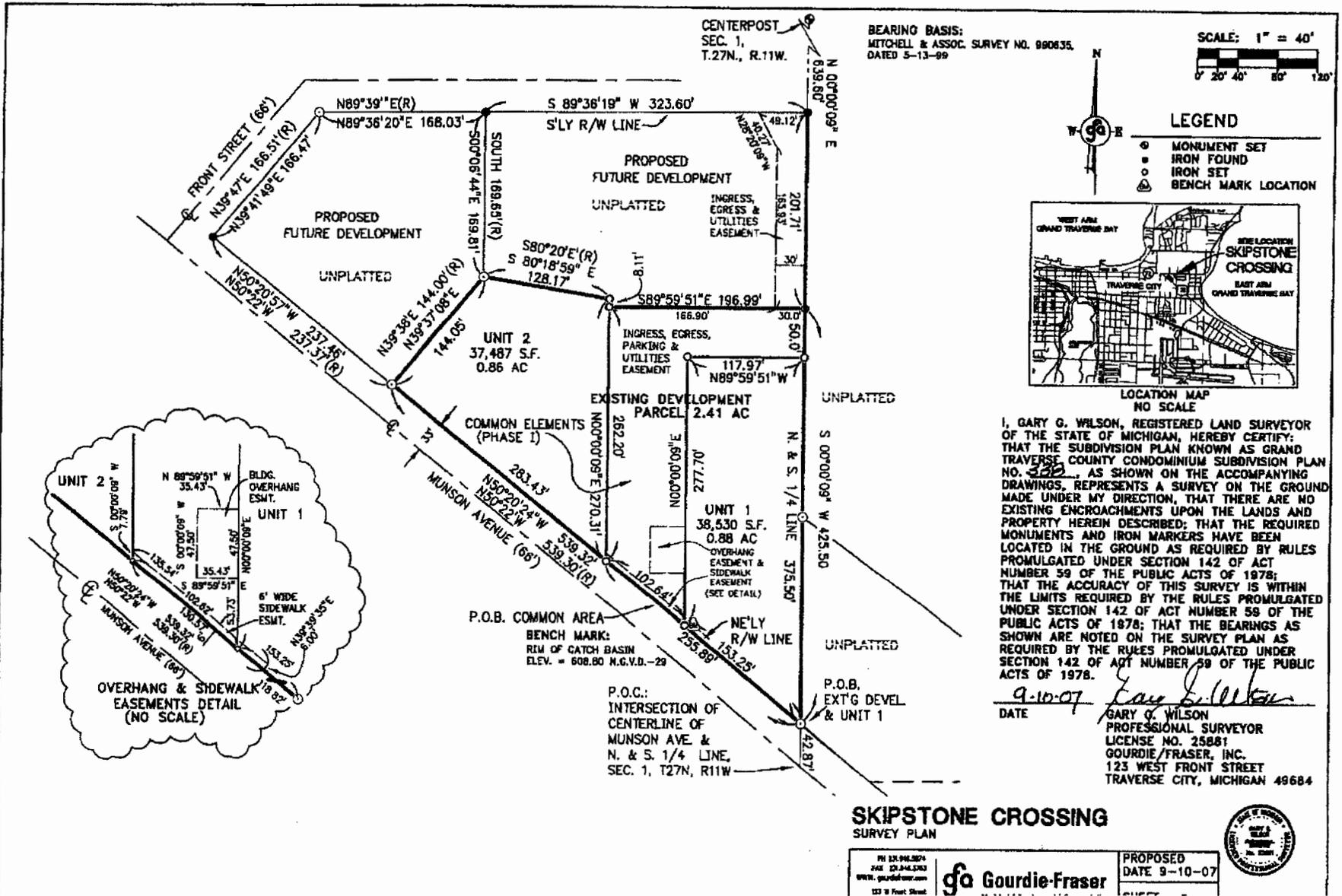
ALEX MOWCZAN, MEMBER
 of NEAR THE BAY, LLC
A MICHIGAN LIMITED LIABILITY COMPANY

, Notary Public

SABRINA GAYLORD
 NOTARY PUBLIC
 GRAND TRAVERSE COUNTY, MICHIGAN
 ACTING IN GRAND TRAVERSE COUNTY
 MY COMMISSION EXPIRES: MARCH 11, 2008

My Commission expires

Instrument drafted by: **ALEX MOWCZAN ASSISTED BY** When recorded return to: **GRANTEE**
GRAND TRAVERSE TITLE - SMG
 116 BOARDMAN AVENUE, TRAVERSE CITY, MI 49684



I, GARY G. WILSON, REGISTERED LAND SURVEYOR OF THE STATE OF MICHIGAN, HEREBY CERTIFY: THAT THE SUBDIVISION PLAN KNOWN AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 339, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION, THAT THERE ARE NO EXISTING ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN DESCRIBED; THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED IN THE GROUND AS REQUIRED BY RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978; THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978; THAT THE BEARINGS AS SHOWN ARE NOTED ON THE SURVEY PLAN AS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.

9-10-07
 DATE
 GARY G. WILSON
 PROFESSIONAL SURVEYOR
 LICENSE NO. 25881
 GOURDIE/FRASER, INC.
 123 WEST FRONT STREET
 TRAVERSE CITY, MICHIGAN 49684

SKIPSTONE CROSSING
SURVEY PLAN

PH 12-98-2874
 242 23-24-2303
 WWW.GOURDIEFRASER.COM
 123 West Front Street

gf Gourdie-Fraser

PROPOSED
 DATE 9-10-07



CITY OF TRAVERSE CITY
AFFIDAVIT AFFECTING TITLE
FOR THE PURPOSES OF AMENDING AND CLARIFYING
RESOLUTION VACATING, DISCONTINUING AND ABOLISHING

WHEREAS, the City Commission of the City of Traverse City, Michigan resolved to vacate, discontinue and abolish that portion of East Front Street at its former intersection with Munson Avenue pursuant to the Resolution Vacating, Discontinuing and Abolishing recorded at the Grand Traverse County Register of Deeds at Liber 1129, Page 684; and

WHEREAS, the Resolution Vacating, Discontinuing and Abolishing contained the following conditions:

1. A warranty deed from Northwestern Michigan College is provided to the City for the property where the intersection has been relocated.
2. To satisfy the setback requirements for the motel property to the east (Best Western), Northwestern Michigan College will deed seven feet of property to the owner.
3. A full width utility easement is maintained for the area proposed for vacation.

WHEREAS, the purpose of this Affidavit is to clarify the above referenced Resolution and to amend the Resolution to specifically describe the area of East Front Street which was vacated.

NOW THEREFORE BE IT RESOLVED, that that portion of East Front Street at its former intersection with Munson Avenue vacated, discontinued and abolished pursuant to the Resolution Vacating, Discontinuing and Abolishing recorded at Liber 1129, Page 684, Grand Traverse County Register of Deeds is described in the attached **Exhibit A**, incorporated herein by reference.

BE IT FURTHER RESOLVED, that the conditions contained in the Resolution Vacating, Discontinuing and Abolishing recorded at the Grand Traverse County Register of Deeds at Liber 1129, Page 684 have been fulfilled as follows:

1. A warranty deed from Northwestern Michigan College was provided to the City for the property where the intersection was relocated and has been recorded at Liber 137, Page 895.
2. It has been determined and the parties agree and acknowledge that, subject to approval by its Board of Trustees, Northwestern Michigan College shall transfer by quit claim deed seven feet of property to the owner of the motel property to the east (Best Western), to satisfy the setback requirements of the motel property identified in the original resolution of the City Commission. Transfer of this parcel will remove any ambiguity that exists in past title descriptions related to this section of East Front Street.
3. Northwestern Michigan College hereby grants and the City hereby accepts a full width utility easement for the vacation area as described in the attached Exhibit B.
4. Based on a review of City records, the City does not claim an interest in property titled to Northwestern Michigan College, its predecessors or successors in title, north of the East Front Street right of way as depicted in Exhibit B other than that which may exist of record on this date.

I certify that this resolution was adopted by
The City Commission for the City of
Traverse City at its regular meeting of April
18, 2016.

Benjamin Marentette, MMC, City Clerk

ROADWAY AND UTILITY DEDICATION

Northwestern Michigan College, a Michigan Community College District, of 1701 East Front Street, Traverse City, MI 49684, (the "College"), acting pursuant to a resolution adopted by its Board of Trustees dated November 25, 1996, hereby dedicates to the public and warrants, transfers and conveys to the City of Traverse City, of 400 Boardman Avenue, Traverse City, MI 49684 (the "City"), the premises located in the City of Traverse City, County of Grand Traverse, State of Michigan, more fully described as:

Part of the Northeast 1/4 of the Southwest 1/4 of Section 1, T27N, R11W, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West 1/4 corner of said Section 1; thence SOUTH 633.54 feet along the West line of said section; thence S88°20'55"E 649.23 feet along the tangent centerline of Front Street; thence S87°54'55"E 1158.44 feet along the tangent centerline of Front Street to PL.67+40.22; thence S47°57'40"E 205.91 feet along the tangent centerline of Munson Avenue; thence N42°23'58"E 33.00 feet to the Northerly right-of-way of Munson Avenue and the POINT OF BEGINNING; thence continuing N42°23'58"E 96.49 feet to a point that is 33.00 feet South of and normal to the existing centerline of Front Street; thence S87°49'17"E 104.77 feet parallel with said centerline; thence S42°23'58"W 163.64 feet; thence N47°57'40"W 80.00 feet along the Northerly right-of-way of Munson Avenue and the POINT OF BEGINNING, containing 10,405 square feet of land, more or less.

for all street, right-of-way, and public utility purposes.

This dedication is exempt from Michigan State and County Transfer Tax pursuant to MCL 207.505(5)(a) and 207.526(6)(a).

Signed in the presence of:

NORTHWESTERN MICHIGAN COLLEGE
a Michigan Community College District

Patrick J. Wilson
Patrick J. Wilson

By: Douglas Lape
Douglas Lape

Jo-Anna Purdy
Jo-Anna Purdy

Its Administrative Vice President

STATE OF MICHIGAN
GRAND TRAVERSE COUNTY
RECORDED

4 FEB 97 9:39 A.M.

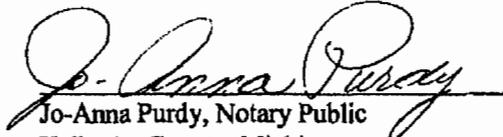
KARON ANDERSON
REGISTERED CLERK

371087 City Clerk

State of Michigan)
) ss.
County of Grand Traverse)

LIBER 1137 PAGE 896

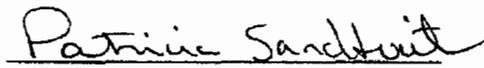
The foregoing instrument was acknowledged before me this 2nd day of January, 1997, by Douglas Lape, Administrative Vice President, Northwestern Michigan College, a Community College District, on behalf of the College.

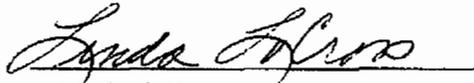

Jo-Anna Purdy, Notary Public
Kalkaska County, Michigan
(Acting in Grand Traverse County)
My Commission Exp: 10-20-2000

ACCEPTANCE OF DEDICATION

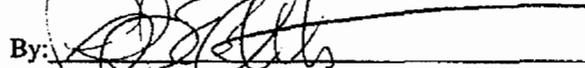
The City hereby accepts the above Roadway And Utility Dedication for incorporation into its city street system.

Signed in the presence of:

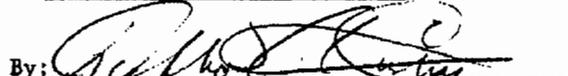

Patricia Sandtveit


Linda LaCross

CITY OF TRAVERSE CITY

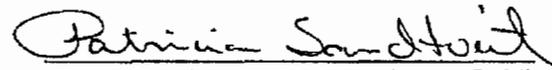
By: 
Phillip E. Orth

Its: Mayor

By: 
Debra A. Curtiss, City Clerk

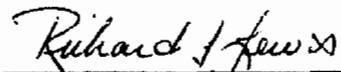
State of Michigan)
) ss.
County of Grand Traverse)

The foregoing instrument was acknowledged before me this 22nd day of January, 1997, by Phillip E. Orth and Debra A. Curtiss, Mayor and City Clerk, respectively, City of Traverse City, on behalf of the City.


Patricia Sandtveit Notary Public(Benzie Cty)
Acting in Grand Traverse County, Michigan
My Commission Exp: July 8, 1997

Drafted By:
Patrick J. Wilson P22414
326 State Street, P.O. 686
Traverse City, MI 49685-0686

Approved as to form and substance:

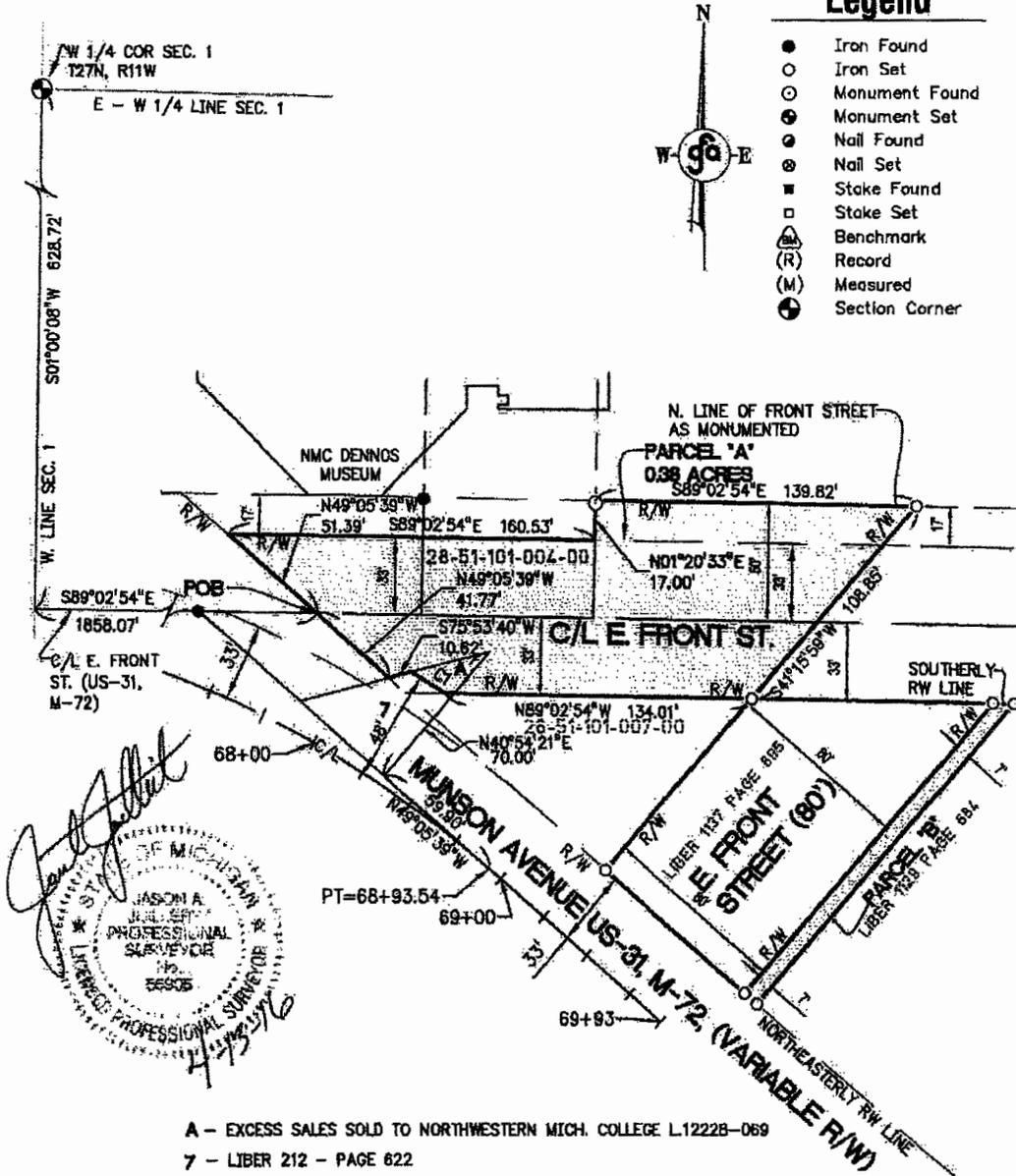

Richard I. Lewis, City Manager

Property Tax ID#

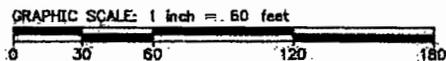
EXHIBIT

Legend

- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⊙ Nail Found
- ⊙ Nail Set
- Stake Found
- Stake Set
- ⚓ Benchmark
- (R) Record
- (M) Measured
- ⊙ Section Corner



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	16.93	507.28	1°54'42"	N57°10'43"W	16.92



PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASES OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.948.6874 FAX 231.948.3709 WWW.ga.ic 123 W. Front Street Traverse City, MI 49684	<p>Gourdie-Fraser Municipal Development Transportation</p>	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-19-16 P.N.: JARON A. HULLBERT DR.: MJF DO: JAJ 15361 BHT 1 OF 3
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EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "A"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West one-quarter corner of said Section 1;
 thence South 01°00'08" West, 628.72 feet,
 along the West line of said Section 1, to a point on the centerline of East Front Street(State Highway US-31 and M-72);
 thence South 89°02'54" East, 1,858.07 feet,
 along said centerline, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M- 72), and to the POINT OF BEGINNING;
 thence North 49°05'39" West, 51.39 feet,
 along said Easterly Right-of-Way line, to a point on the Northerly Right-of-Way line of East Front Street, said point lying 33.00 feet Northerly of and parallel with the centerline of East Front Street if extended Easterly;
 thence South 89°02'54" East, 160.53 feet,
 along said Northerly Right-of-Way line,
 thence North 01°20'33" East, 17.00 feet,
 to a point on the Northerly Right-of-Way line of East Front Street, said point lying 50.00 feet Northerly of and parallel with the centerline of East Front Street if extended Westerly ;
 thence South 89°02'54" East, 139.82 feet,
 along said Northerly Right-of-Way line, to a point on the Westerly Right-of-Way line of East Front Street;
 thence South 41°15'59" West, 108.85 feet,
 along said Westerly Right-of-Way line, to a point on the Southerly Right-of-Way line of East Front Street, said point lying 33.00 feet Solutherly of and parallel with the centerline of East Front Street if extended Easterly;
 thence North 89°02'54" West, 134.01 feet,
 along said Southerly Right-of-Way line, to a point lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72);
 thence Northwesterly, 16.93 feet, along said line lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72); along the arc of a 507.28 feet radius curve to the left, the central angle of which is 01°54'42", and the long chord of which bears North 57°10'43" West, 16.92 feet;
 thence South 75°53'40" West, 10.62 feet,
 to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M- 72);
 thence North 49°05'39" West, 41.77 feet,
 along said Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), to the POINT OF BEGINNING.

Said Parcel contains 0.38 acres more or less.

Subject to easements or restrictions, if any.

PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.io 123 W. Front Street Traverse City, MI 49684	 <p>Gourdie-Fraser Municipal Development Transportation</p>	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE 01-19-16 P.M: JARON A. JUBILLET D.R.: BLJF C.D.: JAJ 15361 SHT 2 OF 3
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EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "B"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

A 7.00 foot strip of land lying Southeasterly of adjacent to and coincident with the Southeasterly Right-of-Way line of East Front Street, said 7.00 foot strip lying North of the Northeasterly Right-of-Way line of Munson Avenue, US-31, M-72, and South of the Southerly Right-of-Way line of East Front Street.

Said Parcel contains 1,169 square feet more or less.

Subject to easements or restrictions, if any.

PREPARED FOR: NORTHWESTERN MICHIGAN COLLEGE		BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83	
PH 231.946.5874 FAX 231.946.3703 WWW: gfa.bc	 Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-13-18 P.M.: JASON A. JULLIERY DR: MJF Dwg: JAJ 15361 SHT 3 OF 3
123 W. Front Street Traverse City, MI 49684		THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT. <small>© PRODUCED USING VENTURA DESIGNER AND E-PRINT USING (04-13-18 2.0) SERVICES</small>	REV: .



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: ^{MM}MARTY COLBURN, CITY MANAGER

SUBJECT: OPTION AGREEMENT FOR 145 WEST FRONT STREET –
EXTENSION

On October 26, 2015, the City entered into an option agreement with Great Lakes Central Properties 124 LLC for the purchase of 145 West Front Street. That option agreement expires April 26, 2016. However, the term of the option agreement shall be extended an additional 45 days if requested by either party.

We need some additional time to determine some of the funding pieces associated with this overall matter. Therefore, I recommend that the City Commission authorize me to send a letter to Great Lakes Central Properties 124 LLC to extend our option by 45 days from April 26, 2016.

I recommend the following motion:

that the City Commission authorizes the City Manager to send a letter to Great Lakes Central Properties 124 LLC extending the City's option to purchase 145 West Front Street by 45 days from April 26, 2016, as allowed by Section 1 of the Option Agreement dated October 26, 2015.

MC/bcm

K:\tcclerk\city commission\agreements\option agreement extension 145 west front street

copy: Jean Derenzy, Grand Traverse County Deputy Director of Planning and
Development
Rob Bacigalupi, Downtown Development Authority Executive Director



Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
jderenzy@grandtraverse.org

To: Martin Colburn, City Manager

From: Jean Derenzy, Deputy Director Planning and Development / City
Community Development

Date: April 11, 2016

Subject: Request for 45 Day Extension --- Option Agreement
145 West Front Street

A handwritten signature in blue ink, appearing to read "Jean Derenzy", is written over the "From:" field of the memorandum.

Request is made that the City request an additional forty-five (45) days for the Option Agreement relating to 145 West Front Street.

Additional time is required by the City and the DDA to review the Development Agreement and implementation components of that Agreement. Consistent with the Option Agreement under Term of Option, reads: "The Option Term shall be extended an additional forty-five days if requested by either party."

Authorization for the City Manager to extend the option Agreement is respectfully requested to allow staff time as noted above.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: 
MARTY COLBURN, CITY MANAGER

SUBJECT: CLOSED SESSION – BROWN BRIDGE DAM DECONSTRUCTION

An attorney-client privileged communication will be sent to you under separate cover from the City's Special Legal Counsel for this matter. The City Attorney and I recommend that you enter into closed session following the public comment portion of the agenda.

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

that the City Commission enter into closed session to discuss an attorney-client privileged communication in connection with the Brown Bridge Dam Deconstruction Project as authorized by MCL 15.268(h).

MC/bcm

k:\ccclerk\city commission\closed session\brown bridge dam deconstruction 20160418



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: *mc*
MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-002, 200 BLOCK OF
EAST FRONT STREET (INSTALLATION OF SNOWMELT
SYSTEM)

Attached is a memo from Executive Director Rob Bacigalupi explaining why the City will not be moving forward from the Special Improvement District (SID) Request to install a snowmelt system on the 200 block of East Front Street. In short, the cost estimated for this project was much lower than what the bids came in at. Therefore, the support and funds are not available to complete this special improvement district at this time.

A public hearing was scheduled for Monday's meeting and should still be held.

The following motion would withdraw the SID request:

that the request for Special Improvement District No. 2016-002, be withdrawn.

MC/kez

K:\tcclerk\city commission\special improvement districts\schedule ph_Snowmelt East Front_20160418.doc

copy: Polly Cairns, City Assessor
Timothy Lodge, City Engineer
Rob Bacigalupi, DDA Executive Director

MEMORANDUM



TO: Marty Colburn, City Manager
FROM: Rob Bacigalupi, Executive Director
DATE: April 13, 2016
SUBJECT: 200 Block Snow Melt Project

Based on our discussion on April 5, we have decided not to proceed with the 200 Block Snow Melt project at this time. Only one bid came in and it was 36% over the estimate and there are still a number of property owners who have not signed on due to questions that could not be answered. In order to talk through schedule and other issues, we are planning on a meeting with businesses and owners on Wednesday, May 18th. This will help us optimize the project prior to bidding it out again for a Spring 2017 install. Meanwhile, the State Theatre is planning on installing a snow-melt-less walk of fame yet this Spring on their own.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 18, 2016

DATE: APRIL 14, 2016

FROM: *LMC*
MARTY COLBURN, CITY MANAGER

SUBJECT: US-31/M-37 (Division St) Planning and Environmental Linkages (PEL)
Process Final Report.

Attached is a memo from Planning Director Russ Soyring regarding the Planning Commission's review of the US-31/M-37 (Division St) Planning and Environmental Linkages (PEL) Process Final Report.

Also attached is the US-31/M-37 (Division St) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016. Patty O'Donnell of MDOT will provide a brief overview of the information.

In short, the City Planning Commission and the Grand Traverse Commons Planning Commissions both independently found this executive summary to be consistent with the City Master Plan and the Grand Traverse Commons Master Plan, respectively, in terms of location, extent and character.

In light of this, I recommend the following motion:

that the City Commission concurs with the the US-31/M-37 (Division St) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016, and authorizes the City Manager to execute the concurrence document.

PH/kem

K:\tcclerk\city commission\closed session\US-31_M-37 PEL Process Final Report_20160418

copy: Russ Soyring, Planning Director

Memorandum

Planning Department



TO: Marty Colburn, City Manager

FROM: Russell A. Soyryng, Planning Director 

DATE: April 11, 2016

SUBJECT: Planning Commissions review of the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report

Pursuant to the Michigan Planning Enabling Act, the both the City and Grand Traverse Commons Planning Commissions were asked to determine if the recommendations in the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary dated March 2016 is consistent with the Traverse City Master Plan in terms of location, extent and character.

Location

The project limits include Division Street from 14th Street to Grandview Parkway.

The Future Land Use map indicates that the project area is primarily TC-3 Traditional. The corridor includes nodes of TC-1 Conservation along the Grand Traverse Commons border, a node of TC-4 Corridor at 14th Street at the southern project limit, a node of TC-C Campus at 8th/Division, a node of TC-5 Downtown near the Division/Front intersection, and finally a node of TC-4 Corridor at the northern project limit near Grandview Parkway.

Extent

The extent of the project includes modifications to the intersections 14th, 11th and Grandview Parkway, modification at 7th Street for two-way traffic (in the first block) and changes to the street cross section.

Character

The preferred alternatives call for sidewalks on both sides of the street, roundabouts at 14th Street and Grandview Parkway, a traffic signal at 11th Street, landscaped boulevard sections without street trees, a periodic center turn-lane, and a five lane cross section (for 2 blocks).

After the presentations from Patty O'Donnell, MDOT the City Planning Commission and Grand Traverse Commons Planning Commissions both independently found that the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016 consistent with the City Master Plan and Grand Traverse Commons Master Plan respectively.

More specifically, the City Planning Commission found the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016 to be consistent with the City Master Plan in terms of location, extent and character and that their finding be passed onto the City Commission.

The Grand Traverse Commons Planning Commission endorsed the Final Report of the US-31/M-37 (Division Street) Planning and Environmental Linkage Process and urged continued work towards improvements on Division Street in recognition of the time constraints the ballot language has to exercise use of parkland for the street modifications that would provide opportunities to improve pedestrian access to the Grand Traverse Commons, the botanical gardens, the historic barns and Munson Medical Center.

Attachment: US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016

US 31 M-37 Division Street Planning and Environmental Linkages Report

The Planning and Environmental Linkages (PEL) Report for the 1.2 miles of US 31 M-37 Division Street in Traverse City is complete in accordance with the Federal Highway's Administration's (FHWA) Planning and Environmental Linkages (PEL) process. This process was completed as a result of a collaborative effort between the City of Traverse City, the Michigan Department of Transportation, other agencies, organizations, stakeholders, and the public. As stakeholders of the system, it is beneficial that we came together, providing potential solutions to deliver a safer and more efficient transportation facility within the PEL area. As members of the Administrative Team, we were integral in this process with input from the Local Advisory Committee and the public.

As an acknowledgement of partnership for this process, we are in concurrence with the Final US 31 M-37 Division Street Planning and Environmental Linkages Report.

FHWA

Date

MDOT

Date

City of Traverse City

Date

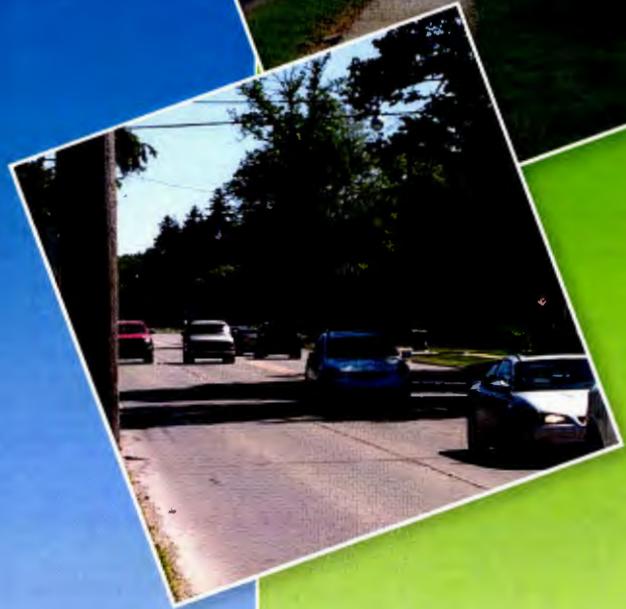
CDM Smith

Date

**US-31/M-37
(Division Street)**
Planning And Environmental
Linkages (PEL) Process
FINAL REPORT



Executive Summary March 2016



Prepared for:
Michigan Department of Transportation

Prepared by:
CDM Smith Michigan Inc.



Executive Summary

Planning and Environmental Linkages (PEL) Process

The Federal Highway Administration's (FHWA) PEL process was followed to ensure planning and environmental factors were considered throughout the study to carry forward into a National Environmental Policy Act (NEPA) analysis, if deemed necessary. The PEL process also promotes a partnership with the key stakeholders within the study area leading to an improved and balanced planning and decision-making process. The limits of the PEL study included US-31/M-37 (Division Street) in Traverse City, Michigan between 14th Street/Silver Lake Road and Grandview Parkway; which is illustrated in **Figure ES-1**.

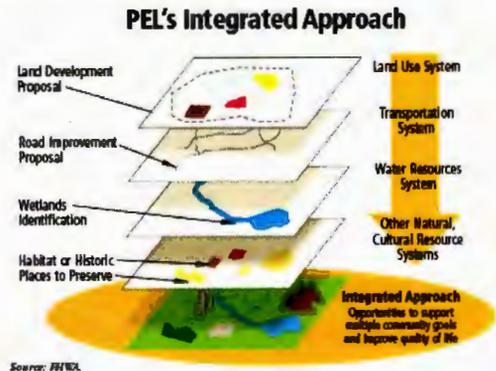
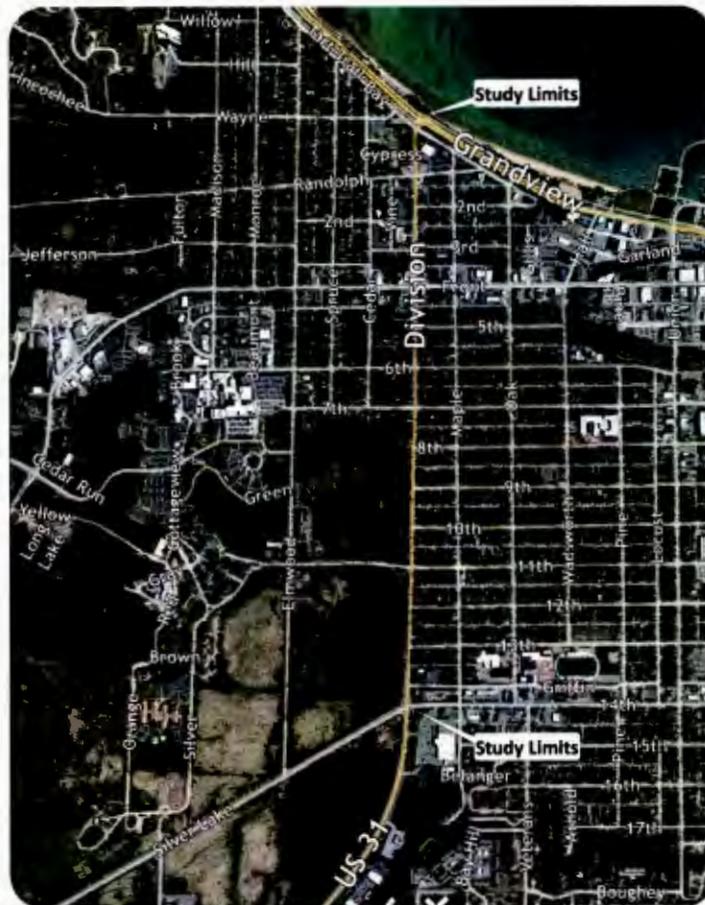


Figure ES-1 Project Study Area



Background

The US-31/M-37 (Division Street) PEL was funded by the Michigan Legislature's Roads and Risk Reserve Fund. This PEL process was on the Michigan Department of Transportation's (MDOT) suggested project list that the Legislature reviewed in choosing projects. MDOT is the sponsor of the Division Street PEL project which began September 2014. An Administrative Team was formed to help steer the project which included: MDOT, City of Traverse City, and consultant CDM Smith. A Local Advisory Committee (LAC) was also formed to provide meaningful interaction and guidance throughout the study with stakeholder groups along the corridor. The LAC members included representatives from the City of Traverse City, Garfield Township, Grand Traverse County, local school system, neighborhood associations, law enforcement agencies, Munson Healthcare, the Village at Grand Traverse Commons, parks and recreation committees, and the local environmental organization. A list of all individuals on the Administrative Team and LAC can be found in **Appendix A** of the final report.

Transportation Facility and Project Limits

US-31/M-37 (Division Street) is a north-south highway located on the west side of Traverse City and is the main entrance into the city from the south. It is a Statewide Corridor of Highest Significance which means it serves a large segment of travel needs; connects urban areas and key activity centers; provides value to economic health and competitiveness; and moves goods, food, and products. It is classified as an urban principal arterial and is listed on both the National Highway System (NHS) and National Truck Network (NTN) due to its regional and statewide importance. The existing speed limit along the corridor ranges from 40 mph between Fourteenth Street/Silver Lake Road and Eighth Street, and 30 mph between Eighth Street and Grandview Parkway.



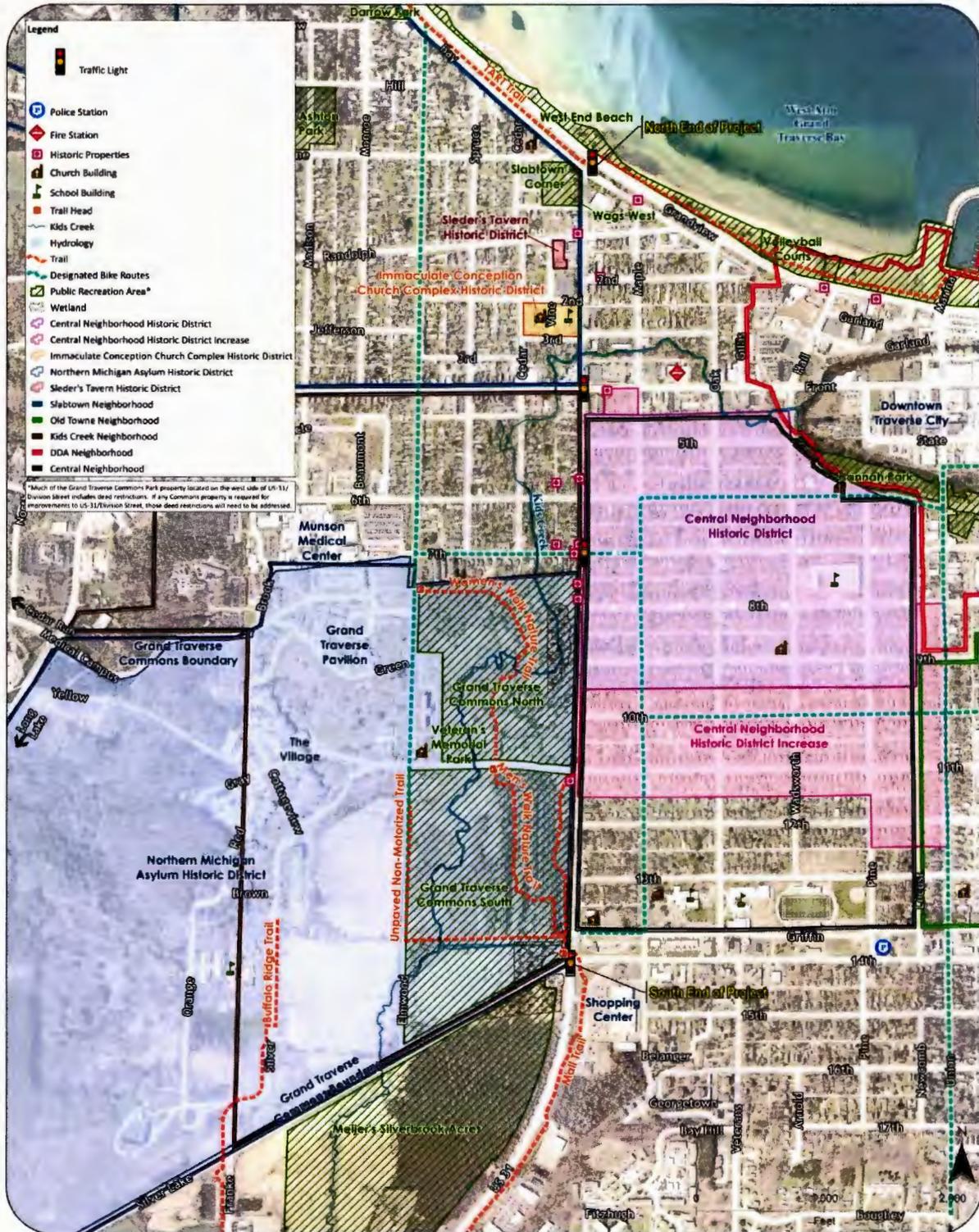
**Intermittent Sidewalk near
Fourteenth Street**

Division Street varies from four to five 11-foot-wide lanes (two travel lanes in each direction with a center left-turn lane at Fourteenth Street, Front Street and Grandview Parkway) with curb and gutter. There is sidewalk/pathway located on the west side of Division Street from Fourteenth Street north to Grandview Parkway. The east side of Division Street has intermittent sidewalk from Fourteenth Street to Front Street, and then continuous sidewalk from Front Street north to Grandview Parkway. Within the project length of 1.2 miles there are 15 side streets and 13 alleyways that intersect Division Street, providing a traditional transportation grid system and property access along the corridor.

Land Uses, Characteristics, and Surrounding Environment

The project corridor has two distinct segments, each with different characteristics. From Fourteenth Street/Silver Lake Road to Seventh Street the roadway is lined by historic homes (Central Neighborhood) to the east, and historic parklands (Grand Traverse Commons) to the west. It is a significant change from the land uses south of Fourteenth Street/Silver Lake Road which are primarily large commercial retail stores, car dealerships, restaurants, and department stores. Between Seventh Street and Front Street, Division Street transitions into a residential area on both sides of the street, and then a business district from Front Street north to Grandview Parkway. Downtown Traverse City is located approximately five blocks to the east of Division Street on Front Street. **Figure ES-2** shows the Project Constraints for the project area.

Figure ES-2 Project Constraints Map – Existing Conditions



Significant corridor features include the Village at Grand Traverse Commons and Munson Healthcare campus, a 391-bed hospital serving the Northern Michigan region. Both are located west of Division Street between Fourteenth and Sixth streets and generate significant traffic from visitors, customers, employees, residents, and patients. The Village at Grand Traverse Commons is one of the largest, historic preservation and adaptive reuse redevelopments in the country. The Village includes a vast array of eclectic shops, unique eateries, and professional services surrounded by pedestrian friendly walkways and expansive lawns, and historic arboretum.



The Village at Grand Traverse Commons



Munson Medical Center

Grand Traverse Commons is a park owned by the City of Traverse City between Fourteenth Street/Silver Lake Road and Eighth Street on the west side of Division Street. The Grand Traverse Commons/Village at Grand Traverse was formerly owned by the State of Michigan and was part of the Traverse City State Hospital complex (historically called the Northern Michigan Asylum).

There are three established neighborhoods located along the corridor; Central Neighborhood, Kids Creek Neighborhood, and Slabtown neighborhood.



Historic Property

There are four historic districts along the corridor:

- Central Neighborhood Historic District
- Northern Michigan Asylum Historic District
- Immaculate Conception Church Complex Historic District
- Sleder's Tavern Historic District

Each historic district is made up of a unique combination of historic buildings, structures, objects, and sites. Additionally, there are individual historic properties located outside of the historic districts that are adjacent to the corridor. These districts and properties are shown in **Figure ES-2** Project Constraints Map.

Parks are located along the corridor in various locations and include: Meijer's Silverbrook Acres, Grand Traverse Commons, Slabtown Corner Parky, and West End Beach Park. The TART Trail (Traverse Area Recreational Trail) runs along Grandview Parkway and crosses the Parkway at the Division Street traffic signal. Located on the west side of the roadway is the Mall Trail pathway which runs along the project corridor from Fourteenth Street/Silver Lake Road north to Eleventh Street.

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Mall Trail Pathway

Corridor Issues/Problem Statement

Division Street is a U.S. route (US-31), a Michigan State route (M-37), a residential street, and it serves as a travel route for all types of traffic: to and from work, shopping, and schools; commercial vehicles; tourist trips to Traverse City, the Leelanau and Old Mission peninsulas; trips to the Villages at Grand Traverse Commons and to Munson Medical campus; and trips to the retail and services areas south of Fourteenth Street. As a result the traffic along US-31/M-37 (Division Street) is quite heavy and congested for a good portion of the day with peaks of commuter and school traffic. Festivals and special events increase traffic congestion even further. Due to the amount of traffic on Division Street and the fact that there are no turn lanes or signals at some of the busiest intersections within the study area, Division Street has become a difficult road to navigate for both motorized and non-motorized users. One of the biggest issues is northbound left-turning traffic at Eleventh, Sixth, and Randolph Streets and southbound turns to Twelfth and Eighth Streets. Left-turning vehicles stop in the left travel lane, which reduces the highway to a one-lane road and can lead to frequent crashes. Eleventh Street is one of three major entrances to the Grand Traverse Commons area.

Another issue along the corridor is the intersection at Seventh Street. Northbound left-turns are not permitted at this signalized intersection but instead occur at unsignalized Sixth Street, which is one of the entrance streets to Munson Medical facilities. The Seventh Street intersection also has an eastbound travel issue due to Seventh Street being one-way westbound to Division Street. Traffic heading east must turn right onto south Division Street and then left onto eastbound Eighth Street which is one-way east. This results in a traffic weave since traffic cannot go straight through on Seventh Street. A similar weave occurs for eastbound Eleventh Street down to Twelfth Street via southbound Division Street since it is an unsignalized intersection and hard to go straight through.



Truck on Division Street at Grandview Parkway

As stated earlier Division Street is an important truck corridor for both the region and state. Many of the trucks are food service related trucks transporting cherries, apples and other locally grown products from growers to processing plants located in Grand Traverse, Leelanau, and Antrim Counties. Other large trucks also routinely travel the corridor including large trucks and semi-trucks hauling asphalt, concrete, crane and rigging, excavation, construction equipment and materials, petroleum, goods, and products.

As mentioned, pedestrians are also affected by the excessive traffic on Division Street. Residents from the adjoining neighborhoods find it quite difficult to cross Division Street even at signalized intersections due to turning traffic. Safety is a big concern for residents as traffic congestion creates a barrier to pedestrians wanting to cross the street. A significant amount of pedestrian activity in the summer season occurs near Grand Traverse Bay and Grandview Parkway. As a result the intersection at Division Street is very challenging for pedestrians crossing the Parkway accessing the West End Beach area. The TART Trail also crosses the road at this location, which adds to the motorized concerns over safety.



Pedestrian Crossing Grandview Parkway at Division Street

Previous Projects and Studies

Fourteen previous studies have been completed that either looked at this stretch of Division Street or included a portion of this project area. The most relevant study was the Division Design Initiative/Division Street Steering Committee Recommendations completed in 2011 which can be found in **Appendix M** of the final report. The 2011 initiative involved many of the same stakeholders that participated in the current PEL study.

Methodology Used

In 2011 a series of recommendations were developed as a result of the “Division Design Initiative” that attempted to address the issues along the corridor related to traffic congestion, safety, and pedestrian mobility. A key challenge for many projects is reaching local consensus in order for projects to move forward into environmental clearance, design and ultimately funding and construction. MDOT determined that the best way to develop consensus for a Division Street preferred alternative was to utilize FHWA’s PEL process which emphasizes stakeholder and public engagement during the alternatives development and decision making process and also considering potential environmental impacts.

The scope of work for this PEL included documentation of the PEL process which was updated throughout the study and includes:

- Summarize the environmental analysis and potential impacts completed thus far for use when funding is secured and NEPA classification is pursued
- Engage and solicit input from stakeholders and members of the public, including the City of Traverse City
- Develop and refine a Purpose and Need Statement
- Develop a Preferred Alternative for use in securing funding and considering future phasing
- Document how the preferred alternative solves existing traffic congestion and crash issues

Agency Coordination

Due to the large number of historic resources along the corridor, specific coordination with the SHPO was required. A specific concern was the potential width of the proposed median under consideration south of Eighth Street. Other discussion points included potential traffic impacts to historic Central Neighborhood and specific properties adjacent to the roadway.

Administrative Team Meetings

The US-31/M-37 (Division Street) PEL Administrative Team had representatives from the Michigan Department of Transportation, City of Traverse City, and CDM Smith. This team was responsible for guiding the project team with key decisions and deliverables. Information and data was presented to the Administrative Team prior to the Local Advisory Committee and the public for review and comment. A full list of administrative team members can be found in the final report along with a summary of the seven project meetings held during the project.

Public Coordination

The Division Street PEL Administrative Team coordinated with the public and stakeholders throughout the entire process. Six Local Advisory Committee (LAC) meetings and four public input sessions were held in addition to specific meetings with Munson Healthcare and the City Commission.

The Division Street PEL Administrative Team worked with representatives of the LAC in order to obtain advisory input regarding direction and decisions made throughout the project. The LAC was an integral element of this study as progression of the project was dependent upon engaging members and gathering important feedback. A list of LAC member organizations is shown below in **Table ES-1**. LAC members were also kept up to date through emails and postings to the project webpage.

Table ES-1 Local Advisory Committee Organizations

Traverse City	Garfield Township
Traverse City Commission	Garfield Township Recreation Authority
Traverse City Parks and Recreation	Schools
Traverse City Historical Commission	Traverse City Area Public Schools
Traverse City Planning Commission	Trinity Lutheran School
Traverse City Police Department	Immaculate Conception School
Traverse City Fire Department	Neighborhood Associations
Traverse City Assistant Manager	Central Neighborhood
Joint Planning Commission - City/Township	Slabtown Neighborhood
Grand Traverse County	Kids Creek Commons
Grand Traverse County Road Commission	Economic Development
Grand Traverse Pavilions	Munson Healthcare
Grand Traverse County Sheriff's Office	Traverse City Area Chamber of Commerce
Grand Traverse County Planner	The Village at Grand Traverse Commons
Grand Traverse County Commissioner	TC Tourism
Environmental	Transportation Agencies
Watershed Center Grand Traverse Bay	BATA
Grand Traverse Band of Ottawa and Chippewa Indians	TART Trails
	TC TALUS
Land and Roads Management Director	Disability Network

Public Input Sessions

Four public meetings were held during the US-31/M-37 (Division Street) PEL process. Each session was held to share information such as a project description, data collected to date, alternatives development, and, most importantly, to solicit feedback from the public as to what they see as problems in the study area and to get suggestions as to how those problems would be addressed. For each meeting postcards were sent to every address within three blocks of Division Street between Fourteenth Street/Silver Lake Road and Grandview Parkway (approximately 1,000). Meeting notices were posted to MDOT's website and distributed to local media outlets. All of the public input sessions were "open house" style events

with the exception of Public Input Session 4. At this session three 15-minute presentations were made at the top of each hour to present the material shown in the room.

Purpose and Need Statement

The draft Purpose and Need was developed with input provided by the Administrative Team, the Local Advisory Committee, and the public. FHWA then provided review and comments prior to the commencement of the alternatives development process. The draft Purpose and Need provided the criteria such as safety and traffic operations as well as non-motorized mobility within the corridor to screen alternatives. The Purpose and Need was refined a number of times based on comments received from the LAC and public outreach.



Congestion on Northbound Division Street

Purpose:

The purpose of the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) is to improve safety and operations for all users of this designated National Highway System route while minimizing negative impacts to the natural environment and adjoining properties and enhancing positive benefits to the neighborhoods, parks, businesses, and all users of the corridor.

This Planning and Environmental Linkages process addresses Division Street between Fourteenth Street/Silver Lake Road and Grandview Parkway and will:

- Create a plan that accommodates the many interests of its users (drivers, pedestrians, bicyclists, commuters, commercial traffic, trucks, businesses, residents)
- Provide improved operations along Division Street
- Provide for traffic calming, context sensitive solutions, and complete streets design elements where possible
- Improve non-motorized mobility within the corridor
- Minimize impacts on the natural environment



Pedestrian Crossing at Division and Grandview Parkway

Need:

- Improve opportunities for pedestrians, assisted device users, and bicyclists to cross Division Street
- Improve traffic mobility and operations
- Decrease crashes along the corridor

Traffic Analysis

MDOT provided traffic counts which were collected the week of June 16, 2013 (between Monday, June 17th and Wednesday, June 19th), and the week of September 15, 2013 (between Tuesday, September 17th and Wednesday, September 18th). Counts collected in June 2013 were available at all of the study intersections, while those collected in September 2013 were available only at Fourteenth Street/Silver

Lake Road and Eleventh Street. A comparison of June and September counts at those two intersections suggested that traffic along Division Street was generally higher in June than in September.

Additionally, based on coordination with the City staff and MDOT, the weekday mid-to-late June was believed to be an average representation of traffic conditions during the tourist season, while still not the absolute worst-case traffic levels. This was based on the understanding that traffic levels reach higher volumes during certain periods of the summer such as early July when the National Cherry Festival is taking place. Only a small spike in traffic levels occur during weekends in the tourist season, so Monday to Wednesday are appropriate days. The selected June counts are in line with the 30th highest hour traffic analysis approach.

Traffic analysis was performed using a combination of Synchro Delay Method and the Highway Capacity Manual (HCM) 2010 methodology. The Synchro Delay Method was used to estimate the average vehicle delay, while the HCM 2010 methodology was used to identify the corresponding LOS value. The intersections along the study corridor were evaluated during the weekday AM peak hour (the highest traffic hour between 7 a.m. and 9 a.m.), PM peak hour (the highest traffic hour between 4 p.m. and 6 p.m.), and off-peak hour (the highest traffic hour between 11 a.m. and 3 p.m.). Using the June 2013 counts and an average annual traffic growth rate of 0.5 percent as coordinated with MDOT and the City of Traffic City.

Road Safety Audit

The Road Safety Audit (RSA) was conducted June 1-2, 2015 per FHWA's guidelines. The purpose of the RSA was to take the information from the above data and conduct a formal, safety performance examination of Division Street with an independent team comprised of experts from various disciplines. These experts included both MDOT and local officials. During both office and field work the goal was to answer the following questions:

- What elements of the road may present a safety concern: to what extent, to which road users, and under what circumstances?
- What opportunities exist to eliminate or mitigate identified safety concerns?



Environmental Analysis

MDOT's Environmental Section completed an environmental scoping review analysis for the project corridor that preliminarily assessed potential impacts to environmental resources. At this stage of project development (PEL) the intent is to identify constraints that could have an effect on the alternative evaluation and selection process. With this understanding MDOT completed a wetland delineation (October 2014) and a survey of above-ground cultural resources (April 2015). Other resources were checked using GIS and known databases/information. The primary environmental resources/constraints within the study area are park properties and historic properties. The study area includes four parks, two trails, and is bounded by four historic districts. There are a total of 112 historic properties within and neighboring those districts and 51 of those properties are immediately adjacent to Division Street.

From a National Environmental Policy Act (NEPA) perspective the biggest issues moving forward from the PEL study are the potential impacts to historic resources and park property along the corridor. Specifically, the Northern Michigan Asylum Historic District/Grand Traverse Commons and the Central Neighborhood Historic District, located on opposite sides of US-31/M-37 (Division Street). Impacts to these properties will occur based upon the Preferred Alternative and will need further analysis during project NEPA clearance. Future NEPA considerations and coordination is outlined in **Section 12** of the final report by project intersection along Division Street. The segment option is also discussed for the portion of roadway being considered for a center median (between Fourteenth and Eighth streets).

Range of Alternatives

When developing alternatives as part of a PEL study, it is important to consider solutions or alternatives from prior studies. In addition, there needs to be an evaluation of the potential alternatives from a “blank slate” point of view to be certain other potential solutions are uncovered that may have been overlooked or not evaluated. Thus, the range of alternatives covers a wide scope and includes what has already been considered and new alternatives for consideration.

The initial development of potential alternatives improvements occurred at the Study Team brainstorming session held on January 9, 2015. To provide direction, the following items were discussed as screening criteria: Draft Purpose and Need statement, project constraints/potential fatal flaws (a defect in a scenario or alternative that makes implementation of such scenario or alternative impossible or highly undesirable), and summary of Public Input Sessions #1 and #2. The purpose of this session was to brainstorm ideas that could be viable alternatives and improvements worthy of moving into the conceptual alternative development process. Recommendations from the brainstorming session are listed in **Table ES-2** along with the determination whether or not to carry them forward for additional analysis.

Table ES-2 Brainstorming Session Recommendations

Alternative	Reason for Consideration	Determination and Reasons
Road Diet (three-lane roadway with bike lanes)	<ul style="list-style-type: none"> • Can be more efficient than four-lane roadways. • Increase pedestrian safety due to decreased roadway width. • Increase safety by separating left-turn lanes. 	Eliminated: Traffic volumes are too high and Syncro analysis indicated road diet would result in traffic gridlock.
Boulevard with crossovers (Michigan lefts)	<ul style="list-style-type: none"> • Remove left turns while providing full access. • Provides refuge for pedestrians. • Aesthetically pleasing transition between east neighborhood and west parks. • Boulevard width allows for numerous aesthetic treatments (city entrance sign, trees, etc.) • Moves southbound traffic further from east side residences. 	Eliminated: Even without truck loons at crossovers, a 64-foot boulevard width is necessary to accommodate delivery trucks. This would lead to excessive impacts to the Commons parks and historic properties.
Continuous median without crossovers (no Michigan lefts)	<ul style="list-style-type: none"> • Remove left turns. • Provides median refuge for pedestrians. • Aesthetically pleasing transition between east neighborhood and west parks. 	Carried Forward: Depending on median width, right-of-way impacts may not be a fatal flaw and it still addresses the Draft Purpose and Need.

Alternative	Reason for Consideration	Determination and Reasons
Continuous Left-Turn Lane (5 lane alternative)	<ul style="list-style-type: none"> • Increase safety and operations by separating left turns from thru lanes. 	Eliminated: Does not provide pedestrian refuge islands and has extensive impact to parks and historic properties.
Roundabouts at intersections	<ul style="list-style-type: none"> • Increase traffic safety and operations compared to signalized intersections for both motorized and non-motorized users. • Provides median refuge for pedestrians. 	Carried Forward: Despite potential fatal flaws at Eleventh, Seventh, and Front Streets, appeared feasible at Fourteenth Street and Grandview Parkway.
Connect intermittent sidewalk along northbound Division Street	<ul style="list-style-type: none"> • Increase pedestrian mobility and safety. 	Carried Forward: Appeared to be feasible despite some utility pole and tree barriers.

Another step while developing the range of alternatives was to evaluate prior studies. An important consideration during this process is to understand the scope and context of the prior studies in this corridor. For example, a past alternative or improvement may solve a traffic and safety issue but may or may not have considered environmental impacts and NEPA constraints in their evaluation. Overall, the range of alternatives must consider all constraints, impacts, and geometric standards as part of the evaluation. Recommendations from the prior studies not already identified during the brainstorming session are listed in **Table ES-3** along with the determination whether or not to carry forward for additional analysis.

Table ES-3 Additional Recommendations from Prior Studies

Alternative	Reason for Consideration	Determination and Reasons
Change character of Division Street to city street instead of thoroughfare.	<ul style="list-style-type: none"> • Division Street is a barrier between the east and west neighborhoods. • Slow traffic speed. • Increased safety for motorized and non-motorized users. 	Carried Forward with Caveat: Character change and maintaining the operations on a NHS route must be balanced.
Create a transitional/gateway intersection at Fourteenth Street/Silver Lake Road.	<ul style="list-style-type: none"> • Alerts tourists that they have reached their destination. • Modify motorist roadway expectations from a suburban arterial to a city street. 	Carried Forward with Caveat: Fourteenth Street/Silver Lake Road intersection modifications must be balanced with operations due to Division Street being a NHS route.
New 8 ½ Street Connection from Division Street to Elmwood Avenue.	<ul style="list-style-type: none"> • Create a more direct entrance into the hospital campus. • Remove hospital traffic from Sixth, Seventh, and Eleventh streets. 	Eliminated: Due to potential high impacts to park, wetlands, and Kids Creek.

All the alternatives considered roadway improvements such as various cross sections, alignments, and intersection options. Non-motorized facility improvements were considered outside of the roadway but bike lanes were eliminated as an improvement due to the limited right-of-way and current parallel route along Maple Street. Transit considerations were not included since no problems or issues were brought up at the LAC or public levels. Other multimodal considerations were not included due to the nature and limited scope of the project, and based upon the review of the prior studies and master plans.

Conceptual Alternatives

The brainstorming and prior study alternatives and improvements that addressed the Purpose and Need were analyzed further as part of the Conceptual Alternative development process. To further focus the analysis a criteria matrix was developed to allow for easy review and evaluation of the alternatives by the LAC and public. Specific quantitative data such as construction cost and anticipated crash reductions were not used in the matrix as they were not viewed as being significant differentiators based on the comments received from the Administrative Team, LAC and public.

The following Conceptual Alternative scenarios were considered worthy of additional analysis. These are broken down by key intersection (Fourteenth Street, Eleventh Street, Seventh Street, Front Street, and Grandview Parkway) and the segments connecting them. It was intended that the intersection alternative could come from any of the conceptual alternative scenarios as the improvement at one intersection was independent of the decision at another intersection.

For the segments between key intersections, varying median types and widths were proposed and were considered independent of the key intersections. The following list provides high-level discussion on each alternative scenario considered at each key intersection.

- **No-Build:** The performance of existing serves as a baseline for the build alternatives.
- **Safety and Operational Improvements:** Provides upgrades that improve existing conditions while minimizing right-of-way and environmental impacts. These may or may not meet the project Purpose and Need.
- **Signals:** Provides a signal at every key intersection. These all meet the project Purpose and Need.
- **Roundabouts:** Provides a geometrically sound roundabout at each key intersection for public review and comments despite potential fatal flaws at Eleventh Street, Seventh Street, and Front Street. Roundabouts were considered at all key intersections as part of the 2011 Division Design Initiative which is why the PEL study also analyzed roundabouts at these locations.
- **Segment Options:** Provides a continuous median within the segments along the entire project limit. Construct intermittent sidewalk where currently gapped along NB Division Street. This option satisfies the project Purpose and Need due to the following:
 - Improves Division Street safety and operations by eliminating left turns from thru lane between key intersections
 - Provides improved pedestrian movements due to median refuge areas at crossings and constructing sidewalk at existing gaps on east side of Division Street
 - Potential corridor aesthetic improvements such as low-growth landscaping and stamped concrete

Exhibits of each build Conceptual Alternative scenario along with the populated criteria matrix can be found in **Appendix F** of the final report.

Preferred Alternative

Following Public Input Session #3 additional meetings were held with the Administrative Team, FHWA, and LAC to determine which Conceptual Alternative scenarios would be included in the Preferred Alternative. Comments received from these entities can be found in the Public Input Session #3 summary located in **Appendix E** of the final report. The various conceptual alternative scenarios were blended into a composite alternative which became the Preferred Alternative which was further refined with input from the Administrative Team, FHWA, and LAC in preparation for Public Input Session #4. Through the input received from the remaining project meetings and Public Input Session #4, the Preferred Alternative was finalized. **Figure ES-13** illustrates the entire Preferred Alternative and is located at the end of this Executive Summary.

The Preferred Alternative is presented from south to north by key intersection followed by segment Preferred Alternative along with the rationale behind these decisions.

Fourteenth Street

For the Fourteenth Street intersection a roundabout was selected as the Preferred Alternative, which is shown in **Figure ES-3**.

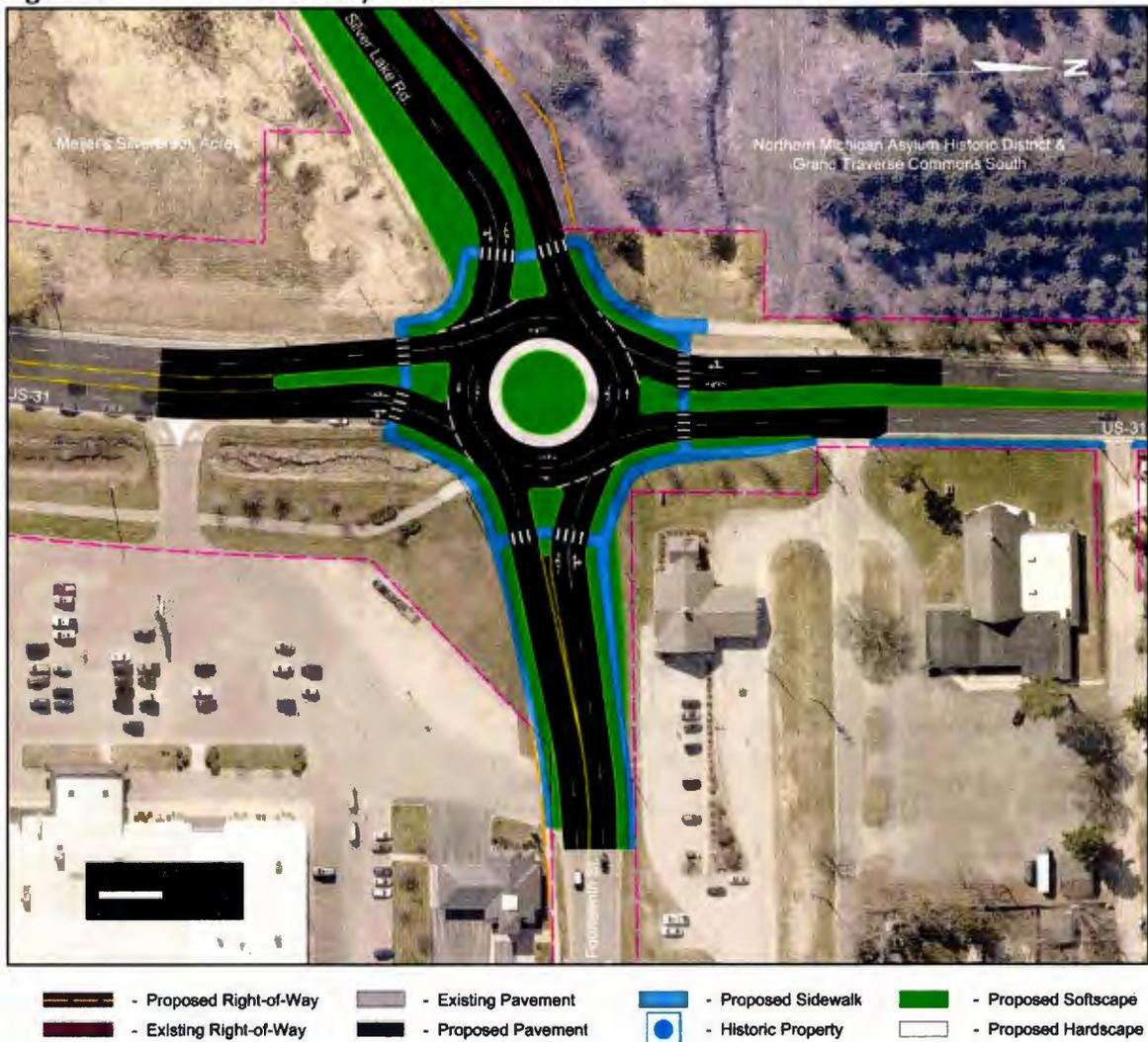
Rationale for Selection:

- Sufficient right-of-way to accommodate geometrically sound design without incurring fatal flaw impacts
- Best alternative to address Purpose and Need for both motorized and non-motorized users
- Creates a transitional entrance into Traverse City from the commercial land uses south of Fourteenth Street into the neighborhood/historic district/park land uses north of Fourteenth Street
- Splitter island and median widths allow for potential aesthetic treatments

Additional Considerations:

- Dedicated WB Fourteenth Street right-turn lane may be required in the future depending on future traffic growth rates
- Future environmental clearance may reveal greater concerns in one quadrant over the others, such as the historic and park property in the northwest quadrant.

Figure ES-3 Fourteenth Street/Silver Lake Road Preferred Alternative



Eleventh Street

For the Eleventh Street intersection a signal with left turn lanes was selected as the Preferred Alternative, which is shown in **Figure ES-4**.

Rationale for Selection:

- Best alternative to address Purpose and Need for both motorized and non-motorized users without incurring a fatal flaw
- Provides signal, needed turn lanes, and all intersection movements which allows the neighborhood street grid to operate as designed

Additional Considerations:

- New signals must meet one of nine criteria to be warranted. Existing traffic volumes do not warrant a signal based on the 2035 volumes warrant 3 (Peak Hour warrant). Therefore a revised signal warrant analysis at the time of design is recommended.
- Central Neighborhood expressed concern with increased traffic and the desire for traffic calming and/or access management to maintain the current traffic patterns. These measures require city input, discussion, and approval prior to construction of the Preferred Alternative.
- Approximately 15 residential on-street parking spaces along Eleventh Street east of Division Street would be lost due to the addition of the second approach lane to the new traffic signal.

Figure ES-4 Eleventh Street Preferred Alternative



- | | | | | | | | |
|---|-------------------------|--|---------------------|---|---------------------|---|----------------------|
|  | - Proposed Right-of-Way |  | - Existing Pavement |  | - Proposed Sidewalk |  | - Proposed Softscape |
|  | - Existing Right-of-Way |  | - Proposed Pavement |  | - Historic Property |  | - Proposed Hardscape |

Seventh Street

For the Seventh Street intersection a signal with left turn lanes and 2-way traffic east of Division on Seventh Street was selected as the Preferred Alternative, which is shown in **Figure ES-5**.

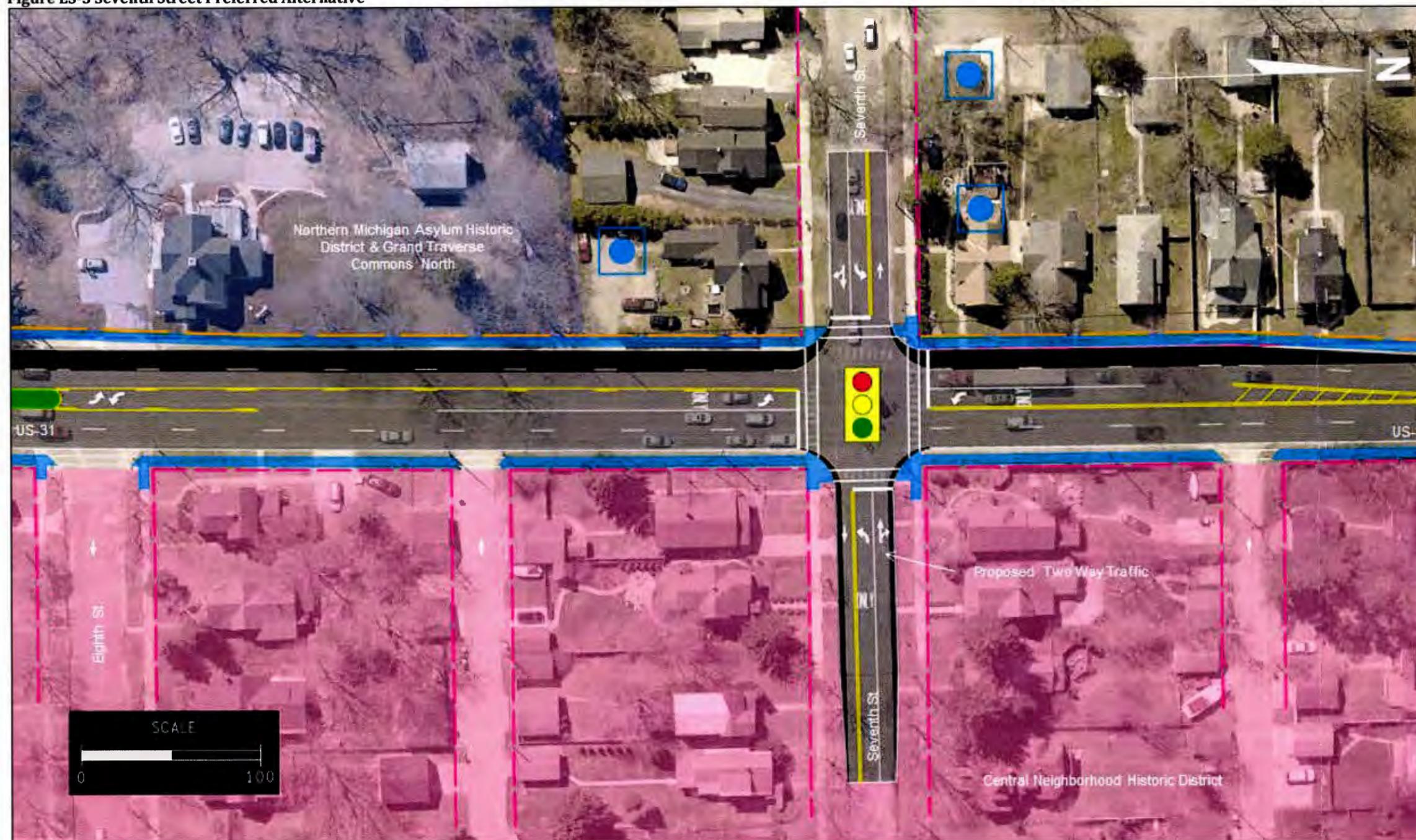
Rationale for Selection:

- Best alternative to address Purpose and Need for both motorized and non-motorized users without incurring a fatal flaw
- Allows for EB Seventh Street traffic and bikes that desire to continue straight through the intersection rather than turning right onto SB Division Street and then left onto Eighth Street. This current traffic movement adds to the congestion and safety concerns prominent along Division Street.
- Provides needed turn lanes and full access at all key intersections, allowing neighborhood street grid to operate as designed

Additional Considerations:

- Central Neighborhood expressed concern with increased traffic and the desire for traffic calming and/or access management to maintain the current traffic patterns. These measures require city discussion and approval prior to construction of the Preferred Alternative.
- Approximately 10 residential on-street parking spaces along Seventh Street east of Division Street would be lost due to addition of the second approach lane to signal.

Figure ES-5 Seventh Street Preferred Alternative



- | | | | | | | | |
|--|-------------------------|--|---------------------|--|---------------------|--|----------------------|
| | - Proposed Right-of-Way | | - Existing Pavement | | - Proposed Sidewalk | | - Proposed Softscape |
| | - Existing Right-of-Way | | - Proposed Pavement | | - Historic Property | | - Proposed Hardscape |

Front Street

For the Front Street intersection increased northbound and southbound left turn lanes was selected as the Preferred Alternative, which is shown in **Figure ES-6**.

Rationale for Selection:

- Best alternative to address Purpose and Need for both motorized and non-motorized users without incurring a fatal flaw.
- Roundabout alternative had a fatal flaw due to right-of-way since adjacent developments leave no space for intersection expansion without a full property relocation/purchase

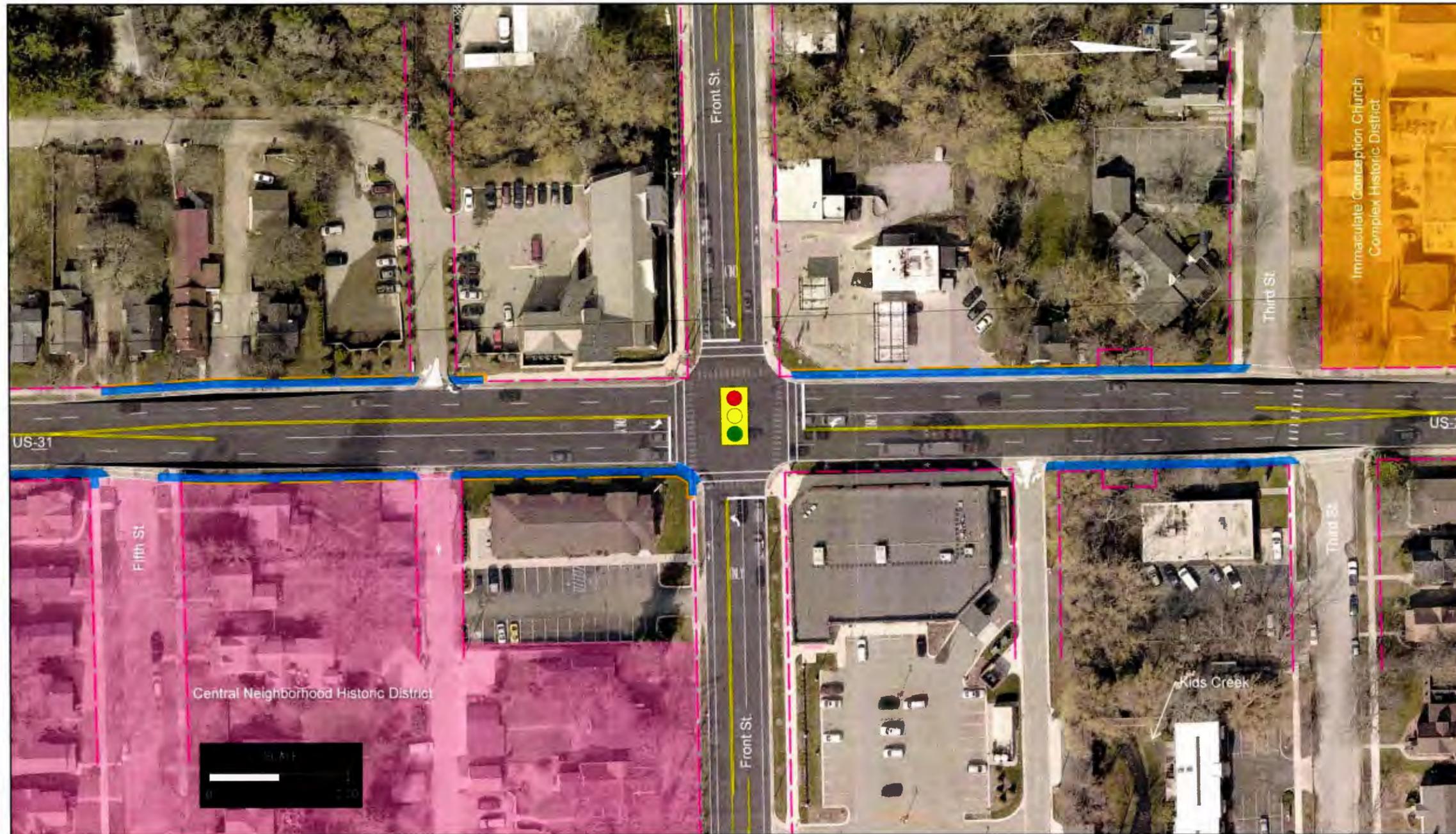
Additional Considerations:

During field observations, the Road Safety Audit team witnessed a semi-trailer track over the sidewalk ramp in the northwest quadrant. This safety concern should be addressed in both the northwest and southeast quadrant with wider corner radii if possible. Adjacent properties, limited right-of-way, and longer crosswalk distances are issues that could prevent this consideration from being implemented.



Truck Tracks on Sidewalk

Figure ES-6 Front Street Preferred Alternative



- | | | | | | | | |
|--|-------------------------|--|---------------------|--|---------------------|--|----------------------|
| | - Proposed Right-of-Way | | - Existing Pavement | | - Proposed Sidewalk | | - Proposed Softscape |
| | - Existing Right-of-Way | | - Proposed Pavement | | - Historic Property | | - Proposed Hardscape |

Grandview Parkway

For the Grandview Parkway intersection a roundabout was selected as the Preferred Alternative, which is shown in **Figure ES-7**.

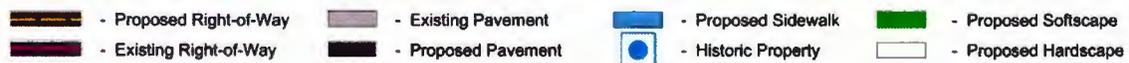
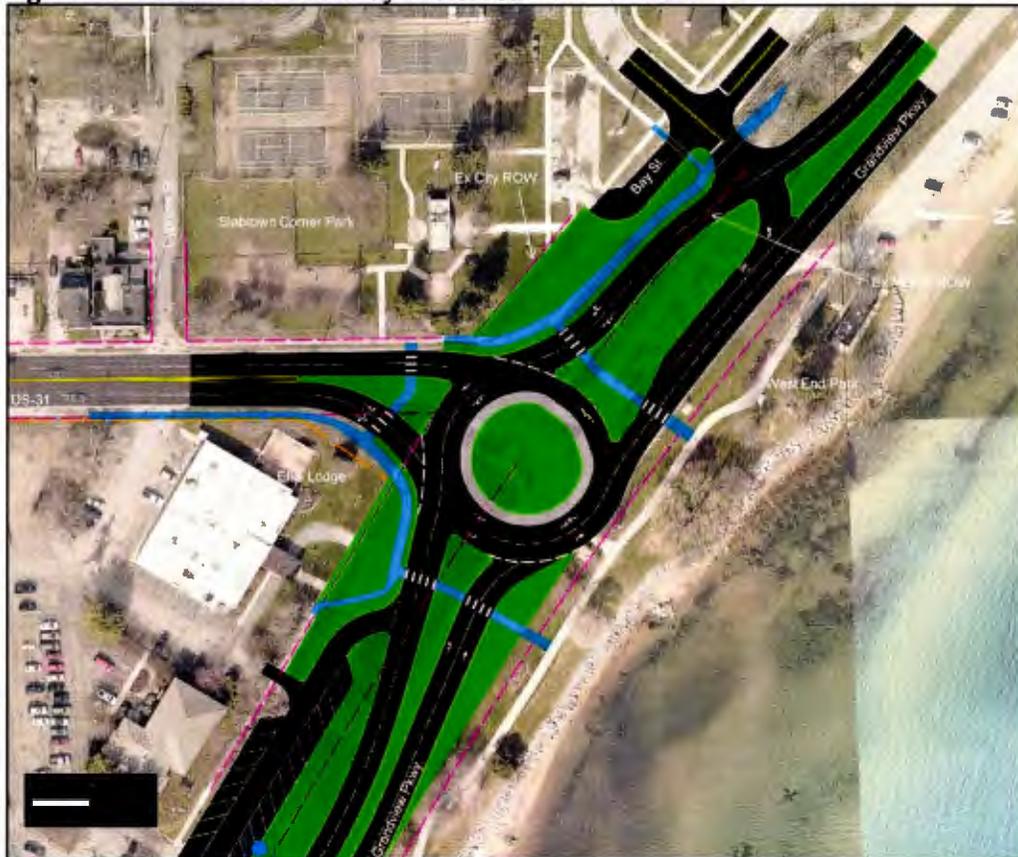
Rationale for Selection:

- Sufficient right-of-way to accommodate geometrically sound design without incurring significant impacts to adjoining properties
- Best alternative to address Purpose and Need for both motorized and non-motorized users
- Splitter island and median widths allow for potential aesthetic treatments

Additional Considerations:

- Dedicated WB Grandview Parkway thru lane would be required in the future depending on future traffic growth rates
- Approximately 10 parking spaces along Bay Street in front of the Elk's Lodge will be removed. This number may be lessened during final design.
- As shown in **Figure ES-7**, a portion of the proposed roundabout would be within city right-of-way. An agreement or re-deeding of right-of-way would be necessary between the city and MDOT.

Figure ES-7 Grandview Parkway Preferred Alternative



Segment Options

The following segment options are included in the Preferred Alternative in addition to the previously discussed intersection options at Fourteenth Street, Eleventh Street, Seventh Street, Front Street, and Grandview Parkway.

An 11 to 15 foot intermittent median from Fourteenth Street/Silver Lake Road to Eighth Street will be incorporated into the previously discussed key intersection layouts, as shown in **Figure ES-8**. Up to 15-foot wide will allow for roadway features to be constructed within the existing right-of-way, while the sidewalk between Eleventh and Eighth Streets on the west side is relocated further into Grand Traverse Commons Park. This width range allows for a smooth geometric transition to left turn lanes.

Figure ES-8 Proposed 11' to 15' Median Section

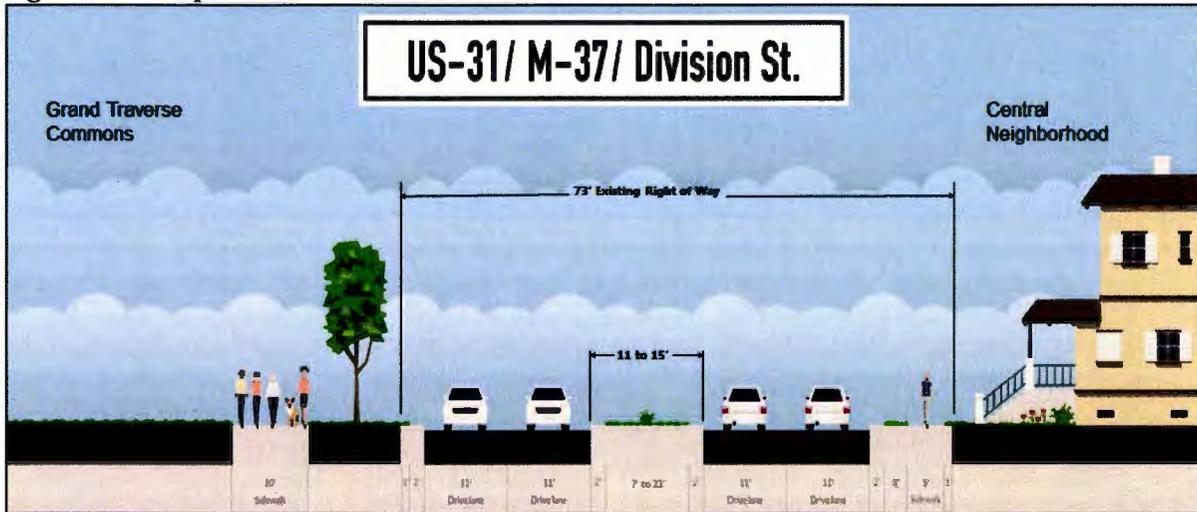


Image courtesy of Streetmix.net

No median is proposed between Seventh Street and the Grandview Parkway as shown in **Figure ES-9**. A median north of Seventh would lead to right-of-way and environmental impacts for the entire length of roadway north of Seventh Street. It only met the Purpose and Need from a traffic safety and operational perspective by physically separating traffic and prohibiting mid-block left turns. Similar concerns were raised regarding this continuous median and it did not provide an adequate pedestrian refuge area, thus the reason for not providing a median in this section of roadway.

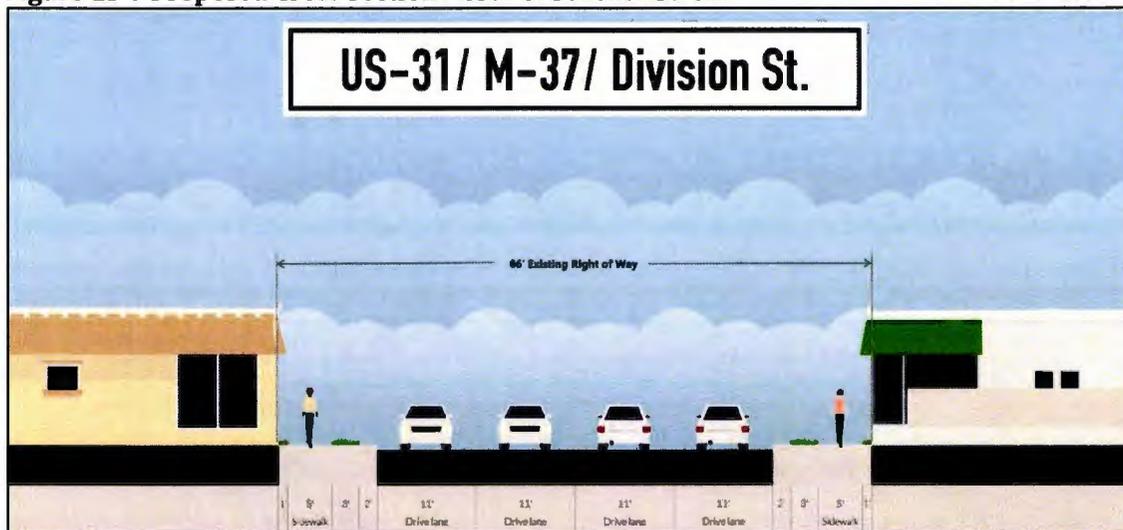
Figure ES-9 Proposed Cross Section North of Seventh Street

Image courtesy of Streetmix.net

Lane Width:

The existing Division Street lane width is 11 foot which will require a design exception. Per the MDOT Road Design Manual 3.09.02.A, design exceptions to maintain existing narrower lanes generally receive favorable consideration. FHWA confirmed a design exception would need to be submitted and would most likely be approved given the constraints.

Sidewalk:

Sidewalk and enhanced crosswalks proposed in the Conceptual Alternative phase were carried forward unchanged as a Preferred Alternative. Removal of trees and relocation of utilities will be necessary to accommodate construction along NB Division Street where currently there are gaps. These could be incorporated into operational improvements as well.

Kids Creek:

The Preferred Alternative will not affect the existing Kids Creek structure located under Division Street north of Font Street.

Access Management:

As part of the Preferred Alternatives, five driveway/street entrances are recommended to be converted to right-in/right-out entrances and exits to improve operations and safety along the Division Street corridor adjacent to key intersections. These locations are Griffin Street adjacent to Fourteenth Street, alleys/driveways in northeast and southwest quadrants of Front Street, and both bounds of Bay Street at Grandview Parkway. In addition the Study Team evaluated and subsequently eliminated a potential continuous median meant to remove many of the left-turn options along the corridor. The Study Team recommends further coordination between MDOT and the city to enact additional access management opportunities along the corridor that could help improve operations and safety along Division Street from Fourteenth Street/Silver Lake Road to Grandview Parkway.

Operational Improvements

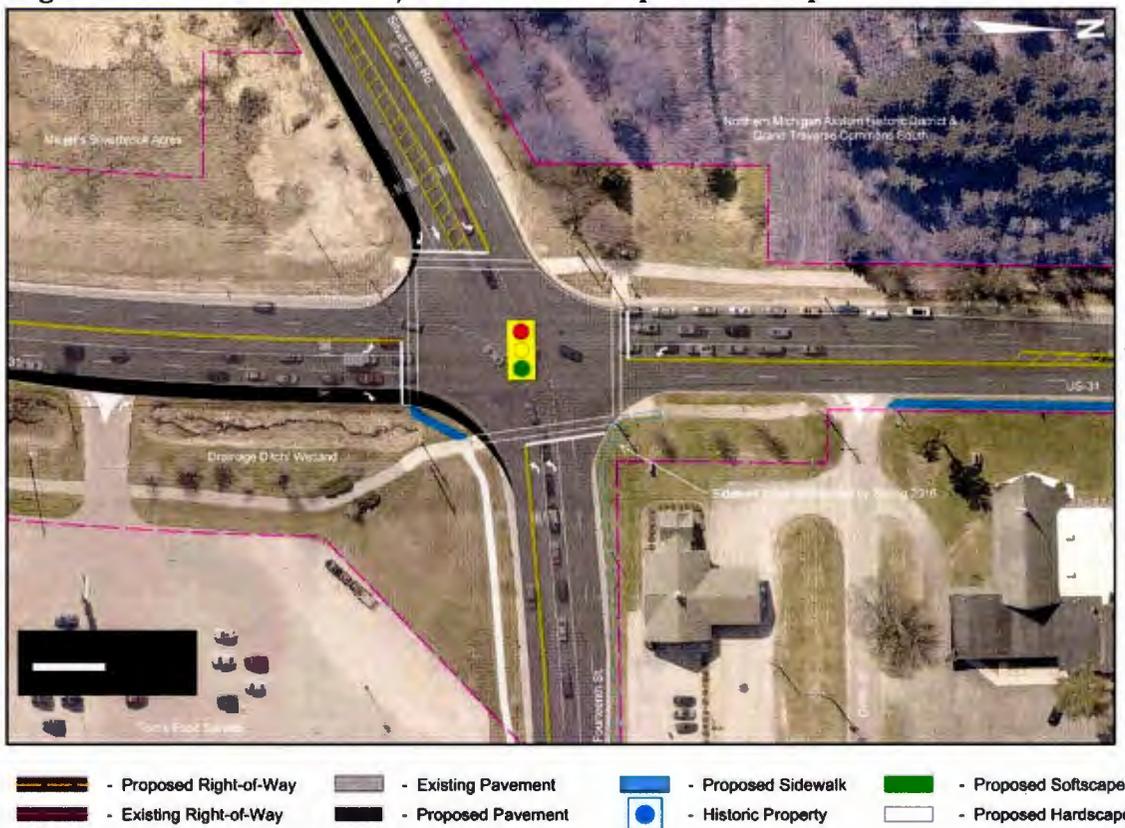
Some key intersections and segments have viable operational improvements that could provide short-term relief since a schedule of funding and design for the Preferred Alternative has not been identified.

The operational improvements summarized in this section have minimal or no impacts, which allow them to be implemented sooner than the Preferred Alternative.

Fourteenth Street Operational Improvements:

The operational improvements shown in **Figure ES-10** consist of the addition of a NB Division Street right turn lane, restriping WB Fourteenth Street for dual left-turn lanes, pavement marking delineating WB Fourteenth Street thru movement from left turns, and restricting the northern most Tom’s Food Service driveway and Griffin Street to right-in/right-out. These improvements can be constructed within existing right-of-way and with minimal environmental impact. The one potential impact is due to the addition of the NB Division Street right-turn lane which would encroach on the adjacent drainage ditch/possible wetland complex located immediately east of the roadway. Possible mitigation for this potential impact is ditch realignment or installing a guardrail with a retaining wall at the edge of pavement.

Figure ES-10 Fourteenth Street/Silver Lake Road Operational Improvement

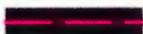


Eleventh Street Operational Improvements:

The operational improvements shown in **Figure ES-11** consist of the addition of a NB Division Street left turn and a SB Division Street raised 11-foot tapered median. Southbound left turns onto Eleventh Street would not be allowed. The median provides a pedestrian refuge area and aligns the new Division Street lane configuration. A significant operational improvement is recognized with the introduction of a signal at Eleventh Street.

Figure ES-11 Eleventh Street Operational Improvement



- | | | | |
|---|--|---|--|
|  - Proposed Right-of-Way |  - Existing Pavement |  - Proposed Sidewalk |  - Proposed Softscape |
|  - Existing Right-of-Way |  - Proposed Pavement |  - Historic Property |  - Proposed Hardscape |

Seventh Street Operational Improvements:

Due to right-of-way limitations, no significant operational improvement exists. During the conceptual phase, a more robust, operational improvement was proposed but deemed unfeasible due to right-of-way impacts. A recommendation for the city to consider is converting Seventh Street to two-way traffic for at least one block (Maple Street) to remove the current EB weave onto Division Street which would benefit both motorist and bicycle users.

Front Street Operational Improvements:

Due to right-of-way limitations, no significant operational improvement exists. During the Conceptual Alternative phase, an operational improvement was proposed but deemed unfeasible due to right-of-way impacts. The only capacity benefit would be a corridor wide synchronization of traffic signals to improve Division Street conveyance. This improvement would not include the Grandview Parkway signal since it is already synced as part of the east-west corridor.

Grandview Parkway Operational Improvements:

The operational improvement shown in **Figure ES-12** consists of the addition of a WB Grandview Parkway left-turn lane, which extends the crosswalk length, and restricts Bay Street to right-in/right-out movements. These improvements can be constructed within existing right-of-way and with no anticipated environmental impact.

Figure ES-12 Grandview Parkway Operational Improvement



- | | | | |
|---|---|---|--|
|  - Proposed Right-of-Way |  - Existing Pavement |  - Proposed Sidewalk |  - Proposed Softscape |
|  - Existing Right-of-Way |  - Proposed Pavement |  - Historic Property |  - Proposed Hardscape |

Traffic Summary

The table below illustrates the overall intersection LOS for each of the Preferred Alternative intersections and associated operational improvements.

Table ES-4 Preferred Alternative and Operational Improvements 2035 Intersection LOS

Intersection	Peak Hour	No-Build	Operational Improvements	Preferred Alternative
Fourteenth Street	AM	D	D	A
	PM	E	E	B
	Off Peak (OP)	E	D	B
Eleventh Street*	AM	F (11 th), A (Division)	F (11 th), A (Division)	B
	PM	F (11 th), A (Division)	F (11 th), A (Division)	C
	OP	F (11 th), A (Division)	F (11 th), A (Division)	C
Seventh Street	AM	A	A	B
	PM	B	C	C
	OP	B	B	B
Front Street	AM	D	N/A	D
	PM	F		F
	OP	F		F
Grandview Parkway	AM	D	D	A
	PM	E	D	C
	OP	D	D	B

* Eleventh Street is analyzed differently for Operational Improvements since it is a two-way stop controlled intersection.

The LOS improved from the No-Build conditions for the Operational Improvements and Preferred Alternative with the exception of Seventh Street where allowing additional movements lowers the LOS but improves overall system operations.

Cost Estimate

The Study Team prepared high-level cost estimates for each operational improvement and Preferred Alternative, which is summarized below, with additional breakdown including costs by intersection provided in **Appendix G** of the final report.

Table ES-5 Cost Estimate Summary

Item Description	Operational Improvements	Preferred Alternative
Roadway (segments & intersections)	\$943,000	\$2,800,000
Other Percentage	\$390,000	\$1,170,000
Contingencies (20%)	\$268,000	\$810,000
Contractor Staking and Errors (3%)	\$60,000	\$150,000
Mobilization (10%)	\$180,000	\$510,000
Utilities	\$0	\$310,000
Right-of-Way	\$0	\$5,425,000

Item Description	Operational Improvements	Preferred Alternative
Professional Engineering (16%)	\$296,000	\$900,000
Construction Engineering (12%)	\$230,000	\$660,000
Total	\$2,367,000	\$12,735,000

Anticipated Crash Summary

The Highway Safety Manual was utilized to estimate the expected average crash frequency of the Preferred Alternative. As shown in the table below, the Preferred Alternative not only decreases crashes at the key intersections, but throughout the corridor. These findings are consistent with what was anticipated during the Conceptual Alternative development process due to the roundabouts, left-turn lane addition, and separation of NB and SB Division Street with a median. The Time of Return (TOR) for the preferred alternative was calculated at 20.85 years, based on the expected crash reductions and a preliminary cost estimate of \$12.7 million.

Table ES-6 Anticipated 2035 Preferred Alternative Crash Frequency

Existing Conditions	Observed Average Crash Frequency
14th to Grandview	47.09
14th	22.5
11th	13.5
7th	4.75
Front	13
Grandview	8.5
Subtotal	100.84
Preferred Alternative	Predicated Average Crash Frequency
14th to Grandview	9.66
14th	4.66
11th	5.33
7th	7.8
Front	7.94
Grandview	2.86
Subtotal	38.25
Reduction	65%

Potential Issues for Future Consideration

Fourteenth Street

- A dedicated westbound Fourteenth Street right-turn lane on the proposed roundabout may be required sooner than anticipated depending on future traffic growth rates.
- Future environmental clearance may reveal greater concerns in one quadrant over the others, such as the historic and park property in the northwest quadrant. In anticipation of this issue, an alternate roundabout design is provided in **Appendix L** of the final report. This alternate design still meets current geometric standards but would have a greater impact left on the southeast quadrant which includes a ditch/tributary to Kids Creek.
- Coordination needs to occur with the Watershed Center Grand Traverse Bay regarding the ditch/tributary located in the southeast quadrant. This watercourse crosses under the Fourteenth Street/Silver Lake Road intersection and into Kids Creek which is an impaired trout stream.

Eleventh Street

- New traffic signals must meet specific criteria to be installed. Existing traffic volumes at this intersection currently do not warrant a new traffic signal based on 2035 volumes. Therefore a revised signal warrant analysis at the time of design will be needed.
- Central Neighborhood expressed a great deal of concern over potential increased traffic on Eleventh Street because of a new traffic signal, which is the Preferred Alternative. They would like to see traffic calming measures and access management restrictions to prevent an increase in traffic along this street within the Central Neighborhood. Any turning or traffic restrictions at this location will require city input, discussion, and approval prior to construction of the Preferred Alternative.
- Eleventh Street east of Division Street is located within the Central Neighborhood historic district. As part of the environmental clearance phase a detailed traffic impact study to determine potential adverse effects (Section 106) to the historic neighborhood will need to be completed. A determination of effect will then be made by the SHPO on the potential effect increased traffic would have on the historic district.
- Approximately 15 residential parking spaces along Eleventh Street east of Division Street would be lost due to the addition of the second approach lane (three lanes total) for the new traffic signal. This proposed lane configuration is an MDOT Signals Unit minimum requirement. The City does not agree with the required three-lane approach on Eleventh Street and would like it to be two lanes instead of three.

Seventh Street

- No formal decision has been made yet by the City regarding changing Seventh Street east of Division Street to two-way traffic as described in the Preferred Alternative. They have indicated they are studying a conversion of the entire length of Seventh Street to two-way and are open to the idea of changing it to improve traffic operations at this intersection.
- Central Neighborhood expressed concern with the change to two-way traffic on Seventh, even for only one block due to increased traffic. As part of the environmental clearance phase a detailed traffic impact study to determine potential adverse effects (Section 106) to the historic neighborhood will need to be completed. A determination of effect will then be made by the SHPO on the potential effect increased traffic would have on the historic district.

- Approximately 10 residential parking spaces along Seventh Street east of Division Street would be lost due to the addition of the second approach lane (three lanes total) to the traffic signal. This proposed lane configuration is an MDOT Signals Unit minimum requirement. The City does not agree with the required three-lane approach on Seventh Street and would like it to be two lanes instead of three.

Front Street

- During field observations, the Road Safety Audit team witnessed a semi-trailer track over the sidewalk ramp in the northwest quadrant. This safety concern also occurs in the southeast quadrant and should be addressed with wider corner radii if possible. Adjacent properties, limited right-of-way, and longer crosswalk distances are issues that need further analysis during the next phase of the project to determine the feasibility of this proposed change.
- The property owner of the bank located in the southeast quadrant has indicated they are opposed to any changes in access or use of their property.

Grandview Parkway

- A dedicated westbound Grandview Parkway right-thru lane on the proposed roundabout may be required sooner than anticipated pending future traffic growth rates.
- To reduce right-of-way impacts in the southeast quadrant (Elk's Lodge property) an alternate roundabout design is shown in Appendix L of the final report. This alternate design still meets current geometric standards and avoids impact to Slabtown Corner Park and West End Beach Park.
- Approximately 10 parking spaces along Bay Street in front of the Elk's Lodge would be removed. This number may be lessened during final design.
- Future communication needs to occur with the Elk's Lodge representatives regarding the improvements at Grandview Parkway.
- A portion of the proposed roundabout would be within city right-of-way. An agreement or re-deeding of right-of-way would be necessary between the City and MDOT.
- Pedestrian crossings at Grandview Parkway are a very big concern due to the high volumes of traffic and pedestrians during peak times. Members of the LAC have expressed that this intersection is quite unique from a pedestrian and traffic point of view. This intersection has been looked at many times trying to come up with an answer to the conflicts with vehicular and pedestrian activity. Unfortunately, the intersection is so over capacity that trying to do something in this location would cause havoc for both corridors (Grandview Parkway and Division Street), especially during the summer. MDOT is in the process of analyzing an adaptive signal system for Traverse City (to be constructed in 2019). Any changes to operations would need to be discussed to see if it would work with the adaptive system. The community and LAC understand that something needs to be done at this intersection to improve pedestrian crossings. Potential solutions discussed as part of the PEL study include:
 - A roundabout (Preferred Alternative)
 - If no roundabout, consider a pedestrian only phase for the traffic signal to be used during peak times
 - A pedestrian bridge over Grandview Parkway

- The large tree located on the bay side of the Division Street/Grandview Parkway intersection is valued by the local community and was called the “photo tree” by some who provided comments to the Study Team. Potential impacts to this tree should be avoided. The currently proposed Preferred Alternative would not impact this tree.
- The TART Trail crosses Grandview Parkway at Division Street. The trail is a 4(f) resource and potential impacts to the trail within the roadway right-of-way will need to be addressed in future NEPA documentation.

Median (between Fourteenth and Eighth streets)

- Grand Traverse Commons is a park owned by the City of Traverse City between Fourteenth Street/Silver Lake Road and Eighth Street on the west side of Division Street. The park was formerly owned by the State of Michigan and was part of the Traverse City regional psychiatric hospital complex (historically called the Northern Michigan Asylum or Traverse City State Hospital). After the complex completely closed in the 1980s, the State of Michigan legislature enabled the transfer of the property to a variety of recipients through Public Act 38 of 1993. The overall property was broken up into a number of smaller parcels. After the legislation was passed, the individual parcels of land described in the legislation were deeded to the recipients by the State of Michigan. The City of Traverse City was deeded the property along Division Street for a park, and it has functioned as a park ever since. The park is made up primarily of two large parcels, one over 85 acres, another about 30 acres. The park is a portion of the grounds surrounding the former Traverse City State Hospital, which included both a men’s and women’s walks for hospital residents. This park is significant historically because the use of nature to treat mental illness was considered a major medical advancement in the late 19th and early 20th Centuries. In an effort to test support for changes along Division Street, the City held a vote in 2012 asking the citizens to approve a process to sell up to 30 feet of the park property along the road to MDOT for Division Street improvements (conditional upon City Council approval, etc.). The vote passed and is valid through November 6, 2022. At the time, MDOT had no plans for the widening, however, the vote, along with a legislative earmark, led to a study of alternatives (this PEL study), some of which may involve widening the road and using part of the park. Transferring park property from city ownership to a transportation agency using federal aid usually presents challenges due to protections afforded to parks and historic properties under federal law. In this case, the state’s special legislation creating the park and resulting deed restriction adds complexity. Key issues for consideration include:
 - Section 4(f) of the DOT act applies to the park as a recreational facility and as an historic property. This law specifically relates to federal programs under the DOT and requires rigorous exploration of avoidance alternatives, which the environmental study shall identify and analyze. If it is determined that no alternatives to taking park land are prudent or feasible, then the project may proceed.
 - Should the study conclude and the City agree that land from the park is needed to make improvements, the deed restrictions regarding the park will need to be addressed.
 - Should the study successfully identify a build Preferred Alternative, the Traverse City Commission will need to approve the use of park land. Should the original vote be successfully challenged, the City may need to hold a new vote on the use of park land for transportation purposes.

- Trees are important to the City of Traverse City and they are a designated Tree City USA. The City has requested that trees be allowed in the proposed median between Fourteenth and Eighth streets. As a state highway and NHS route, Division Street is held to a higher standard than as a local road. Clear zone and sight distance constraints could prevent trees from being planted in the median. The final median treatment such as trees, rain gardens, etc. will need to be coordinated with the City of Traverse City, SHPO, FHWA, and MDOT.

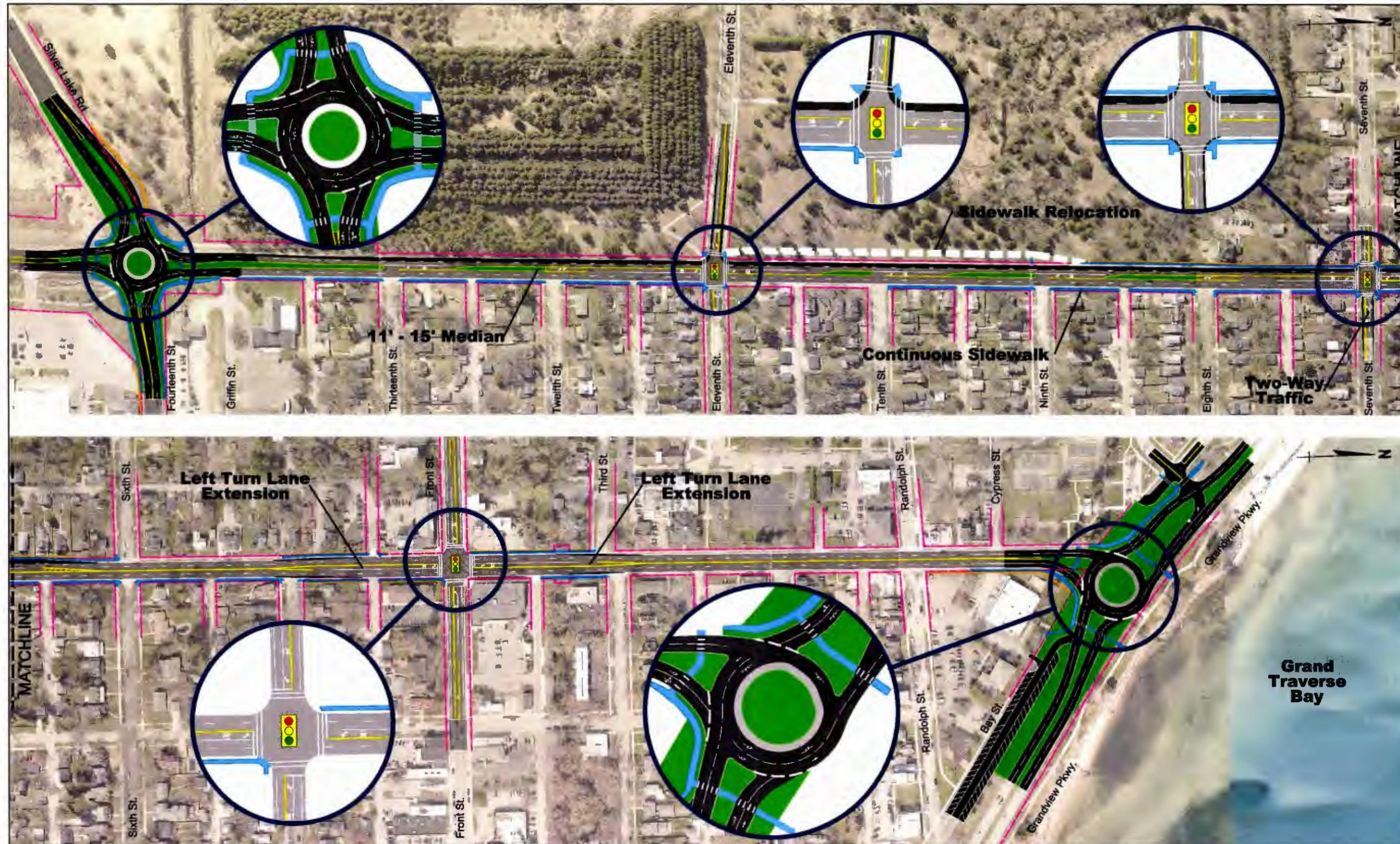
City of Traverse City Considerations and Responsibilities

- A consistent concern heard from many residents along the corridor is the potential for increased traffic on neighborhood streets due to the changes along Division Street. The City has indicated they are working on and need to provide street calming initiatives as part of the overall solution of traffic traveling on the side streets along the Division Street corridor.
- Future development along the study corridor could negatively impact traffic operations along the corridor. When appropriate and feasible, traffic impact studies should be completed to determine potential impacts to the Division Street corridor and adjoining roadway network from the proposed development.

Other Future Considerations and Issues

- Some members of the public and LAC expressed concern over the speed limits along the Division Street corridor. Generally, the feeling is traffic is moving too fast along the corridor, especially at the south end where the posted speed is 40 mph. Speed limits are set through speed studies conducted by the Michigan State Police, independent from alternative studies. Roadway characteristics and potentially 85th percentile vehicle speed will change once the corridor improvements occur so a speed study should be requested afterwards.
- Non-signalized crosswalks have been requested along the corridor by the LAC and public to allow for safer crossings away from traffic signals. The specific locations and details of these crosswalks have yet to be determined. The crosswalks will be highly visible and placed along Division Street in locations that will be identified and studied. This will ensure crosswalks are placed in areas of pedestrian demand and agreed upon by the City and MDOT.
- Future design activities should incorporate public engagement to ensure that the project considers all community concerns while offering stakeholders an opportunity to shape the look of the corridor. Continued close coordination with city officials and members of the LAC should benefit future project development.

Figure ES-13 Preferred Alternative Corridor Overview



CITY OF TRAVERSE CITY

Minutes

United States Coast Guard City Committee

March 3, 2016

A Regular Meeting for the United States Coast Guard Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 p.m.

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Greg Matyas, Dan Baker, and Marty Colburn.

Also present was Katelyn Zeits

The following was absent: Dave Barr and Polly Cairns.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the January 7, 2016 and February 4, 2016 regular meetings."

It was moved by Colburn, seconded by Perdue to approve the minutes from the January 7, 2016 and February 4, 2016 regular meetings.

AIF/MC (Barr and Cairns absent)

2. Next item being "Consideration of approving Coast Guard City "talking points."

By consensus, talking points are approved and ready for distribution to the general public as the Committee sees fit.

3. Next item being "Consideration of approving the Monument Project Assessment for submission to the Arts Commission."

By consensus, the information presented to the Committee are ready for final drafting.

4. Next item being "Consideration of reviewing and approving the Biederman Grant Application."

By consensus, the application is final.

5. Next item being "Consideration of confirming reimbursement of funds for purchased movie tickets as it relates to The Finest Hours moving screening."

It was moved by Perdue, seconded by Colburn, that the Committee approves reimbursement of \$260.00 to Chairman Stan Simons for purchase of tickets to the Coast Guard City Committee sponsored movie screening event for Coast Guard Personnel and their families on Friday, January 29, 2016.

AIF/MC (Barr and Cairns absent)

6. Next item being "Discussion regarding Coast Guard Exhibit at the Grand Traverse Lighthouse Museum."

A presentation was given by Executive Director Stefanie Staley who indicated that after the 2016 season the materials used for the Lighthouse Museum would need a permanent location. Ms. Staley indicated that she would like to work with the Committee to find a location for the exhibit in the Traverse City area.

7. Next item being "Discussion regarding display in conjunction with the Coast Guard Centennial Celebration and update regarding display cases."

General discussion took place. Ms. Staley indicated that she may have display cases for loan to the Coast Guard for the celebration.

8. Next item being "Update regarding an annual Coast Guard City Committee sponsored event."

Mr. Baker gave a brief update.

9. Next item being "Update regarding Coast Guard City logo request for proposals."

Mr. Simons gave a brief update

10. Next item being "Public Comment."

None.

11. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:57 p.m.


Katelyn Zelts
Recording Secretary

MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, February 8, 2016
5:30 P.M.
County Committee Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Commissioners Hornberger, Mentzer, Johnson, Nash, Nerone, Nugent,
Odgers and Stinnet
ABSENT: Commissioner McClellan
STAFF PRESENT: Kristine Bosley

1. APPROVAL OF THE MINUTES OF THE JANUARY 11, 2016 REGULAR MEETING
Motion by Commissioner Nugent, second by Commissioner Johnson to accept the January 11,
2016 meeting minutes. Upon Vote Motion Carried 8-0

2. PUBLIC COMMENT
4 Students from T.C. Central Civics Class,
Jim McCormick Former Human Rights Commission

3. OLD BUSINESS

- a. Martin Luther King Day Results. Commissioner Nugent, great event, can watch on North Media
- b. Sarah Hardy Award Nomination, Selection, Celebration, Feb 22nd schedule celebration for Marian Kromkowski, Food and plaque to be ordered
- c. 2016 Forum Discussion: People with Disabilities, possibly do interview videos to show public, use of State Theatre. Show Short Video, Q&A. Motion by Commissioner Nash to highlight disability for the 2016 Fall Forum, Commissioner Stinnet second motion. Upon Vote Motion Carried 8-0

4. NEW BUSINESS

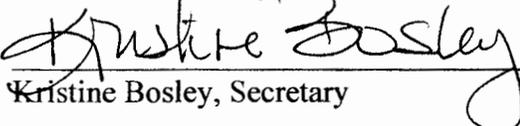
Presentation of Appreciation for Time served as Chair and Vice Chair of Commissioners Hornberger and Mentzer

5. COMMISSIONER COMMENTS

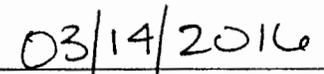
Commissioner Odgers: Are their projects HRC can get involved in

6. ADJOURNMENT

Motion by Commissioner Mentzer second by Commissioner Nugent to adjourn.
The meeting adjourned at 6:36 p.m.



Kristine Bosley, Secretary



Date

The City of Traverse City

Code Enforcement

Governmental Center
 400 Boardman Ave
 Traverse City MI 49684
 (231) 922-4414
 www.traversecitymi.gov



COMPLAINTS for 2016	JANUARY	FEBRUARY	MARCH	
Lawns				
Sign Violations			2	
Sidewalk Café Inspections			10	
Brush/ Streets Dept.	2		10	
Parking violations	6	4	4	
Neighbor Disputes	1		4	
Street Performer inspections/compl.				
Chickens				
Trash/garbage/junk	3	5	8	
Smoking Violation			1	
Dilapidated Homes/buildings		1	2	
Food Trucks/Vendors				
Noise	2			
Health/Safety		2		
News Racks		1		
DDA issues/complaints				
Miscellaneous Compl.	8	5	7	
Rental Housing Insp.	137	121		
Snow Complaints	36	12	1	
Citations				
TOTALS	23 35 137	18 12 121	48 1	

The above chart shows the type and amount of each complaint that was handled. No citations were issued. All others received warnings, with almost all violations corrected after one warning. Approximately 90% of the above complaints were call generated, and 10% self initiated. No Rental Housing Inspections were conducted during the month of March due to many unavailable because of Spring Break Vacations.